

**JUNE 5, 2018  
MCLEOD COUNTY  
BOARD MEETING  
WILL BE HELD AT  
THE GLENCOE  
CITY CENTER  
1107 11<sup>TH</sup> STREET  
GLENCOE, MN**

**McLEOD COUNTY  
BOARD OF COMMISSIONERS  
PROPOSED MEETING AGENDA  
JUNE 5, 2018**

**1 9:00 CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**2 9:02 CONSIDERATION OF AGENDA ITEMS\***

**3 9:02 CONSENT AGENDA\***

- A. May 21, 2018 Meeting Minutes and Synopsis.
- B. May 18, 2018 Auditor's Warrants.
- C. May 23, 2018 Auditor's Warrants.
- D. May 25, 2018 Auditor's Warrants.
- E. Approve gambling permit for VFW Post 906 Hutchinson, 247 1<sup>st</sup> Ave SE in Hutchinson, Minnesota to conduct pull-tabs on August 11<sup>th</sup>, 2018 at Gopher Campfire located at 24718 County Road 7, Hutchinson, Minnesota, according to Minnesota Statute §349.213. The application is acknowledged with no waiting period.
- F. Approve gambling permit for Brownton Rod & Gun Club, Inc., 19151 108<sup>th</sup> Street, Brownton, Minnesota to conduct raffle on February 2<sup>nd</sup>, 2019 according to Minnesota Statute §349.213. The application is acknowledged with no waiting period.
- G. Approve Conditional use Permit 18-07, Ms. Katie Reich requests approval of a Conditional Use Permit for the purpose of a 2<sup>nd</sup> dwelling for a family health care on property owned by her father, Daniel Baumetz. A modular home will be placed on the site in which Ms. Reich will be moving into the dwelling to provide the assisted care. This property is described as 3.69 Acres within the NW ¼ of Section 21 in Hassan Valley Township. A signed medical statement was provided by Douglas L. Wagoner, M.D., stating Daniel F. Baumetz would benefit from having assistance at home with daily living needs and property care. The Hassan Valley Town board recommended approval at their May 8, 2018 regular meeting. The McLeod County Planning Commission unanimously recommended approval at their May 23, 2018 regular meeting with the following conditions:
  - A Sub-Surface Sewage Treatment System shall be installed as it will be needed for the new dwelling or a new system for both dwellings to use.
  - After the health care is no longer needed, one of the dwellings from the site shall be removed within one year.
  - A review of the Conditional Permit shall be done every three (3) years to ensure assisted care is still needed.
  - A signed medical statement by the patient's medical doctor shall be provided every three (3) years.

- H. Approve 6-Lot Preliminary Plat to be known as “Wood View Acres Fifth Subdivision” in Section 25 of Acoma Township by Dale Schuft and Dan Van Overbeke. The applicants are re-platting lots 2, 3, & 4 of Wood View Acres which was the first subdivision of Wood View Acres. This plat request is for the purpose of splitting parcels 01.052.0020, 01.052.0030 and 01.052.0040 into two buildable lots each. This will create three additional buildable lots. The Hutchinson Area Joint Planning Board unanimously recommended approval on May 16, 2018.
- I. Consider approval of Resolution 18-CB-20 to authorize the submission of the Minnesota Snowmobile Trails Assistance Program Maintenance and Grooming Application for the Fiscal Year 2018-2019. This is an annual renewal process for the Crow River Sno Pro’s to make application to the Minnesota Department of Natural Resources for the Minnesota Snowmobile Trails Assistance Program Maintenance and Grooming Application for the Fiscal Year of 2018 through 2019. McLeod County has been the fiscal officer for the Sno Pro’s since 1995.

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

**5 9:05 CONTEGRITY – Construction Manager Sam Lauer**

- A. Construction Update.

**6 9:07 PLANNING, ZONING, and ENVIRONMENTAL SERVICES – Administrator Larry Gasow**

- A. Consider approval of an amendment to the McLeod County Zoning Ordinance, Section 7: “A” Agricultural District, Subdivision 3: Condition Uses, Subpart 1: Accessory mobile home for family members or friends of family needing special care.\*

The McLeod County Planning Commission unanimously recommended approval at their May 23, 2018 regular meeting to include the work “friends” in needing special care.

**7 9:10 PUBLIC WORKS – Director John Brunkhorst**

- A. Consider adoption of Resolution 18-RB-03 authorizing the McLeod County Board to enter into agreement with the State of Minnesota Department of Transportation for the comprehensive Glencoe Transportation Study that was previously approved.\*

These are standard resolutions MnDOT requires from local agencies when they enter into joint agreements.

- B. Consider approval for additional construction administrative services from Wideth Smith Nolting of Alexandria, Minnesota for the new pavilion at the McLeod County Fairgrounds. Cost based on hourly rates, not to exceed \$10,000.\*

The construction administration was going to be covered in the initial design contract but design costs exceeded estimates, primarily due to addition time spent by Architect researching various options (doors, lighting, etc.).

- C. Consider awarding RAM Buildings Inc. of Winsted, Minnesota the Fairgrounds Show Arena Project with a low bid of \$155,243.00.\*

Additional bid received from Lester Building, LLC, of Lester Prairie, Minnesota for a bid of \$198,565.00.

## **8 9:13 PARKS – Director Al Koglin**

- A. Consider approval to award the proposal to remodel the Bathhouse at Piepenburg Park to Quade Electric, Inc. of Hutchinson, Minnesota. The proposal was \$93,885.00. The estimate was \$85,000 to 90,000. Proposals were sent out to 6 contractors and only received 1 quote.\*

## **9 9:16 SOCIAL SERVICES – Director Gary Sprynczynatyk**

- A. Consider approval of Memorandum of Agreement for Student Training Field Experience/Practicum with the State of Minnesota on behalf of Minnesota State University, Mankato and McLeod County (Social Services).\*

The University has Social Work Undergraduate and Graduate Programs for qualified students enrolled in the University. This agreement is necessary to help facilitate a Student Training Experience.

## **10 COUNTY ADMINISTRATION**

- Review of Commissioners Calendar
  - Commissioner reports of committee meetings attended since May 21, 2018.
- A. Notification of upcoming County Board workshop on Tuesday, June 19, 2018.
  - B. Notification of Meeker-McLeod-Sibley Community Health Board Meeting on Monday, June 18, 2018 at 9 a.m. in the Environmental Services Office Building, 1065 5<sup>th</sup> Ave SE, Hutchinson.
  - C. Notification of Solid Waste Advisory Committee (SWAC) meeting on Monday June 11, 2019 at 9 a.m., in the Environmental Services Office Building, 1065 5<sup>th</sup> Ave Se, Hutchinson.
  - D. Notification of AMC District 7's Spring Meeting on Wednesday, June 6, 2018 from 8:00 a.m.-12:00 p.m. in Winthrop at Hahn's Dining & Lounge.



**OTHER**

Open Forum  
Press Relations

**RECESS**

Next board meeting will be Tuesday June 19, 2018 at 9:00 a.m. at the Glencoe City Center.

**McLEOD COUNTY  
BOARD OF COMMISSIONERS  
MEETING MINUTES  
MAY 21, 2018**

**CALL TO ORDER**

The regular meeting of the McLeod County Board of Commissioners was called to order at 9:00 a.m. by Chair Joe Nagel in the Commissioners Board Room. Commissioners Shimanski, Pohlmeier, Wright and Krueger were present. Administrative Assistant Karin Hildremyr, County Attorney Michael Junge and County Administrator Cindy Ford were also present.

**PLEDGE OF ALLEGIANCE**

**CONSIDERATION OF AGENDA ITEMS**

**Pohlmeier/Krueger motion carried unanimously to approve the agenda.**

**CONSENT AGENDA**

- A. May 8, 2018 Meeting Minutes and Synopsis.
- B. May 4, 2018 Auditor's Warrants.
- C. May 11, 2018 Auditor's Warrants.
- D. Sign contract to allow CPS Technology Solutions, our IBM Partner to connect remotely to support and maintain the IBM iSeries. This is our standard contract for remote connectivity for a vendor. This will allow them to remotely connect to help any time in order to resolve issues quickly.
- E. Approve request to close the \$25 petty cash fund in Central Services Department. It is no longer needed.
- F. Approve Work Order 1 for upsizing of a centerline culvert on SAP 43-603-031, reconstruction project on County State Aid Highway 3 at a cost of \$18,249.92. Work is contingent upon BCWD approval. There is no net increase in project cost, additional cost will be covered by CD 15A. CD 15A landowners have requested an upsizing of the existing centerline culvert. Original plans were to extend the existing 36" culvert. New plan is to install 48" culvert.

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

**PAYMENT OF BILLS - COMMISSIONER WARRANT LIST**

General Revenue Fund	\$63,352.90
Special Revenue Fund	\$88,644.04

**Shimanski/Krueger motion carried unanimously to approve payment of bills totaling \$151,996.94**

**EMERGENCY MANAGEMENT - Emergency Management Director Kevin Mathews**

- A. Kevin Mathews recognized the Meritorious Achievement in Occupational Safety award and presented to board members.

**PUBLIC HEALTH – Director Jennifer Hauser**

- A. Jennifer Hauser requested approval of agreement between McLeod County Public Health and Kids, Inc. daycare center for provision of Public Health consultation services at a rate of \$75.00 for each onsite visit, during the period of May 8, 2018 – April 30, 2019.

Public Health has provided consultation services to Kids, Inc. for many years, to assure daycare center compliance with health, safety and sanitation policies as required by the Minnesota Department of Human Services, and for the purpose of Kids, Inc. obtaining and maintaining its child care center license. This written agreement formalizes the previous verbal agreement.

**Nagel/Shimanski motion carried unanimously to approve agreement between McLeod County Public Health and Kids, Inc. daycare center for provision of Public Health consultation services at a rate of \$75 for each onsite visit, during the period of May 8, 2018 through April 30, 2019.**

**ASSESSOR OFFICE - Assessor Sue Schulz**

- A. Update the board on all tax petitions – pending and new ones filed.

Sue Schulz advised the county board there are currently 10 tax petitions. Brandon Luthens trial set for 6/18/2018, contesting non-homestead status. The following are contesting valuation Inland (IRC) trial ready 5/6/2019, Border Foods Inc. (Taco Bell) trial ready 5/6/2019, Concrete Mobility, Coborn's, Jungclaus, Best Buy, United Farmers Coop, Miller Manufacturing, and Target.

**SHERIFF'S OFFICE - Sheriff Scott Rehmann**

- A. Sheriff Rehmann requested approval of out of state travel to the National Tactical Officers Association conference held on September 16-21, 2018 in Milwaukee, WI. The conference cost will be \$1000 for 2 officers to register. Hotel cost will be \$650.

Our officers will be able to receive current tactical operations training and trends. The knowledge, skills and experience gained will be brought back and implemented in our Emergency Response Team.

**Shimanski/Wright motion carried unanimously to approve out of state travel to the National Tactical Officers Association conference held on September 16-21, 2018 in Milwaukee, WI. The conference cost will be \$1000 for 2 officers to register. Hotel cost will be \$650.**

- B. Sheriff Rehmann requested approval to give Meeker County 6 single bunks and 1 double bunk that were not utilized in the jail project.

The detention fixture contractor manufactured the bunks by mistake and they were not needed as part of the project. A document from the contractor indicating that they have no claim/interest in them and that they are ours to dispose of. The Sheriff's Office has no use for them and they are currently occupying garage space that can be better utilized. It has been verified that McLeod County was not billed for any of the extra bunks.

**Wright/Krueger motion carried unanimously to approve giving Meeker County 6 single bunks and 1 double bunk that were not utilized in the jail project.**

- C. Sheriff's Office requested approval for 3 employees to attend Zuercher One 2018 (LETG) Annual User Conference September 12-13, 2018 in Sioux Falls, South Dakota. Registration is \$250-with two free registrations. Hotel Cost: Approx. \$266 each for 2 night equaling \$798. Total Cost \$ 1038.

**Krueger/Shimanski motion carried unanimously to approve training for 3 employees to attend Zuercher One 2018 (LETG) Annual User Conference September 12-13, 2018 in Sioux Falls, South Dakota. Registration is \$250-with two free registrations. Hotel Cost: Approx. \$266 each for 2 night equaling \$798. Total Cost \$ 1038.**

**ENVIRONMENTAL SERVICES – Assistant Environmental Services Administrator  
Marc Telecky**

- A. Marc Telecky requested adoption of Resolution 18-CB-19 for the Minnesota Board of Water and Soil Resources (BWSR) to waive the requirement for the 5-year amendment to the Comprehensive Local Water Management Plan.

On April 17, 2018, McLeod County approved to consolidation of Planning and Zoning, Environmental Services, and Solid Waste now known as Environmental Services which became effective as of May 1, 2018. As a result, staffing changes have led to a backlog of responsibilities such as the 5-year amendment to the local water plan.

With this merger, McLeod County would like to allow for incorporation of watershed Restoration and Protection Strategies (WRAPS) for the North Fork Crow, South Fork Crow, and Lower Minnesota Watersheds which encompass our county, McLeod County takes the water planning requirement seriously and asks for your assistance by waiving the 5-year amendment for McLeod County Comprehensive Local Water Management Plan.

**Resolution 18-CB-19  
Waive Amendment Requirement for the McLeod County  
Comprehensive Local Water Management Plan**

**WHEREAS**, Minnesota Statutes §103B.301, Comprehensive Local Water Management Act, authorizes Minnesota Counties to develop and implement a Comprehensive Local Water Management Plan; and

**WHEREAS**, McLeod County currently has a state approved Comprehensive Local Water Management Plan that covers the period of **January 1, 2013** through **December 31, 2023**; and

**WHEREAS**, McLeod County is required by the Minnesota Board of Water and Soil Resources Board to complete amendment of the Goals, Objectives, and Action Items of the Comprehensive Local Water Management Plan by **January 1, 2018**; and

**WHEREAS**, McLeod County is participating in and intends to utilize the Minnesota Pollution Control Agency's ten year approach to monitoring, assessing, and developing Watershed Restoration and Protection Strategies (WRAPS), which are scheduled to be completed by **December 31, 2023** for the **North Fork Crow, South Fork Crow, and Lower Minnesota Watersheds**; and

**WHEREAS**, McLeod County supports the development of a Comprehensive Watershed management Plan and intends to work on developing the plan pending its selection as a recipient of a planning grant.

**NOW, THEREFORE, BE IT RESOLVED**, that the McLeod County Board of Commissioners requests from the Minnesota Board of Water and Soil Resources a waiver to the required amendment of the Comprehensive Local Water Management Plan; in order to transition to Comprehensive Watershed Planning in accordance with Minnesota Statutes §103B.801.

**STATE OF MINNESOTA  
OFFICE OF COUNTY ADMINISTRATION  
COUNTY OF MCLEOD**

I, Cindy Ford, Administrator of the County of McLeod do hereby certify that the foregoing resolution is a true and correct copy of a resolution presented to and adopted by the County of McLeod at a duly authorized meeting thereof held on the 21<sup>st</sup> day of May 2018.

**Krueger/Pohlmeier motion carried unanimously to approve Resolution 18-CB-19 for the Minnesota Board of Water and Soil Resources (BWSR) to waive the requirement for the 5-year amendment to the Comprehensive Local Water Management Plan.**

**SOIL AND WATER CONSERVATION DISTRICT - Drainage Inspector Adam Leske**

- A. Adam Leske requested approval of Project #2018-012 for a cost of \$15,311.00 to spray drainage systems for trees and brush in western side of McLeod County and award quote to Central Applicators (Foley, MN).

No other quotes were received.

**Wright/Krueger motion carried unanimously to approve Project #2018-012 for a cost of \$15,311.00 to spray drainage systems for trees and brush in western side of McLeod County and award quote to Central Applicators (Foley, MN).**

- B. Adam Leske requested approval of Project #2018-014 on County Drainage System #25 for a cost of \$15,000.00 to bore under County Road 18 and award quote to Hjerpe Contracting (Hutchinson, MN).

No other quotes were received.

**Wright/Pohlmeier motion carried unanimously to approve Project #2018-014 on County Drainage System #25 for a cost of \$15,000.00 to bore under County Road 18 and award quote to Hjerpe Contracting (Hutchinson, MN).**

- C. Adam Leske requested approval of Project #2018-015 on County drainage System #11 for a cost of \$6350.00 to repair some washouts, and award quote to Wuetherich Excavating (Norwood Young America).

No other quotes were received.

**Shimanski/Krueger motion carried unanimously to approve Project #2018-015 on County drainage System #11 for a cost of \$6350.00 to repair some washouts, and award quote to Wuetherich Excavating (Norwood Young America).**

- D. Adam Leske requested approval of Project #2018-016 on Judicial Ditch #9 Lateral 5 for a cost of \$5824.00 to furnish and install a culvert and repair the crossing and award quote to Rickert Excavating (Glencoe, MN).

No other quotes were received.

**Pohlmeier/Shimanski motion carried unanimously to approve Project #2018-016 on Judicial Ditch #9 Lateral 5 for a cost of \$5824.00 to furnish and install a culvert and repair the crossing and award quote to Rickert Excavating (Glencoe, MN).**

#### **SOCIAL SERVICES – Director Gary Sprynczynatyk**

- A. Gary Sprynczynatyk requested approval of new contract with Tech Know Systems Inc. of Whitefish, Montana for the JetPCL Enterprise Server software license agreement to assist Child Support Enforcement Teleworkers in modifying documents to save in Application Xtender document management system without needing to print, modify, and scan at an annual license fee of \$3,450.00.\*

This is time saving software located by the IT Department as a work-enhancing tool for efficiency.

**Pohlmeier/Shimanski motion carried unanimously to approve new contract with Tech Know Systems Inc. of Whitefish, Montana for the JetPCL Enterprise Server software license agreement to assist Child Support Enforcement Teleworkers in modifying documents to save in Application Xtender document management system without needing to print, modify, and scan at an annual license fee of \$3,450.00.**

#### **COUNTY ADMINISTRATION**

- Review of Commissioners Calendar
- Commissioner reports of committee meetings attended since May 8, 2018.

- A. Cindy Ford requested approval to transfer \$2,000,000 from the General Fund unassigned fund balance to the Designated for Capital Assets special revenue fund.

At the end of 2017, McLeod County's unassigned fund balance was over the recommended balance according to the Fund Balance Policy. Moving the \$2,000,000 to the Capital Asset account would bring the unassigned fund balance into compliance.

**Wright/Krueger motion carried unanimously to approve transfer of \$2,000,000 from the General Fund unassigned fund balance to the Designated for Capital Assets special revenue fund.**

- B. Cindy Ford requested approval Duct Cleaning Proposal for McLeod County Courthouse. Base Bid on walk through, KMS will clean the HVAC system according to NADCA standards for \$16,300. KMS discovered that the insulation in multiple mechanical rooms is in bad shape. KMS will coat the damaged insulation according to NADCA standards for \$11,200. The total for both bids will be \$27,500. Funding is available from the contingency portion of the construction budget.

**Krueger/Shimanski motion carried unanimously to approve Duct Cleaning Proposal for McLeod County Government Center. Base Bid on walk through, KMS will clean the HVAC system according to NADCA standards for \$16,300. KMS discovered that the insulation in multiple mechanical rooms is in bad shape. KMS will coat the damaged insulation according to NADCA standards for \$11,200. The total for both bids will be \$27,500. Funding is available from the contingency portion of the construction budget.**

- C. Cindy Ford Requested approval to appoint County Engineer to John Brunkhorst effective 05/21/2018 to 05/20/2022.

**Nagel/Krueger motion carried unanimously to approve the appointment of John Brunkhorst for County Engineer effective 5/21/2018 to 5/20/2022.**

- D. Cindy Ford requested to appoint Larry Phillips from Glencoe to the Buffalo Creek Watershed District Board of Managers representing McLeod County serving a three term 5/18/2018-5/17/2021.

Minnesota Statute Section 103D.311 lays out the procedures for the County Board to appoint a manager to the Buffalo Creek Watershed District Board of Managers. Published notice was given in the McLeod County Chronicle the official county newspaper for persons interested in being appointed to serve as a watershed district manager and to submit their names by May



16, 2018. No individuals came forward of persons interested in serving as a manager.

**Krueger/Pohlmeier motion carried unanimously to approve the appointment of Larry Phillips from Glencoe to the Buffalo Creek Watershed District Board of Managers representing McLeod County serving a three year term from 5/18/2018 to 5/17/2021.**

E. Cindy Ford requested to appoint Carol Altrichter to Housing Redevelopment Authority (HRA), 551 Main St, Stewart 55385.

**Wright/Krueger motion carried unanimously to approve the appointment of Carol Altrichter to Housing Redevelopment Authority (HRA), 551 Main St, Stewart 55385.**

F. Notification of upcoming County Board workshop on June 5, 2018.

G. Notification of AMC District 7's Spring Meeting to be held Wednesday, June 6, 2018 from 8:00 a.m.-12:00 p.m. in Winthrop at Hahn's Dining & Lounge.

Commissioner Krueger added to open forum there will be an informational open house regarding Morningside project from 5:30 p.m. to 6:30 p.m. on Tuesday May 29<sup>th</sup> located at the Glencoe City Center.

**Wright/Pohlmeier motion carried unanimously to recess at 9:38 a.m. until Tuesday June 5, 2018 at 9:00 a.m. at the Glencoe City Center.**

McLEOD COUNTY  
BOARD OF COMMISSIONERS  
SYNOPSIS – MAY 21, 2018

1. Commissioners Nagel, Krueger, Pohlmeier, Wright and Shimanski were present.
2. Pohlmeier/Krueger motion carried unanimously to approve the agenda.
3. Wright/Pohlmeier motion carried unanimously to approve the consent agenda including May 8, 2018 Meeting Minutes and Synopsis; May 4, 2018 Auditor's Warrants; May 11, 2018 Auditor's Warrants; Sign contract to allow CPS Technology Solutions, our IBM Partner to connect remotely to support and maintain the IBM iSeries. This is our standard contract for remote connectivity for a vendor. This will allow them to remotely connect to help anytime in order to resolve issues quickly. Approve request to close the \$25 petty cash fund in Central Services Department. It is no longer needed. Approve Work Order 1 for upsizing of a centerline culvert on SAP 43-603-031, reconstruction project on County State Aid Highway 3 at a cost of \$18,249.92. Work is contingent upon BCWD approval. There is no net increase in project cost, additional cost will be covered by CD 15A. CD 15A landowners have requested an upsizing of the existing centerline culvert. Original plans were to extend the existing 36" culvert. New plan is to install 48" culvert.
4. Shimanski/Krueger motion carried unanimously to approve payment of bills totaling \$151,996.94.
5. Kevin Mathews recognized Meritorious Achievement in Occupational Safety award and presented to board members.
6. Nagel/Shimanski motion carried unanimously to approve agreement between McLeod County Public Health and Kids, Inc. daycare center for provision of Public Health consultation services at a rate of \$75 for each onsite visit, during the period of May 8, 2018 to April 30, 2019.
7. Assessor Sue Schulz advised the county board there are currently 10 tax petitions. Brandon Luthens trial set for 06/18/2018, contesting non-homestead status. The following are contesting valuation: Inland (IRC) trial ready 5/6/2019, Border Foods Inc. (Taco Bell) trial ready 5/6/2019, Concrete Mobility, Coborn's, Junglaus, Best Buy, United Farmers Coop, Miller Manufacturing, and Target.
8. Shimanski/Wright motion carried unanimously to approve out of state travel to the National Tactical Officers Association conference held on September 16-21, 2018 in Milwaukee, WI. The conference cost will be \$1000 for 2 officers to register. Hotel cost will be \$650. Wright/Krueger motion carried unanimously to approve giving Meeker County 6 single bunks and 1 double bunk that were not utilized in the jail project. Krueger/Shimanski motion carried unanimously to approve training for 3 employees to attend Zuercher One 2018 (LETG) Annual User Conference September 12-13, 2018 in Sioux Falls, South Dakota. Registration is \$250-with two free registrations. Hotel Cost: Approx. \$266 each for 2 night equaling \$798. Total Cost \$ 1038.

9. Krueger/Pohlmeier motion carried unanimously to approve Resolution 18-CB-19 for the Minnesota Board of Water and Soil Resources (BWSR) to waive the requirement for the 5-year amendment to the Comprehensive Local Water Management Plan.
10. Wright/Krueger motion carried unanimously to approve Project #2018-012 for a cost of \$15,311.00 to spray drainage systems for trees and brush in western side of McLeod County and award quote to Central Applicators (Foley, MN).  
Wright/Pohlmeier motion carried unanimously to approve Project #2018-014 on County Drainage System #25 for a cost of \$15,000.00 to bore under County Road 18 and award quote to Hjerpe Contracting (Hutchinson, MN). Shimanski/Krueger motion carried unanimously to approve Project #2018-015 on County drainage System #11 for a cost of \$6350.00 to repair some washouts, and award quote to Wuetherich Excavating (Norwood Young America). Pohlmeier/Shimanski motion carried unanimously to approve Project #2018-016 on Judicial Ditch #9 Lateral 5 for a cost of \$5824.00 to furnish and install a culvert and repair the crossing and award quote to Rickert Excavating (Glencoe, MN).
11. Pohlmeier/Shimanski motion carried unanimously to approve new contract with Tech Know Systems Inc. of Whitefish, Montana for the JetPCL Enterprise Server software license agreement to assist Child Support Enforcement Teleworkers in modifying documents to save in Application Xtender document management system without needing to print, modify, and scan at an annual license fee of \$3,450.00.
12. Wright/Krueger motion carried unanimously to approve transfer of \$2,000,000 from the General Fund unassigned fund balance to the Designated for Capital Assets special revenue fund.
13. Krueger/Shimanski motion carried unanimously to approve Duct Cleaning Proposal for McLeod County Government Center. Base Bid on walk through, KMS will clean the HVAC system according to NADCA standards for \$16,300. KMS discovered that the insulation in multiple mechanical rooms is in bad shape. KMS will coat the damaged insulation according to NADCA standards for \$11,200. The total for both bids will be \$27,500. Funding is available from the contingency portion of the construction budget.
14. Nagel/Krueger motion carried unanimously to approve the appointment of Larry Phillips from Glencoe to the Buffalo Creek Watershed District Board of Managers representing McLeod County serving a three year term from 5/18/2018 to 5/17/2021.

Complete minutes are on file in the County Administrator's Office. The meeting recessed at **9:38** a.m. until June 5, 2018.

Attest:

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Joe Nagel, Board Chair

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Cindy Schultz Ford, Interim County  
Administrator

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



POOL  
5/18/18 8:54AM

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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

Explode Dist. Formulas Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N



POOL

5/18/18 8:54AM

1 GENERAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
5	DEPT			BOARD OF COUNTY COMMISSIONERS		
104	1909 MADDEN GALANTER HANSEN LLP 01-005-000-0000-6263		314.76	LEGAL SVC-LABOR RELATIONS 04/01/2018 04/30/2018		LEGAL SERVICES
	1909 MADDEN GALANTER HANSEN LLP		314.76		1 Transactions	
139	658 MCLEOD PUBLISHING INC 01-005-000-0000-6241		119.44	MEETING MINUTES		PRINTING AND PUBLISHING
	658 MCLEOD PUBLISHING INC		119.44		1 Transactions	
226	6412 VERIZON WIRELESS 01-005-000-0000-6203		35.01	CELL PHONE USE 05/03/2018 06/02/2018	58374352-00001	COMMUNICATIONS
229	01-005-000-0000-6203		35.01	I PAD USE 05/03/2018 06/02/2018	58374352-00001	COMMUNICATIONS
231	01-005-000-0000-6203		35.01	CEL PHONE USE 05/03/2018 06/02/2018	58374352-00001	COMMUNICATIONS
232	01-005-000-0000-6203		20.79	MACHINES ACTIVITY 05/03/2018 06/02/2018	58374352-00001	COMMUNICATIONS
	6412 VERIZON WIRELESS		125.82		4 Transactions	
5	DEPT Total:		560.02	BOARD OF COUNTY COMMISSIONERS	3 Vendors	6 Transactions
13	DEPT			COURT ADMINISTRATOR'S		
43	283 GLENCOE LAW OFFICE 01-013-000-0000-6272		1,935.00	CRT APPT AS/DB/JJ JV-17-95/16-	1125	COURT APPT ATTY-DEP/NEG/TER
44	01-013-000-0000-6272		1,593.75	CRT APPT CS/JN/DW JV-17-199/2	1126	COURT APPT ATTY-DEP/NEG/TER
45	01-013-000-0000-6272		281.25	COURT APPT AG JV-18-67	1127	COURT APPT ATTY-DEP/NEG/TER
46	01-013-000-0000-6272		637.50	COURT APPT KB/GR JV-17-248	1128	COURT APPT ATTY-DEP/NEG/TER
47	01-013-000-0000-6272		843.75	COURT APPT TM/TM JV-18-8	1129	COURT APPT ATTY-DEP/NEG/TER
48	01-013-000-0000-6272		888.75	COURT APPT SV/KV JV-17-86/253	1130	COURT APPT ATTY-DEP/NEG/TER
49	01-013-000-0000-6272		442.50	COURT APPT MM/CC JV-16-1	11310	COURT APPT ATTY-DEP/NEG/TER
50	01-013-000-0000-6272		1,743.75	COURT APPT MA/NP JV-16-175	1132	COURT APPT ATTY-DEP/NEG/TER
51	01-013-000-0000-6273		521.25	COURT APPT AB PR-17-2041	1133	COURT APPT ATTY-OTHER
42	01-013-000-0000-6272		1,590.00	COURT APPT AB JV-17-264	1134	COURT APPT ATTY-DEP/NEG/TER
	283 GLENCOE LAW OFFICE		10,477.50		10 Transactions	
207	377 THE LAW OFFICE OF TROY A SCOTTING 01-013-000-0000-6273		15.00	COURT APPOINT	FA-09-1775	COURT APPT ATTY-OTHER

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
206	01-013-000-0000-6273		210.00	COURT APPOINT	FA-18-165	COURT APPT ATTY-OTHER
198	01-013-000-0000-6272		105.00	COURT APPOINT SG/ES	JV-16-161	COURT APPT ATTY-DEP/NEG/TER
199	01-013-000-0000-6272		97.50	COURT APPOINT KR/RB/SS	JV-16-227	COURT APPT ATTY-DEP/NEG/TER
203	01-013-000-0000-6272		45.00	COURT APPOINT FA/CT/ME	JV-17-103	COURT APPT ATTY-DEP/NEG/TER
200	01-013-000-0000-6272		277.50	COURT APPOINT LN/ZK/SPO	JV-17-188	COURT APPT ATTY-DEP/NEG/TER
202	01-013-000-0000-6272		30.00	COURT APPOINT CF/WF	JV-17-233	COURT APPT ATTY-DEP/NEG/TER
205	01-013-000-0000-6272		1,507.50	COURT APPOINT JB/DB/LK	JV-17-257	COURT APPT ATTY-DEP/NEG/TER
204	01-013-000-0000-6272		142.50	COURT APPOINT RD/GL	JV-17-72	COURT APPT ATTY-DEP/NEG/TER
201	01-013-000-0000-6272		315.00	COURT APPOINT BC/JP/PR	JV-18-25	COURT APPT ATTY-DEP/NEG/TER
377	THE LAW OFFICE OF TROY A SCOTTING		2,745.00	10 Transactions		
13	DEPT Total:		13,222.50	COURT ADMINISTRATOR'S	2 Vendors	20 Transactions
31	DEPT			COUNTY ADMINISTRATOR'S		
5	14 ASSOCIATION OF MINNESOTA COUNTIE: 01-031-000-0000-6245		175.00	MCHRMA SPRING CONFERENCE-SM	49788	DUES AND REGISTRATION FEES
	14 ASSOCIATION OF MINNESOTA COUNTIE:		175.00	1 Transactions		
20	4635 EMPLOYEE RELATIONS INC 01-031-000-0000-6350		76.70	BACKGROUND CHECK	81846	OTHER SERVICES & CHARGES
	4635 EMPLOYEE RELATIONS INC		76.70	1 Transactions		
67	137 HUTCHINSON LEADER 01-031-000-0000-6241		606.10	ADV HELP WANTED	41836597	PRINTING AND PUBLISHING
	137 HUTCHINSON LEADER		606.10	1 Transactions		
138	658 MCLEOD PUBLISHING INC 01-031-000-0000-6241		666.40	HELP WANTED		PRINTING AND PUBLISHING
	658 MCLEOD PUBLISHING INC		666.40	1 Transactions		
154	1857 METRO SALES INC 01-031-000-0000-6610		10,567.00	COPIER MPC4504-ADMIN	INV1062643	CAPITAL - OVER \$5,000 (FIXED ASSETS)
	1857 METRO SALES INC		10,567.00	1 Transactions		
162	908 MINNESOTA COUNTIES INTERGOVERN 01-031-000-0000-6245		130.00	DATA PRACTICES SEMINAR-SM	SEM674	DUES AND REGISTRATION FEES
	908 MINNESOTA COUNTIES INTERGOVERN		130.00	1 Transactions		
	8564 OFFICE DEPOT INC					

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178	01-031-000-0000-6402		47.96	OFFICE SUPPLIES	122587075001	OFFICE SUPPLIES
	8564 OFFICE DEPOT INC		47.96			1 Transactions
31	DEPT Total:		12,269.16	COUNTY ADMINISTRATOR'S	7 Vendors	7 Transactions
65	DEPT			INFORMATION TECHNOLOGY		
	984 MN OFFICE OF ENTERPRISE TECHNOLOG					
165	01-065-000-0000-6321		1,700.00	MNET COLLAB & HATS	DV18040424	MAINTENANCE AGREEMENTS
				04/01/2018 04/30/2018		1 Transactions
	984 MN OFFICE OF ENTERPRISE TECHNOLOG		1,700.00			
	401 SYNTAX INC					
196	01-065-000-0000-6321		1,683.28	CITRIX UPGRADE SERVICES	11703	MAINTENANCE AGREEMENTS
197	01-065-000-0000-6321		108.28-	TAX EXEMPT	11703	MAINTENANCE AGREEMENTS
	401 SYNTAX INC		1,575.00			2 Transactions
	6412 VERIZON WIRELESS					
221	01-065-000-0000-6203		176.46	CELL PHONE USE	58374352-00001	COMMUNICATIONS
				05/03/2018 06/02/2018		1 Transactions
	6412 VERIZON WIRELESS		176.46			
65	DEPT Total:		3,451.46	INFORMATION TECHNOLOGY	3 Vendors	4 Transactions
76	DEPT			CENTRAL SERVICES-COUNTY WIDE		
	1857 METRO SALES INC					
153	01-076-000-0000-6321		152.95	COPIER MAINT MPC3503-ZONING	INV1062599	MAINTENANCE AGREEMENTS
152	01-076-000-0000-6321		34.16	COPIER MAINT MPC4504-RECORDER	INV1068637	MAINTENANCE AGREEMENTS
	1857 METRO SALES INC		187.11			2 Transactions
	49020 NEOPOST USA INC					
173	01-076-000-0000-6350		192.00	POSTAL METER RENTAL-CH	55764139	OTHER SERVICES & CHARGES
	49020 NEOPOST USA INC		192.00			1 Transactions
	1083 WEX BANK					
246	01-076-000-0000-6338		2,372.18	FUEL MOTOR POOL	54114775	MOTOR POOL EXPENSES
				03/01/2018 04/30/2018		1 Transactions
	1083 WEX BANK		2,372.18			

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No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
76	DEPT Total:	2,751.29	CENTRAL SERVICES-COUNTY WIDE	3 Vendors 4 Transactions
91	DEPT		COUNTY ATTORNEY'S	
6009	INNOVATIVE OFFICE SOLUTIONS LLC			
82	01-091-000-0000-6402	439.83	OFFICE SUPPLIES	IN2036422 OFFICE SUPPLIES
6009	INNOVATIVE OFFICE SOLUTIONS LLC	439.83		1 Transactions
658	MCLEOD PUBLISHING INC			
137	01-091-000-0000-6241	82.86	AD RE RAMERIZ & CARDENAS	PRINTING AND PUBLISHING
658	MCLEOD PUBLISHING INC	82.86		1 Transactions
1336	MINNESOTA STATE BAR ASSOCIATION			
167	01-091-000-0000-6245	199.50	DUES M JUNGE	ID#2826 DUES AND REGISTRATION FEES
168	01-091-000-0000-6245	169.50	DUES-A OLSON	ID#44951 DUES AND REGISTRATION FEES
169	01-091-000-0000-6245	144.50	DUES-D PROVENCHER	ID#50817 DUES AND REGISTRATION FEES
170	01-091-000-0000-6245	119.50	DUES-Z LYNGAAS	ID#61307 DUES AND REGISTRATION FEES
1336	MINNESOTA STATE BAR ASSOCIATION	633.00		4 Transactions
6201	NYBERG/CAROLINE			
177	01-091-000-0000-6359	27.25	TRANSCRIPT-EICH	180082 MISCELLANEOUS CHARGES
6201	NYBERG/CAROLINE	27.25		1 Transactions
60963	SEVEN COUNTY PROCESS SERVERS LLC			
193	01-091-000-0000-6350	55.00	SVC OF DOC	20180857 OTHER SERVICES & CHARGES
60963	SEVEN COUNTY PROCESS SERVERS LLC	55.00		1 Transactions
358	THOMPSON REUTERS WEST			
208	01-091-000-0000-6203	887.00	WESTLAW	838127485 COMMUNICATIONS
209	01-091-000-0000-6450	412.86	BOOKS/PAMPHLETS/CDS	838206933 SUBSCRIPTIONS
358	THOMPSON REUTERS WEST	1,299.86		2 Transactions
91	DEPT Total:	2,537.80	COUNTY ATTORNEY'S	6 Vendors 10 Transactions
103	DEPT		COUNTY ASSESSOR'S	
8564	OFFICE DEPOT INC			
179	01-103-000-0000-6402	93.98	OFFICE SUPPLIES	132569904001 OFFICE SUPPLIES
180	01-103-000-0000-6402	21.00	OFFICE SUPPLIES	132570581001 OFFICE SUPPLIES
181	01-103-000-0000-6402	35.05	OFFICE SUPPLIES	132570582001 OFFICE SUPPLIES



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182	01-103-000-0000-6402		56.47	OFFICE SUPPLIES	132570583001	OFFICE SUPPLIES
	8564 OFFICE DEPOT INC		206.50			4 Transactions
103	DEPT Total:		206.50	COUNTY ASSESSOR'S	1 Vendors	4 Transactions
107	DEPT			COUNTY PLANNING AND ZONING		
	658 MCLEOD PUBLISHING INC					
141	01-107-000-0000-6241		71.51	LGL PUBL PAC/BOA		PRINTING AND PUBLISHING
	658 MCLEOD PUBLISHING INC		71.51		1 Transactions	
107	DEPT Total:		71.51	COUNTY PLANNING AND ZONING	1 Vendors	1 Transactions
111	DEPT			COURTHOUSE BUILDING		
	8187 G & K SERVICES					
28	01-111-000-0000-6415		21.46	CLEANING SUPPLIES	6043241801	CLEANING SUPPLIES
29	01-111-000-0000-6415		21.46	CLEANING SUPPLIES	8043253349	CLEANING SUPPLIES
	8187 G & K SERVICES		42.92			2 Transactions
	5810 JOHNSON RSR INC					
85	01-111-000-0000-6303		732.00	SPRING CLEANING PARKING LOTS	20170294	REPAIR AND MAINTENANCE SERVICES
	5810 JOHNSON RSR INC		732.00			1 Transactions
	253 LIGHT & POWER COMMISSION					
98	01-111-000-0000-6253		22.27	ELECTRIC GARAGE	07-814100-00	ELECTRICITY
				04/02/2018 05/01/2018		
94	01-111-000-0000-6253		7,832.59	ELECTRIC CH	13-857000-00	ELECTRICITY
				04/02/2018 05/01/2018		
95	01-111-000-0000-6257		2,086.05	SEWER WATER CH	13-857000-00	SEWER, WATER AND GARBAGE
				04/02/2018 05/01/2018		
	253 LIGHT & POWER COMMISSION		9,940.91			3 Transactions
	1202 MEI TOTAL ELEVATOR SOLUTIONS					
145	01-111-000-0000-6303		135.14	ELEVATOR MAINTENANCE-CH	749295	REPAIR AND MAINTENANCE SERVICES
				05/01/2018 05/31/2018		
	1202 MEI TOTAL ELEVATOR SOLUTIONS		135.14			1 Transactions
	1076 STATE CHEMICAL PRODUCTS					
195	01-111-000-0000-6415		692.39	FRAGRANCE PACKS	900480148	CLEANING SUPPLIES

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1076	STATE CHEMICAL PRODUCTS		692.39		1 Transactions	
222	6412 VERIZON WIRELESS 01-111-000-0000-6203		25.13	CELL PHONE USE 05/03/2018 06/02/2018	58374352-00001	COMMUNICATIONS
	6412 VERIZON WIRELESS		25.13		1 Transactions	
238	3057 VOSS LIGHTING 01-111-000-0000-6425		205.00	LENSES FOR FLOURESCENT LIGHTS	15317362-00	REPAIR AND MAINTENANCE SUPPLIES
	3057 VOSS LIGHTING		205.00		1 Transactions	
240	4147 WEST CENTRAL SANITATION INC 01-111-000-0000-6257		241.16	8 YARD ROLL SERVICE 04/01/2018 04/30/2018	11194616	SEWER, WATER AND GARBAGE
	4147 WEST CENTRAL SANITATION INC		241.16		1 Transactions	
111	DEPT Total:		12,014.65	COURTHOUSE BUILDING	8 Vendors	11 Transactions
112	DEPT			NORTH COMPLEX BUILDING		
26	3375 FOSTER MECHANICAL 01-112-000-0000-6303		165.00	REPAIR MAIN AC UNIT-NC	10924	REPAIR AND MAINTENANCE SERVICES
	3375 FOSTER MECHANICAL		165.00		1 Transactions	
86	5810 JOHNSON RSR INC 01-112-000-0000-6303		500.00	SPRING CLEANING PARKING LOTS	20170294	REPAIR AND MAINTENANCE SERVICES
	5810 JOHNSON RSR INC		500.00		1 Transactions	
99	253 LIGHT & POWER COMMISSION 01-112-000-0000-6253		2,132.45	ELECTRIC NC 04/02/2018 05/01/2018	15-800100-00	ELECTRICITY
100	01-112-000-0000-6257		689.22	SEWER WATER NC 04/02/2018 05/01/2018	15-800100-00	SEWER, WATER AND GARBAGE
	253 LIGHT & POWER COMMISSION		2,821.67		2 Transactions	
241	4147 WEST CENTRAL SANITATION INC 01-112-000-0000-6257		86.57	GARBAGE REMOVAL 04/01/2018 04/30/2018	11194615	SEWER, WATER AND GARBAGE
	4147 WEST CENTRAL SANITATION INC		86.57		1 Transactions	

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No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
112 DEPT Total:		3,573.24	NORTH COMPLEX BUILDING	4 Vendors	5 Transactions
116 DEPT			HEALTH AND HUMAN SERVICES BUILDII		
3375 FOSTER MECHANICAL					
27 01-116-000-0000-6303		82.50	TROUBLESHOOT BURNING SMELL	10913	REPAIR AND MAINTENANCE SERVICES
3375 FOSTER MECHANICAL		82.50		1 Transactions	
5810 JOHNSON RSR INC					
87 01-116-000-0000-6303		652.00	SPRING CLEANING PARKING LOTS	20170294	REPAIR AND MAINTENANCE SERVICES
5810 JOHNSON RSR INC		652.00		1 Transactions	
253 LIGHT & POWER COMMISSION					
92 01-116-000-0000-6253		1,759.80	ELECTRIC HHS	02-803800-00	ELECTRICITY
			04/02/2018 05/01/2018		
93 01-116-000-0000-6257		873.34	SEWER WATER	02-803800-00	SEWER, WATER AND GARGABE REMOVAL
			04/02/2018 05/01/2018		
96 01-116-000-0000-6253		698.23	ELECTRIC ANNEX	14-899800-00	ELECTRICITY
			04/02/2018 05/01/2018		
97 01-116-000-0000-6257		219.95	SEWER WATER	14-899800-00	SEWER, WATER AND GARGABE REMOVAL
			04/02/2018 05/01/2018		
253 LIGHT & POWER COMMISSION		3,551.32		4 Transactions	
1202 MEI TOTAL ELEVATOR SOLUTIONS					
146 01-116-000-0000-6303		148.32	ELEVATOR MAINTENANCE-HHS	748892	REPAIR AND MAINTENANCE SERVICES
			05/01/2018 05/31/2018		
1202 MEI TOTAL ELEVATOR SOLUTIONS		148.32		1 Transactions	
2180 PLUMBING AND HEATING BY CRAIG					
185 01-116-000-0000-6303		174.00	CLEAR DRAIN IN BREAKROOM SINK	101344	REPAIR AND MAINTENANCE SERVICES
2180 PLUMBING AND HEATING BY CRAIG		174.00		1 Transactions	
4147 WEST CENTRAL SANITATION INC					
239 01-116-000-0000-6257		173.14	2 YARD ROLL SERVICE	11194614	SEWER, WATER AND GARGABE REMOVAL
			04/01/2018 04/30/2018		
4147 WEST CENTRAL SANITATION INC		173.14		1 Transactions	
116 DEPT Total:		4,781.28	HEALTH AND HUMAN SERVICES BUILI	6 Vendors	9 Transactions



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117	DEPT			FAIRGROUNDS		
134	CITY OF HUTCHINSON					
12	01-117-000-0000-6257		119.63	WATER SEWER GARBAGE 04/01/2018 04/30/2018	13008200300	SEWER, WATER AND GARBAGE REMOVAL
13	01-117-000-0000-6257		540.85	WATER SEWER GARBAGE 04/01/2018 04/30/2018	13008600400	SEWER, WATER AND GARBAGE REMOVAL
14	01-117-000-0000-6257		87.69	WATER SEWER GARBAGE 04/01/2018 04/30/2018	13008601200	SEWER, WATER AND GARBAGE REMOVAL
15	01-117-000-0000-6257		66.15	WATER SEWER GARBAGE 04/01/2018 04/30/2018	13008602000	SEWER, WATER AND GARBAGE REMOVAL
134	CITY OF HUTCHINSON		814.32	4 Transactions		
32875	HUTCHINSON UTILITIES COMMISSION					
75	01-117-000-0000-6253		10.74	ELECTRIC 898 CENTURY AVE SW 04/28/2018 05/01/2018	436962-045052	ELECTRICITY
69	01-117-000-0000-6253		722.36	ELECTRIC GRANDSTAND 04/28/2018 05/01/2018	436972-045045	ELECTRICITY
70	01-117-000-0000-6253		954.51	ELECTRIC ADMIN BUILDING 04/28/2018 05/01/2018	436973-045045	ELECTRICITY
71	01-117-000-0000-6253		412.93	ELECTRIC AGRIBITION 04/28/2018 05/01/2018	436974-045045	ELECTRICITY
78	01-117-000-0000-6255		1,132.81	GAS AGRIBITION 04/28/2018 05/01/2018	436974-045045	NATURAL GAS
72	01-117-000-0000-6253		285.14	ELECTRIC FAIRGROUNDS 04/28/2018 05/01/2018	436975-045045	ELECTRICITY
73	01-117-000-0000-6253		28.58	ELECTRIC MAINT BUILDING 04/28/2018 05/01/2018	436976-045045	ELECTRICITY
79	01-117-000-0000-6255		86.12	GAS MAINT BUILDING 04/28/2018 05/01/2018	436976-045045	NATURAL GAS
80	01-117-000-0000-6255		1,545.79	GAS FAIRGROUNDS 04/28/2018 05/01/2018	436978-045045	NATURAL GAS
76	01-117-000-0000-6253		272.72	ELECTRIC 820 CENTURY AVE SW 04/28/2018 05/01/2018	436979-045045	ELECTRICITY
81	01-117-000-0000-6255		92.46	GAS 820 CENTURY AVE SW 04/28/2018 05/01/2018	436979-045045	NATURAL GAS
74	01-117-000-0000-6253		29.88	ELECTRIC SIGN 04/28/2018 05/01/2018	436981-045045	ELECTRICITY
77	01-117-000-0000-6253		62.87	ELECTRIC 816 CENTURY AVE SE 04/28/2018 05/01/2018	437020-045045	ELECTRICITY

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32875	HUTCHINSON UTILITIES COMMISSION		5,636.91		13 Transactions	
186	268 QUADE ELECTRIC INC 01-117-000-0000-6425		7.90	LIGHT BULBS	96298	REPAIR AND MAINTENANCE SUPPLIES
	268 QUADE ELECTRIC INC		7.90		1 Transactions	
242	4147 WEST CENTRAL SANITATION INC 01-117-000-0000-6257		451.39	CONTRACTED SERVICES 04/01/2018 04/30/2018	11194613	SEWER, WATER AND GARBAGE REMOVAL
	4147 WEST CENTRAL SANITATION INC		451.39		1 Transactions	
117	DEPT Total:		6,910.52	FAIRGROUNDS	4 Vendors	19 Transactions
121	DEPT			VETERAN SERVICES		
16	134 CITY OF HUTCHINSON 01-121-000-0000-6455		322.11	VAN FUEL 04/01/2018 04/30/2018	0000042697	MOTOR FUELS AND LUBRICATION
	134 CITY OF HUTCHINSON		322.11		1 Transactions	
83	6009 INNOVATIVE OFFICE SOLUTIONS LLC 01-121-000-0000-6402		25.28	OFFICE SUPPLIES	IN2028978	OFFICE SUPPLIES
	6009 INNOVATIVE OFFICE SOLUTIONS LLC		25.28		1 Transactions	
223	6412 VERIZON WIRELESS 01-121-000-0000-6203		29.69	CELL PHONE USE 05/03/2018 06/02/2018	58374352-00001	COMMUNICATIONS
	6412 VERIZON WIRELESS		29.69		1 Transactions	
121	DEPT Total:		377.08	VETERAN SERVICES	3 Vendors	3 Transactions
201	DEPT			COUNTY SHERIFF'S OFFICE		
25	2227 FORMS & SYSTEMS OF MINNESOTA 01-201-000-0000-6403		771.73	CITATIONS	159649	PRINTED PAPER SUPPLIES
	2227 FORMS & SYSTEMS OF MINNESOTA		771.73		1 Transactions	
88	6443 KWIK TRIP INC 01-201-000-0000-6327		22.50	CAR WASHES 04/01/2018 04/30/2018	41218	GENERAL AUTO MAINTENANCE

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89	01-201-000-0000-6327		22.50	CAR WASHES 04/01/2018 04/30/2018	42618	GENERAL AUTO MAINTENANCE
6443	KWIK TRIP INC		45.00		2 Transactions	
56109	RIDGEVIEW MEDICAL CENTER					
190	01-201-000-0000-6262		2,220.00	ASSAULT EXAM MG ICR 18-1140	110648452-0001	COSTS OF MEDICAL EXAMINATION MS 6
191	01-201-000-0000-6262		127.00	ED VISIT MG ICR	110648452-0002	COSTS OF MEDICAL EXAMINATION MS 6
188	01-201-000-0000-6262		2,632.25	ASSAULT EXAM-BD ICR 18-1071	110653462-0001	COSTS OF MEDICAL EXAMINATION MS 6
189	01-201-000-0000-6262		198.00	ED VISIT BD ICR	110653462-0002	COSTS OF MEDICAL EXAMINATION MS 6
56109	RIDGEVIEW MEDICAL CENTER		5,177.25		4 Transactions	
150	VERIZON WIRELESS					
210	01-201-000-0000-6203		216.47	SO CELL PHONE USAGE 05/03/2018 06/02/2018	9806486775	COMMUNICATIONS
212	01-201-000-9003-6350		105.03	GPD AIR SOURCE CARDS 05/03/2018 06/02/2018	9806486775	OTHER SERVICES & CHAGES-GLENOE COI
213	01-201-000-0000-6203		193.29	MCSO CELL PHONE USEAGE 05/03/2018 06/02/2018	9806486793	COMMUNICATIONS
214	01-201-000-0000-6203		875.25	MCSO AIR SOURCE CARDS 05/03/2018 06/02/2018	9806486793	COMMUNICATIONS
219	01-201-000-0000-6203		32.26	CO ATTY CELL PHONE USAGE 05/03/2018 06/02/2018	9806486793	COMMUNICATIONS
220	01-201-000-9001-6350		35.01	BROWNTON PD AIR SOURCE CARDS 05/03/2018 06/02/2018	9806486793	OTHER SERVICES & CHARGES-BROWNTON
215	01-201-000-9003-6350		70.02	GPD AIR SOURCE CARDS 05/03/2018 06/02/2018	9806486793	OTHER SERVICES & CHAGES-GLENOE COI
216	01-201-000-9004-6350		105.03	LPPD AIR SOURCE CARDS 05/03/2018 06/02/2018	9806486793	OTHER SERVICES & CHARGES-LP COMPU
217	01-201-000-9005-6350		105.03	WPD AIR SOURCE CARDS 05/03/2018 06/02/2018	9806486793	OTHER SERVICES & CHAGES-WINSTED CC
218	01-201-000-9006-6350		35.01	SLPD AIR SOURCE CARDS 05/03/2018 06/02/2018	9806486793	OTHER SERVICES & CHARGES-SILVER LAH
150	VERIZON WIRELESS		1,772.40		10 Transactions	
1083	WEX BANK					
247	01-201-000-0000-6455		6,802.26	FUEL 04/01/2018 04/30/2018	64114504	MOTOR FUELS AND LUBRICATION
1083	WEX BANK		6,802.26		1 Transactions	

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1 GENERAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
201	DEPT Total:		14,568.64	COUNTY SHERIFF'S OFFICE	5 Vendors	18 Transactions
251	DEPT			COUNTY JAIL		
7	3510 BOB BARKER COMPANY INC 01-251-000-0000-6461		710.07	TOWELS/DEODORANT/SOAP	WEB000538734	INMATE SUPPLIES
	3510 BOB BARKER COMPANY INC		710.07		1 Transactions	
143	902 MEEKER COUNTY SHERIFFS OFFICE 01-251-000-0000-6224		12,815.00	233 DAYS @ \$55 03/01/2018 03/31/2018		PRISONER BOARDING
144	01-251-000-0000-6268		830.14	MEDICAL EXPENSES 03/01/2018 03/31/2018		MEDICAL AID TO PRISONERS
	902 MEEKER COUNTY SHERIFFS OFFICE		13,645.14		2 Transactions	
158	977 MIDWEST MONITORING & SURVEILLANC 01-251-000-0000-6264		808.00	MONITORING	0418124	ELECTRONIC HOME MONITORING
156	01-251-000-0000-6355		92.75	UA SCREENINGS	AP LAB/UA	UA EXPENSE
157	01-251-000-0000-6355		1,358.67	UA TESTING SUPPLIES	AP LAB/UA	UA EXPENSE
	977 MIDWEST MONITORING & SURVEILLANC		2,259.42		3 Transactions	
211	150 VERIZON WIRELESS 01-251-000-0000-6203		16.95	JAIL CELL PHONE USAGE 05/03/2018 06/02/2018	9806486775	COMMUNICATIONS
	150 VERIZON WIRELESS		16.95		1 Transactions	
224	6412 VERIZON WIRELESS 01-251-000-0000-6203		25.50	CELL PHONE USE 05/03/2018 06/02/2018	58374352-00001	COMMUNICATIONS
	6412 VERIZON WIRELESS		25.50		1 Transactions	
248	1083 WEX BANK 01-251-000-0000-6455		529.77	FUEL 04/01/2018 04/30/2018	54111427	MOTOR FUELS AND LUBRICATION
	1083 WEX BANK		529.77		1 Transactions	
251	DEPT Total:		17,186.85	COUNTY JAIL	6 Vendors	9 Transactions
485	DEPT			COUNTY PUBLIC HEALTH NURSING		

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
38530	LANGUAGE LINE SERVICES					
90	01-485-000-0000-6265		4.20	SPANISH (FAP)		PROFESSIONAL SERVICES
91	01-485-000-0000-6265		8.40	SPANISH (WIC)		PROFESSIONAL SERVICES
38530	LANGUAGE LINE SERVICES		12.60	2 Transactions		
8191	MEDTOX LABORATORIES					
142	01-485-000-0000-6368		43.68	LEAD BLOOD	420181695588	MEDICAL AND BLOOD TESTS
8191	MEDTOX LABORATORIES		43.68	1 Transactions		
46478	MINNESOTA SUPERVISORS CONFERENCE					
166	01-485-000-0000-6245		60.00	2018 SUPERVISORS CONFERENCE-RS		DUES AND REGISTRATION FEES
46478	MINNESOTA SUPERVISORS CONFERENCE		60.00	1 Transactions		
6412	VERIZON WIRELESS					
225	01-485-000-0000-6203		276.88	CELL PHONE USE 05/03/2018 06/02/2018	58374352-00001	COMMUNICATIONS
233	01-485-000-0000-6203		420.12	WIRELESS CHARGES (CASE MGMT) 05/03/2018 06/02/2018	9806477933	COMMUNICATIONS
234	01-485-000-0000-6203		35.01	WIRELESS CHARGES (SHIP) 05/03/2018 06/02/2018	9806477933	COMMUNICATIONS
235	01-485-000-0000-6203		105.03	WIRELESS CHARGES (ADMIN) 05/03/2018 06/02/2018	9806477933	COMMUNICATIONS
6412	VERIZON WIRELESS		837.04	4 Transactions		
485	DEPT Total:		953.32	COUNTY PUBLIC HEALTH NURSING	4 Vendors	8 Transactions
501	DEPT			CULTURE & RECREATION		
1304	PIONEERLAND LIBRARY SYSTEM					
184	01-501-000-0000-6877		49,554.25	2ND QTR 2018 ALLOCATION		ALLOCATION-PIONERLAND LIBRARY SSY
1304	PIONEERLAND LIBRARY SYSTEM		49,554.25	1 Transactions		
501	DEPT Total:		49,554.25	CULTURE & RECREATION	1 Vendors	1 Transactions
520	DEPT			COUNTY PARK'S		
2777	ACE HARDWARE					
1	01-520-000-0000-6423		13.49	SUPPLIES	7855-309342	LANDSCAPING MATERIALS
3	01-520-000-0000-6423		4.18	SUPPLIES	7855-309382	LANDSCAPING MATERIALS
2	01-520-000-0000-6423		56.54	SUPPLIES	7855-309696	LANDSCAPING MATERIALS



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1 GENERAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
2777	ACE HARDWARE		74.21		3 Transactions	
18	4840 COPPICK/JOE 01-520-000-0000-6810		888.82	CAMPING REFUND	3025	REFUNDS AND REIMBURSEMENTS
	4840 COPPICK/JOE		888.82		1 Transactions	
52	4842 HAGLUND/MIKE 01-520-000-0000-6810		23.39	CAMPING REFUND	3067	REFUNDS AND REIMBURSEMENTS
	4842 HAGLUND/MIKE		23.39		1 Transactions	
54	4843 HENNINGSON/MARK 01-520-000-0000-6810		103.56	CAMPING REFUND	3059	REFUNDS AND REIMBURSEMENTS
56	01-520-000-0000-6810		51.78	CAMPING REFUND	3060	REFUNDS AND REIMBURSEMENTS
	4843 HENNINGSON/MARK		155.34		2 Transactions	
63	136 HUTCHINSON CO-OP 01-520-000-0000-6455		43.00	FUEL	923076	MOTOR FUELS AND LUBRICATION
61	01-520-000-0000-6455		37.00	FUEL	936744	MOTOR FUELS AND LUBRICATION
65	01-520-000-0000-6455		61.01	FUEL	938201	MOTOR FUELS AND LUBRICATION
58	01-520-000-0000-6455		40.00	FUEL	946764	MOTOR FUELS AND LUBRICATION
62	01-520-000-0000-6455		32.00	FUEL	962142	MOTOR FUELS AND LUBRICATION
59	01-520-000-0000-6455		19.24	FUEL	962649	MOTOR FUELS AND LUBRICATION
66	01-520-000-0000-6455		34.50	FUEL	963969	MOTOR FUELS AND LUBRICATION
64	01-520-000-0000-6455		75.00	FUEL	967767	MOTOR FUELS AND LUBRICATION
60	01-520-000-0000-6455		30.00	FUEL	969163	MOTOR FUELS AND LUBRICATION
	136 HUTCHINSON CO-OP		371.75		9 Transactions	
105	5698 MADSEN TREE SERVICES 01-520-000-0000-6303		400.78	#526 REMOVE TREE	914688	REPAIR AND MAINTENANCE SERVICES
	5698 MADSEN TREE SERVICES		400.78		1 Transactions	
111	213 MCLEOD COOP POWER ASSN 01-520-000-0000-6253		487.36	525 POWER	140900	ELECTRICITY
107	01-520-000-0000-6253		49.17	521 POWER	205200	ELECTRICITY
112	01-520-000-0000-6253		281.77	526 POWER HOUSE	416900	ELECTRICITY
110	01-520-000-0000-6253		58.55	524 POWER	424600	ELECTRICITY
109	01-520-000-0000-6253		49.22	523 POWER	483200	ELECTRICITY
108	01-520-000-0000-6253		43.28	522 POWER	518000	ELECTRICITY
113	01-520-000-0000-6253		38.48	526 POWER	572300	ELECTRICITY

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1 GENERAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
213	MCLEOD COOP POWER ASSN				
		1,007.83		7 Transactions	
2825	MENARDS HUTCHINSON				
147	01-520-000-0000-6425	44.90	SUPPLIES INV#37234	ACCT#31550303	REPAIR AND MAINTENANCE SUPPLIES
148	01-520-000-0000-6425	79.99	SUPPLIES INV#36681	ACCT#31550303	REPAIR AND MAINTENANCE SUPPLIES
149	01-520-000-0000-6425	12.35	SUPPLIES INV#36609	ACCT#31550303	REPAIR AND MAINTENANCE SUPPLIES
150	01-520-000-0000-6425	21.15	SUPPLIES INV#36776	ACCT#31550303	REPAIR AND MAINTENANCE SUPPLIES
151	01-520-000-0000-6425	18.28	SUPPLIES INV#37002	ACCT#31550303	REPAIR AND MAINTENANCE SUPPLIES
2825	MENARDS HUTCHINSON	176.67		5 Transactions	
4844	MILLER/BRIAN				
160	01-520-000-0000-6810	102.92	CAMPING REFUND	3058	REFUNDS AND REIMBURSEMENTS
4844	MILLER/BRIAN	102.92		1 Transactions	
7118	RUNNINGS SUPPLY INC				
192	01-520-000-0000-6425	84.27	SUPPLIES	4565310	REPAIR AND MAINTENANCE SUPPLIES
7118	RUNNINGS SUPPLY INC	84.27		1 Transactions	
6412	VERIZON WIRELESS				
230	01-520-000-0000-6203	35.01	PARKS LM SHOP	58374352-00001	COMMUNICATIONS
			05/03/2018	06/02/2018	
6412	VERIZON WIRELESS	35.01		1 Transactions	
520	DEPT Total:	3,320.99	COUNTY PARK'S	11 Vendors	32 Transactions
1	Fund Total:	148,311.06	GENERAL REVENUE FUND		171 Transactions



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3 ROAD & BRIDGE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
310	DEPT			HIGHWAY MAINTENANCE		
17	2715 COMPASS MINERALS AMERICA INC		1,646.04	WINTER SALT 4219 HATS 25.52T	256451	WINTER SALT
	2715 COMPASS MINERALS AMERICA INC		1,646.04	1 Transactions		
8187	G & K SERVICES					
34	03-310-000-0000-6145		6.91	UNIFORM SERVICES GLENCOE	6043236019	UNIFORM ALLOWANCE
30	03-310-000-0000-6145		6.91	UNIFORM SERVICES SLATS	6043236021	UNIFORM ALLOWANCE
35	03-310-000-0000-6145		6.91	UNIFORM SERVICES GLENCOE	6043241807	UNIFORM ALLOWANCE
31	03-310-000-0000-6145		11.71	UNIFORM SERVICES SLATS	6043241809	UNIFORM ALLOWANCE
39	03-310-000-0000-6145		498.00	UNIFORM SERVICES HATS	6043243112	UNIFORM ALLOWANCE
36	03-310-000-0000-6145		159.88	UNIFORM SERVICES GLENCOE	6043247635	UNIFORM ALLOWANCE
32	03-310-000-0000-6145		6.91	UNIFORM SERVICES SLATS	6043247637	UNIFORM ALLOWANCE
40	03-310-000-0000-6145		278.24	UNIFORM SERVICES HATS	6043248938	UNIFORM ALLOWANCE
37	03-310-000-0000-6145		6.91	UNIFORM SERVICES GLENCOE	6043253356	UNIFORM ALLOWANCE
33	03-310-000-0000-6145		11.71	UNIFORM SERVICES SLATS	6043253358	UNIFORM ALLOWANCE
41	03-310-000-0000-6145		23.29	UNIFORM SERVICES HATS	6043254675	UNIFORM ALLOWANCE
8187	G & K SERVICES		1,017.38	11 Transactions		
253	LIGHT & POWER COMMISSION					
101	03-310-000-0000-6254		22.35	TRAFFIC LIGHT CSAH 4 & CR 62 04/02/2018 05/01/2018	14-459100-00	INTERSECTION LIGHTING
102	03-310-000-0000-6254		26.41	TRAFFIC LIGHT CSAH 15 & 3 03/31/2018 05/01/2018	14-606200-00	INTERSECTION LIGHTING
253	LIGHT & POWER COMMISSION		48.76	2 Transactions		
213	MCLEOD COOP POWER ASSN					
114	03-310-000-0000-6254		48.20	TRAFFIC LIGHT TH 212 & CSAH 1	861100	INTERSECTION LIGHTING
115	03-310-000-0000-6254		43.85	TRAFFIC LIGHT TH 7 & CSAH 115	903000	INTERSECTION LIGHTING
116	03-310-000-0000-6254		43.97	TRAFFIC LIGHT TH 15 & CSAH 18	903100	INTERSECTION LIGHTING
117	03-310-000-0000-6254		47.61	TRAFFIC LIGHT CSAH 13 & 23	906900	INTERSECTION LIGHTING
118	03-310-000-0000-6254		47.38	TRAFFIC LIGHT CSAH 2 & 3	907100	INTERSECTION LIGHTING
119	03-310-000-0000-6254		46.55	TRAFFIC LIGHT CSAH 25 & 26	907200	INTERSECTION LIGHTING
120	03-310-000-0000-6254		44.09	TRAFFIC LIGHT CSAH 7 & 115	907300	INTERSECTION LIGHTING
121	03-310-000-0000-6254		47.49	TRAFFIC LIGHT CSAH 18 & 7	907400	INTERSECTION LIGHTING
122	03-310-000-0000-6254		40.11	TRAFFIC LIGHT CSAH 2 & 22	907500	INTERSECTION LIGHTING
123	03-310-000-0000-6254		46.55	TRAFFIC LIGHT CSAH 115 & 25W	907600	INTERSECTION LIGHTING
124	03-310-000-0000-6254		41.40	TRAFFIC LIGHT CSAH 115 & 25E	907700	INTERSECTION LIGHTING
125	03-310-000-0000-6254		46.08	TRAFFIC LIGHT CSAH 25B& 62	907800	INTERSECTION LIGHTING

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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
126	03-310-000-0000-6254		TRAFFIC LIGHT SAH 4 & 11	907900	INTERSECTION LIGHTING
127	03-310-000-0000-6254		TRAFFIC LIGHT CSAH 12 & 19	908000	INTERSECTION LIGHTING
128	03-310-000-0000-6254		TRAFFIC LIGHT CSAH 115 & 14	908100	INTERSECTION LIGHTING
129	03-310-000-0000-6254		TRAFFIC LIGHT CSAH 5 & 2	908200	INTERSECTION LIGHTING
130	03-310-000-0000-6254		TRAFFIC LIGHT CSAH 5 & 31	908300	INTERSECTION LIGHTING
131	03-310-000-0000-6254		TRAFFIC LIGHT CSAH 4 & 79	908400	INTERSECTION LIGHTING
132	03-310-000-0000-6254		TRAFFIC LIGHT CSAH 7 & 79	908500	INTERSECTION LIGHTING
133	03-310-000-0000-6254		TRAFFIC LIGHT TH 22 & CR 11	908701	INTERSECTION LIGHTING
134	03-310-000-0000-6254		TRAFFIC LIGHT TH 15 & CR 32	917600	INTERSECTION LIGHTING
135	03-310-000-0000-6254		TRAFFIC LIGHT TH 15 & CR 3	917700	INTERSECTION LIGHTING
136	03-310-000-0000-6254		TRAFFIC LIGHT CSAH 2 & 80TH ST	931300	INTERSECTION LIGHTING
213	MCLEOD COOP POWER ASSN		23 Transactions		
465	XCEL ENERGY				
251	03-310-000-0000-6254		TRAFFIC LIGHT T & CSAH 1	5100111308803	INTERSECTION LIGHTING
254	03-310-000-0000-6254		TRAFFIC LIGHT CSAH 9 & 3	5102769397	INTERSECTION LIGHTING
255	03-310-000-0000-6254		TRAFFIC LIGHT CSAH 1 & CR 56	5102769397	INTERSECTION LIGHTING
256	03-310-000-0000-6254		TRAFFIC LIGHT CSAH 1 & 10	5102769397	INTERSECTION LIGHTING
257	03-310-000-0000-6254		TRAFFIC LIGHT CSAH 1 & 3	5102769397	INTERSECTION LIGHTING
252	03-310-000-0000-6254		TRAFFIC LIGHT TH 7 & CSAH 9	5190682785	INTERSECTION LIGHTING
253	03-310-000-0000-6254		TRAFFIC LIGHT TH 7 & CSAH 2	5190682785	INTERSECTION LIGHTING
465	XCEL ENERGY		7 Transactions		
310	DEPT Total:	3,920.26	HIGHWAY MAINTENANCE	5 Vendors	44 Transactions
320	DEPT		HIGHWAY CONSTRUCTION		
554	ERICKSON ENGINEERING COMPANY				
21	03-320-000-0000-6265	8,354.00	PRELIM ENG JOB 90001-D. TRAIL	12622	PROFESSIONAL SERVICES
554	ERICKSON ENGINEERING COMPANY	8,354.00	1 Transactions		
320	DEPT Total:	8,354.00	HIGHWAY CONSTRUCTION	1 Vendors	1 Transactions
330	DEPT		HIGHWAY ADMINISTRATION		
137	HUTCHINSON LEADER				
68	03-330-000-0000-6241	120.00	2 YEAR SUBSCRIPTION	2005237	PRINTING AND PUBLISHING
137	HUTCHINSON LEADER	120.00	1 Transactions		
6412	VERIZON WIRELESS				

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3 ROAD & BRIDGE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
236	03-330-000-0000-6203		52.06	CELL PHONE USE 05/03/2018 06/02/2018	9806513495	COMMUNICATIONS
6412	VERIZON WIRELESS		52.06		1 Transactions	
330	DEPT Total:		172.06	HIGHWAY ADMINISTRATION	2 Vendors	2 Transactions
340	DEPT			HIGHWAY EQUIPMENT MAINTENANCE		
7216	ARNOLDS OF GLENCOE INC					
4	03-340-000-0000-6455		75.00	DEF BULK	GC43684	MOTOR FUELS AND LUBRICATION
7216	ARNOLDS OF GLENCOE INC		75.00		1 Transactions	
4286	BAUER BUILT					
6	03-340-000-0000-6425		779.56	PARTS & LABOR	180229430	REPAIR AND MAINTENANCE SUPPLIES
4286	BAUER BUILT		779.56		1 Transactions	
539	CENTERPOINT ENERGY, INC.					
8	03-340-000-0000-6255		420.72	GAS GLENCOE SHOP 04/04/2018 05/03/2018	5987115-2	NATURAL GAS
539	CENTERPOINT ENERGY, INC.		420.72		1 Transactions	
32	CITY OF BROWNTON					
9	03-340-000-0000-6253		114.89	ELECTRIC	4440	ELECTRICITY
11	03-340-000-0000-6255		767.59	NATURAL GAS	4440	NATURAL GAS
10	03-340-000-0000-6257		64.06	WATER SEWER	4440	SEWER, WATER AND GARBAGE REMOVAL
32	CITY OF BROWNTON		946.54		3 Transactions	
1803	FASTENAL COMPANY					
22	03-340-000-0000-6425		66.66	PARTS	151611	REPAIR AND MAINTENANCE SUPPLIES
1803	FASTENAL COMPANY		66.66		1 Transactions	
8187	G & K SERVICES					
38	03-340-000-0000-6145		55.73	UNIFORM SERVICES MECHS	6043237335	UNIFORM ALLOWANCE
8187	G & K SERVICES		55.73		1 Transactions	
6027	NORTHERN STATES SUPPLY INC					
176	03-340-000-0000-6590		133.07	MECH SHOP SUPPLIES	1228956	TOOLS & SHOP MATERIALS
174	03-340-000-0000-6590		198.50	MECH SHOP SUPPLIES	1229000	TOOLS & SHOP MATERIALS
175	03-340-000-0000-6590		135.91	MECH SHOP SUPPLIES	1231434	TOOLS & SHOP MATERIALS

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3 ROAD & BRIDGE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
6027	NORTHERN STATES SUPPLY INC		467.48		3 Transactions	
6412	VERIZON WIRELESS					
237	03-340-000-0000-6203		70.02	SLATS & HWY SHOP 05/03/2018 06/02/2018	9806513495	COMMUNICATIONS
6412	VERIZON WIRELESS		70.02		1 Transactions	
4147	WEST CENTRAL SANITATION INC					
244	03-340-000-0000-6257		24.73	GARBAGE REMOVAL GLENCOE 04/01/2018 04/30/2018	11194611	SEWER, WATER AND GARBAGE REMOVAL
243	03-340-000-0000-6257		24.73	GARBAGE REMOVAL BROWNTON 04/01/2018 04/30/2018	11194612	SEWER, WATER AND GARBAGE REMOVAL
245	03-340-000-0000-6257		68.02	GARBAGE REMOVAL SLATS 04/01/2018 04/30/2018	11194639	SEWER, WATER AND GARBAGE REMOVAL
4147	WEST CENTRAL SANITATION INC		117.48		3 Transactions	
465	XCEL ENERGY					
249	03-340-000-0000-6253		459.11	ELECTRIC SL SHOP 19955 FALCON	5100101225915	ELECTRICITY
250	03-340-000-0000-6253		18.72	ELECTRIC LP SHOP 18454 CO RD 9	5147526707	ELECTRICITY
465	XCEL ENERGY		477.83		2 Transactions	
340	DEPT Total:		3,477.02	HIGHWAY EQUIPMENT MAINTENANCE	10 Vendors	17 Transactions
3	Fund Total:		15,923.34	ROAD & BRIDGE FUND		64 Transactions

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11 HUMAN SERVICE FUND

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
420	DEPT			INCOME MAINTENANCE		
23	576 FINKEN WATER CENTERS 11-420-600-0010-6321		11.10	WATER COOLER RENTAL 05/01/2018 05/31/2018	1092553	MAINTNENACE AGREEMENTS
	576 FINKEN WATER CENTERS		11.10	1 Transactions		
171	49020 NEOPOST USA INC 11-420-600-0010-6203		215.87	POSTAL METER RENTAL-HHS	55764122	COMMUNICATIONS/POSTAGE
	49020 NEOPOST USA INC		215.87	1 Transactions		
183	8564 OFFICE DEPOT INC 11-420-600-0010-6402		124.63	TONER	134827682001	OFFICE SUPPLIES
	8564 OFFICE DEPOT INC		124.63	1 Transactions		
194	63420 SPEE DEE DELIVERY 11-420-600-0010-6203		40.59	SPEE DEE CHARGES	3513779	COMMUNICATIONS/POSTAGE
	63420 SPEE DEE DELIVERY		40.59	1 Transactions		
227	6412 VERIZON WIRELESS 11-420-600-0010-6203		117.48	CELL PHONE USE 05/03/2018 06/02/2018	58374352-00001	COMMUNICATIONS/POSTAGE
	6412 VERIZON WIRELESS		117.48	1 Transactions		
420	DEPT Total:		509.67	INCOME MAINTENANCE	5 Vendors	5 Transactions
430	DEPT			INDIVIDUAL AND FAMILY SOCIAL SERVI		
24	576 FINKEN WATER CENTERS 11-430-700-0010-6321		25.90	WATER COOLER RENTAL 05/01/2018 05/31/2018	1092553	MAINTENANCE AGREEMENTS
	576 FINKEN WATER CENTERS		25.90	1 Transactions		
155	1857 METRO SALES INC 11-430-700-0010-6321		555.67	RICOH MPC5503 ANNEX	INV1074872	MAINTENANCE AGREEMENTS
	1857 METRO SALES INC		555.67	1 Transactions		
172	49020 NEOPOST USA INC 11-430-700-0010-6203		503.68	POSTAL METER RENTAL-HHS	55764122	COMMUNICATIONS/POSTAGE
	49020 NEOPOST USA INC		503.68	1 Transactions		

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



POOL  
5/18/18 8:54AM  
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			
183	8564 OFFICE DEPOT INC 11-430-700-0010-6402	290.82	TONER	134827682001	OFFICE SUPPLIES
	8564 OFFICE DEPOT INC	290.82		1 Transactions	
194	63420 SPEE DEE DELIVERY 11-430-700-0010-6203	94.71	SPEE DEE CHARGES	3513779	COMMUNICATIONS/POSTAGE
	63420 SPEE DEE DELIVERY	94.71		1 Transactions	
228	6412 VERIZON WIRELESS 11-430-700-0010-6203	274.11	CELL PHONE USE	58374352-00001	COMMUNICATIONS/POSTAGE
	6412 VERIZON WIRELESS	274.11	05/03/2018 06/02/2018	1 Transactions	
430	DEPT Total:	1,744.89	INDIVIDUAL AND FAMILY SOCIAL SER	6 Vendors	6 Transactions
11	Fund Total:	2,254.56	HUMAN SERVICE FUND		11 Transactions



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



POOL  
5/18/18 8:54AM  
21 SWCD 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
696 DEPT		SWCD		
4845 CAR TIME				
258 21-696-000-0000-6610		30,977.87	2017 FORD F-150 PICKUP	8622X CAPITAL - OVER \$5,000 (FIXED ASSETS)
4845 CAR TIME		30,977.87	1 Transactions	
6009 INNOVATIVE OFFICE SOLUTIONS LLC				
84 21-696-000-0000-6402		7.92	OFFICE SUPPLIES	IN2034719 OFFICE SUPPLIES
6009 INNOVATIVE OFFICE SOLUTIONS LLC		7.92	1 Transactions	
253 LIGHT & POWER COMMISSION				
103 21-696-000-0000-6253		21.20	ELECTRIC	11-829125-00 ELECTRICITY
			04/01/2018 05/01/2018	
253 LIGHT & POWER COMMISSION		21.20	1 Transactions	
4186 MARCO				
106 21-696-000-0000-6321		111.08	COPIER LEASE AGREEMENT	22549177 MAINTENANCE AGREEMENTS
4186 MARCO		111.08	1 Transactions	
696 DEPT Total:		31,118.07	SWCD	4 Vendors 4 Transactions
21 Fund Total:		31,118.07	SWCD FUND	4 Transactions

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



POOL  
5/18/18 8:54AM  
25 SPECIAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
15	DEPT			LAW LIBRARY		
	3408 RELX INC					
187	25-015-000-0000-6451		380.86	LEXISNEXIS SUBSCRIPTION	3091453714	Books
				04/01/2018 04/30/2018		
	3408 RELX INC		380.86	1 Transactions		
15	DEPT Total:		380.86	LAW LIBRARY	1 Vendors	1 Transactions
255	DEPT			COUNTY COURT SERVICES		
	977 MIDWEST MONITORING & SURVEILLANC					
159	25-255-000-0000-6350		347.25	LAB SCREENINGS	APR LAB UA	Other Services & Charges
	977 MIDWEST MONITORING & SURVEILLANC		347.25	1 Transactions		
255	DEPT Total:		347.25	COUNTY COURT SERVICES	1 Vendors	1 Transactions
807	DEPT			DESIGNATED FOR CAPITAL ASSETS		
	658 MCLEOD PUBLISHING INC					
140	25-807-000-0000-6610		50.17	FAIRGROUND BIDS		Capital - Over \$5,000 (Fixed Assets)
	658 MCLEOD PUBLISHING INC		50.17	1 Transactions		
807	DEPT Total:		50.17	DESIGNATED FOR CAPITAL ASSETS	1 Vendors	1 Transactions
25	Fund Total:		778.28	SPECIAL REVENUE FUND		3 Transactions

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



POOL  
5/18/18 8:54AM  
86 TRUST & AGENCY FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
956	DEPT			SALES TAX		
19	4840 COPPICK/JOE 86-956-000-0000-6810		61.18	TAX REFUND	3025	Refunds And Reimbursements
	4840 COPPICK/JOE		61.18	1 Transactions		
53	4842 HAGLUND/MIKE 86-956-000-0000-6810		1.61	TAX REFUND	3067	Refunds And Reimbursements
	4842 HAGLUND/MIKE		1.61	1 Transactions		
55	4843 HENNINGSON/MARK 86-956-000-0000-6810		6.44	TAX REFUND	3059	Refunds And Reimbursements
57	86-956-000-0000-6810		3.22	TAX REFUND	3060	Refunds And Reimbursements
	4843 HENNINGSON/MARK		9.66	2 Transactions		
161	4844 MILLER/BRIAN 86-956-000-0000-6810		7.08	TAX REFUND		Refunds And Reimbursements
	4844 MILLER/BRIAN		7.08	1 Transactions		
956	DEPT Total:		79.53	SALES TAX	4 Vendors	5 Transactions
975	DEPT			DNR CLEARING ACCOUNT		
164	509 MINNESOTA DNR 86-975-000-0000-6850		1,649.50	DNR		Collections For Other Agencies
	509 MINNESOTA DNR		1,649.50	05/08/2018 05/14/2018 1 Transactions		
975	DEPT Total:		1,649.50	DNR CLEARING ACCOUNT	1 Vendors	1 Transactions
976	DEPT			GAME & FISH CLEARING ACCOUNT		
163	509 MINNESOTA DNR 86-976-000-0000-6850		628.75	G & F		Collections For Other Agencies
	509 MINNESOTA DNR		628.75	05/08/2018 05/14/2018 1 Transactions		
976	DEPT Total:		628.75	GAME & FISH CLEARING ACCOUNT	1 Vendors	1 Transactions
86	Fund Total:		2,357.78	TRUST & AGENCY FUND		7 Transactions

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



POOL  
 5/18/18 8:54AM  
 86 TRUST & AGENCY FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>
			<u>On Behalf of Name</u>	
Final Total:		200,743.09	120 Vendors	260 Transactions

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**McLeod County IFS**  
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Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	148,311.06	GENERAL REVENUE FUND
3	15,923.34	ROAD & BRIDGE FUND
11	2,254.56	HUMAN SERVICE FUND
21	31,118.07	SWCD FUND
25	778.28	SPECIAL REVENUE FUND
86	2,357.78	TRUST & AGENCY FUND
All Funds	200,743.09	Total

Approved by, .....

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



POOL  
5/23/18 9:39AM

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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

Explode Dist. Formulas Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N



POOL  
5/23/18 9:39AM  
87 TAX & PENALTY FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
980	DEPT			TAX COLLECTIONS		
8	125 MINNESOTA DEPARTMENT OF REVENUE 87-980-000-0000-6850		783,001.46	50% STATE GENERAL TAX		Collections For Other Agencies
	125 MINNESOTA DEPARTMENT OF REVENUE		783,001.46	1 Transactions		
4	5845 SCHOOL DISTRICT OF BLH 2159 87-980-000-0000-6849		35,392.87	50% ESTIMATED TAX SETTLEMENT		Collections For School Districts
	5845 SCHOOL DISTRICT OF BLH 2159		35,392.87	1 Transactions		
5	494 SCHOOL DISTRICT OF GFW 2365 87-980-000-0000-6849		32,196.98	GFW 50% EST TAX SETTLEMENT		Collections For School Districts
	494 SCHOOL DISTRICT OF GFW 2365		32,196.98	1 Transactions		
7	1576 SCHOOL DISTRICT OF GSL 2859 87-980-000-0000-6849		872,908.77	50% ESTIMATED TAX SETTLEMENT		Collections For School Districts
	1576 SCHOOL DISTRICT OF GSL 2859		872,908.77	1 Transactions		
6	492 SCHOOL DISTRICT OF HLWW 2687 87-980-000-0000-6849		295,690.45	50% ESTIMATED TAX SETTLEMENT		Collections For School Districts
	492 SCHOOL DISTRICT OF HLWW 2687		295,690.45	1 Transactions		
1	488 SCHOOL DISTRICT OF HUTCHINSON 04 87-980-000-0000-6849		1,682,298.70	50% ESTIMATED TAX SETTLEMENT		Collections For School Districts
	488 SCHOOL DISTRICT OF HUTCHINSON 04		1,682,298.70	1 Transactions		
2	489 SCHOOL DISTRICT OF LESTER PRAIRIE C 87-980-000-0000-6849		208,931.74	50% ESTIMATED TAX SETTLEMENT		Collections For School Districts
	489 SCHOOL DISTRICT OF LESTER PRAIRIE C		208,931.74	1 Transactions		
3	493 SCHOOL DISTRICT OF LITCHFIELD 0465 87-980-000-0000-6849		424.11	50% ESTIMATED TAX SETTLEMENT		Collections For School Districts
	493 SCHOOL DISTRICT OF LITCHFIELD 0465		424.11	1 Transactions		
980	DEPT Total:		3,910,845.08	TAX COLLECTIONS	8 Vendors	8 Transactions
87	Fund Total:		3,910,845.08	TAX & PENALTY FUND		8 Transactions
	Final Total:		3,910,845.08	8 Vendors	8 Transactions	

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

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	87	3,910,845.08	TAX & PENALTY FUND	
	All Funds	3,910,845.08	Total	Approved by, .....
				.....
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\*\*\*\*\* McLeod County IFS \*\*\*\*\*



POOL  
5/24/18 11:47AM

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas N

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
0	DEPT			...		
4187	COAST PROFESSIONAL INC 01-000-000-0000-2055		329.21	GARNISHMENT 04/29/2018 05/12/2018		GARNISHMENTS PAYABLE
4187	COAST PROFESSIONAL INC		329.21	1 Transactions		
3028	MINNESOTA CHILD SUPPORT PAYMENT 01-000-000-0000-2056		329.02	CHILD SUPPORT 04/29/2018 05/12/2018	001124208702	CHILD SUPPORT GARNISHMENT PAYABLE
	01-000-000-0000-2056		384.40	CHILD SUPPORT 04/29/2018 05/12/2018	001412297601	CHILD SUPPORT GARNISHMENT PAYABLE
	01-000-000-0000-2056		267.65	CHILD SUPPORT 04/29/2018 05/12/2018	001447664804	CHILD SUPPORT GARNISHMENT PAYABLE
	01-000-000-0000-2056		137.05	CHILD SUPPORT 04/29/2018 05/12/2018	001499730601	CHILD SUPPORT GARNISHMENT PAYABLE
	01-000-000-0000-2056		329.48	CHILD SUPPORT 04/29/2018 05/12/2018	001530953002	CHILD SUPPORT GARNISHMENT PAYABLE
3028	MINNESOTA CHILD SUPPORT PAYMENT		1,447.60	5 Transactions		
0	DEPT Total:		1,776.81	...	2 Vendors	6 Transactions
13	DEPT			COURT ADMINISTRATOR'S		
283	GLENCOE LAW OFFICE 01-013-000-0000-6273		247.50	COURT APPT DB PR-10-119	1135	COURT APPT ATTY-OTHER
	01-013-000-0000-6272		765.00	COURT APPT JD/DB/LK JV-17-257	1136	COURT APPT ATTY-DEP/NEG/TER
	01-013-000-0000-6272		371.25	CRT APPT NJ/EF/EC/JF JV-16-84	1137	COURT APPT ATTY-DEP/NEG/TER
	01-013-000-0000-6272		626.25	COURT APPT CC/GP JV-18-7	1138	COURT APPT ATTY-DEP/NEG/TER
	01-013-000-0000-6272		675.00	COURT APPT FF/CT/ME JV-17-103	1139	COURT APPT ATTY-DEP/NEG/TER
	01-013-000-0000-6273		225.00	COURT APPT G & GF PR-18-1444	1140	COURT APPT ATTY-OTHER
	01-013-000-0000-6272		671.25	COURT APPT HM/AJ/JB JV-16-201	1141	COURT APPT ATTY-DEP/NEG/TER
	01-013-000-0000-6272		1,608.75	COURT APPT LN/ZK/SP JV-17-188	1142	COURT APPT ATTY-DEP/NEG/TER
	01-013-000-0000-6272		420.00	COURT APPT KO/MO JV-17-175	1143	COURT APPT ATTY-DEP/NEG/TER
	01-013-000-0000-6272		172.50	COURT APPT BE/BP JV-17-136	1144	COURT APPT ATTY-DEP/NEG/TER
	01-013-000-0000-6272		1,575.00	COURT APPT BS/TT/DM JV-17-285	1145	COURT APPT ATTY-DEP/NEG/TER
	01-013-000-0000-6272		877.50	COURT APPT GS/JS JV-16-225	1146	COURT APPT ATTY-DEP/NEG/TER
	01-013-000-0000-6272		221.15	COURT APPT KR/RB/SS JV-16-227	1147	COURT APPT ATTY-DEP/NEG/TER
	01-013-000-0000-6272		116.25	COURT APPT TP/JW JV-17-98	1148	COURT APPT ATTY-DEP/NEG/TER
	01-013-000-0000-6273		787.50	COURT APPT SS PR-17-1897	1149	COURT APPT ATTY-OTHER
	01-013-000-0000-6272		258.75	COURT APPT JW/MB JV-17-163	1150	COURT APPT ATTY-DEP/NEG/TER

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



POOL  
5/24/18 11:47AM  
1 GENERAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
283 GLENCOE LAW OFFICE		9,618.65	16 Transactions		
4583 JONES LAW OFFICE					
01-013-000-0000-6272		30.00	COURT APPT DB 13772	1922848	COURT APPT ATTY-DEP/NEG/TER
01-013-000-0000-6272		82.50	COURT APPT MM P1-95-2	1922849	COURT APPT ATTY-DEP/NEG/TER
01-013-000-0000-6272		60.00	COURT APPT RN PR-09-2073	1922850	COURT APPT ATTY-DEP/NEG/TER
01-013-000-0000-6272		345.00	COURT APPT SR P4-06-136	1922851	COURT APPT ATTY-DEP/NEG/TER
4583 JONES LAW OFFICE		517.50	4 Transactions		
4827 KRISMA COUNCELING INC					
01-013-000-0000-6350		290.00	THERAPIST TESTIMONY	GD004252015	OTHER SERVICES & CHARGES
			02/28/2018 02/28/2018		
4827 KRISMA COUNCELING INC		290.00	1 Transactions		
13 DEPT Total:		10,426.15	COURT ADMINISTRATOR'S	3 Vendors	21 Transactions
65 DEPT			INFORMATION TECHNOLOGY		
3965 CITRIX SYSTEMS INC					
01-065-000-0000-6321		5,440.00	CITRIX MAINT-NETSCALER	91890286	MAINTENANCE AGREEMENTS
3965 CITRIX SYSTEMS INC		5,440.00	1 Transactions		
9820 MINNESOTA COUNTIES COMPUTER COO					
01-065-000-0000-6269		640.00	IFS WEBSHERE UPGRADE	2Y1805029	CONTRACTS
9820 MINNESOTA COUNTIES COMPUTER COO		640.00	1 Transactions		
65 DEPT Total:		6,080.00	INFORMATION TECHNOLOGY	2 Vendors	2 Transactions
76 DEPT			CENTRAL SERVICES-COUNTY WIDE		
1857 METRO SALES INC					
01-076-000-0000-6321		263.82	MAINIT MPC4504-EXTENSION	INV1073996	MAINTENANCE AGREEMENTS
01-076-000-0000-6321		135.00	MOVING CHARGE FOR ZONING COPIE	INV1074366	MAINTENANCE AGREEMENTS
01-076-000-0000-6321		1,685.00	NSI LICENSE FOR ADMIN COPIER	INV1076319	MAINTENANCE AGREEMENTS
1857 METRO SALES INC		2,083.82	3 Transactions		
76 DEPT Total:		2,083.82	CENTRAL SERVICES-COUNTY WIDE	1 Vendors	3 Transactions
91 DEPT			COUNTY ATTORNEY'S		
4860 BENSON/BRENDA L					

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



POOL  
5/24/18 11:47AM  
1 GENERAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	01-091-000-0000-6280		20.00	WITNESS FEE		WITNESS FEES
	01-091-000-0000-6280		10.08	WITNESS MILEAGE		WITNESS FEES
4860	BENSON/BRENDA L		30.08		2 Transactions	
4861	HOVDA/SAMANTHA					
	01-091-000-0000-6280		20.00	WITNESS FEE		WITNESS FEES
	01-091-000-0000-6280		11.20	WITNESS MILEAGE		WITNESS FEES
4861	HOVDA/SAMANTHA		31.20		2 Transactions	
4864	KLABUNDE/MARISSA					
	01-091-000-0000-6280		20.00	WITNESS FEE		WITNESS FEES
	01-091-000-0000-6280		33.60	WITNESS MILEAGE		WITNESS FEES
4864	KLABUNDE/MARISSA		53.60		2 Transactions	
4858	OLSON/ALISIA					
	01-091-000-0000-6280		20.00	WITNESS FEE		WITNESS FEES
	01-091-000-0000-6280		10.08	WITNESS MILEAGE		WITNESS FEES
4858	OLSON/ALISIA		30.08		2 Transactions	
60963	SEVEN COUNTY PROCESS SERVERS LLC					
	01-091-000-0000-6350		55.00	SVC OF DOC	20180876	OTHER SERVICES & CHARGES
60963	SEVEN COUNTY PROCESS SERVERS LLC		55.00		1 Transactions	
91	DEPT Total:		199.96	COUNTY ATTORNEY'S	5 Vendors	9 Transactions
111	DEPT			COURTHOUSE BUILDING		
539	CENTERPOINT ENERGY, INC.					
	01-111-000-0000-6255		2,601.59	GAS BILL NC 03/31/2018 04/30/2018	5969231-9	NATURAL GAS
539	CENTERPOINT ENERGY, INC.		2,601.59		1 Transactions	
2469	SAMS CLUB					
	01-111-000-0000-6415		45.00	ANNUAL MEMEBERSHIP FEE	60460020317553	CLEANING SUPPLIES
2469	SAMS CLUB		45.00		1 Transactions	
111	DEPT Total:		2,646.59	COURTHOUSE BUILDING	2 Vendors	2 Transactions
112	DEPT			NORTH COMPLEX BUILDING		

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



POOL

5/24/18 11:47AM

1 GENERAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
539	CENTERPOINT ENERGY, INC. 01-112-000-0000-6255		333.00	GAS BILL NC 04/04/2018 05/03/2018	5987110-3	NATURAL GAS
539	CENTERPOINT ENERGY, INC.		333.00	1 Transactions		
112	DEPT Total:		333.00	NORTH COMPLEX BUILDING	1 Vendors	1 Transactions
116	DEPT			HEALTH AND HUMAN SERVICES BUILDII		
539	CENTERPOINT ENERGY, INC. 01-116-000-0000-6255		1,629.79	GAS BILL HHS 04/04/2018 05/03/2018	6008184-1	NATURAL GAS
	01-116-000-0000-6255		110.07	GAS BILL ANNEX 04/04/2018 05/03/2018	7484082-87	NATURAL GAS
539	CENTERPOINT ENERGY, INC.		1,739.86	2 Transactions		
116	DEPT Total:		1,739.86	HEALTH AND HUMAN SERVICES BUILLE	1 Vendors	2 Transactions
117	DEPT			FAIRGROUNDS		
869	HILLYARD HUTCHINSON 01-117-000-0000-6415		616.47	TOWELS/TOILET TISSUE/LINERS	602995766	CLEANING SUPPLIES
869	HILLYARD HUTCHINSON		616.47	1 Transactions		
5614	PLATH/WESTON 01-117-000-0000-6810		80.00	FACILITIES REFUND	3077	REFUNDS AND REIMBURSEMENTS
5614	PLATH/WESTON		80.00	1 Transactions		
117	DEPT Total:		696.47	FAIRGROUNDS	2 Vendors	2 Transactions
121	DEPT			VETERAN SERVICES		
1930	HERALD JOURNAL PUBLISHING INC 01-121-000-0000-6450		46.00	SUBSCRIPTION RENEWAL		SUBSCRIPTIONS
1930	HERALD JOURNAL PUBLISHING INC		46.00	1 Transactions		
6009	INNOVATIVE OFFICE SOLUTIONS LLC 01-121-000-0000-6402		101.08	OFFICE SUPPLIES	IN2046912	OFFICE SUPPLIES
6009	INNOVATIVE OFFICE SOLUTIONS LLC		101.08	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 #	
121 DEPT Total:		147.08	VETERAN SERVICES	2 Vendors 2 Transactions
201 DEPT			COUNTY SHERIFF'S OFFICE	
539 CENTERPOINT ENERGY, INC. 01-201-000-0000-6255		143.31	GAS STORAGE 04/04/2018 05/03/2018	5987117-8 NATURAL GAS
539 CENTERPOINT ENERGY, INC.		143.31		1 Transactions
704 DOBRATZ HANTGE CHAPEL 01-201-000-0000-6215		870.00	FACILITIES/STAFF/TRANSPORT 05/14/2018 05/14/2018	TRANSPORTATION EXPENSE FOR AUTOSF
704 DOBRATZ HANTGE CHAPEL		870.00		1 Transactions
91 FRANKLIN PRINTING INC 01-201-000-0000-6403		253.45	TIME OFF/SWITCH REQUESTS	14135 PRINTED PAPER SUPPLIES
01-201-000-0000-6403		657.27	LETTERHEAD	14162 PRINTED PAPER SUPPLIES
91 FRANKLIN PRINTING INC		910.72		2 Transactions
5385 GOPHER STATE FIRE EQUIPMENT COMP/ 01-201-000-0000-6350		85.50	EXTINGUISHER MAINTENANCE	113218 OTHER SERVICES & CHARGES
5385 GOPHER STATE FIRE EQUIPMENT COMP/		85.50		1 Transactions
7283 GRAFIX SHOPPE 01-201-000-0000-6610		700.00	#171 REFLECTOR KIT	120922 CAPITAL - OVER \$5,000 (FIXED ASSETS)
01-201-000-0000-6610		700.00	#172 REFLECTOR KIT	120922 CAPITAL - OVER \$5,000 (FIXED ASSETS)
01-201-000-0000-6610		700.00	#173 REFLECTOR KIT	120922 CAPITAL - OVER \$5,000 (FIXED ASSETS)
7283 GRAFIX SHOPPE		2,100.00		3 Transactions
1269 HUTCHINSON HEALTH 01-201-000-0000-6262		400.00	SANE AB 03/12/2018 03/12/2018	5243668 COSTS OF MEDICAL EXAMINATION MS 6
01-201-000-0000-6262		2,277.25	SANE AB 03/12/2018 03/12/2018	5243744 COSTS OF MEDICAL EXAMINATION MS 6
1269 HUTCHINSON HEALTH		2,677.25		2 Transactions
253 LIGHT & POWER COMMISSION 01-201-000-0000-6253		148.84	ELECTRIC BAXTER AVE 04/02/2018 05/01/2018	01-802120-03 ELECTRICITY

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1 GENERAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
253	LIGHT & POWER COMMISSION		148.84		1 Transactions	
6393	US HEALTH WORKS MEDICAL GROUP OF 01-201-000-0000-6265		408.00	PREEMPLO PHY-LA	0084819-MN	PROFESSIONAL SERVICES
6393	US HEALTH WORKS MEDICAL GROUP OF		408.00		1 Transactions	
201	DEPT Total:		7,343.62	COUNTY SHERIFF'S OFFICE	8 Vendors	12 Transactions
251	DEPT			COUNTY JAIL		
1210	MCKESSON MEDICAL SURGICAL 01-251-000-0000-6460		102.44	GLOVES MEDIUM	26262254	JAIL SUPPLIES
	01-251-000-0000-6460		306.84	GLOVES EXTRA LARGE	26290074	JAIL SUPPLIES
	01-251-000-0000-6460		204.88	GLOVES LARGE	27044734	JAIL SUPPLIES
1210	MCKESSON MEDICAL SURGICAL		614.16		3 Transactions	
3931	SUMMIT FOOD SERVICES LLC 01-251-000-0000-6420		10,710.30	MEALS & SUPPLIES	INV2000026672	GROCERIES AND SUPPLIES
3931	SUMMIT FOOD SERVICES LLC		10,710.30		1 Transactions	
251	DEPT Total:		11,324.46	COUNTY JAIL	2 Vendors	4 Transactions
485	DEPT			COUNTY PUBLIC HEALTH NURSING		
4238	4IMPRINT INC 01-485-000-0000-6402		456.91	250 DRAWSTRING SPORTPACK	6296507	OFFICE SUPPLIES
	01-485-000-0000-6402		380.57	100 HOT/COLD PACK	6296507	OFFICE SUPPLIES
4238	4IMPRINT INC		837.48		2 Transactions	
1468	AUDIOLOGY SYSTEMS INC 01-485-000-0000-6303		55.00	CAL CHECK MA-27 S/N 11779	A209512	REPAIR AND MAINTENANCE SERVICES
	01-485-000-0000-6303		55.00	CAL CHECK MA-27 S/N 937	A209512	REPAIR AND MAINTENANCE SERVICES
	01-485-000-0000-6303		55.00	CAL CHECK MA-27 S/N 33288	A209512	REPAIR AND MAINTENANCE SERVICES
1468	AUDIOLOGY SYSTEMS INC		165.00		3 Transactions	
4386	ENGEL/ANN 01-485-490-0000-6047		36.88	CHORE SERVICE ID#826012.01		CHORE SERVICES
				04/05/2018 04/26/2018		
4386	ENGEL/ANN		36.88		1 Transactions	

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1 GENERAL REVENUE FUND

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
91	FRANKLIN PRINTING INC 01-485-000-0000-6403		375.87	PRINTED SUPPLIES (ADMIN)	14290	PRINTED PAPER SUPPLIES
91	FRANKLIN PRINTING INC		375.87	1 Transactions		
2412	GLENCOE REGIONAL HEALTH SERVICES 01-485-000-0000-6368		136.00	LAB FEE (FPG)	80001742	MEDICAL AND BLOOD TESTS
2412	GLENCOE REGIONAL HEALTH SERVICES		136.00	1 Transactions		
32875	HUTCHINSON UTILITIES COMMISSION 01-485-000-0000-6350		144.33	UTILITY BILL (CONFIDENTIAL)	00140415	OTHER SERVICES & CHARGES
32875	HUTCHINSON UTILITIES COMMISSION		144.33	1 Transactions		
4876	USD BRANCH CTRI INC 01-485-000-0000-6245		15.00	BORDERLINE PERSONALITY	5576	DUES AND REGISTRATION FEES
	01-485-000-0000-6245		130.00	BORDERLINE PERSONALITY	5577	DUES AND REGISTRATION FEES
4876	USD BRANCH CTRI INC		145.00	2 Transactions		
485	DEPT Total:		1,840.56	COUNTY PUBLIC HEALTH NURSING	7 Vendors	11 Transactions
520	DEPT			COUNTY PARK'S		
2733	AFFORDABLE PUMPING SERVICE 01-520-000-0000-6257		220.00	PUMP HOLDING TANKS AT #526	39413	SEWER, WATER AND GARBAGE
2733	AFFORDABLE PUMPING SERVICE		220.00	1 Transactions		
6480	BRIAN RICK PLUMBING & HEATING 01-520-000-0000-6303		4,288.00	REPAIR AIR/HEATER CONDITONER		REPAIR AND MAINTENANCE SERVICES
6480	BRIAN RICK PLUMBING & HEATING		4,288.00	1 Transactions		
4870	BURNETT/JUDY 01-520-000-0000-6810		28.39	CAMPING REFUND	3412	REFUNDS AND REIMBURSEMENTS
4870	BURNETT/JUDY		28.39	1 Transactions		
22210	FORBES AUTO STORE 01-520-000-0000-6303		1,209.13	REPAIR RED TRUCK	129013018	REPAIR AND MAINTENANCE SERVICES
22210	FORBES AUTO STORE		1,209.13	1 Transactions		
136	HUTCHINSON CO-OP 01-520-000-0000-6455		1,408.49	FUEL	5289	MOTOR FUELS AND LUBRICATION
	01-520-000-0000-6455		56.23	FUEL	970843	MOTOR FUELS AND LUBRICATION



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1 GENERAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
136 HUTCHINSON CO-OP		1,524.94	REPLACE TIRE 3 Transactions	REPAIR AND MAINTENANCE SERVICES
4869 NOGA/CINDY				
01-520-000-0000-6810		70.17	CAMPING REFUND 1 Transactions	REFUNDS AND REIMBURSEMENTS
4869 NOGA/CINDY		70.17		
520 DEPT Total:		7,340.63	COUNTY PARK'S 6 Vendors	8 Transactions
603 DEPT			COUNTY EXTENSION	
4181 ALLSTREAM				
01-603-000-0000-6402		206.52	DESK PHONE 1 Transactions	OFFICE SUPPLIES
4181 ALLSTREAM		206.52		
6009 INNOVATIVE OFFICE SOLUTIONS LLC				
01-603-000-0000-6402		87.28	POSTCARDS	OFFICE SUPPLIES
01-603-000-0000-6402		49.95	BUSINESS CARDS	OFFICE SUPPLIES
01-603-000-0000-6402		73.20	LAMINATING 11X17	OFFICE SUPPLIES
01-603-000-0000-6402		37.96	LAMINATING 8 1/2X11	OFFICE SUPPLIES
01-603-000-0000-6402		12.30	NOTE PADS	OFFICE SUPPLIES
01-603-000-0000-6402		15.96	ENVELOPES	OFFICE SUPPLIES
6009 INNOVATIVE OFFICE SOLUTIONS LLC		276.65	6 Transactions	
603 DEPT Total:		483.17	COUNTY EXTENSION 2 Vendors	7 Transactions
1 Fund Total:		54,462.18	GENERAL REVENUE FUND	92 Transactions



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3 ROAD & BRIDGE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
0	DEPT			...		
3028	MINNESOTA CHILD SUPPORT PAYMENT 03-000-000-0000-2056		174.43	CHILD SUPPORT 04/29/2018 05/12/2018	001555467301	CHILD SUPPORT GARNISHMENT PAYABLE
3028	MINNESOTA CHILD SUPPORT PAYMENT		174.43	1 Transactions		
0	DEPT Total:		174.43	...	1 Vendors	1 Transactions
320	DEPT			HIGHWAY CONSTRUCTION		
9825	SHORT ELLIOTT HENDRICKSON INC 03-320-000-0000-6265		20,733.13	PRELIM SERVICES JOB #0159	350000	PROFESSIONAL SERVICES
9825	SHORT ELLIOTT HENDRICKSON INC		20,733.13	1 Transactions		
320	DEPT Total:		20,733.13	HIGHWAY CONSTRUCTION	1 Vendors	1 Transactions
330	DEPT			HIGHWAY ADMINISTRATION		
6213	ELECTRICAL SERVICES INC 03-330-000-0000-6350		467.78	REPLACE BALLAST-HATS	13189	OTHER SERVICES & CHARGES
6213	ELECTRICAL SERVICES INC		467.78	1 Transactions		
8564	OFFICE DEPOT INC 03-330-000-0000-6402		61.38	OFFICE SUPPLIES	139592562001	OFFICE SUPPLIES
8564	OFFICE DEPOT INC		61.38	1 Transactions		
330	DEPT Total:		529.16	HIGHWAY ADMINISTRATION	2 Vendors	2 Transactions
340	DEPT			HIGHWAY EQUIPMENT MAINTENANCE		
2836	GLENCOE COLLISION CENTER 03-340-000-0000-6425		151.00	PARTS	498825465	REPAIR AND MAINTENANCE SUPPLIES
2836	GLENCOE COLLISION CENTER		151.00	1 Transactions		
2825	MENARDS HUTCHINSON 03-340-000-0000-6425		46.98	PARTS INV#35240	ACCT#31550217	REPAIR AND MAINTENANCE SUPPLIES
	03-340-000-0000-6425		74.10	PARTS INV#36514	ACCT#31550217	REPAIR AND MAINTENANCE SUPPLIES
	03-340-000-0000-6590		29.52	SHOP SUPPLIES INV#35536	ACCT#31550217	TOOLS & SHOP MATERIALS
	03-340-000-0000-6590		1.89	SHOP SUPPLIES INV#35650	ACCT#31550217	TOOLS & SHOP MATERIALS
	03-340-000-0000-6590		26.87	SHOP SUPPLIES INV#36501	ACCT#31550217	TOOLS & SHOP MATERIALS

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3 ROAD & BRIDGE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
2825	MENARDS HUTCHINSON		5 Transactions		
340	DEPT Total:		HIGHWAY EQUIPMENT MAINTENANCE	2 Vendors	6 Transactions
3	Fund Total:		ROAD & BRIDGE FUND		10 Transactions



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5 SOLID WASTE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
391	DEPT			SOLID WASTE TIP FEE		
134	CITY OF HUTCHINSON 05-391-000-0000-6257		294.44	WATER SEWER 04/01/2018 04/30/2018	308506502	SEWER, WATER AND GARGABE REMOVAL
134	CITY OF HUTCHINSON		294.44	1 Transactions		
576	FINKEN WATER CENTERS 05-391-000-0000-6350		18.50	WATER COOLER RENTAL 05/01/2018 05/31/2018	1092566	OTHER SERVICES & CHARGES
576	FINKEN WATER CENTERS		18.50	1 Transactions		
32875	HUTCHINSON UTILITIES COMMISSION 05-391-000-0000-6253		640.63	ELECTRIC 04/01/2018 05/01/2018	00410076	ELECTRICITY
	05-391-000-0000-6255		615.20	GAS 04/01/2018 05/01/2018	00410076	NATURAL GAS
32875	HUTCHINSON UTILITIES COMMISSION		1,255.83	2 Transactions		
1160	MCLEOD COUNTY AUDITOR TREASURER 05-391-000-0000-6338		17.25	99 GMC DUPLICATE TITLE		MOTOR POOL EXPENSES
1160	MCLEOD COUNTY AUDITOR TREASURER		17.25	1 Transactions		
4147	WEST CENTRAL SANITATION INC 05-391-000-0000-6259		832.20	ACOMA TOWNSHIP 04/01/2018 04/30/2018	11196243	RECYCLING
	05-391-000-0000-6259		358.96	BERGEN OCC 04/01/2018 04/30/2018	11196243	RECYCLING
	05-391-000-0000-6259		1,256.36	BERGEN RECYCLING 04/01/2018 04/30/2018	11196243	RECYCLING
	05-391-000-0000-6259		358.96	HASSAN VALLEY RECYCLING 04/01/2018 04/30/2018	11196243	RECYCLING
	05-391-000-0000-6259		358.96	LYNN RECYCLING 04/01/2018 04/30/2018	11196243	RECYCLING
	05-391-000-0000-6259		179.48	LYNN OCC 04/01/2018 04/30/2018	11196243	RECYCLING
	05-391-000-0000-6259		538.44	STEWART RECYCLING 04/01/2018 04/30/2018	11196243	RECYCLING
	05-391-000-0000-6259		358.96	STEWART OCC 04/01/2018 04/30/2018	11196243	RECYCLING

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	05-391-000-0000-6259		358.96	HALE OCC 04/01/2018 04/30/2018	11196243	RECYCLING
	05-391-000-0000-6259		717.92	HALE RECYCLING 04/01/2018 04/30/2018	11196243	RECYCLING
	05-391-000-0000-6259		4,664.52	GLENCOE RECYCLING 04/01/2018 04/30/2018	11196243	RECYCLING
	05-391-000-0000-6259		717.92	BROWNTON RECYCLING 04/01/2018 04/30/2018	11196243	RECYCLING
	05-391-000-0000-6259		358.96	BROWNTON OCC 04/01/2018 04/30/2018	11196243	RECYCLING
	05-391-000-0000-6259		358.96	HELEN RECYCLING 04/01/2018 04/30/2018	11196243	RECYCLING
	05-391-000-0000-6259		179.48	HELEN OCC 04/01/2018 04/30/2018	11196243	RECYCLING
	05-391-000-0000-6259		179.48	LAKE MARION RECYCLING 04/01/2018 04/30/2018	11196243	RECYCLING
	05-391-000-0000-6259		92.70	FAIRGROUNDS RECYCLING 04/01/2018 04/30/2018	11196243	RECYCLING
	05-391-000-0000-6258		1,627.94	COUNTY & SCHOOL COLLECTION 04/01/2018 04/30/2018	11196334	SCHOOL RECYCLING
4147	WEST CENTRAL SANITATION INC		13,499.16	18 Transactions		
391	DEPT Total:		15,085.18	SOLID WASTE TIP FEE	5 Vendors	23 Transactions
393	DEPT			MATERIALS RECOVERY FACILITY		
134	CITY OF HUTCHINSON 05-393-000-0000-6257		37.57	WATER SEWER 04/01/2018 04/30/2018	308506510	SEWER, WATER AND GARBAGE REMOVAL
134	CITY OF HUTCHINSON		37.57	1 Transactions		
6217	FIRST STATE TIRE RECYCLING INC 05-393-000-0000-6269		150.00	TIRE TRAILER RENTAL 04/01/2018 04/30/2018	108242	CONTACTS
6217	FIRST STATE TIRE RECYCLING INC		150.00	1 Transactions		
32875	HUTCHINSON UTILITIES COMMISSION 05-393-000-0000-6253		2,384.56	ELECTRIC 04/01/2018 05/01/2018	00410076	ELECTRICITY
	05-393-000-0000-6255		2,289.90	GAS	00410076	NATURAL GAS

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
32875	HUTCHINSON UTILITIES COMMISSION		4,674.46	04/01/2018 05/01/2018 2 Transactions		
1160	MCLEOD COUNTY AUDITOR TREASURER 05-393-000-0000-6350		16.62	2018 PROPERTY TAX	23.254.0060	OTHER SERVICES & CHARGES
1160	MCLEOD COUNTY AUDITOR TREASURER		16.62	1 Transactions		
407	STANDARD PRINTING & OFFICE PRODUC 05-393-000-0000-6241		277.19	POSTAGE CURBSIDE PICKUP	143385	PRINTING AND PUBLISHING
	05-393-000-0000-6241		562.86	POSTAGE CURBSIDE PICKUP	143455	PRINTING AND PUBLISHING
407	STANDARD PRINTING & OFFICE PRODUC		840.05	2 Transactions		
4170	WASTE MANAGEMENT OF WI MN 05-393-000-0000-6257		449.62	RECYCLING RESIDUE GARBAGE	7124731-1593-9	SEWER, WATER AND GARBAGE REMOVAL
4170	WASTE MANAGEMENT OF WI MN		449.62	1 Transactions		
4147	WEST CENTRAL SANITATION INC 05-393-000-0000-6259		7,024.18	GLENCOE COLLECTION 04/01/2018 04/30/2018	11196334	RECYCLING
	05-393-000-0000-6259		286.67	GLENCOE MUD COLLECTION 04/01/2018 04/30/2018	11196334	RECYCLING
	05-393-000-0000-6259		7.05	VALET 1609 KNIGHT 04/01/2018 04/30/2018	11196334	RECYCLING
	05-393-000-0000-6259		18,676.72	HUTCHINSON COLLECTION 04/01/2018 04/30/2018	11196334	RECYCLING
	05-393-000-0000-6259		3,466.34	HUTCHINSON MUD COLLECTION 04/01/2018 04/30/2018	11196334	RECYCLING
	05-393-000-0000-6259		7.05	VALET 177 4TH 04/01/2018 04/30/2018	11196334	RECYCLING
	05-393-000-0000-6259		7.05	VALET 362 SCHOOL 04/01/2018 04/30/2018	11196334	RECYCLING
	05-393-000-0000-6259		7.05	VALET 384 LARSON 04/01/2018 04/30/2018	11196334	RECYCLING
	05-393-000-0000-6259		7.05	VALET 512 KAY 04/01/2018 04/30/2018	11196334	RECYCLING
	05-393-000-0000-6259		7.05	VALET 539 HURON 04/01/2018 04/30/2018	11196334	RECYCLING
	05-393-000-0000-6259		7.05	VALET 656 JUUL 04/01/2018 04/30/2018	11196334	RECYCLING



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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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						<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
	05-393-000-0000-6259		7.05	VALET 851 MAIN	04/01/2018 04/30/2018	11196334	RECYCLING
	05-393-000-0000-6259		7.05	VALET 1005 PRAIRIE	04/01/2018 04/30/2018	11196334	RECYCLING
	05-393-000-0000-6259		7.05	VALET 1023 LEWIS	04/01/2018 04/30/2018	11196334	RECYCLING
	05-393-000-0000-6259		7.05	VALET 1169 OAKW	04/01/2018 04/30/2018	11196334	RECYCLING
	05-393-000-0000-6259		7.05	VALET 132 COLLE	04/01/2018 04/30/2018	11196334	RECYCLING
	05-393-000-0000-6259		7.05	VALET 430 GROVE	04/01/2018 04/30/2018	11196334	RECYCLING
	05-393-000-0000-6259		7.05	VALET 556 LYNN	04/01/2018 04/30/2018	11196334	RECYCLING
	05-393-000-0000-6259		7.05	VALET 926 HASSAN	04/01/2018 04/30/2018	11196334	RECYCLING
	05-393-000-0000-6259		7.05	VALET 168 HAYDEN	04/01/2018 04/30/2018	11196334	RECYCLING
	05-393-000-0000-6259		7.05	VALET 1223 BRD	04/01/2018 04/30/2018	11196334	RECYCLING
	05-393-000-0000-6259		7.05	VALET 168 FLORI	04/01/2018 04/30/2018	11196334	RECYCLING
	05-393-000-0000-6259		7.05	VALET 201 4TH	04/01/2018 04/30/2018	11196334	RECYCLING
	05-393-000-0000-6259		7.05	VALET 325 WASHI	04/01/2018 04/30/2018	11196334	RECYCLING
	05-393-000-0000-6259		7.05	VALET 332 HWY 7	04/01/2018 04/30/2018	11196334	RECYCLING
	05-393-000-0000-6259		7.05	VALET 352 SCHOOL	04/01/2018 04/30/2018	11196334	RECYCLING
	05-393-000-0000-6259		7.05	VALET 420 GROVE	04/01/2018 04/30/2018	11196334	RECYCLING
	05-393-000-0000-6259		7.05	VALET 435 WASHI	04/01/2018 04/30/2018	11196334	RECYCLING
	05-393-000-0000-6259		7.05	VALET 450 DALE	04/01/2018 04/30/2018	11196334	RECYCLING
	05-393-000-0000-6259		7.05	VALET 495 OTTER	04/01/2018 04/30/2018	11196334	RECYCLING
	05-393-000-0000-6259		7.05	VALET 1108 JEFFE	04/01/2018 04/30/2018	11196334	RECYCLING

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
				04/01/2018 04/30/2018		
05-393-000-0000-6259			7.05	VALET 1119 LEWIS	11196334	RECYCLING
				04/01/2018 04/30/2018		
05-393-000-0000-6259			14.10	VALET 1127 LEWIS	11196334	RECYCLING
				04/01/2018 04/30/2018		
05-393-000-0000-6259			7.05	VALET 1229 BRAD	11196334	RECYCLING
				04/01/2018 04/30/2018		
05-393-000-0000-6259			7.05	VALET 266 1ST AV	11196334	RECYCLING
				04/01/2018 04/30/2018		
05-393-000-0000-6259			7.05	VALET 336 HWY 7	11196334	RECYCLING
				04/01/2018 04/30/2018		
05-393-000-0000-6259			7.05	VALET 456 SHADY	11196334	RECYCLING
				04/01/2018 04/30/2018		
05-393-000-0000-6259			7.05	VALET 510 MONR	11196334	RECYCLING
				04/01/2018 04/30/2018		
05-393-000-0000-6259			14.10	VALET 546 SCHOOL	11196334	RECYCLING
				04/01/2018 04/30/2018		
05-393-000-0000-6259			7.05	VALET 561 GLEN	11196334	RECYCLING
				04/01/2018 04/30/2018		
05-393-000-0000-6259			7.05	VALET 968 HAYDE	11196334	RECYCLING
				04/01/2018 04/30/2018		
05-393-000-0000-6259			2,100.66	LESTER PRAIRIE COLLECTION	11196334	RECYCLING
				04/01/2018 04/30/2018		
05-393-000-0000-6259			10.52	LESTER PRAIRIE MUD COLLECTION	11196334	RECYCLING
				04/01/2018 04/30/2018		
05-393-000-0000-6259			7.05	VALET 200 JUNIPER	11196334	RECYCLING
				04/01/2018 04/30/2018		
05-393-000-0000-6259			445.88	PLATO COLLECTION	11196334	RECYCLING
				04/01/2018 04/30/2018		
05-393-000-0000-6259			14.10	VALET 8 & 16 MCLEOD	11196334	RECYCLING
				04/01/2018 04/30/2018		
05-393-000-0000-6259			1,117.84	SILVER LAKE COLLECTION	11196334	RECYCLING
				04/01/2018 04/30/2018		
05-393-000-0000-6259			63.12	SILVER LAKE MUD COLLECTION	11196334	RECYCLING
				04/01/2018 04/30/2018		
05-393-000-0000-6259			7.05	VALET 313 GROVE	11196334	RECYCLING
				04/01/2018 04/30/2018		
05-393-000-0000-6259			728.48	STEWART COLLECTION	11196334	RECYCLING
				04/01/2018 04/30/2018		



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



POOL  
5/24/18 11:47AM  
5 SOLID WASTE 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
	05-393-000-0000-6259		2,942.18	WINSTED COLLECTION 04/01/2018 04/30/2018	11196334	RECYCLING
	05-393-000-0000-6259		105.20	WINSTED MUD COLLECTION 04/01/2018 04/30/2018	11196334	RECYCLING
	05-393-000-0000-6259		31.40	RURAL RDU COLLECTION 04/01/2018 04/30/2018	11196334	RECYCLING
	05-393-000-0000-6259		141.30	BISCAY COLLECTION 04/01/2018 04/30/2018	11196334	RECYCLING
	05-393-000-0000-6259		992.24	BROWNTON COLLECTION 04/01/2018 04/30/2018	11196334	RECYCLING
	05-393-000-0000-6259		73.64	BROWNTON MUD COLLECTION 04/01/2018 04/30/2018	11196334	RECYCLING
4147	WEST CENTRAL SANITATION INC		38,509.52	56 Transactions		
393	DEPT Total:		44,677.84	MATERIALS RECOVERY FACILITY	7 Vendors	64 Transactions
397	DEPT			HOUSEHOLD HAZARDOUS WASTE		
4435	ACCOUNT CONTROL TECHNOLOGY INC 05-397-000-0000-2055		83.68	GARNISHMENT 04/29/2018 05/12/2018		GARNISHMENTS PAYABLE
4435	ACCOUNT CONTROL TECHNOLOGY INC		83.68	1 Transactions		
3168	ECO TECH 05-397-000-0000-6269		1,056.33	E-WASTE RECYCLING 04/26/2018 05/04/2018		CONTRACTS
3168	ECO TECH		1,056.33	1 Transactions		
137	HUTCHINSON LEADER 05-397-000-0000-6243		274.00	RE USE		PUBLIC EDUCATION
137	HUTCHINSON LEADER		274.00	1 Transactions		
32875	HUTCHINSON UTILITIES COMMISSION 05-397-000-0000-6253		533.86	ELECTRIC 04/01/2018 05/01/2018	00410076	ELECTRICITY
	05-397-000-0000-6255		512.67	GAS 04/01/2018 05/01/2018	00410076	NATURAL GAS
32875	HUTCHINSON UTILITIES COMMISSION		1,046.53	2 Transactions		
3028	MINNESOTA CHILD SUPPORT PAYMENT					

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



POOL  
5/24/18 11:47AM  
5 SOLID WASTE 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
	05-397-000-0000-2056		CHILD SUPPORT	001492611501	CHILD SUPPORT GARNISHMENT PAYABLE
		268.57	04/29/2018 05/12/2018		
3028	MINNESOTA CHILD SUPPORT PAYMENT	268.57		1 Transactions	
397	DEPT Total:	2,729.11	HOUSEHOLD HAZARDOUS WASTE	5 Vendors	6 Transactions
5	Fund Total:	62,492.13	SOLID WASTE FUND		93 Transactions



POOL  
5/24/18 11:47AM  
11 HUMAN SERVICE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
420	DEPT			INCOME MAINTENANCE		
290	AP TECHNOLOGY 11-420-600-0010-6321		238.50	SECURE CHECK MAINTENANCE	IN018188	MAINTNENACE AGREEMENTS
290	AP TECHNOLOGY		238.50	1 Transactions		
4158	HP INC 11-420-600-0010-6612		45.30	HP MONITOR	59944360	CAPTITAL - \$100-\$5,000 (INVENTORY)
4158	HP INC		45.30	1 Transactions		
6009	INNOVATIVE OFFICE SOLUTIONS LLC 11-420-600-0010-6402		10.64	PEN/ENVELOPE	IN2045661	OFFICE SUPPLIES
6009	INNOVATIVE OFFICE SOLUTIONS LLC		10.64	1 Transactions		
38530	LANGUAGE LINE SERVICES 11-420-600-0010-6203		146.34	PHONE INTERPRETATION	4306547	COMMUNICATIONS/POSTAGE
38530	LANGUAGE LINE SERVICES		146.34	1 Transactions		
12138	REDUCED RATE LONG DISTANCE LLC 11-420-600-0010-6203		8.70	REDUCED RATE ACCT#3208643144	162361	COMMUNICATIONS/POSTAGE
12138	REDUCED RATE LONG DISTANCE LLC		8.70	1 Transactions		
420	DEPT Total:		449.48	INCOME MAINTENANCE	5 Vendors	5 Transactions
430	DEPT			INDIVIDUAL AND FAMILY SOCIAL SERVI		
290	AP TECHNOLOGY 11-430-700-0010-6321		556.50	SECURE CHECK MAINTENANCE	IN018188	MAINTENANCE AGREEMENTS
290	AP TECHNOLOGY		556.50	1 Transactions		
4158	HP INC 11-430-700-0010-6612		105.70	HP MONITOR	59944360	CAPITAL - \$100-\$5,000 (INVENTORY)
4158	HP INC		105.70	1 Transactions		
6009	INNOVATIVE OFFICE SOLUTIONS LLC 11-430-700-0010-6402		24.84	PEN/ENVELOPE	IN2045661	OFFICE SUPPLIES
6009	INNOVATIVE OFFICE SOLUTIONS LLC		24.84	1 Transactions		
38530	LANGUAGE LINE SERVICES 11-430-700-0010-6203		43.40	PHONE INTERPRETATION	4306547	COMMUNICATIONS/POSTAGE

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



POOL  
5/24/18 11:47AM  
11 HUMAN SERVICE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
38530	LANGUAGE LINE SERVICES		43.40			
				1 Transactions		
3028	MINNESOTA CHILD SUPPORT PAYMENT					
	11-430-000-0000-2056		230.73	CHILD SUPPORT	001486828601	CHILD SUPPORT GARNISHMENT PAYABLE
				04/29/2018 05/12/2018		
	11-430-000-0000-2056		1,322.12	CHILD SUPPORT	001553354801	CHILD SUPPORT GARNISHMENT PAYABLE
				04/29/2018 05/12/2018		
3028	MINNESOTA CHILD SUPPORT PAYMENT		1,552.85			
				2 Transactions		
12138	REDUCED RATE LONG DISTANCE LLC					
	11-430-700-0010-6203		20.29	REDUCED RATE ACCT#3208643144	162361	COMMUNICATIONS/POSTAGE
12138	REDUCED RATE LONG DISTANCE LLC		20.29			
				1 Transactions		
430	DEPT Total:		2,303.58	INDIVIDUAL AND FAMILY SOCIAL SER	6 Vendors	7 Transactions
11	Fund Total:		2,753.06	HUMAN SERVICE FUND		12 Transactions

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



POOL  
5/24/18 11:47AM  
21 SWCD 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
696	DEPT		SWCD		
5967	GLENCOE FLEET SUPPLY INC				
	21-696-000-0000-6425		5.27	REPAIR PARTS FOR KABOTA	34854
5967	GLENCOE FLEET SUPPLY INC		5.27	1 Transactions	REPAIR AND MAINTENANCE SUPPLIES
696	DEPT Total:		5.27	SWCD	1 Vendors
21	Fund Total:		5.27	SWCD FUND	1 Transactions

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



POOL  
5/24/18 11:47AM  
25 SPECIAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
252	DEPT			JAIL CANTEEN ACCOUNT		
	4002 SUNSET					
	25-252-000-0000-6450		47.00	SUNSET MAGAZINE	2834840585	Subscriptions
	4002 SUNSET		47.00	1 Transactions		
252	DEPT Total:		47.00	JAIL CANTEEN ACCOUNT	1 Vendors	1 Transactions
807	DEPT			DESIGNATED FOR CAPITAL ASSETS		
	137 HUTCHINSON LEADER					
	25-807-000-0000-6610		34.77	FAIR GROUND PAVILION	418338569	Capital - Over \$5,000 (Fixed Assets)
	137 HUTCHINSON LEADER		34.77	1 Transactions		
	3609 JUUL CONTRACTING COMPANY INC					
	25-807-000-0000-6610		6,569.00	FAIRGROUND PAVILION	18-405	Capital - Over \$5,000 (Fixed Assets)
	25-807-000-0000-6610		560.00	FAIRGROUND PAVILION	18-406	Capital - Over \$5,000 (Fixed Assets)
	3609 JUUL CONTRACTING COMPANY INC		7,129.00	2 Transactions		
807	DEPT Total:		7,163.77	DESIGNATED FOR CAPITAL ASSETS	2 Vendors	3 Transactions
25	Fund Total:		7,210.77	SPECIAL REVENUE FUND		4 Transactions

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



POOL  
5/24/18 11:47AM  
86 TRUST & AGENCY FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
956	DEPT			SALES TAX		
4870	BURNETT/JUDY 86-956-000-0000-6810		1.61	TAX REFUND	3412	Refunds And Reimbursements
4870	BURNETT/JUDY		1.61		1 Transactions	
4869	NOGA/CINDY 86-956-000-0000-6810		4.83	TAX REFUND	3080	Refunds And Reimbursements
4869	NOGA/CINDY		4.83		1 Transactions	
5614	PLATH/WESTON 86-956-000-0000-6810		5.90	TAX REFUND	3077	Refunds And Reimbursements
5614	PLATH/WESTON		5.90		1 Transactions	
956	DEPT Total:		12.34	SALES TAX	3 Vendors	3 Transactions
975	DEPT			DNR CLEARING ACCOUNT		
509	MINNESOTA DNR 86-975-000-0000-6850		1,320.00	DNR		Collections For Other Agencies
509	MINNESOTA DNR		1,320.00	05/15/2018 05/21/2018	1 Transactions	
975	DEPT Total:		1,320.00	DNR CLEARING ACCOUNT	1 Vendors	1 Transactions
976	DEPT			GAME & FISH CLEARING ACCOUNT		
509	MINNESOTA DNR 86-976-000-0000-6850		240.75	G & F		Collections For Other Agencies
509	MINNESOTA DNR		240.75	05/15/2018 05/21/2018	1 Transactions	
976	DEPT Total:		240.75	GAME & FISH CLEARING ACCOUNT	1 Vendors	1 Transactions
86	Fund Total:		1,573.09	TRUST & AGENCY FUND		5 Transactions
	Final Total:		150,263.58	89 Vendors	217 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	54,462.18	GENERAL REVENUE FUND	
	3	21,767.08	ROAD & BRIDGE FUND	
	5	62,492.13	SOLID WASTE FUND	
	11	2,753.06	HUMAN SERVICE FUND	
	21	5.27	SWCD FUND	
	25	7,210.77	SPECIAL REVENUE FUND	
	86	1,573.09	TRUST & AGENCY FUND	
	All Funds	150,263.58	Total	Approved by, .....
				.....
				.....



**MCLEOD COUNTY BOARD  
AGENDA REQUEST**

*Use the F11 key to move from field to field and type in the grey box.  
Use shift F11 to go backwards in the fields.*

Please provide the following coversheet to process each individual request for Board consideration and/or action:

Board meeting date:	<u>June 5, 2018</u>	Originating department:	<u>Auditor-Treasurer</u>
Consent or regular agenda:	<u>Consent</u>	Preferred agenda time:	<u>N/A</u>
Amount of time needed:	<u>N/A</u>	Funding source (if applicable):	<u>N/A</u>
Contact person for more info:	<u>Janet Betsinger</u>	Are funds in Dept. budget:	<u>N/A</u>
Representative (present at the meeting):	<u>Connie Kurtzweg</u>	Number of signed copies:	<u>N/A</u>

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**MOTION REQUESTED:**

Approve gambling permit for VFW Post 906 Hutchinson, 247 1<sup>st</sup> Ave SE in Hutchinson to conduct pull-tabs on August 11, 2018 at Gopher Campfie located at 24718 County Road 7, Hutchinson, Minnesota. The application is acknowledged with no waiting period.

---

**JUSTIFICATION FOR MOTION:**

To permit VFW Post 906 Hutchinson to conduct pull-tabs on August 11, 2018 at Gopher Campfire, Hutchinson, Minnesota according to Minnesota Statute 349.213.

---

- For purchases please include the company name, city and state
- Purchases of up to \$25,000 are considered a quotation and should have at least two quotations when possible.
- Contracts over \$25,000, must consider the state's cooperative purchasing venture before another source.
- Expenditures from \$25,000 - \$100,000 may be either sealed bids or direct negotiations with two quotations when possible.
- Expenditures in excess of \$100,000 require board approval to advertise for sealed bids and receipt of an affidavit of publication will be required.
- All requests for staff including contracting for staff must go to the Staffing Request Review Committee.
- E-mail resolutions to Administration to be printed on Commissioner letterhead.
- Please include as much detail as possible in the motion.

When providing background material for Commissioners Board Meeting packets please e-mail the County Administrator and Administrative Secretary the **electronic documents** by 12:00 PM Tuesday, one week prior to the Board Meeting date. Also remember that any and all documents requiring signatures should be provided at the same time.

**Note:** To satisfy the Minnesota Open Meeting Law requirement, Chapter 13D, copies of any background materials you distribute **during** the meeting to the board **must** also be given to the press; so please bring a total of 14 copies for distribution in the meeting. Providing background material one week in advance satisfies this requirement.

# LG230 Application to Conduct Off-Site Gambling

## No Fee

### ORGANIZATION INFORMATION

Organization Name: VFW POST 906 HUTCHINSON License Number: 00125

Address: 247 1ST AVE SE City: HUTCHINSON, MN Zip: 55350

Chief Executive Officer (CEO) Name: MARTY BARNES Daytime Phone: 320-587-5728

Gambling Manager Name: MICHAEL EVANS Daytime Phone: 320-587-7276

### GAMBLING ACTIVITY

Twelve off-site events are allowed each calendar year not to exceed a total of 36 days.

From 08/11/18 to 08/11/18

Check the type of games that will be conducted:

Raffle
  Pull-Tabs
  Bingo
  Tipboards
  Paddlewheel

### GAMBLING PREMISES

Name of location where gambling activity will be conducted: GOPHER CAMPFIRE CONSERVATION CLUB

Street address and City (or township): 24718 COUNTY ROAD 7 HUTCHINSON MN Zip: 55350 County: McLEOD

- Do not use a post office box.
- If no street address, write in road designations (example: 3 miles east of Hwy. 63 on County Road 42).

Does your organization own the gambling premises?

- Yes** If yes, a lease is not required.
- No** If no, the lease agreement below must be completed, and signed by the lessor.

### LEASE AGREEMENT FOR OFF-SITE ACTIVITY (a lease agreement is not required for raffles)

Rent to be paid for the leased area: \$ 0 (if none, write "0")

All obligations and agreements between the organization and the lessor are listed below or attached.

- Any attachments must be dated and signed by both the lessor and lessee.
- This lease and any attachments is the total and only agreement between the lessor and the organization conducting lawful gambling activities.
- Other terms, if any:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Lessor's Signature:  Date: 5/17/18

Print Lessor's Name: Craig Schmeling - Treasurer

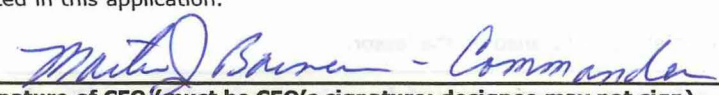
**Acknowledgment by Local Unit of Government: Approval by Resolution**

<b>CITY APPROVAL for a gambling premises located within city limits</b>	<b>COUNTY APPROVAL for a gambling premises located in a township</b>
City Name: _____ Date Approved by City Council: _____ Resolution Number: _____ (If none, attach meeting minutes.) Signature of City Personnel: _____ Title: _____ Date Signed: _____  <div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 20px auto;"> <p><b>Local unit of government must sign.</b></p> </div>	County Name: <u>McLEOD</u> Date Approved by County Board: _____ Resolution Number: _____ (If none, attach meeting minutes.) Signature of County Personnel: _____ Title: _____ Date Signed: _____  TOWNSHIP NAME: <u>HUTCHINSON</u>  <p><b>Complete below only if required by the county.</b>                      On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.)</p> Print Township Name: _____ Signature of Township Officer: _____ Title: _____ Date Signed: _____

**CHIEF EXECUTIVE OFFICER (CEO) ACKNOWLEDGMENT**

The person signing this application must be your organization's CEO and have their name on file with the Gambling Control Board. If the CEO has changed and the current CEO has not filed a LG200B Organization Officers Affidavit with the Gambling Control Board, he or she must do so at this time.

I have read this application, and all information is true, accurate, and complete and, if applicable, agree to the lease terms as stated in this application.

 - *Commander*  
Signature of CEO (must be CEO's signature; designee may not sign)

5-18-18  
Date

**Mail or fax to:**

Minnesota Gambling Control Board  
 Suite 300 South  
 1711 West County Road B  
 Roseville, MN 55113  
**Fax: 651-639-4032**

**No attachments required.**

Questions? Contact a Licensing Specialist at 651-539-1900.

This publication will be made available in alternative format (i.e. large print, braille) upon request.

**Data privacy notice:** The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application.

Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public.

If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public.

Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor; national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

**MCLEOD COUNTY BOARD  
AGENDA REQUEST**

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Use shift F11 to go backwards in the fields.*

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Amount of time needed:	<u>N/A</u>	Funding source (if applicable):	<u>N/A</u>
Contact person for more info:	<u>Janet Betsinger</u>	Are funds in Dept. budget:	<u>N/A</u>
Representative (present at the meeting):	_____	Number of signed copies:	<u>N/A</u>

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**MOTION REQUESTED:**

Approve gambling permit for Brownton Rod & Gun Club, Inc., 19151 108<sup>th</sup> Street, Brownton, MN to conduct a raffle on February 2, 2019. The application is acknowledged with no waiting period.

---

**JUSTIFICATION FOR MOTION:**

To permit Brownton Rod & Gun Club, Inc. to conduct a raffle on February 2, 2019 according to Minnesota Statute 349.213.

---

- For purchases please include the company name, city and state.
- Purchases of up to \$25,000 are considered a quotation and should have at least two quotations when possible.
- Contracts over \$25,000, must consider the state's cooperative purchasing venture before another source.
- Expenditures from \$25,000 - \$100,000 may be either sealed bids or direct negotiations with two quotations when possible.
- Expenditures in excess of \$100,000 require board approval to advertise for sealed bids and receipt of an affidavit of publication will be required.
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- E-mail resolutions to Administration to be printed on Commissioner letterhead.
- Please include as much detail as possible in the motion.

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MINNESOTA LAWFUL GAMBLING  
**LG220 Application for Exempt Permit**

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

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

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

**Application Fee (non-refundable)**

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

**ORGANIZATION INFORMATION**

Organization Name: Brownton Rod & Gun Club Previous Gambling Permit Number: \_\_\_\_\_

Minnesota Tax ID Number, if any: 7745648 Federal Employer ID Number (FEIN), if any: \_\_\_\_\_

Mailing Address: PO Box 418

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

Name of Chief Executive Officer (CEO): Kyle Peik

CEO Daytime Phone: 320-582-6782 CEO Email: kylepeik@yahoo.com  
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): \_\_\_\_\_

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

Fraternal  Religious  Veterans  Other Nonprofit Organization

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

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

**A current calendar year Certificate of Good Standing**  
Don't have a copy? Obtain this certificate from:  
MN Secretary of State, Business Services Division  
60 Empire Drive, Suite 100  
St. Paul, MN 55103  
Secretary of State website, phone numbers:  
[www.sos.state.mn.us](http://www.sos.state.mn.us)  
651-296-2803, or toll free 1-877-551-6767

**IRS income tax exemption (501(c)) letter in your organization's name**  
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

**IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**  
If your organization falls under a parent organization, attach copies of both of the following:  
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and  
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

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

Physical Address (do not use P.O. box): 19151 108TH ST Brownton MN 55312

Check one:

City: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Township: Collins Zip: 55312 County: McLeod

Date(s) of activity (for raffles, indicate the date of the drawing): Feb 02 2019

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

Bingo  Paddlewheels  Pull-Tabs  Tipboards  Raffle

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

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

**CITY APPROVAL  
for a gambling premises  
located within city limits**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

The application is denied.

Print City Name: \_\_\_\_\_

Signature of City Personnel: \_\_\_\_\_

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

**The city or county must sign before submitting application to the Gambling Control Board.**

**COUNTY APPROVAL  
for a gambling premises  
located in a township**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

The application is denied.

Print County Name: McLeod

Signature of County Personnel: \_\_\_\_\_

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

**TOWNSHIP (if required by the county)**  
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: COLLINS

Signature of Township Officer: Peter Meiers

Title: Supt Date: 4-12-18

**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

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

Chief Executive Officer's Signature: Kyle Peik Date: 3/20/18  
(Signature must be CEO's signature; designee may not sign)

Print Name: Kyle Peik

**REQUIREMENTS**

**Complete a separate application for:**

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

**Financial report to be completed within 30 days after the gambling activity is done:**  
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

**MAIL APPLICATION AND ATTACHMENTS**

**Mail application with:**

- \_\_\_\_\_ a copy of your proof of nonprofit status; and
- \_\_\_\_\_ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

**To:** Minnesota Gambling Control Board  
1711 West County Road B, Suite 300 South  
Roseville, MN 55113

**Questions?**  
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

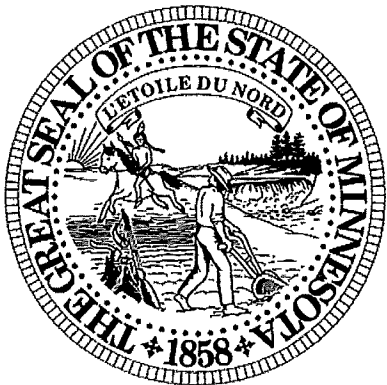
Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

**Office of the Minnesota Secretary of State  
Certificate of Good Standing**

I, Steve Simon, Secretary of State of Minnesota, do certify that: The business entity listed below was filed pursuant to the Minnesota Chapter listed below with the Office of the Secretary of State on the date listed below and that this business entity is registered to do business and is in good standing at the time this certificate is issued.

Name: Brownton Rod and Gun Club, Inc.  
Date Filed: 10/02/1953  
File Number: A-770  
Minnesota Statutes, Chapter: 317A  
Home Jurisdiction: Minnesota

This certificate has been issued on: 03/19/2018



*Steve Simon*

Steve Simon  
Secretary of State  
State of Minnesota

**MCLEOD COUNTY BOARD  
AGENDA REQUEST**

Board meeting date:	<u>6/5/2018</u>	Originating department:	<u>Planning &amp; Zoning</u>
Consent or regular agenda:	<u>Consent</u>	Preferred agenda time:	_____
Amount of time needed:	_____	Funding source (if applicable):	_____
Contact person for more info:	<u>Larry Gasow</u>	Are funds in Dept. budget:	_____
Representative (present at the meeting to discuss):	<u>Larry Gasow X-1218</u>		

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**MOTION REQUESTED:**

**Conditional Use Permit 18-07:** Ms. Kate Reich requests approval of a Conditional Use Permit for the purpose of a 2<sup>nd</sup> dwelling for family health care on property owned by her father, Daniel Baumetz. A modular home will be placed on the site in which Ms. Reich will be moving into the dwelling to provide the assisted care. This property is described as 3.69 Acres within the NW ¼ of NW ¼ of Section 21 in Hassan Valley Township.

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**JUSTIFICATION FOR MOTION:**

A signed medical statement was provided by Douglas L Wagoner, M.D., stating Daniel F Baumetz would benefit from having assistance at home with daily living needs and property care.

The Hassan Valley Town Board recommended approval at their May 8, 2018 regular meeting.

The McLeod County Planning Commission unanimously recommended approval at their May 23, 2018 regular meeting with the following conditions:

1. A Sub-Surface Sewage Treatment System shall be installed as it will be needed for the new dwelling or a new system for both dwellings to use.
2. After the health care is no longer needed, one of the dwellings from the site shall be removed within one year.
3. A review of this Conditional Use Permit shall be done every three (3) years to ensure assisted care is still needed.
4. A signed medical statement by the patient's medical doctor shall be provided every three (3) years.



**STAFF REPORT**

TO: McLeod County Planning Commission

Prepared By: Larry Gasow

Date: May 14, 2018

**CUP #18-07 Meeting Date: May 23, 2018**

.....

**GENERAL INFORMATION**

Applicant: Kate Reich  
15698 160th St.  
Hutchinson, MN 55350  
320-293-4356

Property Owner: Daniel Baumetz  
16837 160<sup>th</sup> St  
Hutchinson, MN 55350  
320-234-6419

PID 06.021.0700

Requested Action: Conditional Use Permit application for a second family dwelling for the purpose of Family Health Care. The placement of a modular home will be placed on site owned by the father, Mr. Baumetz. Ms. Reich, the daughter, will be moving onto the site to offer the care. A new SSTS will be needed in some capacity.

Purpose: A signed medical statement has been provided by Mr. Baumetz's physician. After the care is no longer needed, one of the structures will need to be removed.

Existing Zoning: Agricultural

Location: 3.69 acres within the NW ¼ of NW ¼ within Section 21 of Hassan Valley Township.

Size: Unknown at this time.

Existing Land Use: Residential building site.

Surrounding Land Use & Zoning: Agricultural.

Zoning History: N/A

Applicable Regulations: Section 7, Subdivision 3, Subpart 1 & 25.

### **SPECIAL INFORMATION**

Transportation: Township – 160<sup>th</sup> St.  
Physical Characteristics: Residential site surrounded by Agricultural.

### **ANALYSIS**

The Hassan Valley Town Board or the City of Hutchinson has made a recommendation at this time. A Medical Letter of need has been submitted by Glencoe Regional Health Care to our office. The second dwelling for family health care will be used by the daughter for the father. Once the care is no longer required, one of the dwellings will need to be removed from the site within one year. The new home will need a new SSTS or can be shared with the existing home if there is a SSTS Compliance Inspection done.

### **RECOMMENDATIONS**

Staff has no objections to the request as submitted. A SSTS will be needed for the new dwelling or a new system for both dwellings to use shall be installed. The condition of removing one of the dwellings from the site shall be done within a year after the care is no longer needed. A review of this CUP shall be done every three (3) years to confirm that the health care is still needed.



Glencoe Regional Health Services

Glencoe Regional Health Services  
1805 Hennepin Ave N  
Glencoe MN 55336  
320-864-3121

To Whom it May Concern,

Daniel F. Baumetz is a patient I see for primary care. I feel he would benefit from having assistance at home with his daily living needs and care of his property.

If there are any concerns regarding this letter, please contact 320-864-3121.

Sincerely,  
DOUGLAS L WAGONER, M.D.

A handwritten signature in cursive script that reads "Douglas L Wagoner MD".



# 06.021.0700 Map



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

*This information is to be used for reference purposes only.*





**MCLEOD COUNTY BOARD  
AGENDA REQUEST**

Board meeting date:	<u>June 5, 2018</u>	Originating department:	<u>Planning &amp; Zoning</u>
Consent or regular agenda:	<u>Consent</u>	Preferred agenda time:	_____
Amount of time needed:	_____	Funding source (if applicable):	_____
Contact person for more info:	<u>Marc Telecky</u>	Are funds in Dept. budget:	_____
Representative (present at the meeting to discuss):	<u>Marc Telecky, X4342</u>		

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**MOTION REQUESTED:**

Dale Schuft and Dan Van Overbeke are requesting approval a 6-Lot Preliminary Plat to be known as "Wood View Acres Fifth Subdivision". The applicants are re-platting lots 2, 3, & 4 of Wood View Acres which was the first subdivision of Wood View Acres. This plat request is for the purpose of splitting parcels 01.052.0020, 01.052.0030 and 01.052.0040 into two buildable lots each. This will create three additional buildable lots and to be located in Section 25 of Acoma Township.

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**JUSTIFICATION FOR MOTION:**

The Hutchinson Area Joint Planning Board unanimously recommended approval on May 16, 2018.

# HUTCHINSON AREA JOINT PLANNING STAFF REPORT

**To:** Joint Planning Board

**Prepared By:** Joint Planning Staff: Dan Jochum, Marc Telecky, Larry Gasow,  
and Andrea Schwartz

**Application:** Preliminary Plat JP-18PP01

**Date:** May 9, 2018 – **Meeting Date:** May 16, 2018

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## GENERAL INFORMATION

**Brief Description:** Dale Shuft and Dan Van Overbeke are requesting a 6-lot preliminary plat to be known as Wood View Acres 5<sup>th</sup> Addition. The applicants are re-platting lots 2, 3, & 4 of Wood View Acres which was the first subdivision of Wood View Acres.

**Applicant:** Dale & Shala Shuft  
19894 209<sup>th</sup> St.  
Hutchinson, MN 55350  
P.I.D# 01.052.0020/0030

Dan & Jeanne Van Overbeke  
19862 209<sup>th</sup> St.  
Hutchinson, MN 55350  
P.I.D# 01.052.0040

**Requested Action:** Preliminary Plat Review

**Lot Size:** **Lot 1 – 1.15 Acres**  
**Lot 2 – 1.15 Acres**  
**Lot 3 – 1.15 Acres**  
**Lot 4 – 1.76 Acres**  
**Lot 5 – 1.59 Acres**  
**Lot 6 – 1.12 Acres**

**Existing Zoning:** “R-1” Rural Residential, Shore land (Fernold Lake)

**Location:** **Lots 2, 3, 4 Wood View Acres**  
**NW ¼ NW ¼ Section 25 Acoma Twp (117N R30W)**

**Existing Land Use:** Platted Lots

**Adjacent Land Use  
And Zoning:** Agricultural, Rural Residential

**Zoning History:** Wood View Acres Final Plat was approved in 1984

**Shuft/VanOverbeke**

**Preliminary Plat**

**May 16, 2018**

**Page 2**

**Applicable Ordinance**

Hutchinson Area Joint Planning Ordinance Section 5 & 9  
McLeod County Subdivision Ordinance

**SPECIAL INFORMATION**

**Public Utilities:**

McLeod COOP Light & Power

**Public Services:**

Individual Sewage Treatment System & Private Well

**Transportation:**

209<sup>th</sup> St. & 210<sup>th</sup> St.

**Physical Characteristics:**

**Rural Residential Subdivision**

**Analysis:**

This preliminary plat request is for the purpose of splitting parcels 01.052.0020, 01.052.0030, and 01.052.0040 into two buildable lots each. This will create 3 additional buildable lots that would access 210th St. to the north. Ryan Freitag (SWCD) has reviewed the area for wetlands and determined that the low area in the middle of Lot 4 Block 1 is not a wetland. Ryan advised that this area is low and prone to ponding and thus does not recommend building in that particular area. These lots are in a shore land area because they are within 1000' of Fernold Lake to the north. Fernold Lake is classified as a natural environment lake thus requiring 2 acre lots per section 13 of the Hutchinson Area Joint Planning Ordinance. Variances would be required to vary from the required lot area per MN Rule 6120 and Hutchinson Area Joint Planning Ordinance if this preliminary plat is approved.

Soil borings have been submitted by Duane Radke and Tim Kinney (A&T Septic) and the soil logs indicate that standard systems can be placed on the proposed lots.

**Recommendations:** Staff has outlined concerns for discussion in the analysis.



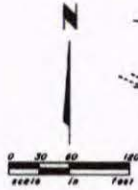
Shuft/VanOverbeke  
Preliminary Plat  
May 16, 2018  
Page 3



Cc: Dale Shuft, applicant  
Dan & Jeanne Van Overbeke



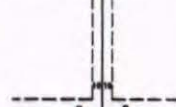
# WOOD VIEW ACRES FIFTH SUBDIVISION PRELIMINARY PLAT



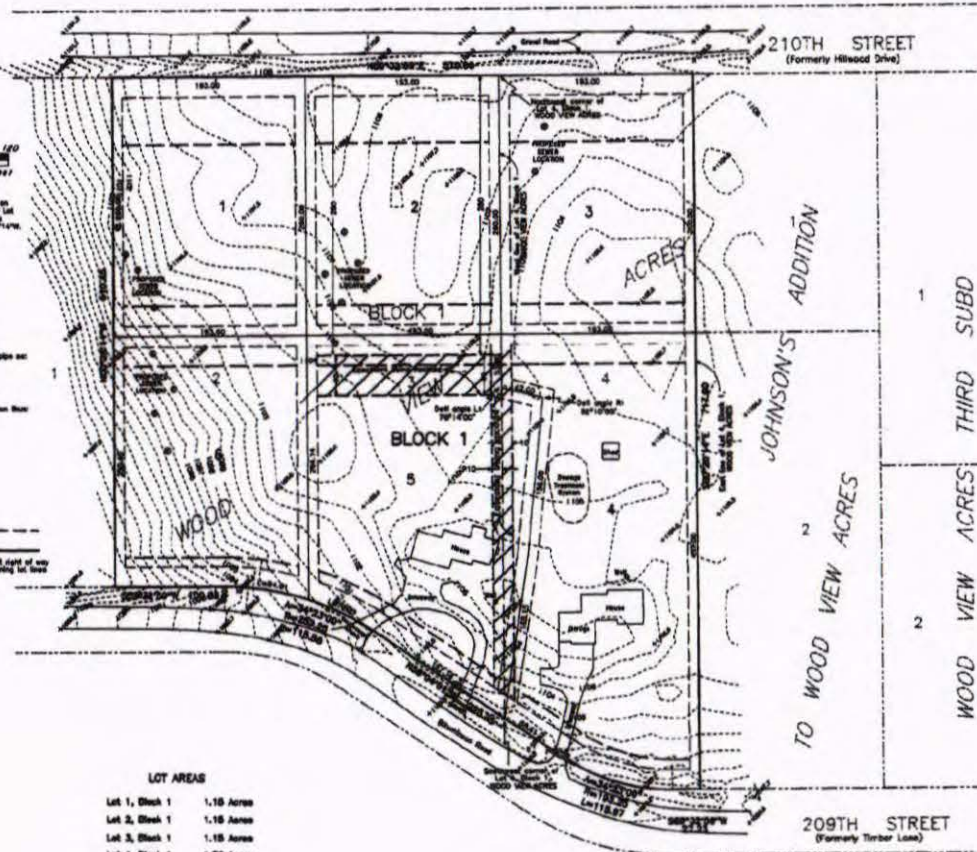
The orientation of the bearings shown on this plat are based on the east line of Lot 4, Block 1, WOOD VIEW ACRES which is assumed to have a bearing of N00°00'00"W.

- Denotes iron monument found
- Denotes 1/2 inch by 14 inch iron pin as marked by License No. 34328.

Drainage and utility easements are shown here



Below 20 feet in depth and adjoining street, part of any line not being 10 feet in width and adjoining lot, have same dimensions indicated on the plat.



**LOT AREAS**

Lot 1, Block 1	1.18 Acres
Lot 2, Block 1	1.18 Acres
Lot 3, Block 1	1.18 Acres
Lot 4, Block 1	1.78 Acres
Lot 5, Block 1	1.09 Acres
Lot 6, Block 1	1.12 Acres

DAN VANOVERBEKE TO DALE SCHULT

**DESCRIPTION**  
That part of Lot 4, Block 1, WOOD VIEW ACRES, according to the recorded plat thereof, McLeod County, Minnesota, described as follows:  
Commencing at the northwest corner of said Lot 4; thence southerly, along the west line of said Lot 4 a distance of 313.00 feet to the point of beginning of the line to be described; thence southeasterly, deflecting to the left 76 degrees 14 minutes 00 seconds 42.00 feet; thence southerly, deflecting to the right 82 degrees 10 minutes 00 seconds 156.00 feet; thence southerly, in a straight line to the southwest corner of said Lot 4; thence northerly, along the west line of said Lot 4 to the point of beginning.

**DESCRIPTIONS FOR EASEMENTS TO BE VACATED**  
Lot 3, Block 1, WOOD VIEW ACRES  
Vacate that part of the 40.00 foot wide drainage and utility easement in Lot 3, Block 1, WOOD VIEW ACRES, according to the recorded plat thereof, lying southerly of and adjoining a line described as follows:  
Commencing at the northwest corner of said Lot 3; thence southerly, along the west line of said Lot 3 a distance of 260.00 feet to the beginning of the line to be described; thence westerly, parallel with the north line of said Lot 3 to the east line of said Lot 3 and said line there terminating. The west line of said 40.00 foot wide easement being vacated being the east line of the West 10.00 feet of said Lot 3 and the east line of said 40.00 foot wide easement being vacated being the west line of the East 10.00 feet of said Lot 3.

Also, vacate part of the 10.00 foot wide drainage and utility easement lying westerly of and adjoining the east line of said Lot 3. The north line of said 10.00 foot wide easement being vacated being the south line of the North 270.00 feet of said Lot 3 and the southerly line of said 10.00 foot wide easement being vacated being the northerly line of the Southerly 20.00 feet of said Lot 3.

Lot 4, Block 1, WOOD VIEW ACRES  
Vacate part of the 10.00 foot wide drainage and utility easement lying westerly of and adjoining the west line of Lot 4, Block 1, WOOD VIEW ACRES, according to the recorded plat thereof. The north line of said 10.00 foot wide easement being vacated being the south line of the North 270.00 feet of said Lot 4 and the southerly line of said 10.00 foot wide easement being vacated being the northerly line of the Southerly 20.00 feet of said Lot 4.

**DESCRIPTION**  
Lot 2 and Lot 3, Block 1, WOOD VIEW ACRES, according to the recorded plat thereof, McLeod County, Minnesota, and that part of Lot 4, Block 1, of said WOOD VIEW ACRES, described as follows:  
Commencing at the northwest corner of said Lot 4; thence southerly, along the west line of said Lot 4 a distance of 313.00 feet to the point of beginning of the line to be described; thence southeasterly, deflecting to the left 76 degrees 14 minutes 00 seconds 42.00 feet; thence southerly, deflecting to the right 82 degrees 10 minutes 00 seconds 156.00 feet; thence southerly, in a straight line to the southwest corner of said Lot 4; thence northerly, along the west line of said Lot 4 to the point of beginning.

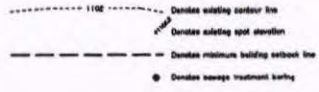
**OWNERS:** Dale and Shala Schult  
1894 209th Street  
Hutchinson, MN 55350

**DESCRIPTION**  
Lot 4, Block 1, WOOD VIEW ACRES, according to the recorded plat thereof, McLeod County, Minnesota, except that part of said Lot 4 described as follows:  
Commencing at the northwest corner of said Lot 4; thence southerly, along the west line of said Lot 4 a distance of 313.00 feet to the point of beginning of the line to be described; thence southeasterly, deflecting to the left 76 degrees 14 minutes 00 seconds 42.00 feet; thence southerly, deflecting to the right 82 degrees 10 minutes 00 seconds 156.00 feet; thence southerly, in a straight line to the southwest corner of said Lot 4; thence northerly, along the west line of said Lot 4 to the point of beginning.

**OWNERS:** Daniel and Jeanne VanOverbeke  
1882 209th Street  
Hutchinson, MN 55350

**HUTCHINSON JOINT PLANNING AREA SUBDIVISION STANDARDS**

MINIMUM LOT REQUIREMENTS	MINIMUM BUILDING SETBACKS
Minimum Lot Area - 1 Acre	Front - 100 feet from centerline of 210th Street
Minimum Lot Width - 150 feet	30 feet from right of way of 209th Street
Minimum Lot Width - 200 feet	Side - 10 feet
	Rear - 30 feet



Section 25, T117 N., R30 W.

I, Patrick Schmitt, being duly sworn, depose that this Survey, Plan or Report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.  
*Patrick B. Schmitt*  
Surveyor License No. 24329

**PRIEDRICH LAND SURVEYING, INC.**  
P.O. Box 35  
Hutchinson, Minnesota 55350  
Phone (507) 567-4786  
Fax (507) 567-3762  
JOB NO 16126 DR P-201 Pg 22

**MCLEOD COUNTY BOARD  
AGENDA REQUEST**

*Use the F11 key to move from field to field and type in the grey box.  
Use shift F11 to go backwards in the fields.*

Please provide the following coversheet to process each individual request for Board consideration and/or action:

Board meeting date:	<u>June 5, 2018</u>	Attorney review/I.T. support:	<u>N/A</u>
Consent or regular agenda:	<u>Consent</u>	Preferred agenda time:	_____
Amount of time needed:	_____	Funding source (if applicable):	<u>N/A</u>
Contact person for more info:	<u>Cindy Ford</u>	Are funds in Dept. budget:	<u>N/A</u>
Representative (present at the meeting):	_____	Number of signed copies:	<u>2</u>

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**MOTION REQUESTED:**

Consider approval of Resolution 18-CB-20 to authorize the submission of the Minnesota Snowmobile Trails Assistance Program Maintenance and Grooming Application for Fiscal Year 2018-2019.

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**JUSTIFICATION FOR MOTION** (please include details):

This is an annual renewal process for the Crow River Sno Pro's to make application to the State of Minnesota, Department of Natural Resources for the "Minnesota Snowmobile Trails Assistance Program Maintenance and Grooming Application" for fiscal year 2018 through 2019. McLeod County has been the fiscal officer for the Crow River Sno Pro's since 1995.

- 
- For purchases please include the amount, company name, city and state for purchase and competing bids.
  - Non-budgeted items over \$3,000.00 must be presented to the County Board.
  - Claims of \$3,000.01 to \$25,000 require Dept. Head or designee and Auditor-Treasurer initials or signatures.
  - Purchases over \$25,000.01 including operating expenditures, professional services, capital projects, capital assets and contractor claims must be presented to the Board.
  - Purchases over \$25,000.01 should have at least two quotations when possible and must consider the state's cooperative purchasing venture before another source.
  - Expenditures from \$25,000 - \$100,000 may be either sealed bids or direct negotiations with two quotations when possible.
  - Expenditures in excess of \$100,000 require Board approval to advertise for sealed bids and receipt of an affidavit of publication will be required.
  - E-mail resolutions to Administration to be printed on Commissioner letterhead.

When providing background material for Commissioners Board Meeting packets please e-mail the County Administrator and Administrative Assistant the **electronic documents** by 8:00 AM Thursday prior to the Board Meeting date. Also remember that any and all documents requiring signatures should be provided at the same time.

**Note:** To satisfy the Minnesota Open Meeting Law requirement, Chapter 13D, copies of any background materials you distribute **during** the meeting to the board **must** also be given to the press; so please bring a

total of 14 copies for distribution in the meeting. Providing background material by the deadline date above fulfills this requirement.



# McLeod County Board of Commissioners

830 11th Street East, Suite 110, Glencoe, Minnesota 55336 – (320) 864-5551 Fax (320) 864-1809

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

**COMMISSIONER DOUG KRUEGER**  
2nd District  
Phone (320) 864-5944  
9525 County Road 2  
Glencoe, MN 55336  
[Doug.Krueger@co.mcleod.mn.us](mailto:Doug.Krueger@co.mcleod.mn.us)

**COMMISSIONER PAUL WRIGHT**  
3rd District  
Phone (320) 587-7332  
15215 County Road 7  
Hutchinson, MN 55350  
[Paul.Wright@co.mcleod.mn.us](mailto:Paul.Wright@co.mcleod.mn.us)

**COMMISSIONER RICH POHLMEIER**  
4th District  
Phone (320) 587-6084  
207 1st Ave S  
Brownton, MN 55312  
[Rich.Pohlmeier@co.mcleod.mn.us](mailto:Rich.Pohlmeier@co.mcleod.mn.us)

**COMMISSIONER JOE NAGEL**  
5th District  
Phone (320) 587-8693  
20849 196th Road  
Hutchinson, MN 55350  
[Joseph.Nagel@co.mcleod.mn.us](mailto:Joseph.Nagel@co.mcleod.mn.us)

**COUNTY ADMINISTRATOR  
CINDY FORD**  
Phone (320) 864-1324  
830 11th Street East, Suite 110  
Glencoe, MN 55336  
[Cindy.Schultz@co.mcleod.mn.us](mailto:Cindy.Schultz@co.mcleod.mn.us)

## RESOLUTION 18-CB-20 AUTHORIZING SPONSORSHIP OF TRAILS OPERATED BY CROW RIVER SNO PRO'S

**WHEREAS**, McLeod County acts as the legal sponsor for an application for funding to the State of Minnesota, Department of Natural Resources for Crow River Snowmobile Trails managed by Crow River Sno Pro's, and

**WHEREAS**, upon approval of the "Minnesota Snowmobile Trails Assistance Program Maintenance and Grooming Application" by the State of Minnesota, Department of Natural Resources. McLeod County will enter into an agreement with the state for the maintenance and grooming of the Crow River Snowmobile Trails in McLeod County and that it will comply with all applicable laws and regulations as stated in the agreement.

**BE IT RESOLVED**, the McLeod County Board of Commissioners authorizes the Crow River Sno Pro's to make application to the State of Minnesota, Department of Natural Resources for the "Minnesota Snowmobile Trails Assistance Program Maintenance and Grooming Application" for trail maintenance and grooming for Fiscal Year 2018-2019, and

**BE IT FURTHER RESOLVED**, that Cindy Ford, McLeod County Administrator is authorized to sign such an agreement with the Department of Natural Resources, and serve as the fiscal agent for the above referenced program.

	Yes	No	Abstain	Absent
Krueger				
Nagel				
Pohlmeier				
Shimanski				
Wright				

**STATE OF MINNESOTA  
OFFICE OF COUNTY ADMINISTRATION  
COUNTY OF MCLEOD**

I, Cindy Ford, Administrator of the County of McLeod do hereby certify that the foregoing resolution is a true and correct copy of a resolution presented to and adopted by the County of McLeod at a duly authorized meeting thereof held on the 5<sup>th</sup> day of June 2018.

**ATTEST:**

\_\_\_\_\_  
Cindy Ford, County Administrator

**Working together, providing quality service, being fiscally responsible and  
maintaining integrity through common sense decision making**

MCLEOD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

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



POOL  
5/30/18 2:31PM

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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

Explode Dist. Formulas Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

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



POOL  
5/30/18 2:31PM  
1 GENERAL REVENUE FUND

Audit List for Board COMMISSIONER'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
201 DEPT		COUNTY SHERIFF'S OFFICE		
4815 FORD OF HIBBING				
2 01-201-000-0000-6610		28,114.45	SQUAD 18-174	991318/22487 CAPITAL - OVER \$5,000 (FIXED ASSETS)
1 01-201-000-0000-6610		31,676.45	SQUAD 18-172	9991319/22416 CAPITAL - OVER \$5,000 (FIXED ASSETS)
4815 FORD OF HIBBING		59,790.90	2 Transactions	
201 DEPT Total:		59,790.90	COUNTY SHERIFF'S OFFICE	1 Vendors 2 Transactions
1 Fund Total:		59,790.90	GENERAL REVENUE FUND	2 Transactions

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



POOL  
5/30/18 2:31PM  
3 ROAD & BRIDGE FUND

Audit List for Board COMMISSIONER'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
310	DEPT		HIGHWAY MAINTENANCE		
	2715 COMPASS MINERALS AMERICA INC				
4	03-310-000-0000-6505		11,167.53 WINTER SALT 4219 HATS 173.14T	260816	WINTER SALT
5	03-310-000-0000-6505		12,832.28 WINTER SALT 4219 HATS 198.95T	261118	WINTER SALT
3	03-310-000-0000-6505		4,796.22 WINTER SALT 4219 HATS 74.36T	261610	WINTER SALT
	2715 COMPASS MINERALS AMERICA INC		28,796.03		3 Transactions
310	DEPT Total:		28,796.03	HIGHWAY MAINTENANCE	1 Vendors 3 Transactions
3	Fund Total:		28,796.03	ROAD & BRIDGE FUND	3 Transactions
	Final Total:		88,586.93	2 Vendors	5 Transactions

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	59,790.90	GENERAL REVENUE FUND	
	3	28,796.03	ROAD & BRIDGE FUND	
	All Funds	88,586.93	Total	Approved by, .....
				.....
				.....



**MCLEOD COUNTY BOARD  
AGENDA REQUEST**

Board meeting date:	<u>6/5/2018</u>	Originating department:	<u>Planning &amp; Zoning</u>
Consent or regular agenda:	<u>Regular</u>	Preferred agenda time:	_____
Amount of time needed:	<u>5 minutes</u>	Funding source (if applicable):	_____
Contact person for more info:	<u>Larry Gasow</u>	Are funds in Dept. budget:	_____
Representative (present at the meeting to discuss):	<u>Larry Gasow X-1218</u>		

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**MOTION REQUESTED:**

**Zoning Ordinance Amendment 18-01:** Larry Gasow, Zoning Administrator, requests approval of an Amendment to the McLeod County Zoning Ordinance, Section 7: "A" Agricultural District, Subdivision 3: Conditional Uses, Subpart 1: Accessory mobile home for family members or friends of family needing special care.

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**JUSTIFICATION FOR MOTION:**

The McLeod County Planning Commission unanimously recommended approval at their May 23, 2018 regular meeting to include the word "friends" in needing special care.

## SECTION 7 AGRICULTURAL DISTRICT

### Subdivision 3: Conditional Uses

Land in the Agricultural District may be used for any of the following purposes only with the issuance of a Conditional Use Permit. Refer to Section 17 for a description of the requirements for each of these Conditional Uses.

1. Accessory mobile home for family members needing special care  
*^ or friends of family*
2. Second farm dwelling unable to meet standards in Subdivision 2 above
3. Airplane landing strip
4. Any extraction, processing, washing, screening and bituminous plant operation or storage of sand, gravel, stone or other minerals subject to the provisions set forth in Section 17 of this Ordinance.
5. Bed-and-Breakfast Inn, Retreat Center
6. Commercial outdoor activities, recreation areas and accessory buildings, including organized group camps, golf courses and clubs, gun clubs, cart tracks, 4 x 4 rallies and other motorized rallies.
7. Construction and demolition landfills
8. Any educational facility which may include a residence for school employees located on the same property as the school or church, and including activities requiring rural isolation, recreational, religious or other activities.
9. Farm-related businesses
10. Confined feedlots as regulated by Section 19 of this ordinance and the McLeod County Feedlot Ordinance.
11. Home occupations in accessory buildings exceeding 2,400 square feet and/or employing more than five (5) non-residents so regulated by Section 16, Subdivision 12.
12. Churches, cemeteries, memorial gardens.
13. Essential service lines, essential service structures.
14. Extraction of minerals.
15. Facilities for the temporary holding or sale of livestock
16. Junkyards, salvage yards
17. Municipal wastewater treatment facilities
18. Publicly-owned parks or open space areas, wildlife areas, game refuges or forest preserves.
19. Sanitary landfills for municipal solid waste.

**MCLEOD COUNTY BOARD  
AGENDA REQUEST**

Please provide the following coversheet to process each individual request for Board consideration and/or action:

Board meeting date: 6/5/18	Originating department: Public Works
Consent or regular agenda: regular	Preferred agenda time: open
Amount of time needed: 5	Funding source (if applicable): na
Contact person for more info: John	Are funds in Dept. budget:
Representative (present at the meeting): John	Number of signed copies: 1

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**MOTION REQUESTED:**

Consider Resolution XXX authorizing the McLeod County Board to enter into agreement with the State of Minnesota Department of Transportation for the comprehensive Glencoe Transportation Study that was previously approved.

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**JUSTIFICATION FOR MOTION:**

These are standard resolutions MnDOT requires from local agencies when they enter into joint agreements.



# McLeod County Board of Commissioners

830 11th Street East, Suite 110, Glencoe, Minnesota 55336 – (320) 864-5551 Fax (320) 864-1809

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

**COMMISSIONER DOUG KRUEGER**  
2nd District  
Phone (320) 864-5944  
9525 County Road 2  
Glencoe, MN 55336  
[Doug.Krueger@co.mcleod.mn.us](mailto:Doug.Krueger@co.mcleod.mn.us)

**COMMISSIONER PAUL WRIGHT**  
3rd District  
Phone (320) 587-7332  
15215 County Road 7  
Hutchinson, MN 55350  
[Paul.Wright@co.mcleod.mn.us](mailto:Paul.Wright@co.mcleod.mn.us)

**COMMISSIONER RICH POHLMEIER**  
4th District  
Phone (320) 587-6084  
207 1st Ave S  
Brownnton, MN 55312  
[Rich.Pohlmeier@co.mcleod.mn.us](mailto:Rich.Pohlmeier@co.mcleod.mn.us)

**COMMISSIONER JOE NAGEL**  
5th District  
Phone (320) 587-8693  
20849 196th Road  
Hutchinson, MN 55350  
[Joseph.Nagel@co.mcleod.mn.us](mailto:Joseph.Nagel@co.mcleod.mn.us)

**COUNTY ADMINISTRATOR  
CINDY FORD**  
Phone (320) 864-1324  
830 11th Street East, Suite 110  
Glencoe, MN 55336  
[Cindy.Schultz@co.mcleod.mn.us](mailto:Cindy.Schultz@co.mcleod.mn.us)

## RESOLUTION 18-RB-03 Authorization to execute MnDOT Agreement For Comprehensive Glencoe Transportation Study

**WHEREAS**, that the McLeod County Board enter into agreement with the State of Minnesota Department of Transportation for the following purposes, to wit:

To engage the services of a professional consultant to complete a comprehensive transportation study for Glencoe, MN which will provide a coordinated transportation plan and common vision for transportation in Glencoe for MnDOT, McLeod County, and the City of Glencoe.

**BE IT RESOLVED**, the Chairman will hereby authorize and direct for and on behalf of the County of McLeod to execute such agreements and amendments.

	Yes	No	Abstain	Absent
Krueger				
Nagel				
Pohlmeier				
Shimanski				
Wright				

Adopted this 5<sup>th</sup> day of June, 2018

\_\_\_\_\_  
McLeod County Board Chair

**STATE OF MINNESOTA  
OFFICE OF COUNTY ADMINISTRATION  
COUNTY OF MCLEOD**

I, Cindy Ford, Administrator of the County of McLeod do hereby certify that the foregoing resolution is a true and correct copy of a resolution presented to and adopted by the County of McLeod at a duly authorized meeting thereof held on the 5<sup>th</sup> day of June 2018.

**ATTEST:**

\_\_\_\_\_  
Cindy Ford, County Administrator

**MCLEOD COUNTY BOARD  
AGENDA REQUEST**

Please provide the following coversheet to process each individual request for Board consideration and/or action:

Board meeting date: 6/5/18	Originating department:	Public Works
Consent or regular agenda: regular	Preferred agenda time:	open
Amount of time needed: 5	Funding source (if applicable):	Fairgrounds special Projects?
Contact person for more info: John	Are funds in Dept. budget:	
Representative (present at the meeting): John	Number of signed copies:	0

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**MOTION REQUESTED:**

Consider additional construction administration services from Widseth Smith Nolting (Alexandria, MN) for the new pavilion at Fairgrounds. Cost based on hourly rates, not to exceed \$10,000.

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**JUSTIFICATION FOR MOTION:**

The construction administration was going to be covered in the initial design contract but design costs exceeded estimates, primarily due to additional time spent by Architect researching various options (doors, lighting, etc.).

## John Brunkhorst

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**From:** Greg Bohl <Greg.Bohl@wsn.us.com>  
**Sent:** Thursday, May 17, 2018 11:06 AM  
**To:** John Brunkhorst  
**Cc:** Kent Rohr  
**Subject:** McLeod County Pavilion

Hi John,

We are revising our invoices and we will have those to you shortly. Below is a breakdown of our estimated costs for Construction admin. Services

1. Shop drawing review	Arch III Engineer IV	16 hours at \$145.00 / hr 8 hours at \$155.00 / hr.	= \$2,320.00 <u>= \$1,240.00</u> <b>\$3,560.00</b>
2. RFP's, RFI's	Arch III Engineer IV	8 hours at \$145.00 / hr 4 hours at \$155.00 / hr.	= \$1,160.00 <u>= \$620.00</u> <b>\$1,780.00</b>
3. Site visits	Precon Construction Substantial completion/punchlist		= \$1,000.00 = \$1,000.00 <u>= \$1,000.00</u> <b>\$3,000.00</b>
<b>Total</b>			<b>\$8,340.00</b>

Please let me know if you have any questions.

Thank you,

Greg

**Greg Bohl, AIA, LEED AP**

Architect

320-335-5009

Greg.Bohl@wsn.us.com

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610 Fillmore Street | Alexandria, MN 56308-1028

**WidethSmithNolting.com**

Engineering | Architecture | Surveying | Environmental





CONFIRMATION OF REQUEST FOR ARCHITECTURAL AND ENGINEERING SERVICES

Alexandria 610 Fillmore Street PO Box 1028 Alexandria, MN 56308-1028

320.762.8149 320.762.0263 Alexandria@wsn.us.com

CLIENT: McLeod County Public Works

LOCATION: Hutchinson, Minnesota wsn.us.com

SERVICE REQUESTED BY: John Brunkhorst, PE

DATE: May 25, 2018

PROJECT: McLeod County Pavilion

DESCRIPTION OF WORK INVOLVED: Provide construction administration services including responding to contractor's questions and RFI's, providing RFP's for new/revised work and attending Precon meeting, observation site meeting, and substantial completion site meeting for the new McLeod County Pavilion at the McLeod County fairgrounds.

ESTIMATED ENGINEERING COSTS:

WSN LABOR & EXPENSES

Construction Admin Services

10,000.00

TIME SCHEDULE FOR SERVICES: As required based on construction schedule.

BILLING METHOD:

- (X) Hourly
() Percentage
() Lump Sum
() Other

BILLING SCHEDULE:

- (X) Monthly
() Phased
() Upon Completion

REMARKS: Billing to be on an hourly plus expenses basis per attached Fee Schedule and General Provisions. WSN will not exceed stated cost without additional authorization from client.

WIDSETH SMITH NOLTING agrees to perform the described work as set forth above. The CLIENT agrees to make payment for work performed within thirty (30) days after receipt of billing.

SUBMITTED:

WIDSETH SMITH NOLTING

BY: [Signature] Ken A. Rohr, Vice President

APPROVED:

BY: \_\_\_\_\_

DATE: \_\_\_\_\_



## 2018 FEE SCHEDULE

CLASSIFICATION	HOURLY RATE
<b><u>Engineer/Architect/Surveyor/Scientist/Wetland Specialist/Geographer</u></b>	
Level I	\$100.00
Level II	\$120.00
Level III	\$145.00
Level IV	\$155.00
Level V	\$175.00
<b><u>Technician</u></b>	
Level I	\$ 65.00
Level II	\$ 85.00
Level III	\$100.00
Level IV	\$115.00
Level V	\$127.00
Computer Systems Specialist	\$125.00
Senior Funding Specialist	\$115.00
Marketing Specialist	\$100.00
Funding Specialist	\$ 85.00
Administrative Assistant	\$ 60.00

OTHER EXPENSES	RATE
Mileage (Federal Standard Rate) <i>subject to IRS Guidelines</i>	Cost
Meals/Lodging	Cost
Stakes & Expendable Materials	Cost
Waste Water Sampler	\$40.00/Day
ISCO Flow Recorder	\$60.00/Day
Photoionization Detection Meter	\$80.00/Day
Explosimeter	\$50.00/Day
Product Recovery Equipment	\$35.00/Day
Survey-Grade GPS (Global Positioning System)	\$75.00/Hour
Mapping GPS (Global Positioning System)	\$150.00/Day
Soil Drilling Rig	\$35.00/Hour
Groundwater Sampling Equipment	\$75.00/Day
Subcontractors	Cost Plus 10%

Reproduction Costs	RATE
Black & White Copies: 8 1/2 x 11	\$0.10
Black & White Copies: 11 x 17	\$0.50
Black & White Copies: 24 x 36	\$3.00
Color Copies: 8 1/2 x 11	\$2.00
Color Copies: 11 x 17	\$4.00
Color Copies: 24 x 36	\$12.00
Color Plots: 42 x 48	\$22.00

These rates are effective for only the year indicated and are subject to yearly adjustments which reflect equitable changes in the various components.



# General Provisions of Professional Services Agreement

These General Provisions are intended to be used in conjunction with a letter-type Agreement or a Request for Services between Widseth Smith Nolling, a Minnesota Corporation, hereinafter referred to as WSN, and a CLIENT, wherein the CLIENT engages WSN to provide certain Architectural, and/or Engineering services on a Project.

As used herein, the term "this Agreement" refers to (1) the WSN Proposal Letter which becomes the Letter Agreement upon its acceptance by the Client, (2) these General Provisions and (3) any attached Exhibits, as if they were part of one and the same document. With respect to the order of precedence, any attached Exhibits shall govern over these General Provisions, and the Letter Agreement shall govern over any attached Exhibits and these General Provisions. These documents supersede all prior communications and constitute the entire Agreement between the parties. Amendments to this Agreement must be in writing and signed by both CLIENT and WSN.

## ARTICLE 1. PERIOD OF SERVICE

The term of this Agreement for the performance of services hereunder shall be as set forth in the Letter Agreement. In this regard, any lump sum or estimated maximum payment amounts set forth in the Letter Agreement have been established in anticipation of an orderly and continuous progress of the Project in accordance with the schedule set forth in the Letter Agreement or any Exhibits attached thereto. WSN shall be entitled to an equitable adjustment to its fee should there be an interruption of services, or amendment to the schedule.

## ARTICLE 2. SCOPE OF SERVICES

The scope of services covered by this Agreement shall be as set forth in the Letter Agreement or a Request for Services. Such scope of services shall be adequately described in order that both the CLIENT and WSN have an understanding of the expected work to be performed.

If WSN is of the opinion that any work they have been directed to perform is beyond the Scope of this Agreement, or that the level of effort required significantly exceeds that estimated due to changed conditions and thereby constitutes extra work, they shall notify the CLIENT of that fact. Extra work, additional compensation for same, and extension of time for completion shall be covered by a revision to the Letter Agreement or Request for Services and entered into by both parties.

## ARTICLE 3. COMPENSATION TO WSN

A. Compensation to WSN for services described in this Agreement shall be on a Lump Sum basis, Percentage of Construction, and/or Hourly Rate basis as designated in the Letter Agreement and as hereinafter described.

1. A Lump Sum method of payment for WSN's services shall apply to all or parts of a work scope where WSN's tasks can be readily defined and/or where the level of effort required to accomplish such tasks can be estimated with a reasonable degree of accuracy. The CLIENT shall make monthly payments to WSN within 30 days of date of invoice based on an estimated percentage of completion of WSN's services.
2. A Percentage of Construction or an Hourly Rate method of payment of WSN's services shall apply to all or parts of a work scope where WSN's tasks cannot be readily defined and/or where the level of effort required to accomplish such tasks cannot be estimated with any reasonable degree of accuracy. Under an Hourly Rate method of payment, WSN shall be paid for the actual hours worked on the Project by WSN technical personnel times an hourly billing rate established for each employee. Hourly billing rates shall include compensation for all salary costs, payroll burden, general, and administrative overhead and professional fee. In a Percentage of Construction method of payment, final compensation will be based on actual bids if the project is bid and WSN's estimate to the CLIENT if the project is not bid. A rate schedule shall be furnished by WSN to CLIENT upon which to base periodic payments to WSN.
3. In addition to the foregoing, WSN shall be reimbursed for items and services as set forth in the Letter Agreement or Fee Schedule and the following Direct Expenses when incurred in the performance of the work:
  - (a) Travel and subsistence.
  - (b) Specialized computer services or programs.
  - (c) Outside professional and technical services with cost defined as the amount billed WSN.
  - (d) Identifiable reproduction and reprographic costs.
  - (e) Other expenses for items such as permit application fees, license fees, or other additional items and services whether or not specifically identified in the Letter Agreement or Fee Schedule.
4. The CLIENT shall make monthly payments to WSN within 30 days of date of invoice based on computations made in accordance with the above charges for services provided and expenses incurred to date, accompanied by supporting evidence as available.

B. The CLIENT will pay the balance stated on the invoice unless CLIENT notifies WSN in writing of the particular item that is alleged to be incorrect within 15 days from the date of invoice, in which case, only the disputed item will remain undue until resolved by the parties. All accounts unpaid after 30 days from the date of original invoice shall be subject to a service charge of 1 % per month, or the maximum amount authorized by law, whichever is less. WSN shall be entitled to recover all reasonable costs and disbursements, including reasonable attorneys fees, incurred in connection with collecting amount owed by CLIENT. In addition, WSN may, after giving seven days written notice to the CLIENT, suspend services and withhold deliverables under this Agreement until WSN has been paid in full for all amounts then due for services, expenses and charges. CLIENT agrees that WSN shall not be responsible for any claim for delay or other consequential damages arising from suspension of services hereunder. Upon payment in full by Client and WSN's resumption of services, the time for performance of WSN's services shall be equitably adjusted to account for the period of suspension and other reasonable time necessary to resume performance.



## ARTICLE 4. ABANDONMENT, CHANGE OF PLAN AND TERMINATION

Either Party has the right to terminate this Agreement upon seven days written notice. In addition, the CLIENT may at any time, reduce the scope of this Agreement. Such reduction in scope shall be set forth in a written notice from the CLIENT to WSN. In the event of unresolved dispute over change in scope or changed conditions, this Agreement may also be terminated upon seven days written notice as provided above.

In the event of termination, and upon payment in full for all work performed and expenses incurred to the date of termination, documents that are identified as deliverables under the Letter Agreement whether finished or unfinished shall be made available by WSN to the CLIENT pursuant to Article 5, and there shall be no further payment obligation of the CLIENT to WSN under this Agreement except for payment of an amount for WSN's anticipated profit on the value of the services not performed by WSN and computed in accordance with the provisions of Article 3 and the Letter Agreement.

In the event of a reduction in scope of the Project work, WSN shall be paid for the work performed and expenses incurred on the Project work thus reduced and for any completed and abandoned work, for which payment has not been made, computed in accordance with the provisions of Article 3 and the Letter Agreement.

## ARTICLE 5. DISPOSITION OF PLANS, REPORTS AND OTHER DATA

All reports, plans, specifications, field data and notes and other documents, including all documents on electronic media, prepared by WSN or its consultants are Instruments of Service and shall remain the property of WSN or its consultants, respectively. WSN and its subconsultants retain all common law, statutory and other reserved rights, including, without limitation, copyright. WSN and its subconsultants maintain the right to determine if production will be made, and allowable format for production, of any electronic media or data to CLIENT or any third-party. Upon payment in full of monies due pursuant to the Agreement, WSN shall make hard copies available to the CLIENT, of all documents that are identified as deliverables under the Letter Agreement. If the documents have not been finished (including, but not limited to, completion of final quality control), then WSN shall have no liability for any claims expenses or damages that may arise out of items that could have been corrected during completion/quality control. Any Instruments of Service provided are not intended or represented to be suitable for reuse by the CLIENT or others on extensions of the Project or any other project. Any modification or reuse without written verification or adaptation by WSN for the specific purpose intended will be at CLIENT's sole risk and without liability or legal exposure to WSN. CLIENT shall indemnify, defend and hold harmless WSN from any and all suits or claims of third parties arising out of use of unfinished documents, or modification or reuse of finished documents, which is not specifically verified, adapted, or authorized in writing by WSN. This indemnity shall survive the termination of this Agreement.

Should WSN choose to deliver to CLIENT documents in electronic form, CLIENT acknowledges that differences may exist between any electronic files delivered and the printed hard-copy. Copies of documents that may be relied upon by CLIENT are limited to the printed hard-copies that are signed and/or sealed by WSN. Files in electronic form are only for convenience of CLIENT. Any conclusion or information obtained or derived from such electronic documents will be at user's sole risk. CLIENT acknowledges that the useful life of some forms of electronic media may be limited because of deterioration of the media or obsolescence of the computer hardware and/or software systems. Therefore, WSN makes no representation that such media will be fully usable beyond 30 days from date of delivery to CLIENT.

## ARTICLE 6. CLIENT'S ACCEPTANCE BY PURCHASE ORDER OR OTHER MEANS

In lieu of or in addition to signing the acceptance blank on the Letter Agreement, the CLIENT may accept this Agreement by permitting WSN to commence work on the project or by issuing a purchase order signed by a duly authorized representative. Such purchase order shall incorporate by reference the terms and conditions of this Agreement. In the event of a conflict between the terms and conditions of this Agreement and those contained in the CLIENT's purchase order, the terms and conditions of this Agreement shall govern. Notwithstanding any purchase order provisions to the contrary, no warranties, express or implied, are made by WSN.

## ARTICLE 7. CLIENT'S RESPONSIBILITIES

A. To permit WSN to perform the services required hereunder, the CLIENT shall supply, in proper time and sequence, the following at no expense to WSN:

1. Provide all program, budget, or other necessary information regarding its requirements as necessary for orderly progress of the work.
  2. Designate in writing, a person to act as CLIENT's representative with respect to the services to be rendered under this Agreement. Such person shall have authority to transmit instructions, receive instructions, receive information, interpret and define CLIENT's policies with respect to WSN's services.
  3. Furnish, as required for performance of WSN's services (except to the extent provided otherwise in the Letter Agreement or any Exhibits attached hereto), data prepared by or services of others, including without limitation, core borings, probes and subsurface explorations, hydrographic and geohydrologic surveys, laboratory tests and inspections of samples, materials and equipment; appropriate professional interpretations of all of the foregoing; environmental assessment and impact statements; property, boundary easement, right-of-way, topographic and utility surveys; property descriptions; zoning, deed and other land use restriction; and other special data not covered in the Letter Agreement or any Exhibits attached hereto.
  4. Provide access to, and make all provisions for WSN to enter upon publicly or privately owned property as required to perform the work.
  5. Act as liaison with other agencies or involved parties to carry out necessary coordination and negotiations; furnish approvals and permits from all governmental authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary for completion of the Project.
  6. Examine all reports, sketches, drawings, specifications and other documents prepared and presented by WSN, obtain advice of an attorney, insurance counselor or others as CLIENT deems necessary for such examination and render in writing, decisions pertaining thereto within a reasonable time so as not to delay the services of WSN.
  7. Give prompt written notice to WSN whenever CLIENT observes or otherwise becomes aware of any development that affects the scope of timing of WSN's services or any defect in the work of Construction Contractor(s), Consultants or WSN.
  8. Initiate action, where appropriate, to identify and investigate the nature and extent of asbestos and/or pollution in the Project and to abate and/or remove the same as may be required by federal, state or local statute, ordinance, code, rule, or regulation now existing or hereinafter enacted or amended. For purposes of this Agreement, "pollution" and "pollutant" shall mean any solid, liquid, gaseous or thermal irritant or contaminant, including smoke, vapor, soot, alkalis, chemicals and hazardous or toxic waste. Hazardous or toxic waste means any substance, waste pollutant or contaminant now or hereafter included within such terms under any federal, state or local statute, ordinance, code, rule or regulation now existing or hereinafter enacted or amended. Waste further includes materials to be recycled, reconditioned or reclaimed.
- If WSN encounters, or reasonably suspects that it has encountered, asbestos or pollution in the Project, WSN shall cease activity on the Project and promptly notify the CLIENT, who shall proceed as set forth above. Unless otherwise specifically provided in the Letter Agreement, the services to be provided by WSN do not include identification of asbestos or pollution, and WSN has no duty to identify or attempt to identify the same within the area of the Project.
- With respect to the foregoing, CLIENT acknowledges and agrees that WSN is not a user, handler, generator, operator, treator, storer, transporter or disposer of asbestos or pollution which may be encountered by WSN on the Project. It is further understood and agreed that services WSN will undertake for CLIENT may be uninsurable obligations involving the presence or potential presence of asbestos or pollution. Therefore, CLIENT agrees, except (1) such liability as may arise out of WSN's sole negligence in the performance of services under this Agreement or (2) to the extent of insurance coverage available for the claim, to hold harmless, indemnify and defend WSN and WSN's officers, subcontractor(s), employees and agents from and against any and all claims, lawsuits, damages, liability and costs, including, but not limited to, costs of defense, arising out of or in any way connected with the presence, discharge, release, or escape of asbestos or pollution. This indemnification is intended to apply only to existing conditions and not to conditions caused or created by WSN. This indemnification shall survive the termination of this Agreement.
9. Provide such accounting, independent cost estimating and insurance counseling services as may be required for the Project, such legal services as CLIENT may require or WSN may reasonably request with regard to legal issues pertaining to the Project including any that may be raised by Contractor(s), such auditing service as CLIENT may require to ascertain how or for what purpose any Contractor has used the moneys paid under the construction contract, and such inspection services as CLIENT may require to ascertain that Contractor(s) are complying with any law, rule, regulation, ordinance, code or order applicable to their furnishing and performing the work.

10. Provide "record" drawings and specifications for all existing physical features, structures, equipment, utilities, or facilities which are pertinent to the Project, to the extent available.

11. Provide other services, materials, or data as may be set forth in the Letter Agreement or any Exhibits attached hereto.

B. WSN may use any CLIENT provided information in performing its services. WSN shall be entitled to rely on the accuracy and completeness of information furnished by the CLIENT. If WSN finds that any information furnished by the CLIENT is in error or is inadequate for its purpose, WSN shall endeavor to notify the CLIENT. However, WSN shall not be held responsible for any errors or omissions that may arise as a result of erroneous or incomplete information provided by CLIENT.

## ARTICLE 8. OPINIONS OF COST

Opinions of probable project cost, construction cost, financial evaluations, feasibility studies, economic analyses of alternate solutions and utilitarian considerations of operations and maintenance costs provided for in the Letter Agreement or any Exhibits attached hereto are to be made on the basis of WSN's experience and qualifications and represent WSN's judgment as an experienced design professional. It is recognized, however, that WSN does not have control over the cost of labor, material, equipment or services furnished by others or over market conditions or contractors' methods of determining their prices, and that any evaluation of any facility to be constructed, or acquired, or work to be performed on the basis of WSN's cost opinions must, of necessity, be speculative until completion of construction or acquisition. Accordingly, WSN does not guarantee that proposals, bids or actual costs will not substantially vary from opinions, evaluations or studies submitted by WSN to CLIENT hereunder.

## ARTICLE 9. CONSTRUCTION PHASE SERVICES

CLIENT acknowledges that it is customary for the architect or engineer who is responsible for the preparation and furnishing of Drawings and Specifications and other construction-related documents to be employed to provide professional services during the Bidding and Construction Phases of the Project, (1) to interpret and clarify the documentation so furnished and to modify the same as circumstances revealed during bidding and construction may dictate, (2) in connection with acceptance of substitute or equal items of materials and equipment proposed by bidders and Contractor(s), (3) in connection with approval of shop drawings and sample submittals, and (4) as a result of and in response to WSN's detecting in advance of performance of affected work inconsistencies or irregularities in such documentation. CLIENT agrees that if WSN is not employed to provide such professional services during the Bidding (if the work is put out for bids) and the Construction Phases of the Project, WSN will not be responsible for, and CLIENT shall indemnify and hold WSN, its officers, consultant(s), subcontractor(s), employees and agents harmless from, all claims, damages, losses and expenses including attorneys' fees arising out of, or resulting from, any interpretation, clarification, substitution acceptance, shop drawing or sample approval or modification of such documentation issued or carried out by CLIENT or others. Nothing contained in this paragraph shall be construed to release WSN, its officers, consultant(s), subcontractor(s), employees and agents from liability for failure to perform in accordance with professional standards any duty or responsibility which WSN has undertaken or assumed under this Agreement.

## ARTICLE 10. REVIEW OF SHOP DRAWINGS AND SUBMITTALS

WSN may review and approve or take other appropriate action on the contractor's submittals or shop drawings for the limited purpose of checking for general conformance with information given and design concept expressed in the Contract Documents. Review and/or approval of submittals is not conducted for the purpose of determining accuracy and completeness of other details or for substantiating instructions for installation or performance of equipment or systems, all of which remain the exclusive responsibility of the contractor. WSN's review and/or approval shall not constitute approval of safety precautions, or any construction means, methods, techniques, sequences or procedures. WSN's approval of a specific item shall not indicate approval of an assembly of which the item is a component. WSN's review and/or approval shall not relieve contractor for any deviations from the requirements of the contract documents nor from the responsibility for errors or omissions on items such as sizes, dimensions, quantities, colors, or locations. Contractor shall remain solely responsible for compliance with any manufacturer requirements and recommendations.

## ARTICLE 11. REVIEW OF PAY APPLICATIONS

If included in the scope of services, any review or certification of any pay applications, or certificates of completion shall be based upon WSN's observation of the Work and on the data comprising the contractor's application for payment, and shall indicate that to the best of WSN's knowledge, information and belief, the quantity and quality of the Work is in general conformance with the Contract Documents. The issuance of a certificate for payment or substantial completion is not a representation that WSN has made exhaustive or continuous inspections, reviewed construction means and methods, verified any back-up data provided by the contractor, or ascertained how or for what purpose the contractor has used money previously paid by CLIENT.



#### **ARTICLE 12. REQUESTS FOR INFORMATION (RFI)**

If included in the scope of services, WSN will provide, with reasonable promptness, written responses to requests from any contractor for clarification, interpretation or information on the requirements of the Contract Documents. If Contractor's RFI's are, in WSN's professional opinion, for information readily apparent from reasonable observation of field conditions or review of the Contract Documents, or are reasonably inferable therefrom, WSN shall be entitled to compensation for Additional Services for WSN's time in responding to such requests. CLIENT may wish to make the Contractor responsible to the CLIENT for all such charges for additional services as described in this article.

#### **ARTICLE 13. CONSTRUCTION OBSERVATION**

If included in the scope of services, WSN will make site visits as specified in the scope of services in order to observe the progress of the Work completed. Such site visits and observations are not intended to be an exhaustive check or detailed inspection, but rather are to allow WSN to become generally familiar with the Work. WSN shall keep CLIENT informed about the progress of the Work and shall advise the CLIENT about observed deficiencies in the Work. WSN shall not supervise, direct or have control over any Contractor's work, nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the Contractor nor for the Contractor's safety precautions or programs in connection with the Work. These rights and responsibilities are solely those of the Contractor. WSN shall not be responsible for any acts or omissions of any Contractor and shall not be responsible for any Contractor's failure to perform the Work in accordance with the Contract Documents or any applicable laws, codes, regulations, or industry standards.

If construction observation services are not included in the scope of services, CLIENT assumes all responsibility for interpretation of the Contract Documents and for construction observation, and the CLIENT waives any claims against WSN that are connected with the performance of such services.

#### **ARTICLE 14. BETTERMENT**

If, due to WSN's negligence, a required item or component of the Project is omitted from the construction documents, WSN shall not be responsible for paying the cost required to add such item or component to the extent that such item or component would have been required and included in the original construction documents. In no event, will WSN be responsible for any cost or expense that provides betterment or upgrades or enhances the value of the Project.

#### **ARTICLE 15. CERTIFICATIONS, GUARANTEES AND WARRANTIES**

WSN shall not be required to sign any documents, no matter by who requested, that would result in WSN having to certify, guarantee or warrant the existence of conditions whose existence WSN cannot ascertain. CLIENT agrees not to make resolution of any dispute with WSN or payment of any amount due to WSN in any way contingent upon WSN signing such certification.

#### **ARTICLE 16. CONTINGENCY FUND**

CLIENT and WSN agree that certain increased costs and changes may be required because of possible omissions, ambiguities or inconsistencies in the plans and specifications prepared by WSN, and therefore, that the final construction cost of the Project may exceed the bids, contract amount or estimated construction cost. CLIENT agrees to set aside a reserve in the amount of 5% of the Project construct costs as a contingency to be used, as required, to pay for any such increased costs and changes. CLIENT further agrees to make no claim by way of direct or third-party action against WSN with respect to any increased costs within the contingency because of such changes or because of any claims made by any Contractor relating to such changes.

#### **ARTICLE 17. INSURANCE**

WSN shall procure and maintain insurance for protection from claims against it under workers' compensation acts, claims for damages because of bodily injury including personal injury, sickness or disease or death of any and all employees or of any person other than such employees, and from claims against it for damages because of injury to or destruction of property including loss of use resulting therefrom.

Also, WSN shall procure and maintain professional liability insurance for protection from claims arising out of performance of professional services caused by any negligent act, error, or omission for which WSN is legally liable.

Certificates of insurance will be provided to the CLIENT upon request.

#### **ARTICLE 18. ASSIGNMENT**

Neither Party to this Agreement shall transfer, sublet or assign any rights or duties under or interest in this Agreement, including but not limited to monies that are due or monies that may be due, without the prior written consent of the other party. Subcontracting to subconsultants, normally contemplated by WSN as a generally accepted business practice, shall not be considered an assignment for purposes of this Agreement.

#### **ARTICLE 19. NO THIRD-PARTY BENEFICIARIES**

Nothing contained in this Agreement shall create a contractual relationship or a cause of action by a third-party against either WSN or CLIENT. WSN's services pursuant to this Agreement are being performed solely for the CLIENT's benefit, and no other party or entity shall have any claim against WSN because of this Agreement.

#### **ARTICLE 20. CORPORATE PROTECTION**

It is intended by the parties to this Agreement that WSN's services in connection with the Project shall not subject WSN's individual employees, officers or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary, CLIENT agrees that as the CLIENT's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against WSN, a Minnesota corporation, and not against any of WSN's individual employees, officers or directors.

#### **ARTICLE 21. CONTROLLING LAW**

This Agreement is to be governed by the laws of the State of North Dakota.

#### **ARTICLE 22. ASSIGNMENT OF RISK**

In recognition of the relative risks and benefits of the project to both the CLIENT and WSN, the risks have been allocated such that the CLIENT agrees, to the fullest extent permitted by law, to limit the liability of WSN, employees of WSN and sub-consultants, to the CLIENT and to all construction contractors, subcontractors, agents and assigns on the project for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, so that total aggregate liability of WSN, employees of WSN and sub-consultants, to all those named shall not exceed WSN's total fee received for services rendered on this project. Such claims and causes include, but are not limited to negligence, professional errors or omissions, strict liability, breach of contract or warranty.

#### **ARTICLE 23. NON-DISCRIMINATION**

WSN will comply with the provisions of applicable federal, state and local statutes, ordinances and regulations pertaining to human rights and non-discrimination.

#### **ARTICLE 24. SEVERABILITY**

Any provision or portion thereof in this Agreement which is held to be void or unenforceable under any law shall be deemed stricken and all remaining provisions shall continue to be valid and binding between CLIENT and WSN. All limits of liability and indemnities contained in the Agreement shall survive the completion or termination of the Agreement.



# McLEOD COUNTY HIGHWAY DEPARTMENT

1400 Adams Street SE, Hutchinson, MN 55350

(320) 484-4321 • Fax (320) 234-6971

John Brunkhorst, P.E.  
County Engineer

VACANT  
Assistant County Engineer

Elvis Voigt  
Maintenance Superintendent

Christy Christensen  
GIS Director

## SEEDING QUOTES Re-Establish Road Right of Way vegetation On portions of CSAH 9 and CSAH 15 in McLeod County

Quotes are due at our office no later than 8:00 AM on Tuesday, May 29<sup>th</sup>, 2018

McLeod County is seeking itemized quotes for leveling and seeding of portions of CSAH 9 and CSAH 15 Right of Way where row crop farming operations have encroached upon the Road Right of Way.

### Contractor Responsibility:

- Loosen, level, and seed plowed areas between existing vegetation and the Right of Way stakes.
  - Grass seed type 25-142 shall be placed at a rate of 45 pounds per acre.
- Place and disc mulch on all seeding areas at a rate of 2 tons per acre **OR** alternatively place a cover crop of Oats at 45 pounds per acre PLS.
- Place fertilizer at a rate of 250 pounds per acre on all seeding areas.
  - Fertilizer shall be type 1.
- Set up, maintain, and remove any necessary traffic control.

### McLeod County Responsibility:

- Stake Right of Way where vegetation restoration is required.
- Install additional erosion control features if necessary.

### OTHER APPLICABLE INFORMATION

- All applicable MnDOT Specifications apply to this project.
- The contractor must furnish the County with a Certificate of Insurance in accordance with the attached requirements prior to any construction operations.
- It is assumed that normal seed bed preparation methods will be sufficient to accomplish the leveling required.

- CONTINUED ON BACK SIDE -





## McLEOD COUNTY HIGHWAY DEPARTMENT

1400 Adams Street SE, Hutchinson, MN 55350

(320) 484-4321 • Fax (320) 234-6971

**John Brunkhorst, P.E.**  
County Engineer

**VACANT**  
Assistant County Engineer

**Elvis Voigt**  
Maintenance Superintendent

**Christy Christensen**  
GIS Director

- The County Board reserves the right to reject any or all quotes or reject any irregularities therein.
- Contractor shall give McLeod County a 10 day notice before any work takes place.
- All work must be completed by June, 29<sup>th</sup> 2018.
- Contractor shall protect all existing structures including but not limited to, culverts, drain tile, utility poles, and utility pedestals.
- All disturbed areas shall be leveled and seeded.
- Contractor shall taper existing ditch slope to seeding areas to provide a uniform transition where necessary. Uneven transitions of drop offs will not be permitted.
- Mobilization for the project shall be incidental.



**SCHEDULE OF PRICES  
CSAH 9 & CSAH 15**

DATE: 06-05-18

Item Number	Description	Units	Quantity	Unit Price	Total Price
2574.508	FERTILIZER TYPE 1	LB	5,750	\$1.70	\$9,775.00
2574.578	SOIL BED PREPARATION	ACRE	23	\$1,500.00	\$34,500.00
2575.501	SEEDING	ACRE	23	\$165.00	\$3,795.00
2575.502	SEED MIXTURE 25-142	LB	1,035	\$12.00	\$12,420.00
2575.511	MULCH MATERIAL TYPE 1 *	TON	46	\$575.00	\$26,450.00
2575.519	DISK ANCHORING *	ACRE	23	\$90.00	\$2,070.00

**ALTERNATIVE TO MULCH/DISK ANCHORING**

Item Number	Description	Units	Quantity	Unit Price	Total Price
2575.501	COVER CROP SEEDING *	ACRE	23	\$160.00	\$3,680.00
2575.502	OATS OR APPROVED EQUAL SEED MIXTURE *	LB	1,035	\$7.00	\$7,245.00

Base with Alternate Option	<b>GRAND TOTAL:</b>	\$83,720.00
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\* Either Mulch Material and Disk Anchoring OR Cover Crop and Oats/Approved Equal Seed Mixture must be quoted, not both.

Bidder Name: Northern Lines Contracting

Bidder Signature:  \_\_\_\_\_



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

Project Name: 2018 Fairgrounds Show Arena

Client: McLeod County Highway Department Proj No.: 18002

Bid Opening: 6/01/18 @ 1:00 PM Owner: McLeod County Highway Department

Business Name	City	General Construction Base Bid	Scissor Trusses Bid Alt.	Dry Sprinkler System Base Bid	General Construction Bid Alt.	Scissor Trusses Bid Alt.	Dry Sprinkler System Bid Alt.
		August 1st 2018	August 1st 2018	August 1st 2018	August 10th 2018	August 10th 2018	August 10th 2018
Lester Building, LLC	Lester Prairie, MN 55354				\$195,310.00	\$3,255.00	
RAM Buildings Inc.	Winsted, MN 55395				\$151,063.00	\$4,180.00	





# Northern Lines CONTRACTING

9705 Upton Circle S, Bloomington, MN 55431

<b>To:</b> Northern Lines Contracting	<b>Contact:</b>
<b>Address:</b> 9705 Upton Circle S Bloomington, MN 55431	<b>Phone:</b> 320-237-4330 <b>Fax:</b>
<b>Project Name:</b> Ditch Seeding - CSAH 9 & CSAH 15	<b>Bid Number:</b>
<b>Project Location:</b> Mcleod County, MN	<b>Bid Date:</b> 5/18/2018

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
<b>Base Bid</b>					
2574.508	Fertilizer Type 1	5,750.00	LB	\$1.70	\$9,775.00
2574.578	Soil Bed Preparation	23.00	ACRE	\$1,500.00	\$34,500.00
2575.501	SEEDING	23.00	ACRE	\$165.00	\$3,795.00
2575.502	SEED MIXTURE 25-142	1,035.00	LB	\$12.00	\$12,420.00
2575.511	MULCH MATERIAL TYPE 1	46.00	TON	\$575.00	\$26,450.00
2575.519	DISK ANCHORING	23.00	ACRE	\$90.00	\$2,070.00
<b>Total Price for above Base Bid Items:</b>					<b>\$89,010.00</b>

**Total Base Bid Price: \$89,010.00**

**Alternate Option**

2575.501	Cover Crop Seeding	23.00	ACRE	\$160.00	\$3,680.00
2575.502	Oats Or Approved Equal Seed Mixture	1,035.00	LB	\$7.00	\$7,245.00
<b>Total Price for above Alternate Option Items:</b>					<b>\$10,925.00</b>

**Payment Terms:**

Acceptance of Proposal & Pre-Lien Notice: The above prices, specifications and conditions are satisfactory & hereby accepted. You are authorized to do the work as specified. If conditions are encountered at the project site which are subsurface, unknown or are not found under normal conditions, an adjustment to the contract will be required.

Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions.

Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due them from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or material for the improvement and who gave you timely notice.

**Terms:** Payment due within 30 days of date of invoice, regardless of when payment is made by Owner, a finance charge of 1.5% per month (18% annual) charged on all past due accounts.

<p><b>ACCEPTED:</b> The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p><b>Buyer:</b> _____</p> <p><b>Signature:</b> _____</p> <p><b>Date of Acceptance:</b> _____</p>	<p><b>CONFIRMED:</b> <b>Northern Lines Contracting</b></p> <p><b>Authorized Signature:</b> _____</p> <p><b>Estimator:</b> Tyler Serbus (320) 237-4330 TylerS@NL-Contracting.com</p>
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**SCHEDULE OF PRICES  
CSAH 9 & CSAH 15**

DATE: \_\_\_\_\_ 3 3 15  
1-9 9-0 22-7

NL MNDOT  
Ave  
BID

Item Number	Description	Units	Quantity	Unit Price	Total Price
2574.508	FERTILIZER TYPE 1	LB	5,750		.55 .55 "
2574.578	SOIL BED PREPARATION	ACRE	23		.75 "
2575.501	SEEDING	ACRE	23		.75 .75 "
2575.502	SEED MIXTURE 25-142	LB	1,035		3.50 3.50 "
2575.511	MULCH MATERIAL TYPE 1 *	TON	46		250 250 "
2575.519	DISK ANCHORING *	ACRE	23		.75 .75 "

1.70 1.06  
1730 129  
165 160.13  
12 3.23  
575 131.09  
90 55.49

**ALTERNATIVE TO MULCH/DISK ANCHORING**

Item Number	Description	Units	Quantity	Unit Price	Total Price
2575.501	COVER CROP SEEDING *	ACRE	23		
2575.502	OATS OR APPROVED EQUAL SEED MIXTURE *	LB	1,035		

**GRAND TOTAL:**

\* Either Mulch Material and Disk Anchoring OR Cover Crop and Oats/Approved Equal Seed Mixture must be quoted, not both.

Bidder Name: \_\_\_\_\_

Bidder Signature: \_\_\_\_\_

CSAH 3/15 Project prices  
≈ \$26,000

MNDOT AVE BID PRICE  
≈ \$23,500

**MCLEOD COUNTY BOARD  
AGENDA REQUEST**

*Use the F11 key to move from field to field and type in the grey box.  
Use shift F11 to go backwards in the fields.*

Please provide the following coversheet to process each individual request for Board consideration and/or action:

Board meeting date:	<u>6/5/18</u>	Originating department:	<u>Parks</u>
Consent or regular agenda:	<u>Regular</u>	Preferred agenda time:	<u>whenever</u>
Amount of time needed:	<u>5 min</u>	Funding source (if applicable):	_____
Contact person for more info:	<u>Al K</u>	Are funds in Dept. budget:	<u>no</u>
Representative (present at the meeting):	<u>Al K</u>	Number of signed copies:	_____

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**MOTION REQUESTED:**

To award the proposal to remodel the Bathhouse at Piepenburg park to Quades. The proposal was 93,885.00. The estimate was 85,000 to 90,000. We sent out proposals to 6 contractors and only received 1 quote

---

**JUSTIFICATION FOR MOTION:**

\_\_\_\_\_

- 
- For purchases please include the company name, city and state
  - Purchases of up to \$25,000 are considered a quotation and should have at least two quotations when possible.
  - Contracts over \$25,000, must consider the state's cooperative purchasing venture before another source.
  - Expenditures from \$25,000 - \$100,000 may be either sealed bids or direct negotiations with two quotations when possible.
  - Expenditures in excess of \$100,000 require board approval to advertise for sealed bids and receipt of an affidavit of publication will be required.
  - All requests for staff including contracting for staff must go to the Staffing Request Review Committee.
  - E-mail resolutions to Administration to be printed on Commissioner letterhead.
  - Please include as much detail as possible in the motion.

When providing background material for Commissioners Board Meeting packets please e-mail the County Administrator and Administrative Assistant the **electronic documents** by 12:00 PM Wednesday, one week prior to the Board Meeting date. Also remember that any and all documents requiring signatures should be provided at the same time.

**Note:** To satisfy the Minnesota Open Meeting Law requirement, Chapter 13D, copies of any background materials you distribute **during** the meeting to the board **must** also be given to the press; so please bring a total of 14 copies for distribution in the meeting. Providing background material one week in advance satisfies this requirement.

*QUADE ELECTRIC, INC.*  
*1162 HWY 7 E*  
*HUTCHINSON MN 55350*

**PROPOSAL FOR**

**Piepenberg Park – Shower Facility**  
**21104 Belle Lake Road**

Gentlemen:

The undersigned proposes to furnish all material, labor, and equipment necessary and incidental to construct the Piepenberg Park – Shower Facility, 21104 Belle Lake Road, McLeod County, MN in accordance with the plans and specifications dated December 8, 2016 and all subsequent addenda thereto, all as prepared by Haugen Architecture, Inc. 13 Washington Ave. West, Hutchinson, MN for the consideration of the following amounts:

**Base Bid**

GENERAL, MECHANICAL/ELECTRICAL WORK:

Ninety-Three Thousand Eight Hundred Eighty-Five DOLLARS (\$93,885.00)

The undersigned has carefully examined the drawings and specifications including the Instructions to Bidders, The General Conditions, Supplemental Conditions and has carefully examined the site of the Proposed Work.

If the proposal is accepted, the undersigned hereby agrees to execute a lump sum contract with the Owner, and will furnish Performance and Payment Bonds for the Work involved.

We attach hereto a bidder's bond in the amount of five percent (5%) of the above bid, which shall be effective for a period of 60 days from the date of this proposal.

We acknowledge receipt of Addenda(s) #1, dated May 21, 2018.

The undersigned agrees to substantially complete this project during the Parks' off-season from October 8, 2018 – April 1, 2019.

The Owner reserves the right to reject any or all bids and to waive any in-formalities in the bidding.

Quade Electric, Inc.  
NAME OF BIDDER

1162 Hwy 7E, Hutchinson MN 55350  
ADDRESS

**MCLEOD COUNTY BOARD  
AGENDA REQUEST**

*Use the F11 key to move from field to field and type in the grey box.  
Use shift F11 to go backwards in the fields.*

Please provide the following coversheet to process each individual request for Board consideration and/or action (one Request Form for every agenda item):

Board meeting date:	<u>06/05/18</u>	Originating department:	<u>Social Services</u>
Consent or regular agenda:	<u>Regular</u>	Preferred agenda time:	<u>Later</u>
Amount of time needed:	<u>5 minutes</u>	Funding source (if applicable):	<u>N/A</u>
Contact person for more info:	<u>Sally Aubol</u>	Are funds in Dept. budget:	<u>N/A</u>
Representative (present at the meeting to discuss):	<u>Gary Sprynczynatyk</u>		

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**MOTION REQUESTED:** (i.e. Consider purchase of 2005 Buick LeSabre with 32,000 miles for \$15,000 from Karl's Cars, Hutchinson, MN)

Seek motion to approve a ***MEMORANDUM OF AGREEMENT FOR STUDENT TRAINING Field Experience/Practicum with the State of Minnesota on behalf of Minnesota State University Mankato.***

---

**JUSTIFICATION FOR MOTION:** (i.e. Replace the 1995 Ford Escort with 207,786 miles to avoid costly repairs)

The University has Social Work Undergraduate and Graduate Programs for qualified students enrolled in the University. This agreement is necessary to help facilitate a Student Training experience.

- 
- For purchases please include the company name, city and state
  - Purchases over \$100,000 require a sealed bid
  - Purchases of less than \$25,000 are considered a quotation and should have at least two quotes
  - All requests for staff must include the Staffing Request Form
  - E-mail resolutions to Donna Rickeman to be printed on Commissioner letterhead
  - Please include as much detail as possible in the motion

When providing background material for Commissioners Board Meeting packets please provide ten (double sided) 3-hole punched copies to the County Administrator's office by 12:00 PM one week prior to the Board Meeting date. Also remember that any and all documents requiring signatures should be provided at the same time. If all signatures are available, the signed documents will be returned via interoffice mail within one day of the meeting.

**Note:** To satisfy the Minnesota Open Meeting Law requirement, Chapter 13D, copies of any background materials you distribute **during** the meeting to the board **must** also be given to the press; so please bring a total of 14 copies for distribution in the meeting. Providing background material one week in advance satisfies this requirement.



**STATE OF MINNESOTA  
MINNESOTA STATE COLLEGES AND UNIVERSITIES  
MINNESOTA STATE UNIVERSITY, MANKATO  
*College of Social and Behavioral Sciences***

**MEMORANDUM OF AGREEMENT  
FOR STUDENT TRAINING *FIELD EXPERIENCE/PRACTICUM***

This Agreement is made between the State of Minnesota acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Minnesota State University, Mankato, Mankato, Minnesota (“University”) and \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ (“the Facility”). This Agreement, and any written changes and additions to it, shall be interpreted according to the Laws of the State of Minnesota.

*The purpose of this Memorandum of Agreement is to outline the terms of the field experience/practicum for the students of the University and to identify the responsibilities of the University and the Facility.*

**A. THE PARTIES UNDERSTAND THAT:**

1. The University has a(n) Social Work Undergraduate and Graduate Program (the “Program”) for qualified students enrolled in the University; and
2. The University has been given authority to enter into Agreements regarding academic programs; and
3. The Facility has facilities for providing a suitable training experience that meets the educational needs of students enrolled in the Program of the University; and
4. It is in the general interest of the Facility to provide a training site where University students can learn and develop skills and qualifications needed to achieve the student’s occupational goals and satisfy the Program requirements while assisting in the development of trained personnel to meet future area employment needs; and
5. The University and the Facility want to cooperate to furnish a training experience at the Facility for students of the University enrolled in the Program.

**B. RESPONSIBILITIES OF EACH PARTY**

1. **The University agrees to:**
  - a. make arrangements with the Facility for a training experience at the Facility that will support the student’s occupational goals and meet applicable Undergraduate and or Graduate Program academic requirements as outlined with specific detail in

the respective field manuals.

- b. make periodic visits to the Facility's training site to observe the students or receive periodic reports from the Facility and/or the students, and discuss the student's performance and progress with the students and any site supervisor at the Facility, as needed.
- c. discuss with the Facility any problems or concerns arising from the student's participation.
- d. notify the Facility in the event the students are no longer enrolled in the Program at the University.
- e. keep any necessary criminal background check, malpractice insurance, attendance, and progress records as set forth in the University attendance policy.
- f. assist in the evaluation of the student's performance in the training experience and assign grades.
- g. upon the written request of the Facility, the University agrees to remove any student who, in the discretion of the Facility, has performed unsatisfactorily or whose behavior or activities are inappropriate or detrimental to the Facility's clients or which is contrary to the objectives of this Agreement. Requests for such removal of a student must be provided in writing and contain a statement of facts supporting such request by the Facility.

**2. The Facility agrees to:**

- a. cooperate with the University in providing a mutually agreeable training experience at the Facility that supports the student's educational and occupational goals and meets applicable Undergraduate and or Graduate Program requirements as outlined in the respective field manuals. Such experiences may include but are not limited to observation, training, and direct and indirect practice opportunities that focus on individual, families, groups, organizations, and or communities, under supervision by a degreed social worker (BSSW or MSW for Undergraduate students, MSW for Graduate students) , or their degreed designee.
- b. consult with the University about any difficulties arising at the Facility's training site that may affect the student's participation.
- c. assumes responsibility for the orientation of the University Students to Facility policies and regulations, assist in the development of a learning contract, provide time for consultation between the students with the designated Facility supervisor, evaluate the student's performance, and provide time for consultation with the University concerning the students, as needed.
- d. be responsible for the safety and quality of care provided to its patients by the students who are participating in the Field Practicum Program at the Facility. In order to effectively fulfill that duty, it is agreed that the Facility has the ultimate control over all persons involved in the program and may immediately terminate the student's participation in the program where an emergency exists involving health and safety. In all other non-emergency instances, the Facility shall consult with the University before taking any action to terminate the participation of the students.
- e. notify the University in a timely manner of any serious deficiency noted in an assigned student's performance. In such event, the Facility and University will

devise a plan by which the student may be assisted in achieving the stated objectives of the Field Practicum Program.

- f. make available to assigned students the appropriate accommodations, equipment and supplies in order to provide meaningful, supervised field practicum educational experiences. Such accommodations will include an environment conducive to the learning process which conforms to the Facility's customary practices and procedures.

**C. REQUIREMENTS OF STUDENTS**

1. Students participating in the educational experience program are responsible for carrying their own Professional Liability Insurance if professional liability insurance is not provided by the University.

**D. LIABILITY**

Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. The University's liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, Section 3.732 et seq., and other applicable law.

**E. TERM OF AGREEMENT**

This Agreement is in effect from \_\_\_\_\_, or when fully executed, and shall remain in effect until \_\_\_\_\_. This Agreement may be terminated by giving at least seven (7) days' advance oral notice to the other parties, with a follow up letter confirming termination delivered to the other party on or before the actual termination date.

**F. FINANCIAL CONSIDERATION**

1. The University and the Facility each agree to bear their own costs associated with this Agreement and that no payment is required by either University or the Facility to the other party.
2. The Facility is not required to reimburse the University faculty or students for any services rendered to the Facility or its customers pursuant to this Agreement.

**G. INSURANCE**

Each party, at its sole expense, and at all times during the term of this Agreement shall secure and maintain the following insurances (or comparable coverage under a program of self-insurance) covering itself and its employees who perform any work, duties or obligations in connection with this Agreement.

**1. Commercial General Liability Insurance**

The University will maintain Commercial General Liability insurance in



conformance with the Tort Claims limits set forth in MN. Stat. Sec. 3.736. subd. 4, with limits not less than \$1,500,000 per person and \$3,000,000 per occurrence for bodily injury and property damage.

The Facility will maintain Commercial General Liability insurance with limits not less than \$2,000,000 per occurrence and \$2,000,000 annual aggregate for bodily injury and property damage.

## 2. **Professional Liability Insurance**

The University will maintain professional liability insurance for participating students (and faculty, if applicable) or require any student participant to maintain professional liability insurance, with limits not less than \$2,000,000 each claim and \$3,000,000 aggregate.

The Facility will maintain professional liability insurance covering itself and its employees, agents, or assigns with limits not less than \$2,000,000 each claim and \$3,000,000 aggregate.

## 3. **Additional Conditions**

Each party shall provide to the other party, upon request, certificates of insurance or self-insurance evidencing the required coverage.

If either party receives a cancellation notice from an insurance carrier affording coverage herein, that party agrees to notify the other party within five business days with a copy of the cancellation notice.

## **H. CHANGES OR ADDITIONS TO THE AGREEMENT**

Any changes or additions to this Agreement must be in writing and signed by authorized representatives of each party.

## **I. ASSIGNMENT**

Neither the University nor the Facility shall assign or transfer any rights or obligations under this Agreement without first obtaining the written consent of the other party.

## **J. AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE**

The Facility agrees that in fulfilling the duties of this Agreement, the Facility is responsible for complying with the Americans with Disabilities Act, 42 U.S.C. Chapter 12101, et seq., and any regulations promulgated to the Act. The University IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.

## **K. DATA PRIVACY**

The requirements of Minnesota Statute Section 13.05, subd. 11 apply to this contract. The State of Minnesota has laws (the Minnesota Government Data Practices Act,



Minnesota Statutes Chapter 13 [“the Act”]) that classify the University’s written and electronic information as public, private or confidential. Except as otherwise provided in law or University policy, data on students is private and may not be shared with any other party. If the Facility receives a request from a third party for any data provided to the Facility by the University, the Facility agrees to immediately notify the University. The University will give the FACILITY instructions concerning the release of the data to the requesting party before the data is released and the Facility agrees to follow those instructions. The parties additionally acknowledge that the Family Educational Rights and Privacy Act, 20 U.S.C.1232g and 34 C.F.R. 99, apply to the use and disclosure of education records that are created or maintained under this agreement.

**L. FIELD ACCEPTANCE AGREEMENT**

The students assigned to a field experience/practicum at the Facility shall be required to sign a Field Acceptance Agreement (see Attachment A for Field Practicum or Attachment B for Field Experience) before the students begins the field experience/practicum at the Facility.

**M. NON-DISCRIMINATION**

The Facility recognizes that it is the policy of the University to prohibit discrimination and ensure equal opportunities in its educational programs, activities, and all aspects of employment for all individuals, regardless of race, color, creed, religion, gender, national origin, sexual orientation, veteran’s status, marital status, age, disability, status with regard to public assistance, or inclusion in any group or class against which discrimination is prohibited by federal, state, or local laws and regulations. The Facility agrees to adhere to this policy in implementing this Agreement.

*Remainder of page left intentionally blank*

*In signing this Memorandum of Agreement, we agree to work together to assist the students in learning and/or applying the tasks and skills identified. We understand that the Individualized Training Plan for the students can be modified or dissolved at any time upon the mutual agreement of the Facility and University.*

**FACILITY:** \_\_\_\_\_

**(Authorized Facility Representative)**

By:
Print Name:
Title:
Date:

**UNIVERSITY: MINNESOTA STATE UNIVERSITY, MANKATO**

Recommended:

By:
Print Name:
Title:
Date:

Approved:

By:
Print Name
Title: Department Chairperson
Date: