

**McLEOD COUNTY  
BOARD OF COMMISSIONERS  
PROPOSED MEETING AGENDA  
NOVEMBER 20, 2012**

**1 9:00 CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**INTRODUCTION OF NEW EMPLOYEES**

- A. Jon Vidmar started employment with McLeod County on October 29, 2012 in the Assessor's Department as an Appraiser I.
- B. Emily Petzel started employment with McLeod County on November 5, 2012 in the Sheriff's Department as a Technical Specialist I.

**2 9:03 CONSIDERATION OF AGENDA ITEMS \***

**3 9:08 CONSENT AGENDA \***

- A. October 30, 2012 County Board Meeting Minutes and Synopsis.
- B. November 6, 2012 County Board Meeting Minutes and Synopsis.
- C. October 31, 2012 Auditor's Warrants.
- D. November 2, 2012 Auditor's Warrants.
- E. November 9, 2012 Auditor's Warrants.
- F. November 14, 2012 Auditor's Warrants.
- G. Approve gambling permit for Brownton Rod & Gun Club, Brownton, MN to conduct a raffle on February 3, 2013 according to Minnesota Statute 349.213.

**4 PAYMENT OF BILLS - COMMISSIONER WARRANT LIST \***

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

**6 9:15 RIDGEWATER COLLEGE**

- A. Present McLeod for Tomorrow marketing plan for the upcoming Winterfest.

**7 9:35 JAIL – Administrator Kate Jones**

- A. Consider approval to purchase a 2012 Chevy Impala from Ranger GM (Hibbing, MN) State contract #35646 for a total of \$19,855.07.\*

This vehicle will replace one of the vans.

- B. Consider approval to purchase and have a safety barrier installed into the new Chevy Impala before being placed into service from Setina (Olympia, WA) for an approximate price of \$1627.00.\*

- C. Consider approval to purchase two Lenovo computers from Compar. These will replace the current computers in the Programmer's Office and Booking room. The computers are on a 4-5 year replacement cycle. The booking computer cost is \$1619.16 and the Programmer's computer cost is \$1331.66 for a total of \$2950.82. This is a state contract quote.\*

**8 9:45 AUDITOR -TREASURER – Auditor-Treasurer Cindy Schultz**

- A. Consider setting a new Maximum contribution cap on the Medical Flexible Spending Account at \$2500 effective Jan 1, 2013.\*

Previously, there was not a mandated limit, but the Board had set McLeod County's at \$3000. Now the Patient Protection & Affordable Care Act has set a maximum limit of \$2500. This is still a tax savings for both the employee and employer so being at the maximum is a benefit.

- B. Consider adoption of Resolution 12-CB-33 to transfer \$579,712.40 from the Debt Service Fund to the Designated for Capital Assets special revenue fund which will zero out the Debt Service Fund.\*

**9 9:50 PUBLIC HEALTH – Agency Coordinator Kathy Nowak**

- A. Consider approval for out of state travel for Amanda Maresh to attend a National Network of Public Health Institutes Quality Improvement Award Program and Forum from Tuesday, December 4<sup>th</sup>-Friday, December 7<sup>th</sup> in Charlotte, NC with airfare, hotel, meals, ground transportation, parking and baggage fees paid for by the \$5000 grant MMS CHS was awarded over 150 other proposals nationwide. The cost will not exceed \$900.\*
- B. Consider approval for out of state travel for Amy Eustis to attend a National Association of County and City Health Officials (NACCHO) sponsored 2012-2013 Medical Reserve Corps. (MRC) Seasonal Leadership and Training Summit, December 5-7 in Loudon County, VA. Amy received a scholarship to attend Disaster Risk Reduction training and all costs are paid for with this scholarship except baggage fees of approx. \$50 which will be paid out of our MRC funding.\*

**10 10:00 INFORMATION SYSTEMS – Network Administrator Matt Troska**

- A. Consider approval of agreements for Information Systems Corporation (Fargo, ND) for remote access to the ApplicationXtender EDMS & Workflow systems.

Allowing Information Systems Corporation remote access to the ApplicationXtender EDMS and Workflow systems will help facilitate the ongoing support of EDMS and implementation and support of Workflow for Social Services and other departments as they begin to adopt electronic workflow processes.

- B. Consider approval to purchase 3 servers from Hewlett Packard (Palo Alto, CA) for \$33,463.64 + tax and shipping. This is a state contract quote.\*

These new servers will replace 6 existing servers that are 5+ years old and are at the end of their useful life.

**11 10:05 BUILDING SERVICES – Building Maintenance Supervisor Wayne Rosenfeld**

- A. Consider approval to have installation of vinyl composite tile flooring for the scanning/supply room in the lower level of the courthouse from Fashion Interiors (Glencoe, MN) for a total of \$5,788.00 with funding coming from the 2012 budget.\*

Remove existing carpet to eliminate air quality issues. Sentence to Serve will be removing existing carpet in these areas.

Additional quote received: Bergmann's Country Interiors (Glencoe, MN) in the amount of \$5,876.13.

- B. Consider approval to purchase vinyl composite tile flooring for the Building Services/STS offices from Fashion Interiors (Glencoe, MN) for a total of \$1,847.00 with funding coming from the 2012 budget.\*

Remove existing carpet to eliminate air quality issues. Building Maintenance staff intend to do the installation in this area.

Additional quote received: Bergmann's Country Interiors (Glencoe, MN) in the amount of \$1,840.71.

**12 10:10 VETERANS SERVICE OFFICE – Veterans Service Officer Jim Lauer**

- A. Reappointment of Veterans Service Officer.\*

**13 10:15 ROAD AND BRIDGE – Highway Engineer John Brunkhorst**

- A. Consider approval to sell the 1980 Snogo snow blower to the City of Lester Prairie for \$25,000.\*

The City has been using the blower in agreement to perform snow and ice control on some of McLeod County roads. They recently bought a new loader and are interested in purchasing ours because they would like to modify the blower. The Lester Prairie City Council authorized this purchase at a recent council meeting.

Highway Department is OK with this because they have not used it for quite some time. They would like to pursue purchasing a tractor mounted blower in the future, which would be more advantageous to our operation.

Our original purchase price was \$42,250. The \$25,000 we are asking is fair market value according to some vendors.

**14 10:20 TEN-MINUTE RECESS**

**15 10:30 LUCE LINE TRAIL**

- A. Consider financial support for paving of the Luce Line Trail.\*

**16 COUNTY ADMINISTRATION**

- Review of Commissioners Calendar
  - Commissioner reports of committee meetings attended since November 6, 2012.
- A. Consider November 13, 2012 Staffing Request Recommendations.\*
  - B. Consider adjusting the 2012 one time HSA employer contribution for family health insurance from \$1,000.00 to \$1,500.00 similar to the benefit offered to union employees.\*
  - C. Consider approval of two University of Minnesota Program Agreements including McLeod for Tomorrow Leadership and Alumni Programs based on earlier funding approved July 17, 2012 not to exceed \$12,725.00.\*
  - D. Consider approval to increase the Solid Waste Tip Fee, paid by Spruce Ridge Resource Management Facility owned by Waste Management Inc., by \$2.00 per ton; which will result in a total \$3.50 per ton tip fee. County Board to set effective date for increase.\*

No increase since 2001. Tip fee was increased from \$1.00 per ton to \$3.00 per ton in 1998; to then be decreased to \$1.50 per ton in 2001.

- E. Consider appointment of Vincent Traver to the position of IT Director effective November 21, 2012.\*
- F. Consider approval of removing current hiring freeze.\*
- G. Reconsider the role of the Staffing Committee.\*
- H. Truth in Taxation Meeting to be held Thursday, November 29 at 6:00 PM in County Board Room.

## **OTHER**

Open Forum  
Press Relations

## **RECESS**

Next board meeting December 5, 2012 at 9:00 a.m. in the County Boardroom.

**McLEOD COUNTY  
BOARD OF COMMISSIONERS  
DRAFT MEETING MINUTES – October 30, 2012**

**CALL TO ORDER**

The regular meeting of the McLeod County Board of Commissioners was called to order at 9:00 a.m. by Board Chair Beverly Wangerin in the County Boardroom. Commissioners Nies, Terlinden, Wright and Bayerl were present. County Administrator Patrick Melvin, Administrative Assistant Donna Rickeman, County Auditor-Treasurer Cindy Schultz 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**

The following item was added to the agenda:

- A) Add under Administration item D; Consider state reimbursed 3 County (McLeod, Meeker and Renville) software with monthly fee of \$116.00 reimbursed.

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

**CONSENT AGENDA**

- A) October 16, 2012 County Board Meeting Minutes and Synopsis.
- B) October 12, 2012 Auditor's Warrants.
- C) October 19, 2012 Auditor's Warrants.
- D) October 23, 2012 Auditor's Warrants.
- E) Approve Conditional Use Permit HJP12-0412-19 for The Church of Riverside Assembly of God to operate a youth ministries program on the property currently owned by LTP Enterprises. The sale of the property is contingent upon approval of the conditional use permit. The existing zoning is "1-1" Light Industrial and located as follows: Lot 9, Block 1, and Bachman's First Addition, within Section 35 of Acoma Township.

The Hutchinson Joint Planning Board recommended approval at their meeting on Wednesday, October 17, 2012 with the following recommended conditions:

1. An area be designated and protected for future septic system treatment areas (drain field).

2. If any future expansion occurs on the three (3) lots owned by the applicant, a replat shall be done on those three (3) lots to dissolve interior property lines and easements.
3. An NPDES permit by MPCA shall be applied for and granted prior to any future expansion.

F) Approve final acceptance and payment of \$6,705.51 to Wm. Mueller & Sons, Inc. (Hamburg, MN) for CP 12-000-05, Fairgrounds East Improvements. This project is completed satisfactorily and final acceptance and payment is recommended.

G) Approve the LELS Non-Licensed Sergeants collective bargaining agreement summary which the Union has ratified. No wage or insurance increase will occur until the contract is signed by both parties.

**Terlinden/Bayerl motion carried unanimously to approve the consent agenda.**

**PAYMENT OF BILLS – COMMISSIONER WARRANT LIST**

General Revenue	\$68,137.63
Road & Bridge	\$37,980.09
Solid Waste	\$11,888.12
County Ditch Fund	\$7,219.41
Trust and Agency Fund	\$2.01

**Nies/Terlinden motion carried unanimously to approve payment of bills totaling \$125,227.26 from the aforementioned funds.**

**ROAD AND BRIDGE – Highway Engineer John Brunkhorst**

A) John Brunkhorst requested approval for a lease agreement (and price per acre) with Jonathan Posusta for 9.07 acres of tillable land in Section 36 of Hale Township for calendar year 2013. The 2012 price was \$145 per acre. Mr. Posusta has rented this tract of land for several years. 2011 price was also \$145/acre.

**Nies/Wright motion carried unanimously to table the discussion regarding lease agreement until first meeting in January.**

B) John Brunkhorst requested approval to replace a failing centerline culvert on County State Aid Highway 7.

Installation to be awarded to Ken’s Excavating (Glencoe, MN) \$4,890.00 plus applicable sales tax. Other bids for installation include: Hjerpe Contracting (Hutchinson, MN) \$5,300.00 and Juul Contracting (Hutchinson, MN) \$10,620.00.

Culvert material awarded to Hancock Concrete (Hancock, MN) \$3,500.00. Other bid for materials include: Cretex Concrete Products (Elk River, MN) \$3,388.10 plus applicable sales tax.

Hancock Concrete was chosen even though bid was not the lowest because the Highway Department has some Hancock culvert pieces left over from a previous project and Hancock Concrete will be able to pick them up when they deliver this culvert material at no charge, otherwise a return shipping charge would be incurred.

This culvert was initially going to be jetted clean but a separation was found, requiring replacement. This culvert is also deeper than the Highway Department's equipment can handle making it impossible for this to get done internally.

**Bayerl/Terlinden motion carried unanimously for approval of replacement of a failing centerline culvert on County State Aid Highway 7 and to award bid for installation to Ken's Excavating (Glencoe, MN) \$4,890.00 plus applicable sales tax and culvert material to Hancock Concrete (Hancock, MN) \$3,500.00.**

- C) John Brunkhorst requested authorization to perform future culvert replacements without prior Board approval provided:
1. There is budget remaining.
  2. Solicitation is in accordance with M.S. 471.345, Uniform Municipal Contracting Law.

More frequent culvert replacements are anticipated due to the age of the infrastructure.

Discussion was held to discuss the thresholds that are currently in place requiring board approval for any purchase exceeding \$1,000.00. It was determined that this subject should be discussed further at a workshop on November 20, 2012.

**Bayerl/Nies motion carried unanimously to table the discussion on the threshold that is currently in place requiring board approval for any purchase exceeding \$1,000.00 until workshop on November 20, 2012.**

- D) John Brunkhorst requested approval to purchase 15,000 tons of class 5 gravel at \$3.97 per ton plus mobilization at \$4,000 from WM Mueller & Sons (Hamburg, MN) for a total of \$63,550 plus applicable sales tax.

Additional quote: Meeker Washed Sand and Gravel (Darwin, MN) \$3.35 per ton for a total of \$50,250.

Although the Meeker Sand and Gravel quote is cheaper per ton, the haul is 30 minutes longer which equates to approximately \$2.50/ton in trucking expense.

**Wright/Terlinden motion carried unanimously to approve the purchase of 15,000 tons of class 5 gravel at \$3.97 per ton plus mobilization at \$4,000 from WM Mueller & Sons (Hamburg, MN) for a total of \$63,550 plus applicable sales tax.**

#### **PARKS – Director Al Koglin**

- A) All Koglin requested approval to purchase a 2012 John Deere 72 inch zero turn around mower from Midwest Machinery (Glencoe, MN) for a total of \$5,200.00 plus tax with funding coming from the Parks 2012 budget.

Parks will be trading a New Holland 72 inch mower that is 6 years old for this 2012 model.

Additional quote received: L & P Supply Co. (Hutchinson, MN) for a total of \$6,000.00 plus tax.

**Terlinden/Bayerl motion carried unanimously to approve the purchase of a 2012 John Deere 72 inch zero turn around mower from Midwest Machinery (Glencoe, MN) for a total of \$5,200.00 plus tax with funding coming from the Parks 2012 budget.**

#### **ENVIRONMENTAL SERVICES – Technician Mary Creech**

- A) Mary Creech requested approval of the General Obligation Note and Loan Agreement for Targeting BMP's in the Crow River Watershed Project.

This is for more septic loan money in the Crow River Watershed. The Geo note was paid for by the CROW at no cost to the county.

**Nies/Terlinden motion carried unanimously to approve the General Obligation Note and Loan Agreement for Targeting BMP's in the Crow River Watershed Project.**

- B) Mary Creech requested approval to purchase ArcView 10 (Basic) license from Rowekamp (Bloomington, MN) not to exceed \$1,400.00 with funding coming from the Records Technology Fund.

ArcView 10 is used for feedlot locations and setbacks for feedlots. If new license is not purchased access for the feedlot locations on geo moose will not be accessible because ArcView 3.3 is not compatible with ArcView 10 that the GIS department uses.



**Wright/Bayerl motion carried unanimously to approve the purchase ArcView 10 (Basic) license from Rowekamp (Bloomington, MN) not to exceed \$1,400.00 with funding coming from the Records Technology Fund.**

**INFORMATION SYSTEMS – Network Administrator Matt Troska**

- A) Matt Troska requested approval of agreements for Gavin Winters Twiss Thiemann Long LTD, City Attorney's Office for Cities of Brownton, Glencoe, Lester Prairie, Silver Lake, and Winsted, for access to the Law Enforcement Technology Group (LETG) and the State eCharging system via McLeod County.

The McLeod County Sheriff's and Attorney's Offices are in the process of implementing the State's eCharging system. eCharging is made up of four components for the electronic processing of citations, criminal complaints, incident referrals, and DWI administrative forms. With this project all agencies in McLeod County will need access to the eCharging system. The State of MN has approved allowing other agencies in McLeod County to access eCharging using the same method we provide for access to LETG. This method will simply access for these agencies and leverage the investment that McLeod County has already made for providing access to LETG for these agencies.

**Wright/Terlinden motion carried unanimously to approve the agreements for Gavin Winters Twiss Thiemann Long LTD, City Attorney's Office for Cities of Brownton, Glencoe, Lester Prairie, Silver Lake, and Winsted, for access to the Law Enforcement Technology Group (LETG) and the State eCharging system via McLeod County.**

- B) Matt Troska requested approval of agreements for City of Hutchinson Attorney's Office for access to LETG and the State eCharging system via McLeod County.

**Nies/Bayerl motion carried unanimously to approve the agreements for City of Hutchinson Attorney's Office for access to LETG and the State eCharging system via McLeod County.**

- C) Matt Troska requested approval to purchase 2 computers, 1 laptop and 1 monitor for Extension and purchase of 2 laptops for Parks/Fairgrounds from Compar, Inc for \$5,454.90 (Extension: quote 2666 for \$2,840.74 & Parks/Fairgrounds: quote 2665 for \$2,614.16) with funding coming from the Parks/Fairgrounds budget. This is a state contract quote.

**Wright/Nies motion carried unanimously to approve the purchase 2 computers, 1 laptop and 1 monitor for Extension and purchase of 2 laptops for Parks/Fairgrounds from Compar, Inc for \$5,454.90 (Extension: quote 2666 for \$2,840.74 & Parks/Fairgrounds: quote 2665 for \$2,614.16) with funding coming from the Parks/Fairgrounds budget.**

## **ASSESSORS OFFICE – Assessor Sue Schulz**

- A) Sue Schulz requested reappointment as County Assessor per MN Statute 273.061 for a 4-year term beginning 1/1/2013.

**Nies/Terlinden motion carried unanimously to reappoint Sue Schulz as County Assessor for a 4-year term beginning 1/1/2013.**

## **MCLEOD COUNTY HISTORICAL SOCIETY – Executive Director Lori Pickell-Stangel and Secretary Marlys Fredrick**

- A) Lori Pickell-Stangel presented annual report for the McLeod County Historical Society. The McLeod County Historical Society has been busy over the last year and presented the following:

- 5 year plan will be available first part of December
- Bringing Books to Life Series continues to be a successful program.
- Created guide booklet and CD which gives residents a guided tour on historical sites within McLeod County
- Received a Minnesota Historical and Cultural Heritage Grant for \$51,846 which will be used to install a compressible storage unit for their archival vault
- Received a donation from the Bruce Prieve Estate in the amount of \$160,000
- The Ken Schuman Family, through a generous donation to the museum, enabled the museum to write a grant to have the Dug-out Canoe and large collection of early Native American stone tools professionally evaluated. This grant also included having carbon testing done to determine this canoe is 800-900 years old

Challenges continue for McLeod County Historical Society such as increasing costs for utilities, supplies, repairs and insurance. Another challenge is the aging building which is over 25 years old and maintenance costs continue to increase, especially major costs such as roof repairs, door replacements, and sidewalk and parking lot repairs.

Lori wants to thank all the volunteers that have helped in the past and informed the Board that volunteers are what make the McLeod County Historical Society successful.

## **AUDITOR-TREASURER – Auditor-Treasurer Cindy Schultz**

- A) Cindy Schultz demonstrated a new way of reporting election results on the county website. There will be a link on the home page to direct constituents to a vast menu of election results. Or, constituents can go to the local cable TV access and find a scrolling report.

The new web-link system will direct constituents to specific results, such as city or school board races, or look at all the results. There also will be links showing which precincts have reported in, and the percentage of voter turnout either by precinct or as the county as a whole.

## COUNTY ADMINISTRATION

A) Consider October 23, 2012 Staffing Request Recommendations.

1. Discuss part-time deputy positions.

**No recommendation.**

2. Discuss School Nurse position at GSL School District.

**No recommendation. To be brought to later Staffing Committee Meeting or Board Meeting if contract is drawn up with Glencoe-Silver Lake School District for McLeod County Public Health to provide consulting services to School Nurse position.**

3. Consider hiring Mental Health Professional for SW Consortium.

**Recommendation: Act as hiring authority for SW Mental Health Consortium and hire Mental Health Professional (grade 28) due to resignation.**

**Wright/Terlinden motion carried unanimously to approve the October 23, 2012 Staffing Request Committee Recommendations as outlined above.**

B) Consider October 23, 2012 Budget Committee Recommendations.

1. Consider budget for new staff in 2013.

**There is no funding available for staff in 2013.**

2. Consider funding options for NEOGOV, an on-line recruitment software package, installation and initial training for \$9,320.

**Recommendation: fund the 2013 purchase of NEOGOV at \$9,320 with money from the Recorder's Modernization Fund. Thereafter money will be placed into the Administration budget to cover annually recurring costs associated with this software.**

3. Consider Fairgrounds request for \$40,800 to seal coat pavement.

**No recommendation. More information to be obtained.**

**Nies/Wright motion carried unanimously to approve the October 23, 2012 Budget Committee Recommendations as outlined above with the following exceptions: budget for new staff be brought forward to the 11/20/2012 Board Meeting and additional \$41,000 be added to the Fairgrounds budget for 2013 for seal coating pavement taken from Capital Projects.**

- C) Pat Melvin requested approval to purchase NEOGOV on-line recruitment software program, installation and training for \$9,320.00 plus an additional \$5,000 annual maintenance fee.

**Terlinden/Wright motion carried unanimously to approve the purchase of NEOGOV on-line recruitment software program, installation and training for \$9,320.00 coming from the Recorders Technology Fund plus an additional \$5,000 annual maintenance fee coming from the Administration budget.**

- D) Pat Melvin requested approval of state reimbursed 3 County (McLeod, Meeker and Renville) software with monthly fee of \$116.00 reimbursed.

**Bayerl/Wright motion carried unanimously to approve state reimbursed 3 County (McLeod, Meeker and Renville) software with monthly fee of \$116.00 reimbursed.**

**Bayerl/Nies motion carried unanimously to recess at 11:25 a.m. until 9:00 a.m. November 6, 2012 in the County Boardroom.**

ATTEST:

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Beverly Wangerin, Board Chair

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Patrick Melvin, County Administrator

McLEOD COUNTY  
BOARD OF COMMISSIONERS  
SYNOPSIS – October 30, 2012

1. Commissioners Wangerin, Bayerl, Terlinden, Wright and Nies were present.
2. Nies/Wright motion approved the agenda with the following item added; under Administration item D; Consider state reimbursed 3 County (McLeod, Meeker and Renville) software with monthly fee of \$116.00 reimbursed.
3. Terlinden/Bayerl motion approved the consent agenda including October 16, 2012 Board Meeting Minutes and Synopsis; October 12, 2012 Auditor's Warrants; October 19, 2012 Auditor's Warrants; October 23, 2012 Auditor's Warrants; Approve Conditional Use Permit HJP12-0412-19 for The Church of Riverside Assembly of God to operate a youth ministries program on the property currently owned by LTP Enterprises; Approve final acceptance and payment of \$6,705.51 to Wm. Mueller & Sons, Inc. (Hamburg, MN) for CP 12-000-05, Fairgrounds East Improvements; Approve the LELS Non-Licensed Sergeants collective bargaining agreement summary which the Union has ratified.
4. Nies/Terlinden motion approved payment of bills totaling \$125,227.26 from the following funds: General Revenue \$68,137.63; Road & Bridge \$37,980.09; Solid Waste \$11,888.12; County Ditch Fund \$7,219.41 and Truth and Agency Fund \$2.01.
5. Nies/Wright motion carried unanimously to table the discussion regarding lease agreement until first meeting in January.
6. Bayerl/Terlinden motion carried unanimously for approval of replacement of a failing centerline culvert on County State Aid Highway 7 and to award bid for installation to Ken's Excavating (Glencoe, MN) \$4,890.00 plus applicable sales tax and culvert material to Hancock Concrete (Hancock, MN) \$3,500.00.
7. Bayerl/Nies motion carried unanimously to table the discussion on the threshold that is currently in place requiring board approval for any purchase exceeding \$1,000.00 until workshop on November 20, 2012.
8. Wright/Terlinden motion carried unanimously to approve the purchase of 15,000 tons of class 5 gravel at \$3.97 per ton plus mobilization at \$4,000 from WM Mueller & Sons (Hamburg, MN) for a total of \$63,550 plus applicable sales tax.
9. Terlinden/Bayerl motion carried unanimously to approve the purchase of a 2012 John Deere 72 inch zero turn around mower from Midwest Machinery (Glencoe, MN) for a total of \$5,200.00 plus tax with funding coming from the Parks 2012 budget.
10. Nies/Terlinden motion carried unanimously to approve the General Obligation Note and Loan Agreement for Targeting BMP's in the Crow River Watershed Project.
11. Wright/Bayerl motion carried unanimously to approve the purchase ArcView 10 (Basic) license from Rowekamp (Bloomington, MN) not to exceed \$1,400.00 with funding coming from the Records Technology Fund.
12. Wright/Terlinden motion carried unanimously to approve the agreements for Gavin Winters Twiss Thiemann Long LTD, City Attorney's Office for Cities of

Brownton, Glencoe, Lester Prairie, Silver Lake, and Winsted, for access to the Law Enforcement Technology Group (LETG) and the State eCharging system via McLeod County.

- 13.** Nies/Bayerl motion carried unanimously to approve the agreements for City of Hutchinson Attorney's Office for access to LETG and the State eCharging system via McLeod County.
- 14.** Wright/Nies motion carried unanimously to approve the purchase 2 computers, 1 laptop and 1 monitor for Extension and purchase of 2 laptops for Parks/Fairgrounds from Compar, Inc for \$5,454.90 (Extension: quote 2666 for \$2,840.74 & Parks/Fairgrounds: quote 2665 for \$2,614.16) with funding coming from the Parks/Fairgrounds budget.
- 15.** Nies/Terlinden motion carried unanimously to reappoint Sue Schulz as County Assessor for a 4-year term beginning 1/1/2013.
- 16.** Wright/Terlinden motion carried unanimously to approve the October 23, 2012 Staffing Request Committee Recommendations as outlined above.
- 17.** Nies/Wright motion carried unanimously to approve the October 23, 2012 Budget Committee Recommendations as outlined above with the following exceptions: budget for new staff be brought forward to the 11/20/2012 Board Meeting and additional \$41,000 be added to the Fairgrounds budget for 2013 for seal coating pavement taken from Capital Projects.
- 18.** Terlinden/Wright motion carried unanimously to approve the purchase of NEOGOV on-line recruitment software program, installation and training for \$9,320.00 coming from the Records Technology Fund plus an additional \$5,000 annual maintenance fee coming from the Administration budget.
- 19.** Bayerl/Wright motion carried unanimously to approve state reimbursed 3 County (McLeod, Meeker and Renville) software with monthly fee of \$116.00 reimbursed.

Complete minutes are on file in the County Administrator's Office. The meeting recessed at 11:25 a.m. until November 6, 2012.

Attest:

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Beverly Wangerin, Board Chair

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Patrick Melvin, County Administrator

**McLEOD COUNTY  
BOARD OF COMMISSIONERS  
PROPOSED MEETING MINUTES – November 6, 2012**

**CALL TO ORDER**

The regular meeting of the McLeod County Board of Commissioners was called to order at 9:00 a.m. by Board Chair Beverly Wangerin in the County Boardroom.

Commissioners Terlinden, Wright and Bayerl were present. Commissioner Sheldon Nies had an excused absence. 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**

**Bayerl/Terlinden motion carried unanimously to approve the agenda with no revisions.**

**CONSENT AGENDA**

- A) October 26, 2012 Auditor's Warrants.
- B) Approve the 2012-2013 School Health Agreement between McLeod County Public Health and School District #2859, Glencoe Silver Lake effective for the academic school year of 2012-2013 for 4 hours per week at \$40.61 per hour.

**Terlinden/Wright motion carried unanimously to approve the consent agenda.**

**PAYMENT OF BILLS – COMMISSIONER WARRANT LIST**

General Revenue	\$14,522.03
Solid Waste	\$6,685.00

**Bayerl/Terlinden motion carried unanimously to approve payment of bills totaling \$21,207.03 from the aforementioned funds.**

**SHERIFF'S DEPARTMENT – Sheriff Scott Rehmann and Emergency Services  
Director Kevin Mathews**

- A) Scott Rehmann requested approval to enter into a contract with the City of Winsted to lease one mobile computer. Contract will be for four years and will cover purchase costs and air card costs. If approved, McLeod County will

purchase one Panasonic Toughbook laptop from Compar, Inc. (Minnetonka, MN) for a total \$4,899.15. This is a state contract quote.

One of Winsted Police Department's mobile computers hard drive crashed and parts are difficult to find. This computer was originally scheduled to be replaced and a new contract entered into in early 2013. By purchasing this computer now, we will not need to purchase one in 2013.

**Bayerl/Terlinden motion carried unanimously to enter into a contract with the City of Winsted to lease one mobile computer. McLeod County will purchase one Panasonic Toughbook laptop from Compar, Inc. (Minnetonka, MN) for a total \$4,899.15.**

- B) Scott Rehmann requested approval to purchase equipment from Federal Warning Systems (Rochester, MN) to make Civil Defense Sirens narrow band compliant for a total price of \$14,621.00 plus any applicable sales tax. Funding will come from money reserved for the ARMER Project.

This will cover all sirens except the City of Plato which had a different type of Siren. Civil Defense sirens need to be made narrow band compliant by the end of 2012. The above price does not include installation costs which will be done by Alpha Wireless.

**Wright/Bayerl motion carried unanimously to approve the purchase of equipment from Federal Warning Systems (Rochester, MN) to make Civil Defense Sirens narrow band compliant for a total price of \$14,621.00 plus any applicable sales tax with funding coming from money reserved for the ARMER Project.**

#### **PARKS – Director Al Koglin**

- A) All Koglin reported on collapsed tile and a washout at Swan Lake Park near Silver Lake. A camera was used to scope the tile from the lake intake to about 265 feet into a meadow, going under a county road. The camera found no further problems in that span.

The Board authorized Al Koglin to have the tile and washout, located near the public access, repaired.

The camera also surveyed about 200 feet of the far end of the tile, where it discharges into a ditch, and found about a foot and a half of sediment that will eventually need to be cleaned out.

#### **INFORMATION SYSTEMS – Network Administrator Matt Troska**

- A) Matt Troska requested approval to purchase 7 additional Microsoft Core Licenses as the annual true up to McLeod County's Enterprise licensing



agreement with Microsoft from SHI (Somerset, NJ) for \$2,177.00 plus tax with funding coming from the IS budget. This is a State Contract quote.

These licenses are to cover the computers added for the Hutchinson PD as part of the Law Enforcement Technology Group (LETG) project, the County will be reimbursed by the City of Hutchinson for them.

**Terlinden/Wright motion carried unanimously to approve the purchase of 7 additional Microsoft Core Licenses as the annual true up to McLeod County's Enterprise licensing agreement with Microsoft from SHI (Somerset, NJ) for \$2,177.00 plus tax with funding coming from the IS budget.**

**Bayerl/Terlinden motion carried unanimously to recess at 9:35 a.m. until 9:00 a.m. November 20, 2012 in the County Boardroom.**

ATTEST:

\_\_\_\_\_  
Beverly Wangerin, Board Chair

\_\_\_\_\_  
Patrick Melvin, County Administrator

McLEOD COUNTY  
BOARD OF COMMISSIONERS  
SYNOPSIS – November 6, 2012

1. Commissioners Wangerin, Bayerl, Terlinden and Wright were present.
2. Bayerl/Terlinden motion approved the agenda with no revisions.
3. Terlinden/Wright motion approved the consent agenda including October 26, 2012 Auditor's Warrants; Approve the 2012-2013 School Health Agreement between McLeod County Public Health and School District #2859, Glencoe Silver Lake effective for the academic school year of 2012-2013 for 4 hours per week at \$40.61 per hour.
4. Bayerl/Terlinden motion approved payment of bills totaling \$21,207.03 from the following funds: General Revenue \$14,522.03; and Solid Waste \$6,685.00.
5. Bayerl/Terlinden motion carried unanimously to enter into a contract with the City of Winsted to lease one mobile computer. McLeod County will purchase one Panasonic Toughbook laptop from Compar, Inc. (Minnetonka, MN) for a total \$4,899.15.
6. Wright/Bayerl motion carried unanimously to approve the purchase of equipment from Federal Warning Systems (Rochester, MN) to make Civil Defense Sirens narrow band compliant for a total price of \$14,621.00 plus any applicable sales tax with funding coming from money reserved for the ARMER Project.
7. Terlinden/Wright motion carried unanimously to approve the purchase of 7 additional Microsoft Core Licenses as the annual true up to McLeod County's Enterprise licensing agreement with Microsoft from SHI (Somerset, NJ) for \$2,177.00 plus tax with funding coming from the IS budget.

Complete minutes are on file in the County Administrator's Office. The meeting recessed at 9:35 a.m. until November 20, 2012.

Attest:

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Beverly Wangerin, Board Chair

---

Patrick Melvin, County Administrator

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



SCHWENDEMA  
10/31/12 3:27PM

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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

Explode Dist. Formulas Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
0	DEPT		...		
2	2811 CNA GROUP LONG TERM CARE 01-000-000-0000-2048		136.65 LONG TERM CARE GENERAL FD 11/01/2012 11/30/2012	1126299	Long Term Care Payable
	2811 CNA GROUP LONG TERM CARE		136.65	1 Transactions	
37	4547 FIDELITY SECURITY LIFE INSURANCE CO 01-000-000-0000-2044		255.95 VISION PREMIUM GENERAL FD 10/01/2012 10/31/2012		Vision Insurance Payable
	4547 FIDELITY SECURITY LIFE INSURANCE CO		255.95	1 Transactions	
52	1360 MINNESOTA MUTUAL 01-000-000-0000-2049		1,529.23 LIFE PREMIUM GENERAL FD 11/01/2012 11/30/2012		Life Insurance Payable
63	01-000-000-0000-2053		10.20 LIFE PREMIUM SELF PAY FD 11/01/2012 11/30/2012		Cobra Life Insurance Payable
	1360 MINNESOTA MUTUAL		1,539.43	2 Transactions	
12	1874 MN COUNTIES INTERGOVERNMENTAL TI 01-000-000-0000-2045		34,712.93 MEDICAL PREMIUM GENERAL FD 10/01/2012 10/31/2012		Health Insurance Payable
26	01-000-000-0000-2045		82,216.82 MEDICAL PREMIUM GENERAL FD 11/01/2012 11/30/2012		Health Insurance Payable
11	01-000-000-0000-2052		3,038.00 MEDICAL PREMIUM SELF PAY FD 10/01/2012 10/31/2012		Cobra Health Insurance Payable
25	01-000-000-0000-2052		3,038.00 MEDICAL PREMIUM SELF PAY FD 11/01/2012 11/30/2012		Cobra Health Insurance Payable
	1874 MN COUNTIES INTERGOVERNMENTAL TI		123,005.75	4 Transactions	
67	8714 UNION SECURITY INSURANCE COMPANY 01-000-000-0000-2041		892.90 STD PREMIUM GENERAL FD 11/01/2012 11/30/2012		Short Term Disability Payable
44	01-000-000-0000-2050		1,708.37 LTD PREMIUM GENERAL FD 11/01/2012 11/30/2012		Long Term Disability Payable
	8714 UNION SECURITY INSURANCE COMPANY		2,601.27	2 Transactions	
0	DEPT Total:		127,539.05	5 Vendors	10 Transactions

\*\*\*\*\* 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		County Sheriff's Office		
	2836 GLENCOE AUTO BODY INC				
6	01-201-000-0000-6327		#128 REPAIR SQUAD	12960	General Auto Maintenance
	2836 GLENCOE AUTO BODY INC		1 Transactions		
201	DEPT Total:		7,604.77 County Sheriff's Office	1 Vendors	1 Transactions

\*\*\*\*\* 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
603	DEPT		County Extension		
	1160 MCLEOD COUNTY AUDITOR TREASURER				
7	01-603-000-0000-6351		81.96 WALMART	PETTY CASH	After School Program
8	01-603-000-0000-6351		72.93 WALMART	PETTY CASH	After School Program
9	01-603-000-0000-6351		49.14 SAMS CLUB	PETTY CASH	After School Program
10	01-603-000-0000-6351		13.16 CASHWISE	PETTY CASH	After School Program
	1160 MCLEOD COUNTY AUDITOR TREASURER		217.19		4 Transactions
603	DEPT Total:		217.19	County Extension	1 Vendors 4 Transactions
1	Fund Total:		135,361.01	General Revenue Fund	15 Transactions



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
0	DEPT			...		
3	2811 CNA GROUP LONG TERM CARE 03-000-000-0000-2048		23.44	LONG TERM CARE HWY FD 11/01/2012 11/30/2012	1126299	Long Term Care Payable
	2811 CNA GROUP LONG TERM CARE		23.44	1 Transactions		
38	4547 FIDELITY SECURITY LIFE INSURANCE CO 03-000-000-0000-2044		20.03	VISION PREMIUM HWY FD 10/01/2012 10/31/2012		Vision Insurance Payable
	4547 FIDELITY SECURITY LIFE INSURANCE CO		20.03	1 Transactions		
53	1360 MINNESOTA MUTUAL 03-000-000-0000-2049		145.50	LIFE PREMIUM HWY FD 11/01/2012 11/30/2012		Life Insurance Payable
	1360 MINNESOTA MUTUAL		145.50	1 Transactions		
13	1874 MN COUNTIES INTERGOVERNMENTAL TI 03-000-000-0000-2045		22,012.00	MEDICAL PREMIUM HWY FD 10/01/2012 10/31/2012		Health Insurance Payable
27	03-000-000-0000-2045		13,446.00	MEDICAL PREMIUM HWY FD 11/01/2012 11/30/2012		Health Insurance Payable
	1874 MN COUNTIES INTERGOVERNMENTAL TI		35,458.00	2 Transactions		
68	8714 UNION SECURITY INSURANCE COMPANY 03-000-000-0000-2041		21.35	STD PREMIUM HWY FD 11/01/2012 11/30/2012		Short Term Disability Payable
45	03-000-000-0000-2050		163.20	LTD PREMIUM HWY FD 11/01/2012 11/30/2012		Long Term Disability Payable
	8714 UNION SECURITY INSURANCE COMPANY		184.55	2 Transactions		
0	DEPT Total:		35,831.52	...	5 Vendors	7 Transactions
3	Fund Total:		35,831.52	Road & Bridge Fund		7 Transactions

SCHWENDEMA  
 10/31/12 3:27PM  
 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		Solid Waste Tip Fee			
4547	FIDELITY SECURITY LIFE INSURANCE CO					
39	05-391-000-0000-2044		12.29	VISION PREMIUM SW FD		Vision Insurance Payable
				10/01/2012 10/31/2012		
4547	FIDELITY SECURITY LIFE INSURANCE CO		12.29	1 Transactions		
1360	MINNESOTA MUTUAL					
54	05-391-000-0000-2049		80.07	LIFE PREMIUM SW FD		Life Insurance Payable
				11/01/2012 11/30/2012		
1360	MINNESOTA MUTUAL		80.07	1 Transactions		
1874	MN COUNTIES INTERGOVERNMENTAL TI					
14	05-391-000-0000-2045		2,867.61	MEDICAL PREMIUM SW FD		Health Insurance Payable
				10/01/2012 10/31/2012		
28	05-391-000-0000-2045		1,645.00	MEDICAL PREMIUM SW FD		Health Insurance Payable
				11/01/2012 11/30/2012		
1874	MN COUNTIES INTERGOVERNMENTAL TI		4,512.61	2 Transactions		
391	DEPT Total:		4,604.97	Solid Waste Tip Fee	3 Vendors	4 Transactions



SCHWENDEMA  
 10/31/12 3:27PM  
 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	Service Dates	Paid On Bhf #	On Behalf of Name
393	DEPT		Materials Recovery Facility		
40	4547 FIDELITY SECURITY LIFE INSURANCE CO 05-393-000-0000-2044		VISION PREMIUM MRF FD 10/01/2012 10/31/2012		Vision Insurance Payable
	4547 FIDELITY SECURITY LIFE INSURANCE CO	18.26	1 Transactions		
55	1360 MINNESOTA MUTUAL 05-393-000-0000-2049		LIFE PREMIUM MRF FD 11/01/2012 11/30/2012		Life Insurance Payable
	1360 MINNESOTA MUTUAL	15.31	1 Transactions		
15	1874 MN COUNTIES INTERGOVERNMENTAL TI 05-393-000-0000-2045		MEDICAL PREMIUM MRF FD 10/01/2012 10/31/2012		Health Insurance Payable
	05-393-000-0000-2045	2,986.00	11/01/2012 11/30/2012		Health Insurance Payable
29	1874 MN COUNTIES INTERGOVERNMENTAL TI	1,873.00	2 Transactions		
69	8714 UNION SECURITY INSURANCE COMPANY 05-393-000-0000-2041		STD PREMIUM MRF FD 11/01/2012 11/30/2012		Short Term Disability Payable
	05-393-000-0000-2050	18.30	LTD PREMIUM SW FD 11/01/2012 11/30/2012		Long Term Disability Payable
46	8714 UNION SECURITY INSURANCE COMPANY	13.08	2 Transactions		
393	DEPT Total:	4,923.95	Materials Recovery Facility	4 Vendors	6 Transactions



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
397	DEPT		Household Hazardous Waste		
1360	MINNESOTA MUTUAL				
56	05-397-000-0000-2049	11.24	LIFE PREMIUM HHW FD		Life Insurance Payable
			11/01/2012 11/30/2012		
	1360 MINNESOTA MUTUAL	11.24		1 Transactions	
1874	MN COUNTIES INTERGOVERNMENTAL TI				
16	05-397-000-0000-2045	1,726.00	MEDICAL PREMIUM HHW FD		Health Insurance Payable
			10/01/2012 10/31/2012		
30	05-397-000-0000-2045	913.00	MEDICAL PREMIUM HHW FD		Health Insurance Payable
			11/01/2012 11/30/2012		
	1874 MN COUNTIES INTERGOVERNMENTAL TI	2,639.00		2 Transactions	
8714	UNION SECURITY INSURANCE COMPANY				
47	05-397-000-0000-2050	9.15	LTD PREMIUM HHW FD		Long Term Disability Payable
			11/01/2012 11/30/2012		
	8714 UNION SECURITY INSURANCE COMPANY	9.15		1 Transactions	
397	DEPT Total:	2,659.39	Household Hazardous Waste	3 Vendors	4 Transactions
5	Fund Total:	12,188.31	Solid Waste Fund		14 Transactions



SCHWENDEMA  
10/31/12 3:27PM  
11 Human Service Fund

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
			Amount		
420	DEPT		Income Maintenance		
4	2811 CNA GROUP LONG TERM CARE 11-420-000-0000-2048		361.39	LONG TERM CARE WELFARE FD 11/01/2012 11/30/2012	1126299 Long Term Care Payable
	2811 CNA GROUP LONG TERM CARE		361.39	1 Transactions	
41	4547 FIDELITY SECURITY LIFE INSURANCE CO 11-420-000-0000-2044		38.94	VISION PREMIUM INC MAINT FD 10/01/2012 10/31/2012	1126299 Vision Insurance Payable
	4547 FIDELITY SECURITY LIFE INSURANCE CO		38.94	1 Transactions	
57	1360 MINNESOTA MUTUAL 11-420-000-0000-2049		230.56	LIFE PREMIUM INC MAINT FD 11/01/2012 11/30/2012	Life Insurance Payable
	1360 MINNESOTA MUTUAL		230.56	1 Transactions	
17	1874 MN COUNTIES INTERGOVERNMENTAL TI 11-420-000-0000-2045		25,408.41	MEDICAL PREMIUM INC MAINT FD 10/01/2012 10/31/2012	Health Insurance Payable
31	11-420-000-0000-2045		19,228.00	MEDICAL PREMIUM INC MAINT FD 11/01/2012 11/30/2012	Health Insurance Payable
	1874 MN COUNTIES INTERGOVERNMENTAL TI		44,636.41	2 Transactions	
70	8714 UNION SECURITY INSURANCE COMPANY 11-420-000-0000-2041		116.25	STD PREMIUM INC MAINT FD 11/01/2012 11/30/2012	Short Term Disability Payable
48	11-420-000-0000-2050		211.27	LTD PREMIUM INC MAINT FD 11/01/2012 11/30/2012	Long Term Disability Payable
	8714 UNION SECURITY INSURANCE COMPANY		327.52	2 Transactions	
420	DEPT Total:		45,594.82	Income Maintenance 5 Vendors	7 Transactions



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
430	DEPT		Individual and Family Social Services		
5	2811 CNA GROUP LONG TERM CARE 11-430-000-0000-2048		95.73	LONG TERM CARE INC MAINT FD 11/01/2012 11/30/2012	1126299 Long Term Care Payable
	2811 CNA GROUP LONG TERM CARE		95.73	1 Transactions	
42	4547 FIDELITY SECURITY LIFE INSURANCE CO 11-430-000-0000-2044		150.99	VISION PREMIUM WELFARE FD 10/01/2012 10/31/2012	1 Vision Insurance Payable
	4547 FIDELITY SECURITY LIFE INSURANCE CO		150.99	1 Transactions	
58	1360 MINNESOTA MUTUAL 11-430-000-0000-2049		688.09	LIFE PREMIUM WELFARE FD 11/01/2012 11/30/2012	1 Life Insurance Payable
	1360 MINNESOTA MUTUAL		688.09	1 Transactions	
18	1874 MN COUNTIES INTERGOVERNMENTAL TI 11-430-000-0000-2045		54,933.59	MEDICAL PREMIUM WELFARE FD 10/01/2012 10/31/2012	2 Health Insurance Payable
32	11-430-000-0000-2045		28,743.00	MEDICAL PREMIUM WELFARE FD 11/01/2012 11/30/2012	2 Health Insurance Payable
	1874 MN COUNTIES INTERGOVERNMENTAL TI		83,676.59	2 Transactions	
71	8714 UNION SECURITY INSURANCE COMPANY 11-430-000-0000-2041		513.65	STD PREMIUM WELFARE FD 11/01/2012 11/30/2012	2 Short Term Disability Payable
49	11-430-000-0000-2050		524.49	LTD PREMIUM WELFARE FD 11/01/2012 11/30/2012	2 Long Term Disability Payable
	8714 UNION SECURITY INSURANCE COMPANY		1,038.14	2 Transactions	
430	DEPT Total:		85,649.54	Individual and Family Social Services	5 Vendors 7 Transactions
11	Fund Total:		131,244.36	Human Service Fund	14 Transactions

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



SCHWENDEMA  
10/31/12 3:27PM  
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	Service Dates	Paid On Bhf #	On Behalf of Name
220	DEPT		Boat & Water Safety - Grant		
65	1360 MINNESOTA MUTUAL 25-220-000-0000-2049		1.91 LIFE PREMIUM BOAT & WATER 11/01/2012 11/30/2012 1 Transactions		Life Insurance Payable
24	1874 MN COUNTIES INTERGOVERNMENTAL TI 25-220-000-0000-2045		68.27 MEDICAL PREMIUM SPECIAL REV 10/01/2012 10/31/2012 1 Transactions		Health Insurance Payable
72	8714 UNION SECURITY INSURANCE COMPANY 25-220-000-0000-2041		2.80 STD PREMIUM SPECIAL REV 11/01/2012 11/30/2012		Short Term Disability Payable
51	25-220-000-0000-2050		4.86 LTD PREMIUM BOAT & WATER FD 11/01/2012 11/30/2012 2 Transactions		Long Term Disability Payable
220	8714 UNION SECURITY INSURANCE COMPANY		7.66		
220	DEPT Total:		77.84	3 Vendors	4 Transactions

SCHWENDEMA  
 10/31/12 3:27PM  
 25 Special 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	Amount	Service Dates	On Behalf of Name
				Paid On Bhf #	
612	DEPT		Shoreland - Grant		
	1360 MINNESOTA MUTUAL				
59	25-612-000-0000-2049		0.46	LIFE PREMIUM SHORELAND FD	Life Insurance Payable
				11/01/2012 11/30/2012	
	1360 MINNESOTA MUTUAL		0.46	1 Transactions	
	1874 MN COUNTIES INTERGOVERNMENTAL TI				
19	25-612-000-0000-2045		79.03	MEDICAL PREMIUM SHORELAND FD	Health Insurance Payable
				10/01/2012 10/31/2012	
33	25-612-000-0000-2045		52.80	MEDICAL PREMIUM SHORELAND FD	Health Insurance Payable
				11/01/2012 11/30/2012	
	1874 MN COUNTIES INTERGOVERNMENTAL TI		131.83	2 Transactions	
612	DEPT Total:		132.29	Shoreland - Grant	2 Vendors 3 Transactions

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



SCHWENDEMA  
10/31/12 3:27PM  
25 Special Revenue Fund

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
				Paid On Bhf #	
613	DEPT		Water Resource Management - Grant		
	1360 MINNESOTA MUTUAL				
60	25-613-000-0000-2049		0.94	LIFE PREMIUM WATER RESOURCE	Life Insurance Payable
				11/01/2012 11/30/2012	
	1360 MINNESOTA MUTUAL		0.94	1 Transactions	
	1874 MN COUNTIES INTERGOVERNMENTAL TI				
20	25-613-000-0000-2045		144.21	MEDICAL PREMIUM WATER RESOURCE	Health Insurance Payable
				10/01/2012 10/31/2012	
34	25-613-000-0000-2045		97.02	MEDICAL PREMIUM WATER RESOURCE	Health Insurance Payable
				11/01/2012 11/30/2012	
	1874 MN COUNTIES INTERGOVERNMENTAL TI		241.23	2 Transactions	
613	DEPT Total:		242.17	Water Resource Management - Grant	2 Vendors 3 Transactions

SCHWENDEMA  
 10/31/12 3:27PM  
 25 Special 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
614	DEPT		Wetlands Administration - Grant		
	1360 MINNESOTA MUTUAL				
61	25-614-000-0000-2049		LIFE PREMIUM WETLANDS FD		Life Insurance Payable
		6.74	11/01/2012 11/30/2012		
	1360 MINNESOTA MUTUAL		1 Transactions		
	1874 MN COUNTIES INTERGOVERNMENTAL TI				
21	25-614-000-0000-2045		MEDICAL PREMIUM WETLANDS FD		Health Insurance Payable
		316.24	10/01/2012 10/31/2012		
35	25-614-000-0000-2045		MEDICAL PREMIUM WETLANDS FD		Health Insurance Payable
		211.14	11/01/2012 11/30/2012		
	1874 MN COUNTIES INTERGOVERNMENTAL TI		2 Transactions		
		527.38			
614	DEPT Total:		Wetlands Administration - Grant	2 Vendors	3 Transactions
		534.12			



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



SCHWENDEMA  
10/31/12 3:27PM  
25 Special Revenue Fund

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

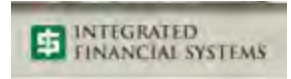
Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
886	DEPT		County Feedlot Program		
1360	MINNESOTA MUTUAL				
62	25-886-000-0000-2049		LIFE PREMIUM FEEDLOT FD		Life Insurance Payable
		22.18	11/01/2012 11/30/2012		
			1 Transactions		
1360	MINNESOTA MUTUAL				
		22.18			
1874	MN COUNTIES INTERGOVERNMENTAL TI				
22	25-886-000-0000-2045		MEDICAL PREMIUM FEEDLOT FD		Health Insurance Payable
		591.71	10/01/2012 10/31/2012		
36	25-886-000-0000-2045		MEDICAL PREMIUM FEEDLOT FD		Health Insurance Payable
		393.22	11/01/2012 11/30/2012		
			2 Transactions		
1874	MN COUNTIES INTERGOVERNMENTAL TI				
		984.93			
886	DEPT Total:		County Feedlot Program	2 Vendors	3 Transactions
		1,007.11			
25	Fund Total:		Special Revenue Fund		16 Transactions
		1,993.53			

SCHWENDEMA

10/31/12 3:27PM

82 Community Health Service

\*\*\*\*\* 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
862	DEPT		SHIP		
	5576 BACHMAN/MARY				
1	82-862-000-0000-6121		SHIP GRANT TIME		Personnel Wages
	5576 BACHMAN/MARY			1 Transactions	
862	DEPT Total:		SHIP	1 Vendors	1 Transactions
82	Fund Total:		Community Health Service Fun		1 Transactions



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
				Paid On Bhf #	
490	DEPT		Supporting Hands Nurse Family Partner:		
43	4547 FIDELITY SECURITY LIFE INSURANCE CO		VISION PREMIUM SHNFP FD		Vision Insurance Payable
	84-490-000-0000-2044		10/01/2012 10/31/2012		
	4547 FIDELITY SECURITY LIFE INSURANCE CO		12.29	1 Transactions	
64	1360 MINNESOTA MUTUAL		LIFE PREMIUM NFP FD		Life Insurance Payable
	84-490-000-0000-2049		11/01/2012 11/30/2012		
	1360 MINNESOTA MUTUAL		49.55	1 Transactions	
23	1874 MN COUNTIES INTERGOVERNMENTAL TI		MEDICAL PREMIUM NFP FD		Health Insurance Payable
	84-490-000-0000-2045		10/01/2012 10/31/2012		
66	84-490-000-0000-2045		4,033.00		Health Insurance Payable
	1874 MN COUNTIES INTERGOVERNMENTAL TI		11,519.00	2 Transactions	
73	8714 UNION SECURITY INSURANCE COMPANY		STD PREMIUM SHNFP FD		Short Term Disability Payable
	84-490-000-0000-2041		143.50	11/01/2012 11/30/2012	
50	84-490-000-0000-2050		100.15		Long Term Disability Payable
	8714 UNION SECURITY INSURANCE COMPANY		243.65	11/01/2012 11/30/2012	
				2 Transactions	
490	DEPT Total:		11,824.49	Supporting Hands Nurse Family Partne	4 Vendors 6 Transactions
84	Fund Total:		11,824.49	Supporting Hands N F P Fund	6 Transactions

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



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84 Supporting Hands N F P Fl

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 18

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>
			<u>On Behalf of Name</u>	
Final Total:		329,423.22	48 Vendors	73 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	135,361.01	General Revenue Fund	
	3	35,831.52	Road & Bridge Fund	
	5	12,188.31	Solid Waste Fund	
	11	131,244.36	Human Service Fund	
	25	1,993.53	Special Revenue Fund	
	82	980.00	Community Health Service Fund	
	84	11,824.49	Supporting Hands N F P Fund	
	All Funds	329,423.22	Total	Approved by, .....
				.....
				.....

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



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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 1

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

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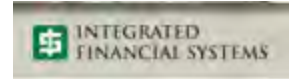
Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N



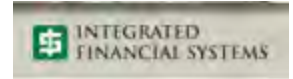
Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
0	DEPT		...			
3028	MINNESOTA CHILD SUPPORT PAYMENT					
6	01-000-000-0000-2056		303.64	CHILD SUPPORT 10/31/2012 10/31/2012	001124208702	Child Support Garnishment Payable
9	01-000-000-0000-2056		106.59	CHILD SUPPORT 10/31/2012 10/31/2012	001436294701	Child Support Garnishment Payable
8	01-000-000-0000-2056		106.13	CHILD SUPPORT 10/31/2012 10/31/2012	001439921102	Child Support Garnishment Payable
5	01-000-000-0000-2056		246.42	CHILD SUPPORT 10/31/2012 10/31/2012	001447664801	Child Support Garnishment Payable
7	01-000-000-0000-2056		170.74	CHILD SUPPORT 10/31/2012 10/31/2012	001499730601	Child Support Garnishment Payable
3028	MINNESOTA CHILD SUPPORT PAYMENT		933.52	5 Transactions		
0	DEPT Total:		933.52	...	1 Vendors	5 Transactions



	<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>
75	DEPT			Central Services - Charge Backs		
	1440 VISA					
52	01-075-000-0000-6402		38.30	CAROLINA STAMP & ENGRAVING		Office Supplies
53	01-075-000-0000-6402		75.82	WALMART		Office Supplies
	1440 VISA		114.12	2 Transactions		
	379 WRIGHT EXPRESS FSC					
68	01-075-000-0000-6338		2,431.39	MOTOR POOL FUEL CARDS	30949554	Motor Pool Expenses
	379 WRIGHT EXPRESS FSC		2,431.39	1 Transactions		
75	DEPT Total:		2,545.51	Central Services - Charge Backs	2 Vendors	3 Transactions



\*\*\*\*\* 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
101	DEPT		County Recorder's Office		
	595 MCLEOD COUNTY ABSTRACT AND TITLI				
2	01-101-000-0000-6810		OVERPAYMENT MILNER L ANDREWS		Refunds And Reimbursements
	595 MCLEOD COUNTY ABSTRACT AND TITLI		1 Transactions		
101	DEPT Total:		County Recorder's Office	1 Vendors	1 Transactions



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
201	DEPT		County Sheriff's Office		
	83 AT&T MOBILITY				
45	01-201-000-0000-6203		MCSO AIR SOURCE CARDS	287235616915	Communications
46	01-201-000-9003-6350		GLENCOE PD AIR SOURCE CARDS	287235616915	Other Services & Charges-Glencoe Compu
47	01-201-000-9004-6350		LP PD AIR SOURCE CARDS	287235616915	Other Services & Charges-Lp Computer
48	01-201-000-9005-6350		WINSTED PD AIR SOURCE CARDS	287235616915	Other Services & Charges-Winsted Compu
49	01-201-000-9006-6350		SL PD AIR SOURCE CARDS	287235616915	Other Services & Charges-Silver Lake
	83 AT&T MOBILITY		5 Transactions		
201	DEPT Total:		728.65 County Sheriff's Office	1 Vendors	5 Transactions



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
485	DEPT		County Public Health Nursing		
	83 AT&T MOBILITY				
39	01-485-474-0000-6203		WIRELESS USAGE		Communications
38	01-485-472-0000-6203		WIRELESS USAGE	X10232012	Communications
	83 AT&T MOBILITY		61.62	2 Transactions	
	5246 MORROW/CARMEN				
42	01-485-000-0000-6335		108 MILEAGE		Mileage Expense
			10/25/2012 10/26/2012		
43	01-485-000-0000-6336		EXPENSES		Meals, Lodging, Parking & Miscellaneous
			10/25/2012 10/26/2012		
41	01-485-000-0000-6350		27.8 HRS		Other Services & Charges
			10/16/2012 10/31/2012		
	5246 MORROW/CARMEN		804.80	3 Transactions	
485	DEPT Total:		866.42	County Public Health Nursing 2 Vendors	5 Transactions
1	Fund Total:		5,120.10	General Revenue Fund	19 Transactions

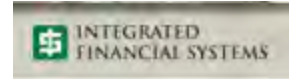
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 3 Road & Bridge Fund

\*\*\*\*\* 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			...		
	661 MESSERLI & KRAMER					
4	03-000-000-0000-2055		285.27	GARNISHMENT K DERRY		Garnishments Payable
				10/31/2012 10/31/2012		
	661 MESSERLI & KRAMER		285.27		1 Transactions	
	3028 MINNESOTA CHILD SUPPORT PAYMENT					
10	03-000-000-0000-2056		255.07	CHILD SUPPORT	001253574102	Child Support Garnishment Payable
				10/31/2012 10/31/2012		
	3028 MINNESOTA CHILD SUPPORT PAYMENT		255.07		1 Transactions	
0	DEPT Total:		540.34	...	2 Vendors	2 Transactions



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
320	DEPT		Highway Construction		
34	324 CITY OF STEWART				
	03-320-000-0000-6642	122,850.25	#2 711-005 CSAH 111 STEWART	711-005-2	State Aid-Municipal Construction
	324 CITY OF STEWART	122,850.25	1 Transactions		
36	6107 DESIGN ELECTRICAL CONTRACTORS INC				
	03-320-000-0000-6641	7,510.32	CSHP RURAL LIGHTING JOB 7303	7303-5	State Aid-Regular Construction
35	03-320-000-0000-6648	24,495.18	CSHP RURAL LIGHTING JOB 7303	7303-5	Federal Aid Road Construction Projects
	6107 DESIGN ELECTRICAL CONTRACTORS INC	32,005.50	2 Transactions		
33	252 WM MUELLER & SONS INC				
	03-320-000-0000-6643	6,705.51	#2 FAIRGROUNDS EAST FINAL	12-05-2	County Road Construction
	252 WM MUELLER & SONS INC	6,705.51	1 Transactions		
320	DEPT Total:	161,561.26	Highway Construction	3 Vendors	4 Transactions



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
340	DEPT		Highway Equipment Maintenance		
	2038 WASTE MANAGEMENT OF WI MN				
57	03-340-000-0000-6257		GARBAGE REMOVAL SL	6293917-1593-1	Sewer, Water And Garbage Removal
56	03-340-000-0000-6257		GARBAGE REMOVAL GLENCOE	6293918-1593-9	Sewer, Water And Garbage Removal
55	03-340-000-0000-6257		GARBAGE REMOVAL LP	6293920-1593-5	Sewer, Water And Garbage Removal
	2038 WASTE MANAGEMENT OF WI MN		3 Transactions		
340	DEPT Total:		Highway Equipment Maintenance	1 Vendors	3 Transactions
3	Fund Total:		Road & Bridge Fund		9 Transactions

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 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		Solid Waste Tip Fee			
	5819 ARAMARK					
61	05-391-000-0000-6410		112.03	UNIFORM SHIRTS K BLOCK	15013412	Building And Safety Supplies
63	05-391-000-0000-6410		36.99	UNIFORM SHIRTS K BLOCK	15017423	Building And Safety Supplies
62	05-391-000-0000-6410		36.99	UNIFORM SHIRTS K BLOCK	15035723	Building And Safety Supplies
	5819 ARAMARK		186.01	3 Transactions		
	2038 WASTE MANAGEMENT OF WI MN					
58	05-391-000-0000-6257		21.11	ORGANICS DISPOSAL	6293926-1593-2	Sewer, Water And Garbage Removal
				11/01/2012 11/30/2012		
	2038 WASTE MANAGEMENT OF WI MN		21.11	1 Transactions		
391	DEPT Total:		207.12	Solid Waste Tip Fee	2 Vendors	4 Transactions



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
393	DEPT		Materials Recovery Facility			
5819	ARAMARK					
59	05-393-000-0000-6410		196.01	UNIFORM SHIRTS D HOPP	15013412	Building And Safety Supplies
60	05-393-000-0000-6410		174.01	UNIFORM SHIRTS M TEWS	15013412	Building And Safety Supplies
65	05-393-000-0000-6410		154.01	UNIFORM SHIRTS J STRAZZINSKI	15013412	Building And Safety Supplies
66	05-393-000-0000-6410		53.98	UNIFORM SHIRTS C PETERSEN	15019138	Building And Safety Supplies
67	05-393-000-0000-6410		134.99	UNIFORM SHIRTS K BORG	15019138	Building And Safety Supplies
5819	ARAMARK		713.00	5 Transactions		
664	LENTSCH TRUCKING					
14	05-393-000-0000-6269		2,375.00	RECYCLE MATL SHIPPING		Contracts
				10/15/2012 10/23/2012		
664	LENTSCH TRUCKING		2,375.00	1 Transactions		
4370	MCLEOD COUNTY ALUMINUM REDEMPTI					
3	05-393-000-0000-6411		2,373.54	REPLENISH CKS 29240-29315		Aluminum Recovery
				10/08/2012 10/23/2012		
4370	MCLEOD COUNTY ALUMINUM REDEMPTI		2,373.54	1 Transactions		
393	DEPT Total:		5,461.54	Materials Recovery Facility	3 Vendors	7 Transactions



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 11/2/12 1:05PM  
 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	Service Dates	Paid On Bhf #	On Behalf of Name
397	DEPT		Household Hazardous Waste		
	5819 ARAMARK				
64	05-397-000-0000-6410		UNIFORM SHIRTS L RADUNZ	15013412	Building And Safety Supplies
	5819 ARAMARK		1 Transactions		
397	DEPT Total:		Household Hazardous Waste	1 Vendors	1 Transactions
5	Fund Total:		Solid Waste Fund		12 Transactions

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 11/2/12 1:05PM  
 11 Human Service Fund

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

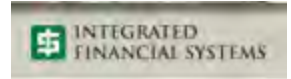


Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
			Amount		
430	DEPT		Individual and Family Social Services		
	3028 MINNESOTA CHILD SUPPORT PAYMENT				
11	11-430-000-0000-2056		289.80	CHILD SUPPORT	001486828601 Child Support Garnishment Payable
				10/31/2012 10/31/2012	
	3028 MINNESOTA CHILD SUPPORT PAYMENT		289.80	1 Transactions	
430	DEPT Total:		289.80	Individual and Family Social Services	1 Vendors 1 Transactions
11	Fund Total:		289.80	Human Service Fund	1 Transactions

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 25 Special 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>
15	DEPT			Law Library		
	6 MATTHEW BENDER & CO INC					
22	25-015-000-0000-6451		263.41	LAW BOOK USCS	37870475	Books
	6 MATTHEW BENDER & CO INC		263.41	1 Transactions		
15	DEPT Total:		263.41	Law Library	1 Vendors	1 Transactions

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25 Special Revenue Fund

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

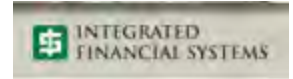


Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
32	DEPT		McLeod For Tomorrow		
	3645 HUTCHINSON EVENT CENTER				
51	25-032-000-0000-6350		MFT CANDIDATE FORUM 10-15-12		Leadership Program Expenses
	3645 HUTCHINSON EVENT CENTER		1 Transactions		
32	DEPT Total:		McLeod For Tomorrow	1 Vendors	1 Transactions

SCHWENDEMA  
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 25 Special 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
205	DEPT		Carry Conceal Permit		
	2654 COMPAR INC				
50	25-205-000-0000-6612		CANON SCANNER ASSET 7075	IN2697	Captial - \$100-\$5,000 (Inventory)
	2654 COMPAR INC		1 Transactions		
205	DEPT Total:		918.06 Carry Conceal Permit	1 Vendors	1 Transactions

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



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 25 Special Revenue Fund

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
255	DEPT		County Court Services		
	1031 GEN-DIAGNOSTICS INC				
1	25-255-000-0000-6350		TEST KITS	36198	Other Services & Charges
	1031 GEN-DIAGNOSTICS INC		1 Transactions		
255	DEPT Total:		County Court Services	1 Vendors	1 Transactions
		289.95			
25	Fund Total:		Special Revenue Fund		4 Transactions
		1,483.42			

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82 Community Health Service

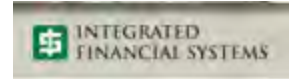
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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
852	DEPT		Project Harmony Mofas Grant		
	222 MEEKER COUNTY TREASURER				
25	82-852-000-0000-6850		2ND QTR 2012 PROJECT HARMONY		Collections For Other Agencies
	222 MEEKER COUNTY TREASURER		1 Transactions		
	314 SIBLEY COUNTY TREASURER				
32	82-852-000-0000-6850		2ND QTR 2012 PROJECT HARMONY		Collections For Other Agencies
	314 SIBLEY COUNTY TREASURER		1 Transactions		
852	DEPT Total:		9,934.55	Project Harmony Mofas Grant	2 Vendors 2 Transactions

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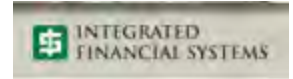


Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
853	DEPT		Local Public Health Grant			
	222 MEEKER COUNTY TREASURER					
28	82-853-000-0000-6859		1,664.55	SEP 2012 MCH		Mch
	222 MEEKER COUNTY TREASURER		1,664.55	1 Transactions		
	314 SIBLEY COUNTY TREASURER					
31	82-853-000-0000-6859		1,098.32	SEP 2012 MCH		Mch
	314 SIBLEY COUNTY TREASURER		1,098.32	1 Transactions		
853	DEPT Total:		2,762.87	Local Public Health Grant	2 Vendors	2 Transactions



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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

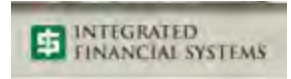
Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
856	DEPT		FPSP			
	222 MEEKER COUNTY TREASURER					
26	82-856-000-0000-6858		4,341.67	JUL & AUG FPSP 2012		Fpsp
	222 MEEKER COUNTY TREASURER		4,341.67	1 Transactions		
	314 SIBLEY COUNTY TREASURER					
29	82-856-000-0000-6858		2,843.01	JUL & AUG FPSP 2012		Fpsp
	314 SIBLEY COUNTY TREASURER		2,843.01	1 Transactions		
856	DEPT Total:		7,184.68	FPSP	2 Vendors	2 Transactions

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82 Community Health Service

\*\*\*\*\* 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
862	DEPT			SHIP		
	718 BUERKLE/RHONDA					
23	82-862-000-0000-6121		1,920.00	SHIP GRANT TIME		Personnel Wages
24	82-862-000-0000-6335		38.85	SHIP GRANT MILEAGE		Mileage Expense
	718 BUERKLE/RHONDA		1,958.85		2 Transactions	
	222 MEEKER COUNTY TREASURER					
27	82-862-000-0000-6850		4,857.57	JUL SHIP 2012		Collections For Other Agencies
	222 MEEKER COUNTY TREASURER		4,857.57		1 Transactions	
	314 SIBLEY COUNTY TREASURER					
30	82-862-000-0000-6850		5,334.02	JUL SHIP 2012		Collections For Other Agencies
	314 SIBLEY COUNTY TREASURER		5,334.02		1 Transactions	
862	DEPT Total:		12,150.44	SHIP	3 Vendors	4 Transactions

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82 Community Health Service

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	<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>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
874	DEPT			Drug Free Communities-DOJ Grant 16.		
	222 MEEKER COUNTY TREASURER					
37	82-874-000-0000-6850		2,741.00	3RD QTR DFC 2012		Collections For Other Agencies
	222 MEEKER COUNTY TREASURER		2,741.00	1 Transactions		
874	DEPT Total:		2,741.00	Drug Free Communities-DOJ Grant 16	1 Vendors	1 Transactions
82	Fund Total:		34,773.54	Community Health Service Fun		11 Transactions



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
490	DEPT		Supporting Hands Nurse Family Partner:		
1047	FAIRFIELD INN AND SUITES				
40	84-490-000-0000-6336		K MITTNESS	#81341625	Meals, Lodging, Parking & Miscellaneous
		244.98	11/06/2012 11/08/2012		
1047	FAIRFIELD INN AND SUITES		1 Transactions		
		244.98			
1440	VISA				
54	84-490-000-0000-6402		WRS GROUP		Office Supplies
1440	VISA		1 Transactions		
		270.80			
5009	WHEEL HERALD				
44	84-490-000-0000-6241		HELP WANTED NURSE HOME VISIT		Printing And Publishing
		217.50	09/24/2012 10/08/2012		
5009	WHEEL HERALD		1 Transactions		
		217.50			
490	DEPT Total:		Supporting Hands Nurse Family Partne	3 Vendors	3 Transactions
		733.28			
84	Fund Total:		Supporting Hands N F P Fund		3 Transactions
		733.28			

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86 Trust and Agency Fund

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
975	DEPT		DNR Clearing Account			
	509 MINNESOTA DNR					
13	86-975-000-0000-6850		572.50	DNR		Collections For Other Agencies
				10/23/2012 10/29/2012		
	509 MINNESOTA DNR		572.50	1 Transactions		
975	DEPT Total:		572.50	DNR Clearing Account	1 Vendors	1 Transactions

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86 Trust and Agency 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
976	DEPT		Game & Fish Clearing Account		
	509 MINNESOTA DNR				
12	86-976-000-0000-6850		G & F		Collections For Other Agencies
		298.50	10/23/2012 10/29/2012		
	509 MINNESOTA DNR		1 Transactions		
		298.50			
976	DEPT Total:		Game & Fish Clearing Account	1 Vendors	1 Transactions
		298.50			
86	Fund Total:		Trust and Agency Fund		2 Transactions
		871.00			



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
980	DEPT			Tax Collections		
18	5845 SCHOOL DISTRICT OF BLH 2159 87-980-000-0000-6849		26,550.00	50% ESTIMATED TAX SETTLEMENT		Collections For School Districts
	5845 SCHOOL DISTRICT OF BLH 2159		26,550.00	1 Transactions		
19	494 SCHOOL DISTRICT OF GFW 2365 87-980-000-0000-6849		16,450.00	50% ESTIMATED TAX SETTLEMENT		Collections For School Districts
	494 SCHOOL DISTRICT OF GFW 2365		16,450.00	1 Transactions		
21	1576 SCHOOL DISTRICT OF GSL 2859 87-980-000-0000-6849		401,200.00	50% ESTIMATED TAX SETTLEMENT		Collections For School Districts
	1576 SCHOOL DISTRICT OF GSL 2859		401,200.00	1 Transactions		
20	492 SCHOOL DISTRICT OF HLWW 2687 87-980-000-0000-6849		177,475.00	50% ESTIMATED TAX SETTLEMENT		Collections For School Districts
	492 SCHOOL DISTRICT OF HLWW 2687		177,475.00	1 Transactions		
15	488 SCHOOL DISTRICT OF HUTCHINSON 04 87-980-000-0000-6849		984,925.00	50% ESTIMATED TAX SETTLEMENT		Collections For School Districts
	488 SCHOOL DISTRICT OF HUTCHINSON 04		984,925.00	1 Transactions		
16	489 SCHOOL DISTRICT OF LESTER PRAIRIE C 87-980-000-0000-6849		116,650.00	50% ESTIMATED TAX SETTLEMENT		Collections For School Districts
	489 SCHOOL DISTRICT OF LESTER PRAIRIE C		116,650.00	1 Transactions		
17	493 SCHOOL DISTRICT OF LITCHFIELD 0465 87-980-000-0000-6849		150.00	50% ESTIMATED TAX SETTLEMENT		Collections For School Districts
	493 SCHOOL DISTRICT OF LITCHFIELD 0465		150.00	1 Transactions		
980	DEPT Total:		1,723,400.00	Tax Collections	7 Vendors	7 Transactions
87	Fund Total:		1,723,400.00	Tax and Penalty Fund		7 Transactions

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87 Tax and Penalty Fund

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>
			<u>On Behalf of Name</u>	
Final Total:		1,934,658.29	46 Vendors	68 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	5,120.10	General Revenue Fund	
	3	162,213.48	Road & Bridge Fund	
	5	5,773.67	Solid Waste Fund	
	11	289.80	Human Service Fund	
	25	1,483.42	Special Revenue Fund	
	82	34,773.54	Community Health Service Fund	
	84	733.28	Supporting Hands N F P Fund	
	86	871.00	Trust and Agency Fund	
	87	1,723,400.00	Tax and Penalty Fund	
All Funds		1,934,658.29	Total	Approved by, .....
				.....
				.....

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



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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 1

Print List in Order By: 2  
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



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
13	DEPT		Court Administrator's Office		
9555	CONKEL/JEANNE M V				
30	01-013-000-0000-6272		251.25 CT APPT RW	JV-12-170	Court Appt Atty-Dep/Neg/Ter
31	01-013-000-0000-6272		97.50 CT APPT KV	JV-12-26	Court Appt Atty-Dep/Neg/Ter
33	01-013-000-0000-6272		75.00 CT APPT RM	JV-12-27	Court Appt Atty-Dep/Neg/Ter
32	01-013-000-0000-6272		11.25 CT APPT CR	JV-12-43	Court Appt Atty-Dep/Neg/Ter
28	01-013-000-0000-6273		431.25 CT APPT L SCHEUBLE	PR-12-1372	Court Appt Atty-Other
29	01-013-000-0000-6273		11.25 CT APPT K MIKULECKY	PR-12-169	Court Appt Atty-Other
9555	CONKEL/JEANNE M V		877.50		6 Transactions
812	GAVIN OLSON WINTERS TWISS THIEMAN				
36	01-013-000-0000-6272		168.75 CT APPT TR JV-11-227	20110520-000M	Court Appt Atty-Dep/Neg/Ter
37	01-013-000-0000-6272		11.25 CT APPT VK JV-12-10	20120052-000M	Court Appt Atty-Dep/Neg/Ter
35	01-013-000-0000-6272		11.25 CT APPT SW JV-11-31	20120122-000M	Court Appt Atty-Dep/Neg/Ter
812	GAVIN OLSON WINTERS TWISS THIEMAN		191.25		3 Transactions
283	GLENCOE LAW OFFICE				
39	01-013-000-0000-6272		150.00 CT APPT HW/JW JV-11-31		Court Appt Atty-Dep/Neg/Ter
38	01-013-000-0000-6273		86.25 CT APPT C PLIHAL PR-12-1297	96	Court Appt Atty-Other
283	GLENCOE LAW OFFICE		236.25		2 Transactions
13	DEPT Total:		1,305.00		Court Administrator's Office 3 Vendors 11 Transactions

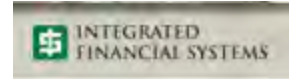
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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

	<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>	
31	DEPT			County Administrator's Office	
	1440 VISA				
55	01-031-000-0000-6350		1,622.50	HALLMARK INSIGHTS GIFT CARDS	Other Services & Charges
	1440 VISA		1,622.50	1 Transactions	
31	DEPT Total:		1,622.50	County Administrator's Office	1 Vendors 1 Transactions

\*\*\*\*\* 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>
65	DEPT			Information Systems Office		
	2654 COMPAR INC					
62	01-065-000-0000-6321		3,136.78	UPS BATTERIES	IN2184	Maintenance Agreements
	2654 COMPAR INC		3,136.78	1 Transactions		
65	DEPT Total:		3,136.78	Information Systems Office	1 Vendors	1 Transactions



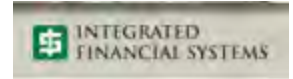
Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
76	DEPT		Central Services - County Wide			
	293 CENTURYLINK					
81	01-076-000-0000-6203		104.74	HUTCHINSON T1	612E921781	Communications
				11/01/2012 11/30/2012		
	293 CENTURYLINK		104.74	1 Transactions		
	11580 CENTURYLINK					
1	01-076-000-0000-6203		1,259.87	LONG DISTANCE	320439462	Communications
	11580 CENTURYLINK		1,259.87	1 Transactions		
	5771 NU-TELECOM					
5	01-076-000-0000-6203		2,105.26	T1 EXT PRI SW B1	80798942	Communications
	5771 NU-TELECOM		2,105.26	1 Transactions		
76	DEPT Total:		3,469.87	Central Services - County Wide	3 Vendors	3 Transactions

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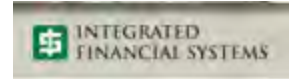
1 General Revenue Fund

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

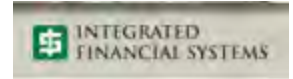
Vendor	<u>Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
111	DEPT			Courthouse Building		
	2038 WASTE MANAGEMENT OF WI MN					
56	01-111-000-0000-6257		414.51	GARBAGE REMOVAL OCT 2012	6293444-1593-6	Sewer, Water And Garbage
	2038 WASTE MANAGEMENT OF WI MN		414.51	1 Transactions		
111	DEPT Total:		414.51	Courthouse Building	1 Vendors	1 Transactions



Vendor	<u>Name</u>	<u>Rpt</u>	<u>Amount</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>
112	DEPT			North Complex Building		
	2038 WASTE MANAGEMENT OF WI MN					
57	01-112-000-0000-6257		126.43	GARBAGE REMOVAL OCT 2012	6293446-1593-1	Sewer, Water And Garbage
	2038 WASTE MANAGEMENT OF WI MN		126.43	1 Transactions		
112	DEPT Total:		126.43	North Complex Building	1 Vendors	1 Transactions



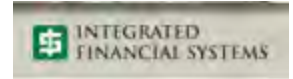
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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
116	DEPT		Health And Human Services Building		
	2038 WASTE MANAGEMENT OF WI MN				
58	01-116-000-0000-6257		GARBAGE REMOVAL OCT 2012	6293445-1593-3	Sewer, Water And Garbage Removal
	2038 WASTE MANAGEMENT OF WI MN		1 Transactions		
116	DEPT Total:		Health And Human Services Building	1 Vendors	1 Transactions

\*\*\*\*\* 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		County Sheriff's Office		
	5771 NU-TELECOM				
79	01-201-000-0000-6203		111-2290 SPEC ACC VOICE	80798660	Communications
		145.56	11/01/2012 11/30/2012		
	5771 NU-TELECOM		1 Transactions		
		145.56			
201	DEPT Total:		County Sheriff's Office	1 Vendors	1 Transactions
		145.56			



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
520	DEPT		County Park's		
	5906 CENTURYLINK				
60	01-520-000-0000-6203		525 CARETAKER OFFICE PHONE	313540758	Communications
59	01-520-000-0000-6203		525 SHOP	314102204	Communications
	5906 CENTURYLINK				2 Transactions
	5771 NU-TELECOM				
4	01-520-000-0000-6203		PIEPENBURG 587-2082	80798942	Communications
	5771 NU-TELECOM				1 Transactions
520	DEPT Total:		154.06 County Park's	2 Vendors	3 Transactions
1	Fund Total:		10,614.87 General Revenue Fund		23 Transactions

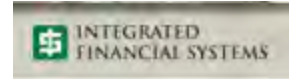
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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

	<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>
320	DEPT			Highway Construction		
	4365 DUININCK INC					
34	03-320-000-0000-6646		78,165.48	#2 615-012 CSAH 15 BRIDGE	615-012-2	Bridge Bonding
	4365 DUININCK INC		78,165.48	1 Transactions		
320	DEPT Total:		78,165.48	Highway Construction	1 Vendors	1 Transactions

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
330	DEPT		Highway Administration			
5658	ARAMARK UNIFORM SERVICES					
13	03-330-000-0000-6145		1,084.56	UNIFORM SERVICES	14534000	Uniform Allowance
				10/02/2012	10/23/2012	
5658	ARAMARK UNIFORM SERVICES		1,084.56		1 Transactions	
330	DEPT Total:		1,084.56	Highway Administration	1 Vendors	1 Transactions



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
340	DEPT		Highway Equipment Maintenance		
	5906 CENTURYLINK				
21	03-340-000-0000-6203		TELEPHONE SL	3203272214110	Communications
22	03-340-000-0000-6203		TELEPHONE SL	3203272214110	Communications
23	03-340-000-0000-6203		TELEPHONE SL	3203272214110	Communications
18	03-340-000-0000-6203		TELEPHONE BROWNTON	3203285317183	Communications
19	03-340-000-0000-6203		TELEPHONE BROWNTON	3203285317183	Communications
20	03-340-000-0000-6203		TELEPHONE BROWNTON	3203285317183	Communications
15	03-340-000-0000-6203		TELEPHONE LP	3203952071067	Communications
16	03-340-000-0000-6203		TELEPHONE LP	3203952071067	Communications
17	03-340-000-0000-6203		TELEPHONE LP	3203952071067	Communications
	5906 CENTURYLINK	243.96			9 Transactions
	32 CITY OF BROWNTON				
24	03-340-000-0000-6253	81.83	ELECTRIC	1AVS000208	Electricity
25	03-340-000-0000-6257	19.51	WATER SEWER	1AVS000208	Sewer, Water And Garbage Removal
	32 CITY OF BROWNTON	101.34			2 Transactions
	315 CITY OF SILVER LAKE				
26	03-340-000-0000-6257	50.68	WATER SEWER	20000148009	Sewer, Water And Garbage Removal
	315 CITY OF SILVER LAKE	50.68			1 Transactions
	540 HUTCHINSON UTILITIES COMMISSION				
42	03-340-000-0000-6253	133.66	ELECTRIC TEMP STORAGE	31021-045101	Electricity
43	03-340-000-0000-6255	76.36	GAS TEMP STORAGE	31021-045101	Natural Gas
	540 HUTCHINSON UTILITIES COMMISSION	210.02			2 Transactions
340	DEPT Total:	606.00	Highway Equipment Maintenance	4 Vendors	14 Transactions
3	Fund Total:	79,856.04	Road & Bridge Fund		16 Transactions



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
391	DEPT		Solid Waste Tip Fee		
10359	CITY OF LESTER PRAIRIE				
61	05-391-000-0000-6960		3RD QTR 2012 SITE MONITOR REIM		Inter Governmental Payments
		1,428.75	07/01/2012 10/31/2012		
10359	CITY OF LESTER PRAIRIE		1 Transactions		
		1,428.75			
391	DEPT Total:		Solid Waste Tip Fee	1 Vendors	1 Transactions
		1,428.75			
5	Fund Total:		Solid Waste Fund		1 Transactions
		1,428.75			

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



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25 Special Revenue Fund

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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	<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		
	9548 MINNESOTA STATE BAR ASSOCIATION					
51	25-015-000-0000-6451		20.31	PROBATE & TRUST LAW STATS	546320	Books
52	25-015-000-0000-6451		71.61	MN CHILD CUSTODY DESKBOOK	548345	Books
	9548 MINNESOTA STATE BAR ASSOCIATION		91.92	2 Transactions		
15	DEPT Total:		91.92	Law Library	1 Vendors	2 Transactions



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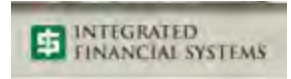


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 25 Special Revenue Fund

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>
32	DEPT			McLeod For Tomorrow		
14	6441 CARLSON ORCHARD AND BAKERY 25-032-000-0000-6350		256.72	MCLEOD FOR TOMORROW 10/01/2012 10/31/2012	12099	Leadership Program Expenses
	6441 CARLSON ORCHARD AND BAKERY		256.72	1 Transactions		
44	910 MCLEOD COUNTY HISTORICAL SOCIETY 25-032-000-0000-6350		100.00	MFT 2.0 OCTOBER 18 2012		Leadership Program Expenses
	910 MCLEOD COUNTY HISTORICAL SOCIETY		100.00	1 Transactions		
32	DEPT Total:		356.72	McLeod For Tomorrow	2 Vendors	2 Transactions

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	<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>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
101	DEPT			County Recorder's Office			
	8440	ROWEKAMP ASSOCIATES INC					
54		25-101-000-0000-6350		1,282.50	ARCVIEW SINGLE USE LICENSE	2012135	Other Services & Charges
	8440	ROWEKAMP ASSOCIATES INC		1,282.50	1 Transactions		
101	DEPT Total:			1,282.50	County Recorder's Office	1 Vendors	1 Transactions

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



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25 Special Revenue Fund

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
252	DEPT		Jail Canteen Account		
	5771 NU-TELECOM				
53	25-252-000-0000-6460		CABLE	80797632	Jail Supplies
		89.77	11/01/2012 11/30/2012		
	5771 NU-TELECOM		1 Transactions		
252	DEPT Total:		Jail Canteen Account	1 Vendors	1 Transactions
		89.77			

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



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 25 Special Revenue Fund

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
285	DEPT		E-911 System Maintenance - Grant			
161	INDEPENDENT EMERGENCY SERVICES					
80	25-285-000-0000-6203		45.87	E-911 ADDRESS INFO	400-0037	Communications - Telephone Equipment
161	INDEPENDENT EMERGENCY SERVICES		45.87	1 Transactions		
5771	NU-TELECOM					
78	25-285-000-0000-6203		628.79	587-0405 E-911	80799202	Communications - Telephone Equipment
				11/01/2012 11/30/2012		
5771	NU-TELECOM		628.79	1 Transactions		
285	DEPT Total:		674.66	E-911 System Maintenance - Grant	2 Vendors	2 Transactions

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



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11/9/12 12:55PM

25 Special Revenue Fund

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 20

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
614	DEPT		Wetlands Administration - Grant		
	1833 MAWD				
49	25-614-000-0000-6245		CONF REG M CREECH		Dues And Registration Fees
50	25-614-000-0000-6245		CONF REG R BERGGREN		Dues And Registration Fees
	1833 MAWD		2 Transactions		
614	DEPT Total:		150.00	Wetlands Administration - Grant	1 Vendors 2 Transactions
25	Fund Total:		2,645.57	Special Revenue Fund	10 Transactions

SCHWENDEMA

11/9/12 12:55PM

82 Community Health Service

\*\*\*\*\* 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
852 DEPT			Project Harmony Mofas Grant	
890 SMITH/RICHARD				
6 82-852-000-0000-6121		60.00	SALARY	Personnel Wages
8 82-852-000-0000-6203		80.00	CELL REIMBURSEMENT	Communications
7 82-852-000-0000-6335		55.50	MILEAGE	Mileage Expense
890 SMITH/RICHARD		195.50	3 Transactions	
4267 SUBWAY				
9 82-852-000-0000-6353		132.29	MEETING EXPENSE BOX LUNCH	Meeting Expense
4267 SUBWAY		132.29	1 Transactions	
852 DEPT Total:		327.79	Project Harmony Mofas Grant	2 Vendors 4 Transactions



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		
	8125 ACMC LITCHFIELD					
11	82-856-000-0000-6261		1,170.20	EXAMS MMS CHS	#49-10782	Physical Examinations
12	82-856-000-0000-6261		227.96	EXAMS MMS CHS	#49-10782	Physical Examinations
	8125 ACMC LITCHFIELD		1,398.16	2 Transactions		
	2858 COBORNS PHARMACY 2027					
27	82-856-000-0000-6439		17.60	PRESCRIPTION MMS CHS	RX#7003012	Prescriptions
	2858 COBORNS PHARMACY 2027		17.60	1 Transactions		
	2412 GLENCOE REGIONAL HEALTH SERVICES					
40	82-856-000-0000-6261		40.00	EXAMS MMS CHS	ACCT 42806	Physical Examinations
	2412 GLENCOE REGIONAL HEALTH SERVICES		40.00	1 Transactions		
	137 HUTCHINSON LEADER					
41	82-856-000-0000-6241		49.86	PUBLISH NEED AFFORDABLE BC	1012300916	Printing And Publishing
	137 HUTCHINSON LEADER		49.86	1 Transactions		
	658 MCLEOD PUBLISHING INC					
45	82-856-000-0000-6241		66.60	PUBLISH NEED AFFORABLE BC		Printing And Publishing
	658 MCLEOD PUBLISHING INC		66.60	1 Transactions		
	1251 MEDICINE SHOPPE					
47	82-856-000-0000-6439		9.97	PRESCRIPTION	RX#702139	Prescriptions
46	82-856-000-0000-6439		59.97	PRESCRIPTION	RX#702733	Prescriptions
	1251 MEDICINE SHOPPE		69.94	2 Transactions		
	6206 MEEKER MEMORIAL HOSPITAL					
48	82-856-000-0000-6260		32.00	STD TEST CHLAMYDIA	ACCT #23223	Std Testing
	6206 MEEKER MEMORIAL HOSPITAL		32.00	1 Transactions		
856	DEPT Total:		1,674.16	FPSP	7 Vendors	9 Transactions

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



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11/9/12 12:55PM

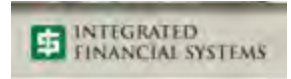
82 Community Health Service

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 23

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
862	DEPT		SHIP		
	2747 VIVID IMAGE INC				
10	82-862-000-0000-6265		WORDPRESS UPGRADE PLAN	3875	Professional Services
	2747 VIVID IMAGE INC		1 Transactions		
862	DEPT Total:		SHIP	1 Vendors	1 Transactions
		249.00			
82	Fund Total:		Community Health Service Fun		14 Transactions
		2,250.95			





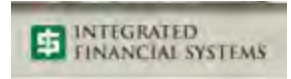
Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
490	DEPT			Supporting Hands Nurse Family Partner:		
64	137 HUTCHINSON LEADER 84-490-000-0000-6241		173.88	HELP WANTED NURSE HOME VISIT	1012371272	Printing And Publishing
	137 HUTCHINSON LEADER		173.88	1 Transactions		
65	952 JOBSHQ 84-490-000-0000-6241		1,237.88	HELP WANTED NURSE HOME VISIT	1132233	Printing And Publishing
	952 JOBSHQ		1,237.88	1 Transactions		
66	5248 MARSHALL INDEPENDENT 84-490-000-0000-6241		250.28	HELP WANTED NURSE HOME VISIT	009160	Printing And Publishing
	5248 MARSHALL INDEPENDENT		250.28	1 Transactions		
67	5069 MORRIS ELECTRONICS INC 84-490-000-0000-6265		487.50	TECH SUPPORT 10/08/2012 10/10/2012	20119136&9205	Professional Services
71	84-490-000-0000-6402		1,199.06	MICROSOFT OFFICE	20119193	Office Supplies
72	84-490-000-0000-6612		2,771.17	3 LENOVO THINKPAD 6875-6877	20119193	Capital - \$100-\$5,000 (Inventory)
69	84-490-000-0000-6265		52.50	TECH SUPPORT 10/22/2012 10/22/2012	20119397	Professional Services
70	84-490-000-0000-6265		70.00	TECH SUPPORT 10/23/2012 10/23/2012	20119426	Professional Services
68	84-490-000-0000-6265		387.50	TECH SUPPORT 20119294 9303 10/18/2012 10/18/2012	9307 9315	Professional Services
	5069 MORRIS ELECTRONICS INC		4,967.73	6 Transactions		
73	5249 POPE COUNTY TRIBUNE 84-490-000-0000-6241		142.40	HELP WANTED NURSE HOME VISIT	61336 &418	Printing And Publishing
	5249 POPE COUNTY TRIBUNE		142.40	1 Transactions		
74	5286 REDWOOD GAZETTE/LIVEWIRE 84-490-000-0000-6241		171.16	HELP WANTED NURSE HOME VISIT 10/04/2012 10/11/2012		Printing And Publishing
	5286 REDWOOD GAZETTE/LIVEWIRE		171.16	1 Transactions		
75	901 SWIFT COUNTY MONITOR NEWS 84-490-000-0000-6241		210.26	HELP WANTED NURSE HOME VISIT 10/04/2012 10/15/2012	162827-3209	Printing And Publishing

SCHWENDEMA

11/9/12 12:55PM

84 Supporting Hands N F P Fl

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
901	SWIFT COUNTY MONITOR NEWS		210.26			
5247	THE GRANT COUNTY HERALD					
63	84-490-000-0000-6241		100.00	HELP WANTED NURSE HOME VISIT		Printing And Publishing
5247	THE GRANT COUNTY HERALD		100.00		1 Transactions	
6412	VERIZON WIRELESS					
76	84-490-000-0000-6203		513.99	CALL CHARGES	2820570617	Communications
77	84-490-000-0000-6402		57.11	SUPPLIES	2820570617	Office Supplies
6412	VERIZON WIRELESS		571.10		2 Transactions	
490	DEPT Total:		7,824.69	Supporting Hands Nurse Family Partne	9 Vendors	15 Transactions
84	Fund Total:		7,824.69	Supporting Hands N F P Fund		15 Transactions

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



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86 Trust and Agency Fund

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
833	DEPT		Mortgage Registry Tax		
	1004 MINNESOTA DEPARTMENT OF REVENUE				
82	86-833-000-0000-6850		OCT 2012 MTG REG		Collections For Other Agencies
	1004 MINNESOTA DEPARTMENT OF REVENUE			1 Transactions	
833	DEPT Total:		Mortgage Registry Tax	1 Vendors	1 Transactions

SCHWENDEMA

11/9/12 12:55PM

86 Trust and Agency Fund

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	<u>Name</u>	<u>Rpt</u>	<u>Amount</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>
834	DEPT			Deed Tax		
	1004 MINNESOTA DEPARTMENT OF REVENUE					
83	86-834-000-0000-6850		36,107.07	OCT 2012 DEED TAX		Collections For Other Agencies
	1004 MINNESOTA DEPARTMENT OF REVENUE		36,107.07	1 Transactions		
834	DEPT Total:		36,107.07	Deed Tax	1 Vendors	1 Transactions

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



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86 Trust and Agency Fund

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 28

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
975	DEPT		DNR Clearing Account			
	509 MINNESOTA DNR					
3	86-975-000-0000-6850		539.00	DNR		Collections For Other Agencies
				10/30/2012 11/05/2012		
	509 MINNESOTA DNR		539.00	1 Transactions		
975	DEPT Total:		539.00	DNR Clearing Account	1 Vendors	1 Transactions

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



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11/9/12 12:55PM

86 Trust and Agency 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
976	DEPT		Game & Fish Clearing Account		
	509 MINNESOTA DNR				
2	86-976-000-0000-6850		G & F		Collections For Other Agencies
		278.00	10/30/2012 11/05/2012		
	509 MINNESOTA DNR			1 Transactions	
		278.00			
976	DEPT Total:		Game & Fish Clearing Account	1 Vendors	1 Transactions
		278.00			
86	Fund Total:		Trust and Agency Fund		4 Transactions
		91,199.36			

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



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86 Trust and Agency Fund

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 30

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>
			<u>On Behalf of Name</u>	
Final Total:		195,820.23	52 Vendors	83 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	10,614.87	General Revenue Fund	
	3	79,856.04	Road & Bridge Fund	
	5	1,428.75	Solid Waste Fund	
	25	2,645.57	Special Revenue Fund	
	82	2,250.95	Community Health Service Fund	
	84	7,824.69	Supporting Hands N F P Fund	
	86	91,199.36	Trust and Agency Fund	
	All Funds	195,820.23	Total	Approved by, .....
				.....
				.....



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



SCHWENDEMA  
11/14/12 12:33PM

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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

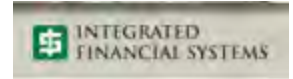
Explode Dist. Formulas Y

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 \*\*\*\*\*



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
103	DEPT		County Assessor's Office		
	2878 MINNESOTA STATE BOARD OF ASSESSOI				
1	01-103-000-0000-6245		APPLICAITON FEE R JOHNSON		Dues And Registration Fees
	2878 MINNESOTA STATE BOARD OF ASSESSOI		1 Transactions		
103	DEPT Total:		80.00 County Assessor's Office	1 Vendors	1 Transactions
1	Fund Total:		80.00 General Revenue Fund		1 Transactions

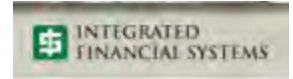
SCHWENDEMA

11/14/12 12:33PM

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>	
Final Total:		80.00	1 Vendors	1 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	80.00	General Revenue Fund	
	All Funds	80.00	Total	Approved by, .....
				.....
				.....

# 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 prize value for the year will be \$1,500 or less, contact the licensing specialist assigned to your county.

Application fee	
If application posted or received:	
less than 30 days before the event	more than 30 days before the event
<b>\$100</b>	<b>\$50</b>

## ORGANIZATION INFORMATION

Organization name <u>Braunton Rod and Gun Club</u>		Previous gambling permit number <u>X-04913-12-001</u>	
Minnesota tax ID number, if any <u>774-56-48</u>	Federal employer ID number (FEIN), if any <u>41-1225401</u>		
<b>Type of nonprofit organization. Check one.</b> <input type="checkbox"/> Fraternal <input type="checkbox"/> Religious <input type="checkbox"/> Veterans <input checked="" type="checkbox"/> Other nonprofit organization			
Mailing address <u>PO Box 418</u>	City <u>Braunton</u>	State <u>MN</u>	Zip code <u>55312</u>
Name of chief executive officer [CEO] <u>Paul Karels</u>		Daytime phone number <u>952-913-9670</u>	County <u>McLEOD</u>
E-mail address <u>pkarels@hotmail.com</u>			

## NONPROFIT STATUS

**Attach a copy of ONE of the following for proof of nonprofit status.**

**Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.**  
 Don't have a copy? This certificate must be obtained each year from:  
 Secretary of State, Business Services Div., 60 Empire Drive, Suite 100, St. Paul, MN 55103  
 Phone: 651-296-2803

**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 at 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:  
 a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and  
 b. 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.  
Braunton Rod & Gun Club

Address [do not use PO box] <u>19151 108th St</u>	City or township <u>Braunton</u>	Zip code <u>55312</u>	County <u>McLEOD</u>
--	-------------------------------------	--------------------------	-------------------------

Date[s] of activity. For raffles, indicate the date of the drawing.  
2-3-13

Check each type of gambling activity that your organization will conduct.  
 Bingo\*     Raffle     Paddlewheels\*     Pull-tabs\*     Tipboards\*

**\*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.gcb.state.mn.us](http://www.gcb.state.mn.us) and click on **Distributors** under the **WHO'S WHO? LIST OF LICENSEES**, or call 651-639-4000.

<b>CONTRACT # 35646</b>	<b>RANGER GM</b>		
	<b>1502 E HOWARD ST</b>		
	<b>HIBBING, MN 55746</b>		<b><u>CONTACT PERSON</u></b>
	<b>218-263-7576 fax</b>		<b>FLEET MGR</b>
	<b>800-894-7579</b>		<b>BOB O'HARA</b>
			<b>218-349-8955</b>
<b>MCLEOD COUNTY</b>			
BASE MODEL	<b>2013 IMPALA</b>	1WF19	\$ 18,150.46
	<b>extra key</b>		\$ 59.00
			\$ -
	<b>Silver, Dark Gray</b>		\$ -
EXT COLOR	<b>Red, White, Black</b>	74U	STD
INT TRIM COLOR	<b>Cloth Ebony, Gray or Tan</b>		STD
	<b>TOTAL</b>		<b>\$ 18,209.46</b>
All Weather package			\$ 348.50
	6.5% SALES TAX		\$ 1,183.61
tax exempt plate fees	LICENCE TITLE & REG		\$ 113.50
			\$ -
	<b>TOTAL</b>		<b>\$ 19,855.07</b>

purchase order number

contact

phone

email

---

Capt. Kate Jones

---

320-864-1481

---

[katherine.jones@co.mcleod.mn.us](mailto:katherine.jones@co.mcleod.mn.us)

billing address

delivery address

---



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# SETINA

POLICE VEHICLE EQUIPMENT  
2926 Yelm Highway SE Olympia, WA 98579  
PH:1-800-426-2627 FAX: (360) 459-0729

## QUOTATION

Quote #: 02671  
Date: 11/01/2012  
Page 1 of 1

**BILL TO:**

MCLEOD COUNTY SHERIFF'S DEPARTMENT  
801 EAST 10TH STREET  
GLENCOE, MN 55336  
USA

**SHIP TO:**

MCLEOD COUNTY SHERIFF'S DEPARTMENT  
801 EAST 10TH STREET  
GLENCOE, MN 55336  
USA

Customer Number		Sales Rep	Shipping Method	Payment Terms	Valid Through
MNCOMCL001		BW	GROUND	NET 30 DAYS	01/30/2013
Qty	u/m	Part Number	Description	Unit Price	Price Extended Price
1	EA	WK0513IMP06WD	WINDOW BARRIER STEEL 06-12 IMPALA COMPATABLE WITH SETINA DOOR PANEL	\$199.00	\$199.00 \$199.00
1	EA	PK1130IMP06SCA	#10XL COATED POLY PARTITION 06-12 IMPALA W/SCA	\$799.00	\$799.00 \$799.00
1	EA	2K0034IMP06ARP	DUAL WALL PRISONER TRANSPORT KIT RP-XL 06-12 IMPALA W/ADEC SEAT	\$489.00	\$489.00 \$489.00

**Comments:CONTACT:**

CAPT. KATE JONES  
320-864-1481  
KATHERINE.JONES@CO.MCLEOD.MN.US

Subtotal: \$1,487.00  
Estimated Freight: \$140.00  
Quote Total: \$1,627.00

**FREIGHT CHRGES DETERMINED BY ALL UNITS SHIPPING TOGETHER  
DUE TO CHANGES IN FUEL SURCHARGES, FREIGHT QUOTES ARE SUBJECT TO CHANGE  
WE ARE PLEASED TO SUBMIT THIS QUOTATION FOR YOUR CONSIDERATION  
SHOULD YOU PLACE THIS ORDER, BE ASSURED IT WILL RECEIVE OUR PROMPT ATTENTION  
ALL FREIGHT IS FOB OLYMPIA, WA**

Authorized By: \_\_\_\_\_

Date: \_\_\_\_\_



# County of McLeod

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

---

**COMMISSIONER RAY BAYERL**

1st District  
Phone (320) 485-2181  
20778 Cable Avenue  
Lester Prairie, MN 55354  
[raybayerl@tds.net](mailto:raybayerl@tds.net)

**COMMISSIONER KERMIT D. TERLINDEN**

2nd District  
Phone (320) 864-3738  
1112 14th Street East  
Glencoe, MN 55336  
[kterlind@embarqmail.com](mailto:kterlind@embarqmail.com)

**COMMISSIONER PAUL WRIGHT**

3rd District  
Phone (320) 587-7332  
15215 County Road 7  
Hutchinson, MN 55350  
[phwright@hutchtel.net](mailto:phwright@hutchtel.net)

**COMMISSIONER SHELDON A. NIES**

4th District  
Phone (320) 587-5117  
1118 Jefferson Street South  
Hutchinson, MN 55350  
[jasnies@hutchtel.net](mailto:jasnies@hutchtel.net)

**COMMISSIONER BEV WANGERIN**

5th District  
Phone (320) 587-6869  
817 Colorado Street NW  
Hutchinson, MN 55350  
[bev@hutchtel.net](mailto:bev@hutchtel.net)

**PATRICK T. MELVIN**

**COUNTY ADMINISTRATOR**  
Phone (320) 864-1363  
830 11th Street East, Suite 110  
Glencoe, MN 55336  
[pat.melvin@co.mcleod.mn.us](mailto:pat.melvin@co.mcleod.mn.us)

## RESOLUTION 12-CB-33 2012 TRANSFERS BETWEEN FUNDS

**BE IT HEREBY RESOLVED:** The McLeod County Board of Commissioners authorizes County Auditor-Treasurer, Cindy Schultz to make a transfer of \$579,712.40 from the Debt service Fund to the Designated for Capital Assets special revenue fund. This transfer is to zero out the Debt Service Fund.

Adopted this 20th day of November 2012.

By: \_\_\_\_\_

Bev Wangerin, Chair  
McLeod County, Minnesota

Attest: \_\_\_\_\_

Pat Melvin, Administrator  
McLeod County, Minnesota



**From:** myrwjf@rwjf.org [mailto:myrwjf@rwjf.org]  
**Sent:** Wednesday, October 24, 2012 1:35 PM  
**To:** allie@mmspublichealth.org  
**Cc:** wmagendie@nnphi.org; azubler@nnphi.org  
**Subject:** NNPHI COPPHI: QI Award Finalist Notification

# 1 I National Network of Public Health Institutes

October 23, 2012 Dear

Allie Freidrichs :

Congratulations! We are pleased to inform you that you have been selected for the NNPHI QI Award Program, which is part of the Community of Practice for Public Health Improvement (COPPHI), funded by the Robert Wood Johnson Foundation. We look forward to working with you over the course of the next year. Due to the great interest in this program, we received over 150 proposals, and we thank you for your patience as the review team considered all of the high quality proposals we received.

We would like to take this opportunity to provide you with additional information to help get you started. Please review this information carefully and take the requested actions.

For your participation in this program, you will be provided with:

- A monetary award of \$5,000 to support costs directly associated with the project.
- 15 hours of individualized technical assistance provided by an experienced public health QI Coach.
- 3-5 webinars/teleconferences for all COPPHI grantees that will provide an opportunity for additional technical assistance and peer-exchange/learning.
- Sponsorship for attendance at the following events;
  - o QI Award Program Kick Off Training on December 5, 2012 from 9 a.m. - 5 p.m.
  - o Open Forum Meeting for Quality Improvement in Public Health on December 6<sup>th</sup>, 2012.

NNPHI will sponsor the costs for one person from your organization to attend both the Kick-off meeting and the November 12, 2012 meeting, following our travel guidelines, and we will reimburse you. You may bring one additional participant at your own cost. Please register as soon as possible as registration is on a first-come, first-served basis. Your one sponsored registrant may select the option "sponsored attendee" and enter the code "NNPHI" when prompted. Additional registrants will need to register as a "general attendee."

Travel Guidelines may be found [here](#). \* Please note that NNPHI has a **\$600 maximum for airfare**. If you cannot find a flight for less than \$600, please contact our program coordinator leading the meeting planning, Whitney Magendie, at [wmagendie@nnDhi.org](mailto:wmagendie@nnDhi.org), prior to purchasing your ticket.

Over the course of the next month, we will be working to complete your contract with an anticipated start date of December 1, 2011. Please expect to hear from our Contracts Manager, Mr. Aaron Zubler. You may reach him directly at [azubler@nnphi.org](mailto:azubler@nnphi.org).

We are also pleased to inform you that we have successfully completed a team of QI experts (also selected via a competitive application process) who will be providing you with individualized technical assistance (TA) as you implement your QI project. We are presently working with the team to identify the best coach to support each of the selected sites and will provide you with an email.

If you would like to learn more about NNPHI and our work in the area of accreditation and performance improvement, including the QI Award Program, please visit [www.miphi.org/api](http://www.miphi.org/api).

Congratulations again on your successful proposal! Do not hesitate to let us know if you have any questions. Welcome to the Community of Practice for Public Health Improvement! We are thrilled to have you join us and are looking forward to working with you.

Sincerely, Jennifer McKeever

Jennifer McKeever, LCSW, MPH  
Associate Director, Public Health Improvement Initiatives National  
Network of Public Health Institutes Email: [jmckeever@nnphi.org](mailto:jmckeever@nnphi.org)  
Website: [www.nnphi.org](http://www.nnphi.org) Direct: 202.609.7497



**National Network**  
of Public Health Institutes

**Open Forum Meeting for Quality Improvement in Public Health**  
**December 6-7, 2012 Charlotte, North Carolina**

Please note: This is a draft agenda; sessions subject to change

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December 6, 2012 *Thurs.*

7:30-8:30

**BREAKFAST AND REGISTRATION**  
**Display Table Set-Up**

8:30-9:00

**Welcome and Introductions**

9:00-10:00

**Accreditation: Update from the Public Health Accreditation Board**

*Kaye Bender, President and CEO, Public Health Accreditation Board (PHAB)*

10:00-10:30

**BREAK**

10:30-11:45

**Concurrent Sessions**

1. **Lean at Denver Health: Saving Lives, Saving Money, Saving Jobs**  
*Phil Goodman, Denver Health*
2. **The National Public Health Improvement Initiative: Strategies to Improve Infrastructure**
3. **Using QI to Improve Social Marketing Efforts: Stories from the NNPHI QI Award Program**  
*Eileen Daley, Black Hawk County Health Department, Beverly Huth, Zanesville-Muskingum County Health Department, and Connie Russell, Gwinnett, Newton, & Rockdale County Health Departments*
4. **Public Health Accreditation and Emergency Preparedness: Leveraging the Linkages**  
*Resham Patel, National Association of County and City Health Officials (NACCHO), and Liza Corso, Office of State, Tribal, Local, and Territorial Support, Centers for Disease Control and Prevention (OSTLTS-CDC)*

11:45-1:00

**LUNCH**

1:00-2:15

**Concurrent Sessions**

1. **Cross-jurisdictional Sharing: An Update on Advances in Collaboration**  
*Kaye Bender, PHAB, Patrick Libbey, University of Washington School of Public Health, and Gianfranco Pezzino, Kansas Health Institute*

*The Open Forum Meeting for Quality Improvement in Public Health is supported by the Robert Wood Johnson Foundation*

**2. CHA/CHIP: Collaborating for Success**

*Mary Davis, North Carolina Institute for Public Health, Julia Heany,*

*Michigan Public Health Institute, and Jessica Riccardo, New Orleans  
Department of Health*

**3. Strategic Planning: Models that Work**

*Christine Abarca, Florida Department of Health, Laurie Call, Illinois Public  
Health Institute, and Daphne Holden, Florida Department of Health*

**4. QI and the State Health Department: The ASTHO QI Demonstration**

**Project**

*Sheila Sjolander, Arizona Department of Health Services and Kristin  
Sullivan, Connecticut State Department of Health*

**2:15-2:45 BREAK**

**2:45-4:00 Performance Management in Action: The Montana Model**

*Denny Haywood and Lindsey Krywaruchka, Montana Department of Public  
Health and Human Services*

**4:00-4:45 PHQIX: Supporting the Community of Practice**

*Jamie Pina, RTI International*

**6:30 Reception and Buffet Dinner**

**T i n e   D e c e m b e r 7 , 2 0 1 2 f A i ^**

**7:30-8:30 Breakfast**

**8:30-9:30 Keynote Address: The Post-Election Future of Public Health**

*Jeff Levi, Executive Director, Trust for America's Health*

**9:30-10:00 BREAK**

**10:00-10:45 Roundtable Discussion Sessions**

**1. The Turning Point Performance Management Model Gets a Makeover**

*Margie Beaudry, Public Health Foundation*

**2. Cost Efficiencies and QI**

*Chad Brown, Licking County Health Department*

**3. Moving From Planning to Action: Tools from the County Health Rankings and Roadmaps "Action Center."**

*Jan O'Neill and Julie Willems Van Dijk, University of Wisconsin Population Health  
Institute*

**4. QI Training and Culture: What Have We Learned? Mary**

*Davis, North Carolina Institute for Public Health*

**5. Critical Intersection: Health Impact Assessments and QI**

*Tatiana Lin, Kansas Health Institute*

**6. Customer Satisfaction: The Cornerstone of QI**

*Speaker unconfirmed*

**7. Accreditation: An Exploration of Incentives Lee**

*Thielen, Thielen Consulting*

2

**8. Addressing a Winnable Battle with QI: Reducing Healthcare-associated Infections in Nursing Home Residents**

*Richard Melchreit, Connecticut Department of Health*

**9. Public Health Institutes: Building Capacity for Accreditation and QI Elissa**

*Bassler, Illinois Public Health Institute and Sarah Gillen, NNPHI*

- 10. Transforming a Health Department through Quality: The New Orleans Example**  
*Jessica Riccardo and Charlotte Parent, New Orleans Health Department*
- 11. Social Determinants of Health in a CHA/CHIP Process** *Deanna D'Amore, Norwalk Health Department, Connecticut*
- 12. Balanced Scorecard and Accreditation Preparation: Putting it all Together** *Emily Frantz, Cobb and Douglas Public Health*
- 13. Cross-jurisdictional Models for CHA/CHIP**  
*Mary "Midge" Ransom, Franklin County Health Department, Kansas*
- 14. Sustainability Planning for your CHIP Process** *Steve Ridini, Health Resources in Action*
- 15. NACCHO Roadmap to QI Culture** *Pooja Verma, NACCHO*
- 16. QI and Improved billing practices in Prenatal Care Coordination** *Cortney Olejniczal, Clark County Health Department, Wisconsin*
- 17. Environmental Health and LEAN**  
*Louisiana Department of Health, speaker not confirmed*
- 18. Implementation of an RBA-based Scorecard: Preparation for Accreditation** *Maya Stefanovic, New Mexico Department of Health*
- 19. The North Carolina Center for Public Health Quality** *Speaker Not Confirmed*
- 20. QI Curriculum for Local Health Departments** *Natalie Pawlenko, New Jersey Department of Health*
- 21. IT and Performance Management**  
*Drew Hanchett, New York State Department of Health*

**10:45-11:30 Roundtable Discussion Sessions**

*Repeat of sessions above. Please select a second table to attend.*

**11:30-12:45 Lunch**

**12:45-2:00 Ask the Experts!**

*The Ask the Experts sessions will offer participants an opportunity to share their experience and expertise with each other via a facilitated dialogue and Q/A. Meeting participants have submitted questions ahead of time. These will be addressed by panel members in each session that consist of practitioners and national public health organizations. Participants in each session will also be asked to share about their own unique experiences related to the topic area.*

- 1. Ask the Experts: Performance Management**
- 2. Ask the Experts: QI Culture and QI Plan**
- 3. Ask the Experts: Community Health Assessment and Improvement Planning**
- 4. Ask the Experts: Accreditation Preparation**

November 1, 2012

Dear Amy Eustis of the McLeod County Medical Reserve Corps,

Congratulations! The National Association of County and City Health Officials (NACCHO) is pleased to offer you a travel scholarship to attend the 2012-2013 MRC Seasonal Leadership and Training Summit, December 5-7 in Loudon County, VA. The MRC Seasonal Leadership and Training Summit travel scholarships are intended to provide awardees the opportunity to learn and interact with other leaders from across the MRC network through a common platform of instruction and activities that are timely and relevant to unit leaders. The Summit also provides a platform for public health professionals and community leaders to learn about the benefits of integrating MRC programs into local emergency response plans and public health activities.

You indicated an interest in attending Disaster Risk Reduction (DRR) training session that will take place during the summit. You have been scheduled to attend the DRR session on December 5, 2012 that will begin at 8:00am and end at 5:00pm. Attending this training requires that you schedule your travel to arrive by 6:00pm on December 4, 2012.

**By accepting this award, you agree to:**

- Attend the entire 2012-2013 MRC Seasonal Leadership and Training Summit in Loudon County, VA from December 5-7, 2012.
- Immediately notify NACCHO if you are unable to attend for any reason (i.e., health issues, job change, or travel restrictions, etc.). Failure to notify NACCHO may result in you being ineligible for future NACCHO travel scholarships.
- Book your travel through NACCHO's travel consultant, (Associate Travel Concepts) within the specified timeframe and in accordance with the mandated travel policy. Car travel must be pre-approved in writing by emailing the MRC Project Director, at [mrc@naccho.org](mailto:mrc@naccho.org), by Thursday, November 8, 2012. Note: All Travel Scholarships are non-transferable. Failure to follow travel procedures may result in you being ineligible for future NACCHO travel scholarships.
- If unable to attend, you must cancel with NACCHO by November 8, 2012. Failure to cancel or attend the conference may result in you being responsible for reimbursing NACCHO for all conference fees and other charges that may apply and be ineligible for future scholarship opportunities from NACCHO. Please contact us via email at [mrc@naccho.org](mailto:mrc@naccho.org) with your cancellation information.
- Complete session/summit evaluation(s) as required.
- **Confirm that you are accepting this travel scholarship by November 8<sup>th</sup>, 2012 by emailing your acceptance to [mrc@naccho.org](mailto:mrc@naccho.org).**
- Information for booking travel can be found at [NACCHO's Seasonal Leadership and Training Summit Travel](#) website. When booking your travel, you **must** use this access code: **Meeting Name: DRR-MRC Leadership and Training Summit- Late fall |**

**Authorization Code: 402275. After completing your travel arrangements, you must submit your travel details to NACCHO by Friday, November 16, 2012 via email to [mrc@naccho.org](mailto:mrc@naccho.org).**

**Travel scholarships include:**

- Airfare, train, or car (driving requires pre-approval as stated above)
- 3 nights of lodging (December 4, 5, 6)
- Summit registration fees
- Ground Transportation (i.e., taxis or NCC shuttle Maximum \$40 round trip) or Parking (at Hotel or Airport)
- Specified Per Diem (as identified on the Travel Reimbursement Request Form)

**Travel scholarships do not include:**

- Extended Stay (Hotel or Airfare)
- Meals not provided at the Training Summit
- Airline baggage fees
- Rental cars

**\*\*\*Unit Leaders/Coordinators who are unable to attend *after the* scholarships have been announced must notify NACCHO before **November 8<sup>th</sup>, 2012** by email at [mrc@naccho.org](mailto:mrc@naccho.org). Those failing to make the required notification and deadline may be ineligible for future MRC scholarships.\*\*\***

Thank you,

A handwritten signature in black ink, appearing to read "Debra Kay Robinson". The signature is fluid and cursive, with a large loop at the end.

**Debra Kay Robinson  
Project Director, Medical Reserve Corps, Public Health Preparedness  
National Association of County and City Health Officials**

# Vendor/Contractor Information Technology Usage Agreement

All employees and agents of vendors and contractors who will access McLeod County (The County) information technology in the course of their work for the County ("vendor personnel") are required to sign this document before accessing any County computer system. "Information technology" includes any computer, network, Internet access, electronic mail and voice message systems, facsimile devices, or other electronic systems used by the County. Vendor personnel have no expectation of privacy in any electronic communications, use of County property, or Internet access. The County reserves the right to review, audit, or monitor any information technology used by vendor personnel. All work shall be performed by the contractor submitting the proposal. Subcontractors will not be allowed unless approved in advance by an agent of the County.

1. Vendor personnel have no expectation of privacy in any electronic communications, use of County property, or Internet access. The County reserves the right to review, audit, or monitor any information technology used by vendor personnel.
  2. All vendor personnel shall use only accounts authorized by The County's IT Staff.
  3. Vendor personnel may access only those resources for which they are specifically authorized.
  4. Vendor personnel are personally responsible for safeguarding their individual account and log-on information. Passwords shall adhere to the following.
    - a. Passwords shall remain confidential.
    - b. Passwords shall be changed every 90 days.
    - c. Passwords shall be at least six characters long.
    - d. Passwords shall contain characters from at least three of the following four classes: (i) English upper case letters, A, B, (ii) English lower case letters, a, b, (iii) Westernized Arabic numerals, 0,1,2, and (iv) Non-alphanumeric ("special characters") such as punctuation symbols.
    - e. Passwords may not contain your user name or any part of your full name.
    - f. Passwords shall never be displayed, printed, or otherwise recorded in an unsecured manner.
  5. Vendor personnel are not permitted to script their user IDs and passwords for log-on access.
  6. Vendor personnel are not permitted to allow another person to log-on to any computer utilizing their, if provided, personal account, nor are they permitted to utilize someone else's account to log-on to a computer. Authorized system or service accounts may be used by multiple people.
  7. Vendor personnel may not leave their workstation logged onto the network while away from their area. Vendor personnel may elect to lock the workstation rather than logging off when leaving for very short time periods.
- Vendor personnel shall notify the County IT Director, of all software loaded onto any County computer. The software must have been approved in writing by The County IT Department in writing, as soon as possible.
8. .
  9. Vendor personnel shall execute only applications that pertain to their specific contract work.
  10. Vendor personnel shall promptly report log-on problems or any other computer errors to the Helpdesk , phone number: \_\_\_\_\_.
  11. Vendor personnel shall promptly notify the County IT Department if they have any reason to suspect a breach of security or potential breach of security.
  12. Vendor personnel shall promptly report anything that they deem to be a security loophole or weakness in the computer network to the County IT Department.
  13. Vendor personnel shall not install or use any type of encryption device or software on any County hardware, which has not been approved in writing by the County IT Department.
  14. Vendor personnel shall not attach any device to the County network without written approval from the County IT Department.
  15. Vendor personnel may not remove any computer hardware from any County building for any reason, without prior written approval from the County IT Department.
  16. Vendor personnel shall not delete, disable, or bypass any authorized encryption device, or anti-virus or other software program, installed on County hardware.
  17. Vendor personnel shall not attach any network or phone cables to any County device without written approval from the County IT Department.
  18. Vendor personnel may not copy any data and/or software from any County resource for personal use.
  19. County data and/or software shall not be removed from a County Building or network without prior written approval from the County.
  20. Vendor personnel may not utilize County computer systems or networks for any of the following reasons:
    - a. Game playing;
    - b. Internet surfing not required for their work activity;
    - c. Non-County related, work activity; including ANY personal use
    - d. Any illegal activity.
    - e. Downloading of files from the Internet. If files are needed for your work, contact County IT personnel.
  21. Vendor personnel are prohibited from intercepting or monitoring network traffic by any means, including the use of network sniffers, unless authorized in writing by the County IT Department.
  22. Vendor personnel may not give out any County computer information to anyone. Exception: other vendor personnel needing the information to complete tasks and who have signed this agreement. Information includes but is not limited to: IP addresses, security configurations, etc.
  23. All data storage media shall be erased or destroyed prior to disposal.
  24. Vendor personnel may not remove or delete any computer software without the written approval of the County IT Department.
  25. Vendor personnel shall not attempt to obtain or distribute County system or user passwords.
  26. Vendor personnel shall not attempt to obtain or distribute door pass codes/passkeys to secured rooms at any County facility for which they are not authorized.
  27. All equipment issued to vendor personnel will be returned in good condition to County upon termination of the County/Vendor Personnel relationship.
  28. Vendor personnel may not use County information technology to send or receive threatening, obscene, abusive, sexually explicit language or pictures.
  29. Vendor personnel are prohibited from causing County to break copyright laws.
  30. Use by vendor personnel of any County information technology will acknowledge acceptance of the above-referenced policies. Any vendor employee who violates any of these policies shall be subject to disciplinary action, including total removal from the County project as well as being subject to Minnesota civil and criminal liability. Disciplinary action may include County requesting the vendor consider demotion, suspension and termination.
  31. Vendor personnel may not disclose of any private or confidential County information regardless of physical form or storage media (paper, computer, voice mail, microfiche, imaged). Vendor personnel will not attempt to access not public data for personal purposes. **Attachment 1** "Responsibilities of Persons Who Have Access to Not Public Data has been read and its' conditions will be complied with by all Vendor personnel.



**Attachment 1**

**RESPONSIBILITIES OF PERSONS WHO HAVE ACCESS TO NOT PUBLIC DATA**

**VENDORS**

As a vendor working with the County, you may have access to records containing information which is protected from unauthorized use. For example, you may have access to special work areas, computers or other files. This information is protected by law, policy, contracts, agreements, or licenses regarding the disclosure both at work and outside the office.

Unauthorized use of data includes making copies of data or computer software and related materials without the permission of the originator or data subject. Unauthorized disclosure of data means releasing information over the phone, in verbal conversations, and in written form. Unauthorized disclosure also includes using the information obtained in connection with your vendor work duties in any manner different from the scope of your specified duties.

Protection of this data from unauthorized use or disclosure depends on the cooperation of all staff and vendors. The information in this handout explains some of these restrictions on information within the County so that you will understand what information is protected and your responsibilities in regard to that information.

**NOT PUBLIC DATA**

The following describes the private and confidential types of information, the restrictions on the use of it, and some examples of each type of information. Attached to the handout is a form which describes your responsibilities and states the type of private/confidential data to be collected and the purpose for which the summary data is being prepared (if applicable). Your signature on the form provides verification that you have read and understand these responsibilities.

Not public data means any data which the law declares is not available to the public. It is a broad term which includes private, nonpublic, confidential, or protected nonpublic data, either singly or in any combination.

Generally, if the data you work with identifies a person it is private or confidential data. Use and access within the agency is restricted to those employees or vendors who need the information to do their jobs.

- A. **Private data** is government data maintained on individuals who are identified or can be identified in the data. Only the following persons are permitted access to private data:
  1. the individual who is the subject of the data or a designated representative;
  2. anyone to who the individual gives signed consent to view the data;
  3. employees of the County and its authorized vendors whose work assignments reasonably require access to the data;
  4. anyone the law says can view the data.

Examples of private data include most welfare system data about individual clients, medical data, child abuse data, pre-commitment screening investigations and pre-admission screening investigations, chemical dependency data about patients, and personnel data.

- B. **Confidential data** is data that identifies individuals and cannot be disclosed to the public or even to the individual who is the subject of the data. The subject of the data CANNOT authorize anyone else to see or receive copies of the data by signing a consent for release of information.

Examples of confidential data are adoption data and the names of individuals who report child or vulnerable adult abuse. Some medical data is confidential if the medical care provider deems that access to the data will be harmful to the patient. Most investigations of individuals are confidential, but investigations involving corporations, agencies or vendors are protected nonpublic.

**PENALTIES FOR UNLAWFUL USE OF DATA**

**Data Practices Act Penalties** The Minnesota Government Data Practices Act, MN Statutes, Chapter 13, provides for disciplinary action for any government employee who knowingly violates the provisions of the Act. **Any person, even those who are not employees**, who willfully violate the provisions of the Act, may be charged with a misdemeanor.

**Action for Damages** A political subdivision, responsible authority, statewide system, or state agency which violates any provision of this chapter is liable to a person or representative of a decedent who suffers any damage as a result of the violation, and the person damaged or a representative in the case of private data on decedents or confidential data on decedents may bring an action against the political subdivision, responsible authority, statewide system or state agency to cover any damages sustained, plus costs and reasonable attorney fees. In the case of a willful violation, the political subdivision, statewide system or state agency shall, in addition, be liable to exemplary damages of not less than \$100, nor more than \$10,000 for each violation. The state is deemed to have waived any immunity to a cause of action brought under this chapter.

\_\_\_\_\_  
Vendor personnel's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vendor's name, printed

\_\_\_\_\_  
Vendor personnel's name, printed

Term of this agreement \_\_\_\_\_

**Attachment 2**

**County Vendor/Contractor Information Technology Scope of Work Document**

**Description of Work to be done:**

Implementation, installation, testing, data conversion and user training of the ApplicationXtender EDMS & Workflow systems.

**Timeline:**

Per project Plan.

**Special Conditions (if Any):**

None

**Required Insurance Information:**

The Contractor shall purchase, provide and maintain at its own expense, insurance coverage as stated in this agreement. Proof of insurance shall be furnished to the County prior to the commencement of any work and shall be maintained throughout the life of this agreement and shall be evidenced by the carriers certificates, filed with the County.

- Minnesota Workers Comp Insurance/Employers Liability Insurance: Contractor shall procure and maintain a policy that at least meets Minnesota statutory minimum limits and is covered for work in Minnesota.
- Professional Liability Insurance: Contractor shall procure and maintain a policy that at least meets Minnesota statutory minimum limits.
- Certificate of Insurance: The insurance certificate shall specify the County as an additional insured and list the project name.

\_\_\_\_\_  
Vendor personnel's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vendor's name, printed

\_\_\_\_\_  
Vendor personnel's name, printed

Term of this agreement \_\_\_\_\_



## ONLINE PRICE QUOTATION

Quote Number: 8147078

Today's Date : 11/7/2012 5:33:29 PM

Created By: matt.troska@co.mcleod.mn.us

Quote Name: 20121107-g8-servers

Quote Created Date : 11/7/2012 5:32:16 PM

Contract: MN - STATE OF MINNESOTA (WSCA/NASPO)  
( 14279 )

**Product availability and product discontinuation are subject to change without notice. The prices in this quotation are valid for 30 days from quote date above. Please include the quote number and contract from this quote on the corresponding purchase order.**

Use the File - Print option to print this form for your future reference.

Items/description	Part no	Unit price	Qty	Ext price
HP ProLiant DL380p Gen8 Server (Energy Star)	Base	\$9,614.10	2	\$19,228.20
		\$9,614.10		
HP ProLiant DL380p Gen8 Server (Energy Star)	653200-ESC			
Intel® Xeon® E5-2660 (2.20GHz/8-core/95W)	662242-L21			
HP 128GB (8x16GB) Dual Rank x4 PC3-12800R (DDR3-1600) Registered CAS-11 Memory	672631-128			
Intel® Xeon® E5-2660 (2.20GHz/8-core/95W)	662242-B21			
HP 128GB (8x16GB) Dual Rank x4 PC3-12800R (DDR3-1600) Registered CAS-11 Memory	672631-128			
<b>Energy Efficiency</b>				
ENERGY STAR® qualified model				
<b>HP Integrated Lights-Out</b>				
Integrated Lights Out 4 (iLO 4) Management				
<b>Storage controller</b>				
HP Smart Array P420i/Zero Memory Controller	593717-B21			
HP NC523SFP Dual Port 10Gb Server Adapter	684208-B21			
HP Ethernet 1GbE 4-port 331FLR Adapter	656362-2PS			
2 HP 460W Common Slot Platinum Plus Hot Plug Power Supplies	608447-B21			
HP 2GB USB Flash Media Drive Key Kit	663478-B21			
HP 2U SFF Gen8 Rail Kit				
<b>Warranty</b>				
HP Standard Limited Warranty - 3 Years Parts and on-site Labor, Next Business Day				
HP iLO Advanced 1 Server License with 3yr 24x7 Tech Support and Updates	BD505A	\$342.37	3	\$1,027.11
		\$342.37		
HP Care Pack, 4 Years, 4 Hours, 24x7, ProLiant DL380	U8118E	\$1,460.80	2	\$2,921.60
		\$1,460.80		
HP ProLiant DL380p Gen8 Server (Energy Star)	Base	\$8,614.73	1	\$8,614.73
HP ProLiant DL380p Gen8 Server (Energy Star)	653200-ESC			
Intel® Xeon® E5-2660 (2.20GHz/8-core/95W)	662242-L21			
HP 16GB (1x16GB) Dual Rank x4 PC3-12800R (DDR3-1600) Registered CAS-11 Memory	672631-B21			
Intel® Xeon® E5-2660 (2.20GHz/8-core/95W)	662242-B21			
HP 16GB (1x16GB) Dual Rank x4 PC3-12800R (DDR3-1600) Registered CAS-11 Memory	672631-B21			
<b>Energy Efficiency</b>				
ENERGY STAR® qualified model				
<b>HP Integrated Lights-Out</b>				
Integrated Lights Out 4 (iLO 4) Management				
<b>Storage controller</b>				
HP Smart Array P420i/Zero Memory Controller				
HP 1TB 6G SATA 7.2K rpm SFF (2.5-inch) SC Midline 1yr Warranty Hard Drive	655710-B21			
HP 1TB 6G SATA 7.2K rpm SFF (2.5-inch) SC Midline 1yr Warranty Hard Drive	655710-B21			
HP 1TB 6G SATA 7.2K rpm SFF (2.5-inch) SC Midline 1yr Warranty Hard Drive	655710-B21			
HP 1TB 6G SATA 7.2K rpm SFF (2.5-inch) SC Midline 1yr Warranty Hard Drive	655710-B21			
HP 1TB 6G SATA 7.2K rpm SFF (2.5-inch) SC Midline 1yr Warranty Hard Drive	655710-B21			
HP 1TB 6G SATA 7.2K rpm SFF (2.5-inch) SC Midline 1yr Warranty Hard Drive	655710-B21			
HP 1TB 6G SATA 7.2K rpm SFF (2.5-inch) SC Midline 1yr Warranty Hard Drive	655710-B21			
HP 1TB 6G SATA 7.2K rpm SFF (2.5-inch) SC Midline 1yr Warranty Hard Drive	655710-B21			
HP 1TB 6G SATA 7.2K rpm SFF (2.5-inch) SC Midline 1yr Warranty Hard Drive	655710-B21			
HP 1TB 6G SATA 7.2K rpm SFF (2.5-inch) SC Midline 1yr Warranty Hard Drive	655710-B21			
HP NC523SFP Dual Port 10Gb Server Adapter	593717-B21			
HP Ethernet 1GbE 4-port 331FLR Adapter	684208-B21			
2 HP 460W Common Slot Platinum Plus Hot Plug Power Supplies	656362-2PS			

HP 2U SFF Gen8 Rail Kit

663478-B21

**Warranty**

HP Standard Limited Warranty - 3 Years Parts and on-site Labor, Next Business Day

HP Care Pack, 4 Years, 4 Hours, 24x7, w/DMR ProLiant DL380

<b>UH910E</b>	<b>\$1,672.00</b>	1	\$1,672.00
	<b>\$1,672.00</b>		

**Subtotal: \$33,463.64**

The terms and conditions of the MN - STATE OF MINNESOTA (WSCA/NASPO) will apply to any order placed as a result of this inquiry, no other terms or conditions shall apply.

To access the HP Public Sector Online Store where this quote was created, go to: <http://gem.compaq.com/gemstore/entry.asp?SiteID=13158>

\* HP is not liable for pricing errors. If you place an order for a product that was incorrectly priced, we will cancel your order and credit you for any charges. In the event that we inadvertently ship an order based on a pricing error, we will issue a revised invoice to you for the correct price and contact you to obtain your authorization for the additional charge, or assist you with return of the product. If the pricing error results in an overcharge to you, HP will credit your account for the amount overcharged.

\* This quotation may contain open market products which are sold in accordance with HP's Standard Terms and Conditions. HP makes no representation regarding the TAA status for open market products. Third party items that may be included in this quote are covered under the terms of the manufacturer warranty, not the HP warranty.

\* Please contact HP Public Sector Sales with any questions or for additional information:

K12 Education:	800-888-3224	Higher Education:	877-480-4433
State Local Govt:	888-202-4682	Federal Govt:	800-727-5472
Fax:	800-825-2329	Returns:	800-888-3224

\* For detailed warranty information, please go to [www.hp.com/go/specificwarrantyinfo](http://www.hp.com/go/specificwarrantyinfo). Sales taxes added where applicable. Freight is FOB Destination.

# ATTACHMENT A

## PRICING PAGE

### McLEOD COUNTY Preparation and Installation of Tile in Lower Level Central Services Offices

#### ALL PRICES TO INCLUDE TAX

1. The offeror shall provide a firm, fixed price for services in accordance with the specifications contained herein:

\$ 5,788.-

2. If awarded, when would you be able to begin project?

*2 weeks / Based on shipment of materials*

2. If awarded, when would you anticipate completion?

*First part of December  
(if removal completed)*

*Thanks,  
Sincerely,  
Randy & Renee*

*Fashion Interiors  
208 10th St  
Olsene*

**ATTACHMENT B**

**PRICING PAGE**

**McLEOD COUNTY**

**Tile, Glue and Vinyl Edging Only  
No Installation**

**For  
Building Services Offices**

**ALL PRICES TO INCLUDE TAX**

- 2. The offeror shall provide a firm, fixed price for services in accordance with the specifications contained herein:

\$ 1,847.-

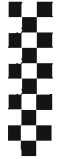
- 2. If awarded, when would you be able to begin project?

*Allow 2 weeks to ship materials*

- 3. If awarded, when would you anticipate completion?

*Thanks,  
Sincerely,  
Randy*

*Fashion Interiors  
2108 W. 17th St.  
Glencoe*



# ATTACHMENT A

## PRICING PAGE

### McLEOD COUNTY Preparation and Installation of Tile in Lower Level Central Services Offices

#### ALL PRICES TO INCLUDE TAX

1. The offeror shall provide a firm, fixed price for services in accordance with the specifications contained herein:

\$ 5876.13

2. If awarded, when would you be able to begin project?

NOVEMBER 26 —

2. If awarded, when would you anticipate completion?

3 days to 4 days

- + Prep to include glue scrap. If unforeseen prep is needed, it will be billed time & material
- + product is being dropped. There is product available at current date to do project

# ATTACHMENT B

## PRICING PAGE

### McLEOD COUNTY

Tile, Glue and Vinyl Edging Only  
No Installation

For  
Building Services Offices

#### ALL PRICES TO INCLUDE TAX

- 2. The offeror shall provide a firm, fixed price for services in accordance with the specifications contained herein:

\$ 1840.71

- 2. If awarded, when would you be able to begin project?

- 3. If awarded, when would you anticipate completion?

*\* product is being dropped. There is product available at current date.*



**Staffing Request Committee**

**Tuesday, Nov 13, 2012**

**11:00 am**

**Courthouse Boardroom**

**AGENDA**

- A) Discuss change in hours for nursing staff in Public Health Department.

No recommendation: Discuss proposed changes after Consultant Herb Trenez has completed interviews and filed report.

- B) Discuss vacancies in the Highway Department and Herb Trenez Report.

No recommendation: Further discussion at December Staffing Committee Meeting.

- C) Update on Mounted Posse Program and discuss advertising for vacancies.

**Recommendation: Recruit to increase volunteer members of Mounted Posse to 20 members.**

- D) Discuss contracted position in Veteran Services Department.

No recommendation: Further discussion to be held regarding contracted position.

- E) Discussion concerning IT Department.

No recommendation. Discussion held with new Director.

**Proposal (Final)**

***McLeod For Tomorrow Program (FY 2013)***

**DATE:** November 1, 2012

**TO:** McLeod County Board of Commissioners  
% Patrick Melvin, County Administrator  
830 11<sup>th</sup> St., Suite 110  
Glencoe, MN 55336  
320-864-1324  
[pat.melvin@co.mcleod.mn.us](mailto:pat.melvin@co.mcleod.mn.us)

**FROM:** Catherine Rasmussen  
Extension Regional Office, Mankato  
1961 Premier Drive, Suite 110  
Mankato, MN 56001-5901  
Ph 507-389-6749  
[rasmu035@umn.edu](mailto:rasmu035@umn.edu)

I am submitting this contract with University of Minnesota Extension for the delivery of the *McLeod For Tomorrow Program* in FY 2013. As a result of county staff and steering committee members providing more administrative management of the program and implementation of activities, Extension will continue to play mainly an educational and coaching role; therefore, the contract expenses have decreased accordingly.

The attached document outlines Extension's services and associated costs for delivery of the *McLeod For Tomorrow* program. The total cost for the services rendered in this proposal is \$9,290.

Included with this proposal is a Program Fee Agreement for authorization by the McLeod County Board. As in the past, McLeod County will be invoiced by University of Minnesota Extension on a quarterly basis during FY2013, with the fourth installment amount adjusted for any change in service delivery.

On behalf of the *McLeod For Tomorrow* Steering Committee, program alumni, and Extension's Center for Community Vitality, I want to thank the McLeod County Board for your continued support. The board's commitment to the development of leadership and civic engagement throughout the county is to be commended.

Additional information is available by contacting me or Mary Ann Hennen, Program Leader, Leadership and Civic Engagement, 612-624-4226.

## 2013 EXTENSION PROGRAM COMPONENTS AND COSTS

Extension staff time described below is calculated at \$125/hour for “face-to-face” time. Time for travel, preparation of materials, agenda development, follow-up summaries, evaluation and research, etc. are all included in this rate. Expenses for educators from campus and/or other regions are also included in the total cost.

### Program Development and Delivery

<i>Program Components</i>	<i>Extension Deliverables</i>	<i>Costs</i>
Program Coaching	<p>Provide coaching to facilitate the transition of program management from the Extension Regional Office to the county program coordinator, steering committee members, and alumni.</p> <ul style="list-style-type: none"> <li>• Coaching of organizational development, program design and implementation of activities</li> </ul>	<p>In-Kind</p> <p>(Up to estimated 12 hours or 4 meetings @ approx.3 hrs/ea)</p>
Leadership Program Design Team	<p>Facilitate meeting of program participants and steering committee members immediately following the program and prior to the start of the next year to provide leadership for the planning, implementation, and on-going evaluation</p> <ul style="list-style-type: none"> <li>• Ensure organization mission, performance and outcomes to establish criteria and benchmarks prior to the new program year</li> <li>• Agenda development, meeting materials, and synthesize meeting notes</li> <li>• Orientate new committee members</li> <li>• Facilitate program design and activities</li> <li>• Assist with promotional/recruitment materials (ex. sample news releases, create power point presentation, talking points, etc)</li> </ul>	<p>\$500</p> <p>(2 meetings x 2 hrs/ea = 4 hrs in-meeting time @ \$125/hr)</p>
Teaching and Facilitation of Leadership Cohort	<p>Provide leadership to the teaching, coaching and facilitation of the county bridging leadership cohort program.</p> <ul style="list-style-type: none"> <li>• Oversee overall program format, content and delivery</li> <li>• Develop program curriculum and materials</li> <li>• Teach ½ day leadership trainings</li> <li>• Facilitate session openings, closing reflections and graduation event</li> <li>• Coach and assist program coordinator and day chairpersons with agenda development and program implementation</li> <li>• Contact Extension resources</li> <li>• Conduct short-term and long-term evaluation</li> <li>• Provide feedback and evaluation reports</li> </ul>	<p>\$ 5625</p> <p>(9 sessions X 3.hrs/ea teaching fee = 27 hours @ \$125/hr = \$3375)</p> <p>(9 sessions X 5 hrs/ea coaching fee = 45 hours @ \$50/hr = \$2250)</p>

Leadership Curriculum Materials	Personal assessments and leadership curriculum <ul style="list-style-type: none"> <li>• Myers-Briggs, Thomas-Kilman Conflict Mode, Parker Team Player Survey, and <i>Committees That Work</i> Booklets</li> <li>• Group profiles, leadership activities, etc.</li> </ul>	\$1575 (21 participants @ \$75/ea)
Office Materials and Supplies	Program related expenses: <ul style="list-style-type: none"> <li>• Copies/printing costs for participant handouts, session evaluations, pre-post surveys, reports, etc;</li> <li>• Facilitation materials – flipchart paper, markers, post-its, etc.</li> <li>• Postage</li> </ul>	\$315 (21 participants @ \$15/ea)
Public Seminar/Workshop	Convene a half day educational seminar or workshop for county residents <ul style="list-style-type: none"> <li>• Work with planning committee</li> <li>• Assist with communications, publicity, correspondence</li> <li>• Agenda development,</li> <li>• Contact resources</li> <li>• Facilitate process</li> <li>• Conduct evaluation</li> </ul>	\$375 (3 hours @ \$125/hr)
Educator Mileage	Travel for planning meetings, leadership program sessions, workshop/seminar, presentations to community organizations, alumni events, guest educator travel, etc.	\$800
Miscellaneous Expenses		\$100
		<b>\$ 9,290 Total</b>



UNIVERSITY OF MINNESOTA  
PROGRAM AGREEMENT

**THIS PROGRAM AGREEMENT** (the “Agreement”) is between the Regents of the University of Minnesota (the “University”), a Minnesota constitutional corporation, and **McLeod County Board a(n) county government unit** (the “Organization”). This Agreement is entered into by University through Extension.

The parties agree as follows:

**1. Description of Program.** University shall deliver the following program to Organization: **Services and materials associated with the McLeod For Tomorrow Program provided by Catherine Rasmussen, Extension Educator, and/or Leadership and Civic Engagement colleagues. Program activities to include a nine-day leadership cohort, a public educational seminar, design team facilitation, evaluation services, organizational coaching and program coaching of alumni initiatives** on the following dates **1/1/13-12/31/13** at the following location(s)**McLeod County communities.** (the “Program”).

University is the owner of or has obtained the right to use, distribute, publish, copyright (if applicable) and otherwise disseminate the Program and all materials related to the Program. Organization expressly disclaims any ownership or copyright to the Program and all materials related to the program.

Reference to Program in this Agreement shall be deemed to include any deliverables provided to Organization in connection with the Program, including without limitation, curriculum, reports, results, materials, products, and information.

**2. Fee.** For the Program described in Section 1, Organization shall pay the University: **\$9,290**, plus any sales or use tax, if applicable.

2.1 The fee shall be paid (check one of the two boxes):

- in full upon the signing of this Agreement; or
- in installments, payable on the following dates:  
**3/31/13, 6/30/13, 9/30/13, 12/31/13**

2.2 Invoices shall be sent to:

Name of Organization: **McLeod County Board**  
Attn: **Patrick Melvin, County Administrator**  
**830 11th St., Suite 110**  
**Glencoe, MN 55336**

Phone No.: **320-864-1324**  
Facsimile No.:  
Email: **pat.melvin@co.mcleod.mn.us**

2.3 Organization represents to University that no funds received under any grant or separate funding agreement will be used to pay the fee to University.

**3. Term.** The term of this Agreement shall commence on **1/1/13** (“Effective Date”) and shall expire on **12/31/13** unless terminated earlier as provided in Section 4.

**4. Termination.** Either party may terminate this Agreement if the other party (i) fails to perform any material obligation under this Agreement and (ii) does not correct such failure within 30 days after having received written notice of such failure. Additionally, either party may terminate this Agreement for its convenience upon 60 days’ prior written notice to the other party. Upon any termination under this Section 4, Organization shall promptly pay University for all components of the Program delivered and costs incurred up to and including the effective date of termination.

**5. Compliance with Applicable Regulations.** University shall be responsible for complying with all federal, state and local laws and regulations relating to criminal background checks for all University staff members having direct contract with minors as a result of this Agreement.

**6. DISCLAIMER OF WARRANTIES.** UNIVERSITY MAKES NO WARRANTIES, EXPRESS OR IMPLIED, AS TO ANY MATTER WHATSOEVER, INCLUDING WITHOUT LIMITATION, THE CONDITION, ORIGINALITY OR SUITABILITY OF THE PROGRAM OR DELIVERABLES PROVIDED UNDER THIS AGREEMENT. UNIVERSITY EXPRESSLY DISCLAIMS WARRANTIES OF MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE.

**7. LIMITATION OF LIABILITY FOR BREACH OF CONTRACT.** IN NO EVENT SHALL EITHER’S PARTY’S LIABILITY FOR BREACH OF THIS AGREEMENT INCLUDE DAMAGES FOR WORK STOPPAGE, LOST DATA, OR INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES (INCLUDING LOST PROFIT), OF ANY KIND. EXCEPT FOR EACH PARTY’S OBLIGATIONS UNDER SECTIONS 8.1 AND 8.2, EACH PARTY’S LIABILITY TO THE OTHER FOR BREACH OF THIS AGREEMENT SHALL NOT EXCEED AN AMOUNT EQUAL TO THE MONETARY CONSIDERATION PAID TO UNIVERSITY UNDER THIS AGREEMENT.

**8. Use of University Name or Logo.** Organization agrees not to use the name, logo, or any other marks (including, but not limited to, colors and music) owned by or associated with University or the name of any representative of University in any form whatsoever without the prior written permission of University in each instance. However, Organization may use the name of University in a document required to be filed with, or provided to, any governmental authority or regulatory agency to comply with applicable legal or regulatory requirements. Organization agrees to provide University with a copy of any such document.

**9. Export Controls.** Organization shall notify University in writing if any technological information or data to be provided to University is subject to export controls under U.S. law or if technological information or data that Organization is requesting University to produce during the course of work under this Agreement is expected to be subject to such controls. Organization shall notify University of the applicable export controls (for example, Commerce Control List designations, reasons for control, and countries for which an export license is required). University shall have the right to decline export controlled information or tasks requiring production of such information. If the Services cannot reasonably be performed without University access to export controlled information or data, the Agreement may be terminated by either party for convenience in accordance with Section 4, except that such termination shall occur immediately upon written notice to the other instead of at the end of the 30-day period set forth in Section 4. Organization shall not release export controlled information or data to University until Organization has been notified in writing by University that University has implemented a technology control plan for such information.

**10. Indemnification.**

10.1 Except as provided in Section 10.2, each party shall be responsible for its own acts and omissions, including the acts of its directors, employees, agents and contractors, and the results thereof and shall not be responsible for the acts of the other party and the results thereof. Liability of the University is subject to the terms and limitations of the Minnesota Tort Claims Act, Minnesota Statutes Section 3.736, as amended.

10.2 Organization shall indemnify, defend, and hold harmless University, its regents, faculty members, students, employees, agents, contractors, and authorized volunteer workers against any and all claims, costs, or liabilities, including attorneys' fees and court costs at both trial and appellate levels, for any loss, damage, injury, or loss of life (other than that attributable to willful, wanton or intentional acts or omissions of University) arising out of (i) use by Organization (or any third party acting on behalf of or under authorization from Organization) of the Program or any information, reports, deliverables, materials, products or other results of University's work under this Agreement or (ii) Organization's infringement of a third party's intellectual property rights or Organization's violation of any law, rule, or regulation in the provision of any materials to University.

10.3 Each party represents that it has and will maintain the following levels of insurance or self-insurance during the term of this Agreement: (i) Workers' Compensation in statutory compliance with Minnesota law; and (ii) general liability insurance in an amount not less than \$1,000,000 each claim/\$3,000,000 each occurrence. If requested by University, Organization's

policy shall name the Regents of the University of Minnesota as an additional insured. Certificates of all insurance detailed above shall be furnished to the other party upon request.

## **11. General Provisions.**

11.1 Amendment. This Agreement shall be amended only in writing duly executed by all the parties to this Agreement.

11.2 Assignment. The parties may not assign any rights or obligations of this Agreement without the prior written consent of the other party. Any assignment attempted to be made in violation of this Agreement shall be void.

11.3 Entire Agreement. This Agreement (including all documents attached or referenced) is intended by the parties as the final and binding expression of their agreement and as the complete and exclusive statement of its terms. This Agreement cancels, supersedes and revokes all prior negotiations, representations and agreements between the parties, whether oral or written, relating to the subject matter of this Agreement, including without limitation, any non-disclosure agreements. The terms and conditions of any purchase order or similar document submitted by Organization in connection with the Program provided under this Agreement shall not be binding upon University.

11.4 Force Majeure. No party to this Agreement shall be responsible for any delays or failure to perform any obligation under this Agreement due to acts of God, strikes or other disturbances, including, without limitation, war, insurrection, embargoes, governmental restrictions, acts of governments or governmental authorities, and any other cause beyond the control of such party. During an event of force majeure the parties' duty to perform obligations shall be suspended.

11.5 Governing Law and Jurisdiction. The internal laws of the state of Minnesota shall govern the validity, construction and enforceability of this Agreement, without giving effect to its conflict of laws principles. All suits, actions, claims and causes of action relating to the construction, validity, performance and enforcement of this Agreement shall be in the courts of Hennepin County, Minnesota.

11.6 Independent Contractor. In the performance of their obligations under this Agreement, the parties shall be independent contractors, and shall have no other legal relationship, including, without limitation, partners, joint ventures, or employees. Each party's employees (i) shall be regarded as the employees of such party and shall not be regarded as the employees of the other party; (ii) shall be subject to the employment policies and procedures of such party and shall not be subject to the employment practices and procedures of the other party; and (iii) shall not be entitled to any employment benefits of the other party. Neither party shall have the right or power to bind the other party and any attempt to enter into an agreement in violation of this section 11.6 shall be void. Neither party shall take any actions to bind the other party to an agreement.





[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

**IN WITNESS WHEREOF**, the parties have entered into the Agreement as of the dates indicated below. Each individual signing below represents that they have the authority to bind the party on whose behalf they are signing.

**Regents of the University of Minnesota**

**McLeod County Board**

By: \_\_\_\_\_  
Name:  
Title:  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name:  
Title:  
Date: \_\_\_\_\_

## Proposal

### ***McLeod For Tomorrow Alumni Leadership Program (Fall 2012 – Spring 2013)***

**DATE:** November 2, 2012

**TO:** McLeod County Board of Commissioners  
% Patrick Melvin, County Administrator  
830 11<sup>th</sup> St., Suite 110  
Glencoe, MN 55336  
320-864-1324  
[pat.melvin@co.mcleod.mn.us](mailto:pat.melvin@co.mcleod.mn.us)

**FROM:** Catherine Rasmussen  
Extension Regional Office, Mankato  
1961 Premier Drive, Suite 110  
Mankato, MN 56001-5901  
507-389-6749  
[rasmu035@umn.edu](mailto:rasmu035@umn.edu)

I am submitting this contract with University of Minnesota Extension for the delivery of a second leadership program in McLeod County. As a result of requests from the McLeod For Tomorrow Leadership Program alumni for additional leadership training, the MFT Steering Committee partnered with Extension to develop an alumni program: *McLeod For Tomorrow 2.0 – The Graduate Edition*

The four sessions will deepen understanding and application of the leadership content, in addition to presenting new leadership skills for county employees and staff of organizations and businesses. Topics include:

- Using Myers-Briggs Type during Times of Conflict
- Building Your Intercultural Competency
- Understanding the Critical Thinking Process
- Providing A+ Customer Service

The attached document outlines the proposed budget of the program and Extension's services and associated costs for delivery of the program. The University of Minnesota Extension Center for Community Vitality is committed to seeing alumni of its leadership and civic engagement programs succeed and take advantage of opportunities to further their learning and engagement in their communities. Through the use of targeted dollars to support this overall effort, Extension has purchased the leadership curriculum and is covering mileage for guest educators for this particular program.

The total cost for the services rendered in this proposal is \$1,862. Included with this proposal is a Program Fee Agreement for authorization by the McLeod County Board. Full payment with return of the signed agreement form would be appreciated.

On behalf of the *McLeod For Tomorrow* Steering Committee, program alumni, and Extension's Center for Community Vitality, I want to thank the McLeod County Board for your continued support. Together we can make a difference in building the capacity of leadership and civic engagement throughout the county.

Additional information is available by contacting me or Mary Ann Hennen, Program Leader, Leadership and Civic Engagement, 612-624-4226.

**Budget - McLeod For Tomorrow 2.0 - Graduate Edition  
(Fall 2012- Spring 2013)**

**Income**

Tuition	14 @ \$175/ea	\$2,450.00
Extension (Busch Grant)	Curriculum - Critical Thinking Booklets 15@ \$10/ea	\$150.00
Extension (Bush Grant)	Curriculum - At Your Service Trainer Manual	\$459.00
McLeod County Support (FY2012 Extension Fee Agreement -alumni program design, development, mileage)	4 mtgs X 2 hrs/ea = 8 hrs @ \$125/hr 100 miles RT x 4 trips = 400 m @ .555	\$1,222.00
In-kind Support - Municipalities for Mtg Facilities	3 sessions @ \$100/ea	\$300.00
<b>TOTAL REVENUE</b>		<b>\$4,581.00</b>

**Expenses**

Program Design, Development and Educator Mileage	4 mtgs X 2 hrs each = 8 hrs @ \$125/hr 100 miles RT x 4 trips = 400 m @ .555	\$1,222.00
<i>UM Contract</i> : Professional Teaching Fee	4 workshops x 3 hrs ea = 12 hrs @ \$125/hr	\$1,500.00
<i>UM Contract</i> : Educator Mileage	100 miles RT x 4 trips = 400 m @ .555	\$222.00
<i>UM Contract</i> : Participant Materials, Copies, Facilitation supplies, etc.	14 @ \$10 each	\$140.00
Curriculum	Critical Thinking Books 15 @ \$10/ea    At Your Service Trainers Manual (\$459)	\$609.00
Food	\$5/ea x 15 = \$75 x 4 sessions	\$300.00
Facility Rentals	4 sessions @ \$100/ea	\$400.00
Miscellaneous		\$100.00
<b>TOTAL EXPENSES</b>		<b>\$4,493.00</b>

**Total UM Contract**    \$1,862.00



UNIVERSITY OF MINNESOTA  
PROGRAM AGREEMENT

**THIS PROGRAM AGREEMENT** (the “Agreement”) is between the Regents of the University of Minnesota (the “University”), a Minnesota constitutional corporation, and **McLeod County Board a(n) county government unit** (the “Organization”). This Agreement is entered into by University through Extension.

The parties agree as follows:

**1. Description of Program.** University shall deliver the following program to Organization: **Services and materials associated with the McLeod For Tomorrow Alumni Leadership Program provided by Catherine Rasmussen, Extension Educator, and/or Leadership and Civic Engagement colleagues. Program activities to include four half-day workshops** on the following dates **10/18/12, 12/20/12, 2/21/13, and 4/18/13** at the following location(s) **Hutchinson, Glencoe, Winsted and Lester Prairie.** (the “Program”).

University is the owner of or has obtained the right to use, distribute, publish, copyright (if applicable) and otherwise disseminate the Program and all materials related to the Program. Organization expressly disclaims any ownership or copyright to the Program and all materials related to the program.

Reference to Program in this Agreement shall be deemed to include any deliverables provided to Organization in connection with the Program, including without limitation, curriculum, reports, results, materials, products, and information.

**2. Fee.** For the Program described in Section 1, Organization shall pay the University: **\$1,862**, plus any sales or use tax, if applicable.

2.1 The fee shall be paid (check one of the two boxes):

- in full upon the signing of this Agreement; or
- in installments, payable on the following dates:

2.2 Invoices shall be sent to:

Name of Organization: **McLeod County Board**  
Attn: **Patrick Melvin, County Administrator**  
**830 11th St., Suite 110**  
**Glencoe, MN 55336**

Phone No.: **320-864-1324**  
Facsimile No.:  
Email: **pat.melvin@co.mcleod.mn.us**

2.3 Organization represents to University that no funds received under any grant or separate funding agreement will be used to pay the fee to University.

**3. Term.** The term of this Agreement shall commence on **10/18/12** (“Effective Date”) and shall expire on **4/18/13** unless terminated earlier as provided in Section 4.

**4. Termination.** Either party may terminate this Agreement if the other party (i) fails to perform any material obligation under this Agreement and (ii) does not correct such failure within 30 days after having received written notice of such failure. Additionally, either party may terminate this Agreement for its convenience upon 60 days’ prior written notice to the other party. Upon any termination under this Section 4, Organization shall promptly pay University for all components of the Program delivered and costs incurred up to and including the effective date of termination.

**5. Compliance with Applicable Regulations.** University shall be responsible for complying with all federal, state and local laws and regulations relating to criminal background checks for all University staff members having direct contract with minors as a result of this Agreement.

**6. DISCLAIMER OF WARRANTIES.** UNIVERSITY MAKES NO WARRANTIES, EXPRESS OR IMPLIED, AS TO ANY MATTER WHATSOEVER, INCLUDING WITHOUT LIMITATION, THE CONDITION, ORIGINALITY OR SUITABILITY OF THE PROGRAM OR DELIVERABLES PROVIDED UNDER THIS AGREEMENT. UNIVERSITY EXPRESSLY DISCLAIMS WARRANTIES OF MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE.

**7. LIMITATION OF LIABILITY FOR BREACH OF CONTRACT.** IN NO EVENT SHALL EITHER’S PARTY’S LIABILITY FOR BREACH OF THIS AGREEMENT INCLUDE DAMAGES FOR WORK STOPPAGE, LOST DATA, OR INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES (INCLUDING LOST PROFIT), OF ANY KIND. EXCEPT FOR EACH PARTY’S OBLIGATIONS UNDER SECTIONS 8.1 AND 8.2, EACH PARTY’S LIABILITY TO THE OTHER FOR BREACH OF THIS AGREEMENT SHALL NOT EXCEED AN AMOUNT EQUAL TO THE MONETARY CONSIDERATION PAID TO UNIVERSITY UNDER THIS AGREEMENT.

**8. Use of University Name or Logo.** Organization agrees not to use the name, logo, or any other marks (including, but not limited to, colors and music) owned by or associated with University or the name of any representative of University in any form whatsoever without the prior written permission of University in each instance. However, Organization may use the name of University in a document required to be filed with, or provided to, any governmental authority or regulatory agency to comply with applicable legal or regulatory requirements. Organization agrees to provide University with a copy of any such document.

**9. Export Controls.** Organization shall notify University in writing if any technological information or data to be provided to University is subject to export controls under U.S. law or if technological information or data that Organization is requesting University to produce during the course of work under this Agreement is expected to be subject to such controls. Organization shall notify University of the applicable export controls (for example, Commerce Control List designations, reasons for control, and countries for which an export license is required). University shall have the right to decline export controlled information or tasks requiring production of such information. If the Services cannot reasonably be performed without University access to export controlled information or data, the Agreement may be terminated by either party for convenience in accordance with Section 4, except that such termination shall occur immediately upon written notice to the other instead of at the end of the 30-day period set forth in Section 4. Organization shall not release export controlled information or data to University until Organization has been notified in writing by University that University has implemented a technology control plan for such information.

**10. Indemnification.**

10.1 Except as provided in Section 10.2, each party shall be responsible for its own acts and omissions, including the acts of its directors, employees, agents and contractors, and the results thereof and shall not be responsible for the acts of the other party and the results thereof. Liability of the University is subject to the terms and limitations of the Minnesota Tort Claims Act, Minnesota Statutes Section 3.736, as amended.

10.2 Organization shall indemnify, defend, and hold harmless University, its regents, faculty members, students, employees, agents, contractors, and authorized volunteer workers against any and all claims, costs, or liabilities, including attorneys' fees and court costs at both trial and appellate levels, for any loss, damage, injury, or loss of life (other than that attributable to willful, wanton or intentional acts or omissions of University) arising out of (i) use by Organization (or any third party acting on behalf of or under authorization from Organization) of the Program or any information, reports, deliverables, materials, products or other results of University's work under this Agreement or (ii) Organization's infringement of a third party's intellectual property rights or Organization's violation of any law, rule, or regulation in the provision of any materials to University.

10.3 Each party represents that it has and will maintain the following levels of insurance or self-insurance during the term of this Agreement: (i) Workers' Compensation in statutory compliance with Minnesota law; and (ii) general liability insurance in an amount not less than \$1,000,000 each claim/\$3,000,000 each occurrence. If requested by University, Organization's

policy shall name the Regents of the University of Minnesota as an additional insured. Certificates of all insurance detailed above shall be furnished to the other party upon request.

## **11. General Provisions.**

11.1 Amendment. This Agreement shall be amended only in writing duly executed by all the parties to this Agreement.

11.2 Assignment. The parties may not assign any rights or obligations of this Agreement without the prior written consent of the other party. Any assignment attempted to be made in violation of this Agreement shall be void.

11.3 Entire Agreement. This Agreement (including all documents attached or referenced) is intended by the parties as the final and binding expression of their agreement and as the complete and exclusive statement of its terms. This Agreement cancels, supersedes and revokes all prior negotiations, representations and agreements between the parties, whether oral or written, relating to the subject matter of this Agreement, including without limitation, any non-disclosure agreements. The terms and conditions of any purchase order or similar document submitted by Organization in connection with the Program provided under this Agreement shall not be binding upon University.

11.4 Force Majeure. No party to this Agreement shall be responsible for any delays or failure to perform any obligation under this Agreement due to acts of God, strikes or other disturbances, including, without limitation, war, insurrection, embargoes, governmental restrictions, acts of governments or governmental authorities, and any other cause beyond the control of such party. During an event of force majeure the parties' duty to perform obligations shall be suspended.

11.5 Governing Law and Jurisdiction. The internal laws of the state of Minnesota shall govern the validity, construction and enforceability of this Agreement, without giving effect to its conflict of laws principles. All suits, actions, claims and causes of action relating to the construction, validity, performance and enforcement of this Agreement shall be in the courts of Hennepin County, Minnesota.

11.6 Independent Contractor. In the performance of their obligations under this Agreement, the parties shall be independent contractors, and shall have no other legal relationship, including, without limitation, partners, joint ventures, or employees. Each party's employees (i) shall be regarded as the employees of such party and shall not be regarded as the employees of the other party; (ii) shall be subject to the employment policies and procedures of such party and shall not be subject to the employment practices and procedures of the other party; and (iii) shall not be entitled to any employment benefits of the other party. Neither party shall have the right or power to bind the other party and any attempt to enter into an agreement in violation of this section 11.6 shall be void. Neither party shall take any actions to bind the other party to an agreement.





[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

**IN WITNESS WHEREOF**, the parties have entered into the Agreement as of the dates indicated below. Each individual signing below represents that they have the authority to bind the party on whose behalf they are signing.

**Regents of the University of Minnesota**

**McLeod County Board**

By: \_\_\_\_\_  
Name:  
Title:  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name:  
Title:  
Date: \_\_\_\_\_