

**McLEOD COUNTY
BOARD OF COMMISSIONERS
MEETING AGENDA
GLENCOE CITY CENTER BALLROOM
OCTOBER 20, 2020**

1 9:00 CALL TO ORDER

PLEDGE OF ALLEGIANCE

2 9:01 CONSIDERATION OF AGENDA ITEMS*

3 9:02 CONSENT AGENDA*

- A. October 06, 2020 County Board Meeting Minutes.
- B. October 02, 2020 Auditor's Warrants.
- C. October 09, 2020 Auditor's Warrants.
- D. Approve payment for year two of a three-year agreement to Allstream (Minneapolis, Minnesota) for phone system equipment maintenance in the amount of \$19,213.67 with funds from the Information Technology budget (01-065). The three-year agreement was approved on October 08, 2019.
- E. Approve Zero Usage document for our Microsoft Enterprise Agreement (EA) true-up and year two renewal payment of \$68,645.71 with funds from the Information Technology budget (01-065). The Zero Usage document certifies that we have not added any Microsoft products and do not owe any additional licensing fees. The Microsoft EA was originally approved on November 19, 2019 for three-years with annual payments.

4 9:04 PAYMENT OF BILLS – COMMISSIONER WARRANT LIST

5 9:05 COVID-19

- A. COVID-19 Update:
 - a) Health and Human Services – Berit Spors, Director
 - b) Emergency Management – Kevin Mathews, Director
 - c) Administration – Sheila Murphy, Administrator

6 9:15 PUBLIC WORKS – John Brunkhorst, Director

- A. Consider adopting Resolution 20-CB-37, transferring \$490,000.00 of State Aid Municipal construction funds to the State Aid Regular construction account to avoid a County State Aid Highway (CSAH) Municipal Needs Deduction. *

State Aide rules allow the transfer of State Aid Municipal construction funds to the State Aid Regular Construction account.

Our municipal construction account balance is currently higher than State Aid rules allow. A transfer is necessary to avoid a Construction Fund Balance Needs Deduction, which is a component that goes into the calculation of our annual State Aid construction allotment.

- B. Consider approval of quotes for the Fairgrounds Horticulture Building bathroom project for a grand total of \$286,502.00 with funds from the CARES Act Coronavirus Relief Fund budget (01-003). *

Quotes are broken down by scope of work as follows:

- a. General Construction: Yamry Construction (St. Joseph, MN) - \$120,383.00
- b. Concrete: Michael Murphy Construction (Litchfield, MN) - \$40,600.00
- c. Epoxy Floor: Pro Maintenance Inc. (Hutchinson, MN) - \$4,860.00
- d. Plumbing/HVAC: Foster Mechanical (Hutchinson, MN) - \$88,800.00
- e. Electrical: D and F Electric (Litchfield, MN) - \$16,000.00
- f. Standard Doors/Frames/Hardware: Material Only Mid Central Door (Waite Park, MN) - \$9,325.00
- g. SPECIALTIES - Material Only Bartley Sales Company, Inc. (Minneapolis, MN) - \$6,534.00

7 9:20 CENTRAL SERVICES – Scott Grivna, Building Maintenance Supervisor

- A. Consider awarding Foster Mechanical the job of replacing a 50-ton chiller at the McLeod County Courthouse for a cost of \$104,070.00, including startup and one-year, on-site warranty with Trane with funds from the County Buildings Major Repairs budget (01-115). *

The current chiller has reached the end of its useful life, and has a leak in one of the circuits within the chiller barrel.

A comparable bid was received from Corporate Mechanical (Crystal, Minnesota) for \$122,998.00. Funding from this project will come from 01-115 out of the 2021 budget. The request is being made now to lock in pricing on the main unit and avoid a price increase.

- B. Consider awarding Suddath Relocation Systems of Minnesota, LLC (Eden Prairie, Minnesota) the contract for moving the McLeod County Offices to the McLeod County Government Center for a cost of \$23,862.50 with funds from the Capital Assets budget (25-807). *

Offices will relocate from:

- 1805 Ford Avenue, Glencoe, Minnesota 55336
- 2397 Hennepin Avenue, Glencoe, Minnesota 55336
- 2391 Hennepin Avenue, Glencoe, Minnesota 55336
- 830 11th Street East, Glencoe, Minnesota 55336 (select offices)

Proposals were also obtained from Bester Brothers for \$35,000.00 and All Furniture for \$41,123.80.

These moving services do not include relocation of any technology items from the main data center.

8 9:25 AUDITOR-TREASURER – Connie M. Kurtzweg, Auditor-Treasurer

- A. Consider approval of the Deputy Registrar Appointment Agreement and approve Connie M. Kurtzweg to sign the agreement as Deputy Registrar Appointee for McLeod County Deputy Registrar #084. *

New deputy registrar appointment agreements were mailed by Minnesota Department of Public Safety to all deputy registrar offices and are due to be returned by October 31, 2020. The terms of the agreement are the same for all deputy registrar offices. This agreement replaces the agreement approved by the Board for signature on July 21, 2020. There are verbiage changes in items 4, 5, 16 and 17.

The intent with the new agreement is to have a standard agreement for all, to reflect changes in state government practices and to prepare for the November 2020 launch of the MNDrive system. The agreement includes new themes of technology, training, customer service expectations and policies. The Deputy Registrar appointment still operates within the guidelines of Minnesota Statutes, section 168.33 and in accordance with Minnesota Rules, Chapter 7406.

9 9:30 PUBLIC HEARING – Connie M. Kurtzweg, Auditor-Treasurer and Ryan Freitag, SWCD District Manager

- A. Presentation to the Board of Auditor-Treasurer and Drainage Inspector Recommended 2021 Assessments on Drainage Systems.
 - a. Consider approval of Resolution 20-CB-36 to set 2021 Drainage Assessments. *
- B. Discussion on 2021 Drainage Assessment Interest.
 - a. Consider approval to set 2021 Drainage Assessment Interest. *

10 9:45 INFORMATION TECHNOLOGY – Matt Troska, IT Technician III

- A. Consider approval of quote from Allstream (Plymouth, Minnesota) for \$10,498.76 for professional services and components necessary for changes to our phone system as it relates to the move to the Government Center, with funds from the Government Center Capital Account budget (41-113). *
- B. Consider approval of quote from Alpha Wireless (Mankato, Minnesota) for \$9,080.95 for Wave Plus silent alarm system expansion for the Government Center with funds from the Government Center Capital Account budget (41-113). *

This will expand upon the existing Wave Plus silent alarm system currently in use at the Courthouse.

- C. Consider approval of quote from Provision Media (Saint Paul, Minnesota) for the state contract price of \$35,353.00 for video production equipment and installation at the Government Center with funds from the Government Center Capital Account budget (41-113). *

The video production equipment will provide the ability to record, broadcast, and live stream meetings held in the new County Boardroom. This system meets HCVN's requirements, and HCVN will continue to provide someone to operate the equipment during County Board meetings.

Additional quotes were received from Z Systems for \$39,454.01, Tierney Brothers for \$62,606.31, and iSpace for \$68,438.37.

- D. Consider approval of quote from Provision Media (Saint Paul, Minnesota) for the state contract price of \$78,576.00 for displays and installation for the Government Center with funds from the Government Center Capital Account budget (41-113). *

These displays will be used in the various conference/meeting rooms and digital signage locations throughout the building. Additional quotes were received from Tierney Brothers for \$85,352.53 and iSpace for \$136,068.56. Z Systems declined to quote.

- E. Consider approval of quote from Tierney Brothers (Saint Paul, Minnesota) for the state contract price of \$13,864.42 for Digital Signage components and installation for the Government Center with funds from the Government Center Capital Account budget (41-113). *

The digital signage components will allow us to display digital content on various displays throughout the Government Center, automatically pull content from other sources (such as the County website) and control the displays by switching the content displayed based on a schedule or turning the displays on and off.

Additional quotes were received from PMI for \$15,496.00 and iSpace for \$23,358.78. Z Systems declined to quote.

- F. Consider approval for quote from Tierney Brothers (Saint Paul, Minnesota) for \$16,740.47 for Joan Room Scheduling Assistants with funds from the Government Center Capital Account budget (41-113). *

The Joan Room Scheduling Assistants are digital displays placed outside of meeting rooms that work with the room calendar on our email system. They allow someone that walks up to the room to see if the room is available or schedule a meeting in the room, either now or in the future.

Additional quotes were received from Provision Media for \$17,170.25 and iSpace for \$18,781.36. Z Systems declined to quote.

11 10:00 SENTENCE TO SERVICE – Captain Will Feltmann, Jail Administrator

- A. Sentence to Service (STS) program summary update.
- B. Consider approval of purchase of a 2021 Chevrolet Express Passenger Van from Ranger Chevrolet (Hibbing, Minnesota) at a state contract price of \$28,118.00 with funds from the Sentence to Service budget (01-257). *

This is a planned and budgeted expense. There was a mix up on the previous van ordered in March and a van with no seats was delivered. The Jail rejected delivery and worked with Ranger Chevrolet to get the proper van (with seats) ordered. There is a price change between a cargo van and a passenger van and hence the reason for needing re-approval.

12 10:05 EMPLOYEE RELATIONS – Hannah Tjoflat, Director

- A. Consider increasing the hourly wage for the Seasonal Snow Plow Driver from \$18.63 to \$21.50. *

This change will allow McLeod County to be a competitive Employer as compared to other local and state government Snow Plow Driver positions in Central Minnesota. By increasing the wage, McLeod County hopes to fill this important, temporary role during Winter 2020.

- B. Consider approval of the GIS Benefits Inc. (Woodbury, Minnesota) documentation. *

GIS will administer an online open-enrollment platform for all McLeod County Employees during the 2021 Open Enrollment Period. GIS is a provider that our local insurance agent, Rich Westlund, works with.

13 COUNTY ADMINISTRATION

- Review of Commissioners Calendars
- Commissioner reports of committee meetings attended since October 06, 2020.

- A. Consider purchase of Cellsense Plus Contraband Detection System from Metrasens (Lisle, Illinois) for a cost of \$10,190.00 with funds from the CARES Act Coronavirus Relief Fund budget (01-003).

The Jail is seeking approval to purchase an additional Cellsense Contraband Detection system. The additional system will be placed in the Work Release entrance. Staff will be able to utilize this system in place of hands-on search to prevent contraband from entering the facility. Inmates would stand in front of the Cellsense unit and complete a 360 degree turn. If the light turns red, the unit has detected metal, cell phone, or other contraband.

- B. Consider payment of \$6,100.00 to Lenco Armored Vehicles (Pittsfield, Pennsylvania) for shipping costs associated with the delivery of the Armored Rescue Vehicle that was approved last year and using funds from the CARES Act Coronavirus Relief Fund budget (01-003).

Sheriff's Office staff originally planned to send staff to drive the vehicle back, however, due to COVID-19, any staff entering Pennsylvania would need to quarantine. By having the vehicle shipped, it will avoid those issues and they will offer on-line training and inspection of the vehicle.

- C. Consider approval of Coronavirus Relief Fund (CRF) Committee recommendation for disbursement of funds up to the amounts recommended below, upon receipt of documentation of qualifying expenses within program guidelines. If qualifying expenses are less than the approved amount, the lesser amount will be distributed upon approval*:

†McLeod County Business and Non-Profit:

a. America's Fitness Center	\$20,000.00
b. AmericInn Lodging & Suite / OM Shridham Inc.	\$20,000.00
c. April Hanson/Fringe Hair Studio	\$20,000.00
d. Aveyron Homes, Inc.	\$20,000.00
e. Below Zereo Frozen Yogurt, LLC	\$7,000.00
f. Benny's Meat Market / Schwarzrock Meat Market Inc.	\$20,000.00
g. Bobbing Bobber Brewing Company LLC	\$20,000.00
h. Brownton Bar & Grill / JKDC Inc.	\$19,559.00
i. Cal's Clips	\$4,236.18
j. Catherine Fasching	\$20,000.00
k. Christ Lutheran Church of Glencoe	\$20,000.00
l. Church of the Holy Trinity	\$20,000.00
m. Clay Coyote Gallery & Pottery / Clay Coyote Arts, Inc.	\$20,000.00
n. The Corner Bar and Grill of Winsted, LLC	\$16,247.00
o. Crow River Habitat for Humanity	\$4,200.00
p. Days Inn Hutchinson / Northstar Hospitality LLC	\$20,000.00
q. Dimax Corporation	\$20,000.00
r. Equul Access, Inc.	\$9,000.00
s. Encore School of Dance	\$15,000.00
t. Form-a-Feed, Inc.	\$20,000.00
u. Fringe Hair Studio, LLC	\$20,000.00
v. Garbers' Meats, Inc.	\$10,194.17
w. Genesis Salon and Enso Spa, LLC	\$20,000.00
x. Good Shepherd Lutheran Church	\$16,340.98
y. Grace Lutheran Church	\$1,070.98
z. Happy Hour Inn / Happy Hour Inn KENKEI Inc	\$20,000.00
aa. Hutchinson Family Dentistry P.A.	\$20,000.00
bb. Innovative Foam, Inc.	\$19,244.00
cc. Janet Popelka Hairstylist	\$3,992.56
dd. Marias Mexican Restaurant 2	\$19,999.00

ee. Minway Inc. / Subway Restaurant	\$20,000.00
ff. The Paint Factory	\$20,000.00
gg. Pro Maintenance Inc.	\$20,000.00
hh. Pure Life Chiropractic and Wellness Center, Ltd.	\$18,551.14
ii. Quade Electric Inc.	\$20,000.00
jj. Quade Investments, LLC	\$20,000.00
kk. RAM Buildings, Inc.	\$5,931.50
ll. Salon 210 / Emma Oglesby	\$10,000.00
mm. Sam's Tire Service / Calemart Inc.	\$20,000.00
nn. Silver Lake American Legion Post 141	\$13,184.20
oo. Squeaky's Grill and Bar / Hutch Bowl / Little Crow Bowling Lanes	\$20,000.00
pp. St. Anastasia Catholic Community	\$20,000.00
qq. Winsted Chiropractic Clinic	\$20,000.00
 <u>†McLeod County Education Partners (K-12):</u>	
rr. Howard Lake-Waverly-Winsted	\$35,593.00
ss. First Lutheran School – Glencoe	\$1,921.00
tt. New Century – Hutchinson	\$11,073.12
uu. St. Anastasia Hutchinson	\$4,397.00
 <u>†City and Township Reimbursements:</u>	
vv. City of Brownton	\$3,246.66
ww. Winsted Township	\$3,899.51
xx. Acoma Township	\$9,052.00
yy. Hutchinson Township	\$22,598.33
 <u>†Community Partners:</u>	
ccc. Southwest Initiative Foundation	\$20,000.00
ddd. Common Cup Ministry	\$20,000.00

The total disbursement amount recommended by the CRF Committee for this round of disbursements is up to \$848,531.33.

Business and Non-Profit organizations shown above are being recommended for approval up to the grant amounts shown from McLeod County and participating townships/cities. Upon Board approval for those receiving McLeod County grant funds, the Business and Non-Profit organizations shown will receive a payment of up to 50% of the approved amount. A second McLeod County funds distribution will occur in November 2020; at that time, the approved grant recipients will receive up to the remaining 50% of their approved McLeod County grant amount, dependent upon calculation of remaining available funds and qualified expenses.

Recipients of township/city funds will receive 100% payment upon approval by their township/city (first approved by the McLeod County board due to fiscal responsibility of funds).

Education Partners (K-12) who are approved for receipt of allocated McLeod County grant funds will receive 100% payment upon approval of the recommendation to the McLeod County Board.

Community Partners who are approved for receipt of allocated McLeod County grant funds will receive 100% payment upon approval of the recommendation to the McLeod County Board.

† Additional verification of documented expenses must be completed prior to distribution of funds.

- D. Consider approval of the Health Care Savings Plan contract language listed in Appendix B for the Law Enforcement Labor Services Local #297 Sheriff's Office Licensed Sergeants to implement an employee funded contribution of two percent (2%) to the McLeod County Health Care Savings Plan. *

Upon approval, a contract with the Health Care Savings Plan provider will follow.

Members of the McLeod County Sheriff's Office Sergeants Union, Law Enforcement Labor Services Local #297, are eligible to participate in the Minnesota Post Employment Health Care Savings Plan (HCSP) established under Minnesota Statutes, Section 352.98 (Minn. Supp. 2001) and as outlined in the Minnesota State Retirement System's Trust and Plan Documents. All funds collected by the employer on behalf of the employee will be deposited into the employee's post-employment health care savings plan account.

- E. Consider approval of Health Insurance Addendum with Law Enforcement Labor Services Local #297 Sheriff's Department Licensed Sergeants Union, effective January 01, 2021. *
- F. Notification of Sue Schulz, McLeod County Assessor, Evaluation Summary in response to the Assessor's evaluation held in a closed meeting on September 15, 2020.
- G. Consider approval of 2021 Association of Minnesota Counties annual membership dues in the amount of \$16,711.00 with funds from the County Commissioners budget (01-005). *

Annual membership dues in 2020 and 2019 were \$16,485.00 and \$15,787.00, respectively.

- H. Consider Budget Committee recommendation to set the Sheriff's salary.*
- I. Notification of Board Workshop to be held following the Board Meeting on November 03, 2020 at the McLeod County Courthouse Boardroom, 830 11th Street East, Glencoe, Minnesota.

OTHER

Open Forum

Press Relations

RECESS

The next County Board meeting will be held on November 03, 2020 at 9:00 a.m. at the McLeod County Courthouse Boardroom, 830 11th St E, Glencoe, Minnesota.

**McLEOD COUNTY
BOARD OF COMMISSIONERS
MEETING MINUTES
GLENCOE CITY CENTER BALLROOM
OCTOBER 06, 2020**

1 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 at the Glencoe City Center Ballroom. Commissioners Wright, Pohlmeier, Shimanski and Krueger were present. Administrator Sheila Murphy, Administrative Assistant Liz Danielson and County Attorney Michael Junge were also present.

PLEDGE OF ALLEGIANCE

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

2 CONSIDERATION OF AGENDA ITEMS

Krueger moved, Pohlmeier seconded and motion carried unanimously to approve the agenda.

3 CONSENT AGENDA

- A. September 15, 2020 County Board Meeting Minutes.
- B. September 11, 2020 Auditor's Warrants.
- C. September 18, 2020 Auditor's Warrants.
- D. September 25, 2020 Auditor's Warrants.
- E. Approve Conditional Use Permit JP20-C6 as requested by Nathan and Karissa Schultz to construct a second family dwelling on their property for the purpose of family care, with conditions. This property is 3.44 acres and is located at 16864 Jefferson Road South, Hutchinson, MN 55350 of Section 17 in Hassan Valley Township. The Hutchinson Joint Planning Board recommended approval September 16, 2020 with the following conditions: (a) The second family care dwelling shall be a modular or manufactured dwelling; (b) The second dwelling shall be removed or the existing farm dwelling will need to be removed once the assistance is no longer needed; (c) An annual letter from the physician will be needed to continue the use of the second dwelling.

Shimanski moved, Wright seconded and motion carried unanimously to approve the consent agenda.

4 PROCLAMATION – Joe Nagel, Board Chair

- A. Board Chair Joe Nagel proclaimed October 04-10, 2020, as 4-H Week in McLeod County.

5 PAYMENT OF BILLS – COMMISSIONER WARRANT LIST

General Revenue Fund:	\$26,020.00
Road & Bridge Fund:	\$110,724.88

Special Revenue Fund: \$56,314.00
Total: \$193,058.88

Shimanski moved, Krueger seconded and motion carried unanimously to approve the payment of bills.

6 9:05 COVID-19

A. COVID-19 Update:

a) Health and Human Services – Berit Spors, Director

Health and Human Services Director, Berit Spors, provided the Board with an update of the COVID-19 situation in McLeod County. As of October 05, 2020, there were 512 cumulative positive cases in McLeod County; 49 percent being male, 51 percent being female. The County recently recorded its third COVID-related death and have two residents hospitalized for COVID-19.

The overall positive test rate for McLeod County is 4.6%. Health and Human Services is meeting with the community partners group this week to discuss schools and how to plan ahead for different scenarios with in-person schooling. Vaccine development discussions are on-going.

b) Emergency Management – Kevin Mathews, Director

Emergency Management Director, Kevin Mathew, provided the Board an update on the FEMA reimbursement request that the County submitted for April and May. Mr. Mathews received preliminary reports that all expenses will be approved/covered under the request. There was one error that Mr. Mathews noticed related to zoom licenses; he will work to get this error corrected. FEMA will reimburse 75% of the expenses with a 25% match by the County. Mr. Mathews confirmed that the County is able to use CARES Act Coronavirus Relief Funds to contribute to this 25% match, estimated at approximately \$5,900.00.

c) Administration – Sheila Murphy, Administrator

County Administrator, Sheila Murphy, noted that the County continues to work through Coronavirus Relief Fund (CRF) applications and fund distribution. Ms. Murphy continues to work with cities and townships throughout the Counties with their funds. The County has been operating at its normal rate, providing all services as usual. Some employees remain working remotely when reasonable.

7 9:10 McLEOD COUNTY GOVERNMENT CENTER – Travis Fuechtmann and Sam Prescher, Contegrity Group

A. Travis Fuechtmann and Sam Prescher of Contegrity Group provided an update on budget and schedule for the McLeod County Government Center construction.

Mr. Fuechtmann noted that there have been no changes to the budget. The soils corrections issue that has been discussed at previous meetings (related to the east parking lot area) has been resolved and the work has been completed. Mr. Prescher provided an update on schedule, noting that the project remains on schedule for completion in early January 2021. Both exterior and interior are taking shape with the parking lot and landscaping work nearing completion.

Commissioner Shimanski inquired how many workers are on-site at a given time. Mr. Prescher estimated approximately 10-20 workers per day are on site with up to ten additional workers during the exterior work that is currently going on for a total of up to 30 workers per day.

8 MINNESOTA RIVER AREA AGENCY ON AGING (MNRAA) – Jason Swanson, Executive Director

- A. Presentation by Jason Swanson about the Minnesota River Area Agency on Aging.

Jason Swanson, Executive Director for the Minnesota River Area Agency on Aging, provided an informational presentation to the Board about his organization and the services which they provide. Mr. Swanson outlined the history of his organization, current services and programs it provides—including Senior Linkage Line, opportunities for outreach and advocacy in partnership with the County and the current state of services during the COVID-19 pandemic.

9 4-H – Darcy Cole, Extension Educator

- A. Presentation of summary of 4-H summer activities.

Darcy Cole, Extension Educator, along with 4-H members Julia Quast, McKenna Wright and Emma Becker, updated the Board with a summary of 4-H summer activities in 2020. Darcy and the 4-H members outlined the various programs that 4-H hosted over the summer. They also provided an outline of what fair judging showcases looked like this summer, including in-person and virtual showcasing and an all-virtual state fair judging event.

10 HEALTH AND HUMAN SERVICES – Berit Spors, Director

- A. Consider approval of the permanent closure of Adult Training and Habilitation Center (ATHC)-Crossroads as of October 01, 2020 and authorize Berit Spors, McLeod County Health and Human Services Director, to sign the Department of Human Services (DHS) Determination of Need Application on behalf of the McLeod County Board.

ATHC-Crossroads is a satellite program of ATHC-West and is located at different buildings at the same address in Hutchinson. Crossroads is licensed for 24 people and ATHC-West is licensed for 60 people. Crossroads currently has 10 individuals receiving Day Treatment and Habilitation (DT & H) Services. Four of these individuals have recently chosen to return during the pandemic. The other six individuals remain admitted to ATHC but have chosen to wait until a later date to return.

ATHC has indicated that they can serve these 10 individuals at the ATHC-West location with the current capacity of 60. All ten individuals have indicated that they would like to remain with ATHC-West. McLeod County has ensured that there are alternative service options for people affected by the program closure. ATHC is currently working on transitioning the individuals to ATHC- West.

The County Board is required to approve DT & H closures.

McLeod County Health & Human Service staff is recommending that ATHC-Crossroads be formally closed as of October 01, 2020, supports this decision and has ensured that all recipients have another DT & H service option available to them.

Shimanski moved, Pohlmeier seconded and motion carried unanimously to approve the permanent closure of Adult Training and Habilitation center (ATHC) – Crossroads as of October 01, 2020 and authorize Berit Spors McLeod County Health and Human Services Director to sign the Department of Human Services (DHS) Determination of Need Application on behalf of the McLeod County Board.

- B. Consider approval of the 2021-2022 Community Support Program for Adult Mental Health Contract and authorize Berit Spors, McLeod County Health and Human Services Director, to sign the contract on behalf of the McLeod County Board.

McLeod County Health & Human Services requests the approval of the 2021-2022 Community Support Program for Adult Mental Health Contract.

The requirements of this contract are ongoing duties of the County and there are no changes to the services the County is expected to provide. The total award for the county is \$223,360.00, which is the same as the current year's award.

Department of Human Services (DHS) has switched to using a contract format and is no longer accepting hard copies of signed contracts and will only use the Docusign process.

Pohlmeier moved, Shimanski seconded and motion carried unanimously to approve the 2021-2022 Community Support Program for Adult Mental Health Contract and authorize Berit Spors, McLeod County Health and Human Services Director, to sign the contract on behalf of the McLeod County Board.

- C. Consider approval of Contract with Ashley Hubbel for Children’s Mental Health Clinical Supervision for the period of September 15, 2020 through December 31, 2020 for a cost not-to-exceed \$2,720.00 with funds from the Individual and Family Social Services budget (11-430).

McLeod County Health and Human Services is in need of a Children’s Mental Health Clinical Supervisor in order to bill for services. Ms. Hubbell works at Aspire (Hutchinson, Minnesota) providing therapy and home skills.

This is a new contract to finish out the 2020 calendar year. Ms. Hubbell will provide up to twenty (20) hours at \$136.00/hour, not-to-exceed \$2,720.00 for the period of September 15, 2020 through December 31, 2020, which is lower than the previous Clinical Supervision contract.

Pohlmeier moved, Shimanski seconded and motion carried unanimously to approve Contract with Ashley Hubbel for Children’s Mental Health Clinical Supervision for the period of September 15, 2020 through December 31, 2020 for a cost not-to-exceed \$2,720.00 with funds from the Individual and Family Social Services budget (11-430).

11 SHERIFF – Tim Langenfeld, Acting Sheriff

- A. Consider approval to purchase Police Department equipment from the City of Silver Lake for a cost of \$28,500.00 with funds from the County Sheriff’s Office budget (01-201).

The equipment was part of the Police Department and will be utilized by the Sheriff's Office. Total amount of this purchase is \$28,500 and it will be paid for out of the Sheriff's Budget. While the equipment was

not budgeted, the costs will be covered by revenue the Sheriff's Office received from the City of Silver Lake for police services that were also not budgeted for.

The sale of the equipment was approved by the Silver Lake City Council at their meeting on September 21st, 2020.

Shimanski moved, Krueger seconded and motion carried unanimously to purchase Police Department equipment from the City of Silver Lake for a cost of \$28,500.00 with funds from the County Sheriff's Office budget (01-201).

12 PUBLIC WORKS – John Brunkhorst, Director

- A. Consider quote from Structural Specialties (Hutchinson, Minnesota) for demolition of bridge 839 for a cost of \$10,000.00 with funds from the Highway Construction budget (03-320).

Everstrong Construction (Redwood Falls, Minnesota) provided a quote for \$28,750.00.

Bridge 839 is the Old Koniska Bridge, near County Road 11; it is deficient and a liability.

The Forest City Threshers have been interested in preserving the bridge and moving it to their site, but to date have not come up with a moving plan or funding. If that transpires in the near future, Public Works will reevaluate the demolition of the bridge.

Krueger moved, Shimanski seconded and motion carried unanimously to accept the quote from Structural Specialties (Hutchinson, Minnesota) for demolition of bridge 830 for a cost of \$10,000.0 with funds from the Highway Construction budget (03-320).

13 AUDITOR-TREASURER – Connie M. Kurtzweg, Auditor-Treasurer

- A. Notification of 2019 Tax Increment Financing (TIF) Disclosures from McLeod County cities.

Auditor-Treasurer Kurtzweg notified the Board of the 2019 Tax Increment Financing (TIF) Disclosures from McLeod County cities.

- B. Consider approval of closure of the McLeod County License Center services on Monday, November 02, 2020 through Tuesday, November 03, 2020, pending approval of a Variance Request by Driver and Vehicle Services.

Due to the influx of ballots that could possibly either be dropped off, mailed or voted in person on those two days, and keeping in mind social distancing, the Auditor-Treasurer recommends a closure of the License Center services to allow additional staff to focus on the General Election activity in the same facility.

Michael Junge, County Attorney, noted that this variance is required in order to deviate from a statutory requirement to have the License Center open for forty hours per week.

Krueger moved, Wright seconded and motion carried unanimously to approve a closure of the McLeod County License Center services on Monday, November 02, 2020 through Tuesday, November 03, 2020, pending approval of a Variance Request by Driver and Vehicle Services.

14 EMPLOYEE RELATIONS – Hannah Tjoflat, Director

- A. Consider approval of Memorandum of Agreement with American Federation of State, County and Municipal Employees (AFSCME) addressing Article XXI. Section C. to clarify how and by whom a position is re-rated.

Shimanski moved, Wright seconded and motion carried unanimously to approve the Memorandum of Agreement with American Federation of State, County and Municipal Employees (AFSCME) addressing Article XXI. Section C. to clarify how and by whom a position is re-rated.

15 COUNTY ADMINISTRATION

Commissioners reviewed their calendars and meetings attended since September 15, 2020.

- A. Consider approval of appointing an outside member to the Health and Human Services Committee.

On September 15, 2020, Nagel moved, Pohlmeier seconded and motion carried unanimously to table the consideration to appoint an outside member to the Health and Human Services Committee until the next County Board meeting on October 06, 2020.

Administrator, Sheila Murphy, requested that no action be taken on this item.

- B. Consider adopting Resolution 20-CB-35, resolution requesting marked crosswalk at the intersection of State Highway 22 and 6th Street in Glencoe, Minnesota.

RESOLUTION 20-CB-35 RESOLUTION REQUESTING MARKED CROSSWALK(S)

WHEREAS, the County wishes to install new crosswalk(s) at the intersection of State Highway 22 and 6th Street; and

WHEREAS, the County acknowledges they will be responsible for the maintenance of the crosswalk markings, the purchase and installation of “NO PARKING” signs for a minimum of 20’ either side of the crossing; and

WHEREAS, the County has identified the intersections of State Highway 22 and 6th Street as the main crossing locations and wish to designate the intersection as a primary or school crossing, and

WHEREAS, the County wishes to accommodate safer crossings of State Highway 22; and

WHEREAS, the County is formally requesting that MnDOT approve the new crossings as described above; and

WHEREAS, the County acknowledges that MnDOT will install and maintain pedestrian signage at and in advance of the approved crossing locations; and

WHEREAS, the County acknowledges that if the County fails to maintain the crosswalks markings MnDOT holds the right to remove all crosswalk signage; and

NOW THEREFORE, IT BE RESOLVED BY THE COUNTY BOARD OF McLEOD COUNTY that this formal request be made to MnDOT.

Krueger moved, Shimanski seconded and motion carried unanimously to adopt Resolution 20-CB-35.

C. Consideration of appointment or opening of applications for the position of McLeod County Sheriff.

Krueger moved, Shimanski seconded and motion carried unanimously to appoint Acting Sheriff, Tim Langenfeld, as McLeod County Sheriff, effective October 20, 2020.

Board Chair Nagel directed the Budget Committee to set the Sheriff's salary prior to the October 20, 2020 Board Meeting.

Acting Sheriff Langenfeld will be sworn-in as McLeod County Sheriff at 8:30 a.m. on October 20, 2020.

D. Consider approval of Coronavirus Relief Fund (CRF) Committee recommendation for disbursement of funds up to the amounts recommended below, upon receipt of documentation of qualifying expenses within program guidelines. If qualifying expenses are less than the approved amount, the lesser amount will be distributed upon approval:

†McLeod County Business and Non-Profit:

(a) Subway of Hutchinson, Inc	\$20,000.00
(b) KDUZ KARP Radio / Iowa City Broadcasting Inc.	\$20,000.00
(c) Bumps Family Restaurant Inc.	\$20,000.00
(d) Midwest Industrial Tool Grinding, Inc.	\$20,000.00
(e) Wheel and Cog Children's Museum	\$13,920.00
(f) Security Bank & Trust Company	\$8,075.00
(g) Plato Woodwork Inc	\$20,000.00
(h) By Mae	\$18,847.18
(i) Rahn Painting & Contracting LLC	\$20,000.00
(j) Meghan's Place, Inc.	\$20,000.00
(k) Lillian's / Purse Proud, Inc.	\$20,000.00
(l) Alsleben Meats, LLC / Alsleben Brothers Packing	\$20,000.00
(m) Central Minnesota Jobs and Training Services, Inc.	\$342.90
(n) The Hair Lounge	\$10,280.00
(o) Mraz Machine Tool	\$20,000.00
(p) Seneca Foods	\$20,000.00
(q) Millerbernd Manufacturing Company	\$20,000.00
(r) Unhinged Pizza of Glencoe Inc	\$20,000.00
(s) Molly's Café / MFK Management Inc	\$20,000.00

†McLeod County Education Partners (K-12):

(t) Hutchinson School District	\$230,000.00
(u) Lester Prairie School District	\$39,326.00
(v) Holy Trinity Winsted	\$10,829.00
(w) Buffalo Lake – Hector – Stewart	\$7,328.00

†City of Brownton:

(x) Noah's Ark Preschool / Immanuel Church:	\$308.80
(y) City of Brownton Reimbursement	\$28,565.76
(z) City of Brownton Reimbursement	\$14,663.59

†Community Partners:

(aa) McLeod Emergency Food Shelf:	\$20,000.00
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The total disbursement amount recommended by the CRF Committee for this round of disbursements is up to \$682,486.23.

Business and Non-Profit organizations shown above are being recommended for approval up to the grant amounts shown from McLeod County and participating townships/cities. Upon Board approval for those receiving McLeod County grant funds, the Business and Non-Profit organizations shown will receive a payment of up to 50% of the approved amount. A second McLeod County funds distribution will occur in November 2020; at that time, the approved grant recipients will receive up to the remaining 50% of their approved McLeod County grant amount, dependent upon calculation of remaining available funds and qualified expenses.

Recipients of township/city funds will receive 100% payment upon approval by their township/city (first approved by the McLeod County board due to fiscal responsibility of funds).

Education Partners (K-12) who are approved for receipt of allocated McLeod County grant funds will receive 100% payment upon approval of the recommendation to the McLeod County Board.

Community Partners who are approved for receipt of allocated McLeod County grant funds will receive 100% payment upon approval of the recommendation to the McLeod County Board.

† Additional verification of documented expenses must be completed prior to distribution of funds.

Wright moved, Pohlmeier seconded and motion carried unanimously to approve Coronavirus Relief Fund Committee recommendations for disbursement of funds in the amount of up to \$682,486.23, upon receipt of documentation of qualifying expenses within program guidelines.

- E. Consideration of adjustment of \$11,073.12 of the CARES Act Coronavirus Relief Fund allocation for Education, to allow for New Century Charter Public School in Hutchinson, Minnesota.

This allocation would be adjusted out of the \$500,000.00 reserved funds, bringing the reserved balance to \$488,926.88. New Century Charter Public School was not included in the original education allocation for qualifying McLeod County schools. New Century is completing the application process, and their application will be reviewed by the Coronavirus Relief Funds Committee, then brought to the County Board for approval of fund distribution.

Wright moved, Krueger seconded and motion carried unanimously to adjust the CARES Act Coronavirus Relief Fund allocation for Education by \$11,073.12, to allow for new Century Charter Public School in Hutchinson, Minnesota.

- F. Consider reappointment of Veterans Service Officer, Jim Lauer, for a four-year term until November 01, 2024.

Shimanski moved, Krueger seconded and motion carried unanimously to reappoint Veterans Service officer, Jim Lauer, for a four-year term until November 01, 2024.

- G. Notification of McLeod Drainage Authority Public Hearing on Proposed 2021 Drainage Levies in which any and all McLeod County and Joint Ditch systems may be given consideration for 2021 maintenance levies. The Drainage Authority will hear public comment on the proposed annual assessments in the South Ballroom at the Glencoe City Center, 1107 11th Street East, Glencoe, Minnesota on Tuesday October 20, 2020 at 9:30 a.m.
- H. Notification of Board Workshop to be held following the Board Meeting on October 20, 2020 at the Glencoe City Center, Senior Room, 1107 11th Street East, Glencoe, Minnesota.

RECESS

The next County Board meeting will be held on October 20, 2020 at 9:00 a.m. at the Glencoe City Center Ballroom, 1107 11th St E, Glencoe, Minnesota.

Shimanski moved, Pohlmeier seconded and motion carried unanimously to recess at 10:47 a.m. until the next County Board meeting on October 20, 2020 at 9:00 a.m. at the Glencoe City Center Ballroom, 1107 11th Street East, Glencoe, Minnesota.

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



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Audit List for Board **AUDITOR'S VOUCHERS ENTRIES**

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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

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Audit List for Board **AUDITOR'S VOUCHERS ENTRIES**

Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
3	DEPT			County Wide			
4917	CITY OF GLENCOE						
	01-003-000-0000-6401		4,578.10	DISINFECTING FOR COVID TESTING	880	COVID19 SUPPLIES	N
4917	CITY OF GLENCOE		4,578.10	1 Transactions			
6009	INNOVATIVE OFFICE SOLUTIONS LLC						
	01-003-000-0000-6401		206.08	ADVANCED HAND SANITIZER	IN3106995	COVID19 SUPPLIES	N
6009	INNOVATIVE OFFICE SOLUTIONS LLC		206.08	1 Transactions			
3	DEPT Total:		4,784.18	County Wide	2 Vendors	2 Transactions	
13	DEPT			Court Administrator			
3146	MELCHERT HUBERT SJODIN PLLP						
	01-013-000-0000-6273		172.50	COURT APPT DP FA-13-373	153056	Court Appt Atty - Other	Y
	01-013-000-0000-6273		500.00	COURT APPT DLC FA-08-1214	153058	Court Appt Atty - Other	Y
	01-013-000-0000-6273		10.00	COURT APPT NCH FA-17-1525	153065	Court Appt Atty - Other	Y
3146	MELCHERT HUBERT SJODIN PLLP		682.50	3 Transactions			
7385	Priest law Firm LTD						
	01-013-000-0000-6272		150.00	COURT APPT JF/LB JV-16-131	718	Court Appt Atty - Dep/Neg/Ter	N
	01-013-000-0000-6272		300.00	COURT APPT ANI FA-11-59	719	Court Appt Atty - Dep/Neg/Ter	N
	01-013-000-0000-6272		120.00	COURT APPT JM/JB JV-19-170	720	Court Appt Atty - Dep/Neg/Ter	N
	01-013-000-0000-6272		460.00	COURT APPT SM/RN JV-18-185	721	Court Appt Atty - Dep/Neg/Ter	N
	01-013-000-0000-6272		310.00	CRT APPT LL/JH/SL JV-102/20-14	722	Court Appt Atty - Dep/Neg/Ter	N
	01-013-000-0000-6273		30.00	COURT APPT ALG FA-16-1702	723	Court Appt Atty - Other	N
7385	Priest law Firm LTD		1,370.00	6 Transactions			
13	DEPT Total:		2,052.50	Court Administrator	2 Vendors	9 Transactions	
31	DEPT			County Administrator			
6262	JJ KELLER & ASSOCIATES INC						
	01-031-000-0000-6245		180.00	OSHA INCIDET TRACKER LIC	9105319828	Dues & Registration Fees	N
				12/01/2020 11/30/2021			
6262	JJ KELLER & ASSOCIATES INC		180.00	1 Transactions			
31	DEPT Total:		180.00	County Administrator	1 Vendors	1 Transactions	
65	DEPT			Information Technology			

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
984	MN OFFICE OF ENTERPRISE TECHNOLOG						
	01-065-000-0000-6321		170.00	COMPUTING SERVICES	20080491	Maintenance Agreements	N
				08/01/2020 08/31/2020			
	01-065-000-0000-6321		1,700.00	MN/IT COLLAB & HATS	DV20080382	Maintenance Agreements	N
				08/01/2020 08/31/2020			
984	MN OFFICE OF ENTERPRISE TECHNOLOG		1,870.00	2 Transactions			
2589	SHI INTERNATIONAL CORP						
	01-065-000-0000-6404		53.10	4 PORT USB 3.0 ULTRA SLIM HUB	B12286584	Computer Supplies	N
2589	SHI INTERNATIONAL CORP		53.10	1 Transactions			
65	DEPT Total:		1,923.10	Information Technology	2 Vendors	3 Transactions	
76	DEPT			Central Services - County Wide			
5906	CENTURYLINK						
	01-076-000-0000-6203		307.47	MONTHLY CHARGES	313623769	Communications	N
				09/18/2020 10/17/2020			
	01-076-000-0000-6203		3,346.95	MONTHLY CHARGES	314019358	Communications	N
				09/18/2020 10/17/2020			
5906	CENTURYLINK		3,654.42	2 Transactions			
1857	METRO SALES INC						
	01-076-000-0000-6321		115.30	COPIER MAINT MPC3004EX-VSO	INV1668748	Maintenance Agreements	N
	01-076-000-0000-6321		27.74	COPIER MAINT MP3054-CRT SVC	INV1668749	Maintenance Agreements	N
	01-076-000-0000-6321		83.89	COPIER MAINT MPC5503-JAIL	INV1668750	Maintenance Agreements	N
	01-076-000-0000-6321		1,655.81	COPIER MAINT MPC6004-A/T	INV1668751	Maintenance Agreements	N
	01-076-000-0000-6321		264.12	COPIER MAINT MPC4504-JAIL	INV1668751	Maintenance Agreements	N
1857	METRO SALES INC		2,146.86	5 Transactions			
1767	US POSTAL SERVICE						
	01-076-000-0000-6205		20,000.00	POSTAGE	Acct# 79971939	Postage & Postal Box Rental	N
1767	US POSTAL SERVICE		20,000.00	1 Transactions			
76	DEPT Total:		25,801.28	Central Services - County Wide	3 Vendors	8 Transactions	
91	DEPT			County Attorney			
2651	BACHMAN PRINTING						
	01-091-000-0000-6241		296.74	BRIEF W BROWN	73354	Printing & Publishing	N

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
2651	BACHMAN PRINTING		296.74				
				1 Transactions			
920	ITASCA COUNTY SHERIFF'S OFFICE						
	01-091-000-0000-6350		75.00	SVC OF DOC	202002463	Other Services & Charges	N
	01-091-000-0000-6350		75.00	SVC OF DOC	202002464	Other Services & Charges	N
920	ITASCA COUNTY SHERIFF'S OFFICE		150.00				
				2 Transactions			
7389	Keup/Diane						
	01-091-000-0000-6280		20.00	WITNESS FEE		Witness Fees	N
	01-091-000-0000-6280		12.32	WITNESS MILEAGE		Witness Fees	N
7389	Keup/Diane		32.32				
				2 Transactions			
7387	Keup/Scott						
	01-091-000-0000-6280		20.00	WITNESS FEE		Witness Fees	N
	01-091-000-0000-6280		141.68	WITNESS MILEAGE		Witness Fees	N
7387	Keup/Scott		161.68				
				2 Transactions			
205	MARCO TECHNOLOGIES LLC						
	01-091-000-0000-6321		91.00	PRINTER MAINTENANCE CONTRACT	INV958013	Maintenance Agreements	N
				09/15/2020 10/14/2020			
205	MARCO TECHNOLOGIES LLC		91.00				
				1 Transactions			
7395	Mucha/Adeline						
	01-091-000-0000-6280		20.00	WITNESS FEE		Witness Fees	N
	01-091-000-0000-6280		19.04	WITNESS MILEAGE		Witness Fees	N
7395	Mucha/Adeline		39.04				
				2 Transactions			
8564	OFFICE DEPOT INC						
	01-091-000-0000-6402		52.20	OFFICE SUPPLIES	122242296001	Office Supplies	N
8564	OFFICE DEPOT INC		52.20				
				1 Transactions			
60963	SEVEN COUNTY PROCESS SERVERS LLC						
	01-091-000-0000-6350		25.00	SVC OF DOC	20200154	Other Services & Charges	Y
	01-091-000-0000-6350		25.00	SVC OF DOC	20201132	Other Services & Charges	Y
	01-091-000-0000-6350		25.00	SVC OF DOC	20201155	Other Services & Charges	Y
	01-091-000-0000-6350		65.00	SVC OF DOC	20201165	Other Services & Charges	Y
	01-091-000-0000-6350		195.00	SVC OF DOC	20201177	Other Services & Charges	Y
	01-091-000-0000-6350		25.00	SVC OF DOC	20201190	Other Services & Charges	Y

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Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
60963	SEVEN COUNTY PROCESS SERVERS LLC		360.00		6 Transactions		
79	SIBLEY COUNTY SHERIFF						
	01-091-000-0000-6350		50.00	SVC OF DOC	2381	Other Services & Charges	N
79	SIBLEY COUNTY SHERIFF		50.00		1 Transactions		
91	DEPT Total:		1,232.98	County Attorney	9 Vendors	18 Transactions	
101	DEPT			County Recorder			
6009	INNOVATIVE OFFICE SOLUTIONS LLC						
	01-101-000-0000-6402		40.62	PENS/ENVELOPES	IN3105514	Office Supplies	N
	01-101-000-0000-6402		17.24	LENS CLEANERS	IN3108850	Office Supplies	N
6009	INNOVATIVE OFFICE SOLUTIONS LLC		57.86		2 Transactions		
101	DEPT Total:		57.86	County Recorder	1 Vendors	2 Transactions	
111	DEPT			Courthouse Building			
3375	FOSTER MECHANICAL						
	01-111-000-0000-6303		181.50	HVAC SYSTEM	13887	Repair & Maintenance Services	N
	01-111-000-0000-6425		1,320.00	HVAC SYSTEM	13887	Repair & Maintenance Supplies	N
3375	FOSTER MECHANICAL		1,501.50		2 Transactions		
869	HILLYARD HUTCHINSON						
	01-111-000-0000-6425		6.00	CLEAN TRAY DISP	604045486	Repair & Maintenance Supplies	N
869	HILLYARD HUTCHINSON		6.00		1 Transactions		
2440	OHLIN SALES INC/OSI BATTERIES						
	01-111-000-0000-6425		4,805.00	12Hx205 DATASAFE	00405376	Repair & Maintenance Supplies	N
2440	OHLIN SALES INC/OSI BATTERIES		4,805.00		1 Transactions		
7396	Saint Peter Glass						
	01-111-000-0000-6425		120.26	4 12' LENGTHS CRL D673A		Repair & Maintenance Supplies	N
	01-111-000-0000-6425		8.26	TAX EXEMPT		Repair & Maintenance Supplies	N
7396	Saint Peter Glass		112.00		2 Transactions		
111	DEPT Total:		6,424.50	Courthouse Building	4 Vendors	6 Transactions	
114	DEPT			Environmental Services Building			

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Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
6112	ELECTRO WATCHMAN INC						
	01-114-000-0000-6269		102.60	MONTHLY MONITORING FEE	353824	Contracts	N
				10/01/2020 12/31/2020			
6112	ELECTRO WATCHMAN INC		102.60	1 Transactions			
6532	Ronnie's Rapid Rooter						
	01-114-000-0000-6303		2,700.00	CONTRACTED DRAIN CLEANING SVC	11372	Repair & Maintenance Services	Y
6532	Ronnie's Rapid Rooter		2,700.00	1 Transactions			
114	DEPT Total:		2,802.60	Environmental Services Building	2 Vendors	2 Transactions	
117	DEPT			Fairgrounds			
192	CROW RIVER GLASS & SIGNS						
	01-117-000-0000-6303		95.00	LABOR TO INSTALL GLASS	59898	Repair & Maintenance Services	N
	01-117-000-0000-6425		308.00	GLAS TO REPLACE DOOR GLASS	59898	Repair & Maintenance Supplies	N
192	CROW RIVER GLASS & SIGNS		403.00	2 Transactions			
7118	RUNNINGS SUPPLY INC						
	01-117-000-0000-6425		24.21	MIXER/TOWELS	5138522	Repair & Maintenance Supplies	N
	01-117-000-0000-6425		10.99	CORD	5138650	Repair & Maintenance Supplies	N
	01-117-000-0000-6425		15.09	ACETONE	5145403	Repair & Maintenance Supplies	N
	01-117-000-0000-6425		20.54	NUTS & BOLTS/LYNCH PIN	5146956	Repair & Maintenance Supplies	N
	01-117-000-0000-6425		41.50	CHAIN LINKS/PRUNNER	5147792	Repair & Maintenance Supplies	N
	01-117-000-0000-6425		38.02	NUTS & BOLTS/WHEEL GRINDER	5150666	Repair & Maintenance Supplies	N
7118	RUNNINGS SUPPLY INC		150.35	6 Transactions			
117	DEPT Total:		553.35	Fairgrounds	2 Vendors	8 Transactions	
201	DEPT			County Sheriff's Office			
539	CENTERPOINT ENERGY INC						
	01-201-000-0000-6255		25.64	GAS STORAGE	5987117-8	Natural Gas	N
				08/04/2020 09/02/2020			
539	CENTERPOINT ENERGY INC		25.64	1 Transactions			
253	Light & Power Commission						
	01-201-000-0000-6253		195.23	ELECTRIC BAXTER AVE	01-802120-03	Electricity	N
				07/31/2020 09/01/2020			

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Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
253	Light & Power Commission		195.23		1 Transactions		
201	DEPT Total:		220.87	County Sheriff's Office	2 Vendors	2 Transactions	
251	DEPT			County Jail			
5667	CLEAN PLUS INC						
	01-251-000-0000-6460		164.00	GLOVES L & XL	2009152	Jail Supplies	N
	01-251-000-0000-6460		1,428.00	GLOVES L & XL	2009153	Jail Supplies	N
5667	CLEAN PLUS INC		1,592.00		2 Transactions		
1050	GARY L FISCHLER & ASSOCIATES PA						
	01-251-000-0000-6265		650.00	PRE-EMP PSYCH EC	3223433	Professional Services	Y
1050	GARY L FISCHLER & ASSOCIATES PA		650.00		1 Transactions		
869	HILLYARD HUTCHINSON						
	01-251-000-0000-6415		125.37	DETERGENT	604069782	Cleaning Supplies	N
869	HILLYARD HUTCHINSON		125.37		1 Transactions		
6009	INNOVATIVE OFFICE SOLUTIONS LLC						
	01-251-000-0000-6402		97.61	OFFICE SUPPLIES TONER	IN3079284	Office Supplies	N
	01-251-000-0000-6460		30.47	JAIL SUPPLIES-FOAM CUPS	IN3079284	Jail Supplies	N
	01-251-000-0000-6402		226.74	OFFICE SUPPLIES TONER	IN3100533	Office Supplies	N
	01-251-000-0000-6415		17.39	CLEANING SUPPLIES/BLEACH	IN3100533	Cleaning Supplies	N
6009	INNOVATIVE OFFICE SOLUTIONS LLC		372.21		4 Transactions		
2140	PHOENIX SUPPLY						
	01-251-000-0000-6461		495.42	INMATE SUPPLIES	20921	Inmate Supplies	N
2140	PHOENIX SUPPLY		495.42		1 Transactions		
1101	TIMEKEEPING SYSTEMS INC						
	01-251-000-0000-6321		395.00	GUARD 1 PLUS SUPPORT RENEWAL	MCL004207321	Maintenance Agreements	N
1101	TIMEKEEPING SYSTEMS INC		395.00		1 Transactions		
251	DEPT Total:		3,630.00	County Jail	6 Vendors	10 Transactions	
485	DEPT			County Public Health Nursing			
91	FRANKLIN PRINTING INC						
	01-485-000-0000-6403		212.61	PRINTED SUPPLIES (ADMIN)	38720	Printed Paper Supplies	N

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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	1099
91	FRANKLIN PRINTING INC				212.61				1 Transactions			
6009	INNOVATIVE OFFICE SOLUTIONS LLC											
	01-485-000-0000-6402				62.65	OFFICE SUPPLIES		IN3108533		Office Supplies		N
	01-485-000-0000-6402				58.92	OFFICE SUPPLIES		IN3111342		Office Supplies		N
6009	INNOVATIVE OFFICE SOLUTIONS LLC				121.57				2 Transactions			
485	DEPT Total:				334.18	County Public Health Nursing			2 Vendors		3 Transactions	
520	DEPT					County Parks						
2733	Austin Incorporated											
	01-520-000-0000-6257				190.00	PUMP HOLDING TANK AT #526		13414		Sewer, Water & Garbage		N
2733	Austin Incorporated				190.00				1 Transactions			
7391	Barratt/Sam											
	01-520-000-0000-6810				51.47	CAMPING/FACILITY REFUND		29262		Refunds & Reimbursements		N
7391	Barratt/Sam				51.47				1 Transactions			
5906	CENTURYLINK											
	01-520-000-0000-6203				86.81	525 CARETAKER OFFICE PHONE		313540758		Communications		N
						09/18/2020	10/17/2020					
	01-520-000-0000-6203				71.98	525 SHOP		314102204		Communications		N
						09/18/2020	10/17/2020					
5906	CENTURYLINK				158.79				2 Transactions			
192	CROW RIVER GLASS & SIGNS											
	01-520-000-0000-6303				579.63	REPAIR & REPLACE WINDSHEILD		59910		Repair & Maintenance Services		N
192	CROW RIVER GLASS & SIGNS				579.63				1 Transactions			
7398	Helmbrecht/Dake											
	01-520-000-0000-6810				17.94	CAMPING/FACILITY REFUND		29281		Refunds & Reimbursements		N
7398	Helmbrecht/Dake				17.94				1 Transactions			
136	HUTCHINSON CO-OP											
	01-520-000-0000-6455				30.01	5008 TRUCK FUEL		1439733		Motor Fuels & Lubrication		N
	01-520-000-0000-6455				51.08	FUEL FOR #526		1441901		Motor Fuels & Lubrication		N
	01-520-000-0000-6455				50.00	5001 FUEL FOR TRUCK		1444503		Motor Fuels & Lubrication		N
	01-520-000-0000-6455				57.00	5002 TRUCK FUEL		1445183		Motor Fuels & Lubrication		N
	01-520-000-0000-6455				19.00	FUEL LAWNMOWERS AT #526		1452236		Motor Fuels & Lubrication		N

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1 General Revenue Fund

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
	01-520-000-0000-6455		559.50	FUEL FOR SHOP TANKS	1518	Motor Fuels & Lubrication	N
	01-520-000-0000-6455		25.01	5008 TRUCK FUEL	1552649	Motor Fuels & Lubrication	N
	01-520-000-0000-6455		20.00	5008 TRUCK FUEL	1557696	Motor Fuels & Lubrication	N
136	HUTCHINSON CO-OP		811.60				
				8 Transactions			
7392	Koening/Peggy						
	01-520-000-0000-6810		42.16	CAMPING/FACILITY REFUND	29259	Refunds & Reimbursements	N
7392	Koening/Peggy		42.16				
				1 Transactions			
6826	Koepp/Marica						
	01-520-000-0000-6810		45.88	CAMPING/FACILITY REFUND	29215	Refunds & Reimbursements	N
6826	Koepp/Marica		45.88				
				1 Transactions			
5555	L & P SUPPLY COMPANY INC						
	01-520-000-0000-6303		157.20	REPAIR GATOR FOR #526	255187	Repair & Maintenance Services	N
5555	L & P SUPPLY COMPANY INC		157.20				
				1 Transactions			
1051	LAKES GAS COMPANY						
	01-520-000-0000-6255		164.43	#526 PROPANE FOR BATHHOUSE	WC0011724	Natural Gas	N
1051	LAKES GAS COMPANY		164.43				
				1 Transactions			
4117	MINI BIFF INC						
	01-520-000-0000-6257		55.22	526 CAMPGRROUNDS MINI BIFF	A-118118	Sewer, Water & Garbage	N
4117	MINI BIFF INC		55.22				
				1 Transactions			
520	DEPT Total:		2,274.32	County Parks			
					11 Vendors	19 Transactions	
603	DEPT			County Extension			
	6009 INNOVATIVE OFFICE SOLUTIONS LLC						
	01-603-000-0000-6402		9.51	PLANNER	IN3098672	Office Supplies	N
6009	INNOVATIVE OFFICE SOLUTIONS LLC		9.51				
				1 Transactions			
603	DEPT Total:		9.51	County Extension			
					1 Vendors	1 Transactions	
604	DEPT			Agricultural Inspection			
	136 HUTCHINSON CO-OP						
	01-604-000-0000-6423		101.67	WEED KILLER	1447391	Landscaping Materials	N

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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	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
136	HUTCHINSON CO-OP					
			1 Transactions			
604	DEPT Total:		101.67	Agricultural Inspection	1 Vendors	1 Transactions
609	DEPT					
7118	RUNNINGS SUPPLY INC					
	01-609-000-0000-6350		77.65	DRILL BITS/BOLTS	5137295	Other Services & Charges
7118	RUNNINGS SUPPLY INC		77.65	1 Transactions		N
609	DEPT Total:		77.65	Enviornmental Services	1 Vendors	1 Transactions
1	Fund Total:		52,460.55	General Revenue Fund		96 Transactions

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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	1099
310	DEPT			Highway Maintenance			
5876	LUEDTKE CONTRACTING LLC 03-310-000-0000-6504		3,950.00	REPLACE CULVERTS ON CR 54	3014	Culverts	Y
5876	LUEDTKE CONTRACTING LLC		3,950.00	1 Transactions			
6051	M R SIGN COMPANY INC 03-310-000-0000-6503		1,316.80	SIGNS- CR 72	209894	Traffic Signs & Post	N
6051	M R SIGN COMPANY INC		1,316.80	1 Transactions			
1751	MEEKER WASHED SAND & GRAVEL INC 03-310-000-0000-6502		1,004.45	CLASS 5 GRAVEL CR 60	20-3652	Aggregates Material	N
	03-310-000-0000-6502		914.94	CLASS 5 GRAVEL CSAH 12	20-3670	Aggregates Material	N
1751	MEEKER WASHED SAND & GRAVEL INC		1,919.39	2 Transactions			
310	DEPT Total:		7,186.19	Highway Maintenance	3 Vendors	4 Transactions	
320	DEPT			Highway Construction			
554	ERICKSON ENGINEERING COMPANY 03-320-000-0000-6265		23,608.55	CONST ENG CSAH 11	13788	Professional Services	Y
	03-320-000-0000-6265		3,289.40	PRELIM ENG-ACOMA TWSP BRIDGE	13801	Professional Services	Y
554	ERICKSON ENGINEERING COMPANY		26,897.95	2 Transactions			
4022	GILSON COMPANY INC 03-320-000-0000-6501		246.45	ENG SUPPLIES-CONE BASE&ROD SET	1364867	Engineering & Surveying Supplies	N
4022	GILSON COMPANY INC		246.45	1 Transactions			
1463	KENS EXCAVATION 03-320-000-0000-6265		22,182.00	CONST ENG JOB 01516	043-615-016	Professional Services	Y
1463	KENS EXCAVATION		22,182.00	1 Transactions			
1947	MINNESOTA DEPARTMENT OF TRANSPOR 03-320-000-0000-6265		421.20	CONST TESTING JOB 11013	P00011986	Professional Services	N
	03-320-000-0000-6265		3.86	CONST TESTING JOB 11013	P00012441	Professional Services	N
1947	MINNESOTA DEPARTMENT OF TRANSPOR		425.06	2 Transactions			
9825	SHORT ELLIOTT HENDRICKSON INC 03-320-000-0000-6265		22,899.91	CONST ENG JOB #0159	393202	Professional Services	N
9825	SHORT ELLIOTT HENDRICKSON INC		22,899.91	1 Transactions			

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Audit List for Board **AUDITOR'S VOUCHERS ENTRIES**

Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
320	DEPT Total:		72,651.37	Highway Construction	5 Vendors	7 Transactions	
340	DEPT			Highway Equipment Maintenance			
4286	BAUER BUILT						
	03-340-000-0000-6425		63.53	PARTS & LABOR	940069907	Repair & Maintenance Supplies	N
4286	BAUER BUILT		63.53		1 Transactions		
5893	JLR GARAGE DOOR SERVICE, INC.						
	03-340-000-0000-6303		1,444.41	SILVER LAKE SHOP REPAIR	63069	Repair & Maintenance Services	N
	03-340-000-0000-6303		61.71-	TAX EXEMPT	63069	Repair & Maintenance Services	N
5893	JLR GARAGE DOOR SERVICE, INC.		1,382.70		2 Transactions		
645	SCHIROO ELECTRICAL REBUILDING INC						
	03-340-000-0000-6425		235.00	PARTS	96141	Repair & Maintenance Supplies	N
645	SCHIROO ELECTRICAL REBUILDING INC		235.00		1 Transactions		
951	TOWN & COUNTRY GLASS INC						
	03-340-000-0000-6303		170.00	LABOR	6200	Repair & Maintenance Services	N
	03-340-000-0000-6425		258.44	PARTS	6200	Repair & Maintenance Supplies	N
951	TOWN & COUNTRY GLASS INC		428.44		2 Transactions		
340	DEPT Total:		2,109.67	Highway Equipment Maintenance	4 Vendors	6 Transactions	
3	Fund Total:		81,947.23	Road & Bridge Fund		17 Transactions	

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Audit List for Board **AUDITOR'S VOUCHERS ENTRIES**

5 Solid Waste Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
391	DEPT			Solid Waste Tip Fee			
837	GREENDISK INC 05-391-000-0000-6259		5,193.00	MEDIA RECYCLING	33875	Recycling	N
837	GREENDISK INC		5,193.00	1 Transactions			
4107	K & S ELECTRIC 05-391-000-0000-6561		105.00	ELECTRICAL SERVICE REPAIR	826-1	Repair & Maintenance - Other	N
	05-391-000-0000-6561		350.00	ELECTRICAL SERVICE REPAIR	826-2	Repair & Maintenance - Other	N
	05-391-000-0000-6561		210.00	ELECTRICAL SERVICE REPAIR	826-3-1	Repair & Maintenance - Other	N
4107	K & S ELECTRIC		665.00	3 Transactions			
2825	MENARDS HUTCHINSON 05-391-000-0000-6402		36.67	OP SUPPLIES INV#97207	Acct# 31550331	Office Supplies	N
2825	MENARDS HUTCHINSON		36.67	1 Transactions			
4179	REVIER WELDING 05-391-000-0000-6561		540.20	TITTB HUTCH BIN	5049	Repair & Maintenance - Other	Y
4179	REVIER WELDING		540.20	1 Transactions			
681	SW INC 05-391-000-0000-6259		440.00	AP DISPOSAL	4021	Recycling	N
	05-391-000-0000-6259		70.00	AP DISPOSAL	4038	Recycling	N
681	SW INC		510.00	2 Transactions			
5326	ULINE 05-391-000-0000-6410		292.70	GLOVES	124410386	Building & Safety Supplies	N
	05-391-000-0000-6410		203.28	SAFETY SUPPLIES	124410386	Building & Safety Supplies	N
	05-391-000-0000-6410		234.75	OPERATING SUPPLIES	124410386	Building & Safety Supplies	N
5326	ULINE		730.73	3 Transactions			
391	DEPT Total:		7,675.60	Solid Waste Tip Fee	6 Vendors	11 Transactions	
5	Fund Total:		7,675.60	Solid Waste Fund		11 Transactions	

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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	1099
420	DEPT			Income Maintenance			
	205 MARCO TECHNOLOGIES LLC						
	11-420-600-0010-6321		25.94	MONTHLY PRINT CONTRACT 08/23/2020 09/22/2020	INV7981480	Maintenance Agreements	N
	11-420-640-0010-6321		60.53	MONTHLY PRINT CONTRACT 08/23/2020 09/22/2020	INV7981480	Maintenance Agreements	N
	205 MARCO TECHNOLOGIES LLC		86.47	2 Transactions			
	1857 METRO SALES INC						
	11-420-600-0010-6321		69.86	RICOH MP6503SP	INV1668747	Maintenance Agreements	N
	1857 METRO SALES INC		69.86	1 Transactions			
	12138 REDUCED RATE LONG DISTANCE LLC						
	11-420-600-0010-6203		8.70	REDUCED RATE ACCT#3208643144	192755	Communications/Postage	Y
	12138 REDUCED RATE LONG DISTANCE LLC		8.70	1 Transactions			
420	DEPT Total:		165.03	Income Maintenance	3 Vendors	4 Transactions	
430	DEPT			Individual & Family Social Services			
	12138 REDUCED RATE LONG DISTANCE LLC						
	11-430-700-0010-6203		20.29	REDUCED RATE ACCT#3208643144	192755	Communications/Postage	Y
	12138 REDUCED RATE LONG DISTANCE LLC		20.29	1 Transactions			
430	DEPT Total:		20.29	Individual & Family Social Services	1 Vendors	1 Transactions	
11	Fund Total:		185.32	Human Service Fund		5 Transactions	

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20 County Ditch 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	1099
622	DEPT			County Ditch #8			
	2294 WICK/BRAD						
	20-622-000-0000-6302		1,508.13	CD08 REDETERMINATION HRS 31.75	091620-163463	Construction & Repairs	N
	20-622-000-0000-6302		126.50	CD08 REDETERMINATION MILES 220	091620-163463	Construction & Repairs	N
	2294 WICK/BRAD		1,634.63	2 Transactions			
622	DEPT Total:		1,634.63	County Ditch #8	1 Vendors	2 Transactions	
20	Fund Total:		1,634.63	County Ditch Fund		2 Transactions	

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Audit List for Board **AUDITOR'S VOUCHERS ENTRIES**

21 SWCD Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
696	DEPT			SWCD			
	6872 RMB Environmetal Laboratories Inc						
	21-696-000-0000-6265		135.00	WATER ANALYSIS	517173	Professional Services	N
	6872 RMB Environmetal Laboratories Inc		135.00	1 Transactions			
696	DEPT Total:		135.00	SWCD	1 Vendors	1 Transactions	
21	Fund Total:		135.00	SWCD Fund		1 Transactions	

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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	1099
122	DEPT			Veteran Services - Grants			
5825	MINNESOTA DEPT OF VETERANS AFFAIRS 25-122-000-0000-6810		46.78	REFUND OF UNUSED 2020 GRANT	VSO092820	Refunds & Reimbursements	N
5825	MINNESOTA DEPT OF VETERANS AFFAIRS		46.78	1 Transactions			
122	DEPT Total:		46.78	Veteran Services - Grants	1 Vendors	1 Transactions	
285	DEPT			E-911 System - Maintenance Grant			
3351	NORTHLAND BUSINESS SYSTEMS 25-285-000-0000-6321		4,301.71	LOGGER MAINTENANCE 11/01/2020 10/31/2021	IN100230	Maintenance Agreements	N
3351	NORTHLAND BUSINESS SYSTEMS		4,301.71	1 Transactions			
285	DEPT Total:		4,301.71	E-911 System - Maintenance Grant	1 Vendors	1 Transactions	
618	DEPT			MN CLEAN WATER PARTNERSHIP LOAN			
3856	BORKA EXCAVATING 25-618-000-0000-6350		15,000.00	SEPTIC SYSTEM-J VOIGT	08_19_20-1	Other Services & Charges	Y
3856	BORKA EXCAVATING		15,000.00	1 Transactions			
618	DEPT Total:		15,000.00	MN CLEAN WATER PARTNERSHIP LOAN	1 Vendors	1 Transactions	
25	Fund Total:		19,348.49	Special Revenue Fund		3 Transactions	

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

41 Capital Projects Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
3	DEPT			County Wide			
	2348 XIGENT						
	41-003-000-0000-6610		11,524.00	VIIDEO STORAGE FOR GC SECURITY	79386	Capital - Over \$5,000 (Fixed Assets)	N
	2348 XIGENT		11,524.00	1 Transactions			
3	DEPT Total:		11,524.00	County Wide	1 Vendors	1 Transactions	
113	DEPT			Government Center			
	3413 BARTLEY SALES COMPANY INC						
	41-113-000-0000-6610		11,318.30	CONTRACT PAYMENT	APPL #4	Capital - Over \$5,000 (Fixed Assets)	N
	41-113-000-0000-6610		7,861.25	CONTRACT PAYMENT	APPL #4	Capital - Over \$5,000 (Fixed Assets)	N
	3413 BARTLEY SALES COMPANY INC		19,179.55	2 Transactions			
	1174 BRAUN INTERTEC CORPORATION						
	41-113-000-0000-6610		489.00	PROFESSIONAL SERVICES	B224761	Capital - Over \$5,000 (Fixed Assets)	N
	1174 BRAUN INTERTEC CORPORATION		489.00	1 Transactions			
	3298 CAPITAL CITY GLASS INC						
	41-113-000-0000-6610		49,965.25	CONTRACT PAYMENT	APPL #6	Capital - Over \$5,000 (Fixed Assets)	N
	3298 CAPITAL CITY GLASS INC		49,965.25	1 Transactions			
	5918 CENTURY LINK						
	41-113-000-0000-6610		56.06	CIRCUIT CHARGE	3866XCD6S20259	Capital - Over \$5,000 (Fixed Assets)	N
				09/15/2020 10/14/2020			
	5918 CENTURY LINK		56.06	1 Transactions			
	5906 CENTURYLINK						
	41-113-000-0000-6610		115.73	SERVICES	454660690	Capital - Over \$5,000 (Fixed Assets)	N
				09/18/2020 10/17/2020			
	5906 CENTURYLINK		115.73	1 Transactions			
	3271 CONTEGRITY GROUP						
	41-113-000-0000-6610		10.37	TEMPORARY PHONE/INTERNET	2020178/179	Capital - Over \$5,000 (Fixed Assets)	N
	41-113-000-0000-6610		12.50	POSTAGE & MAILING	2020178/179	Capital - Over \$5,000 (Fixed Assets)	N
	41-113-000-0000-6610		72.18	SWEEP COMPOUND/HOSE	2020178/179	Capital - Over \$5,000 (Fixed Assets)	N
	41-113-000-0000-6610		10,497.29	CONSTRUCTION MANAGEMENT	2020178/179	Capital - Over \$5,000 (Fixed Assets)	N
	41-113-000-0000-6610		13,800.00	ON SITE SUPERVISION FEE	2020178/179	Capital - Over \$5,000 (Fixed Assets)	N
	41-113-000-0000-6610		475.00	TEMPORARY JOB OFFICE/TRAILER	2020178/179	Capital - Over \$5,000 (Fixed Assets)	N
	41-113-000-0000-6610		1,975.00	REIMBURSABLES	2020178/179	Capital - Over \$5,000 (Fixed Assets)	N

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41 Capital Projects Fund

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
	41-113-000-0000-6610		240.00	FAN RENTAL	2020178/179	Capital - Over \$5,000 (Fixed Assets)	N
	41-113-000-0000-6610		26.00	COLOR COPIES	2020178/179	Capital - Over \$5,000 (Fixed Assets)	N
	41-113-000-0000-6610		56.60	COPIES	2020178/179	Capital - Over \$5,000 (Fixed Assets)	N
	41-113-000-0000-6610		259.80	BLUEPRINTING	2020178/179	Capital - Over \$5,000 (Fixed Assets)	N
3271	CONTEGRITY GROUP		27,424.74				
				11 Transactions			
1326	CULLIGAN WATER CONDITIONING						
	41-113-000-0000-6610		9.80	WATER RENTAL	173107829108	Capital - Over \$5,000 (Fixed Assets)	N
				09/01/2020	09/30/2020		
1326	CULLIGAN WATER CONDITIONING		9.80				
				1 Transactions			
3784	EBERT CONSTRUCTION INC						
	41-113-000-0000-6610		67,028.12	CONTRACT PAYMENT APPL #7	21629537	Capital - Over \$5,000 (Fixed Assets)	N
3784	EBERT CONSTRUCTION INC		67,028.12				
				1 Transactions			
4041	FRANSEN DECORATING INC						
	41-113-000-0000-6610		27,319.39	CONTRACT PAYMENT	APPL #3	Capital - Over \$5,000 (Fixed Assets)	N
4041	FRANSEN DECORATING INC		27,319.39				
				1 Transactions			
2887	ISG						
	41-113-000-0000-6610		1,500.00	CONSTRUCTION ADMINISTRATION	67084	Capital - Over \$5,000 (Fixed Assets)	N
2887	ISG		1,500.00				
				1 Transactions			
6962	Javens Mechanical Contracting Co Inc						
	41-113-000-0000-6610		7,886.37	CONTRACT PAYMENT	APPL #7	Capital - Over \$5,000 (Fixed Assets)	N
6962	Javens Mechanical Contracting Co Inc		7,886.37				
				1 Transactions			
7058	Kendell Doors & Hardware						
	41-113-000-0000-6610		11,627.50	CONTRACT PAYMENT	APPL #3	Capital - Over \$5,000 (Fixed Assets)	N
7058	Kendell Doors & Hardware		11,627.50				
				1 Transactions			
4117	MINI BIFF INC						
	41-113-000-0000-6610		180.54	PORTA JOHN RENTAL	A-118025	Capital - Over \$5,000 (Fixed Assets)	N
4117	MINI BIFF INC		180.54				
				1 Transactions			
4427	NEUBARTH LAWN CARE & LANDSCAPING						
	41-113-000-0000-6610		875.00	CUT & TRIM AROUND FENCE	16222	Capital - Over \$5,000 (Fixed Assets)	Y
4427	NEUBARTH LAWN CARE & LANDSCAPING		875.00				
				1 Transactions			

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Audit List for Board **AUDITOR'S VOUCHERS ENTRIES**

41 Capital Projects Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
7057	Pietsch Construction Inc 41-113-000-0000-6610		12,911.45	CONTRACT PAYMENT	Appl #6	Capital - Over \$5,000 (Fixed Assets)	N
7057	Pietsch Construction Inc		12,911.45	1 Transactions			
4019	SIBLEY ELECTRIC INC 41-113-000-0000-6610		46,242.43	CONTRACT PAYMENT	Appl #6	Capital - Over \$5,000 (Fixed Assets)	N
4019	SIBLEY ELECTRIC INC		46,242.43	1 Transactions			
3415	SUMMIT FIRE PROTECTION 41-113-000-0000-6610		12,160.00	CONTRACT PAYMENT	Appl #7	Capital - Over \$5,000 (Fixed Assets)	N
3415	SUMMIT FIRE PROTECTION		12,160.00	1 Transactions			
4339	SUNRISE SPECIALITY CONTRACTING 41-113-000-0000-6610		19,500.00	JOINT SEALANTS	08-20-10	Capital - Over \$5,000 (Fixed Assets)	N
4339	SUNRISE SPECIALITY CONTRACTING		19,500.00	1 Transactions			
3259	TWIN CITY ACOUSTICS INC 41-113-000-0000-6610		46,578.50	CONTRACT PAYMENT	Appl #2	Capital - Over \$5,000 (Fixed Assets)	N
3259	TWIN CITY ACOUSTICS INC		46,578.50	1 Transactions			
7294	United Rentals 41-113-000-0000-6610		1,203.60	DEHUMIDIFIER	182993860-003	Capital - Over \$5,000 (Fixed Assets)	N
	41-113-000-0000-6610		689.52	DEHUMIDIFIER	182993860-004	Capital - Over \$5,000 (Fixed Assets)	N
7294	United Rentals		1,893.12	2 Transactions			
4170	WASTE MANAGEMENT OF WI MN 41-113-000-0000-6610		408.00	GARBAGE REMOVAL	7395656-1593-0	Capital - Over \$5,000 (Fixed Assets)	N
	41-113-000-0000-6610		816.00	GARBAGE REMOVAL	7404765-1593-8	Capital - Over \$5,000 (Fixed Assets)	N
	41-113-000-0000-6610		816.00	GARBAGE REMOVAL	7407482-1593-7	Capital - Over \$5,000 (Fixed Assets)	N
4170	WASTE MANAGEMENT OF WI MN		2,040.00	3 Transactions			
6892	Weidner Plumbing & Heating 41-113-000-0000-6610		10,262.85	CONTRACT PAYMENT	A5820-10	Capital - Over \$5,000 (Fixed Assets)	N
6892	Weidner Plumbing & Heating		10,262.85	1 Transactions			
113	DEPT Total:		365,245.40	Government Center	22 Vendors	36 Transactions	
41	Fund Total:		376,769.40	Capital Projects Fund		37 Transactions	

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



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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	1099
956	DEPT			Sales Tax			
7391	Barratt/Sam 86-956-000-0000-6810		4.23	MN SALES TAX REFUND	29262	Refunds & Reimbursements	N
7391	Barratt/Sam		4.23	1 Transactions			
7398	Helmbrecht/Dake 86-956-000-0000-6810		1.92	MN SALES TAX REFUND	29281	Refunds & Reimbursements	N
7398	Helmbrecht/Dake		1.92	1 Transactions			
7392	Koening/Peggy 86-956-000-0000-6810		3.58	MN SALES TAX REFUND	29259	Refunds & Reimbursements	N
7392	Koening/Peggy		3.58	1 Transactions			
6826	Koepf/Marica 86-956-000-0000-6810		3.84	MN SALES TAX REFUND	29215	Refunds & Reimbursements	N
6826	Koepf/Marica		3.84	1 Transactions			
956	DEPT Total:		13.57	Sales Tax	4 Vendors	4 Transactions	
959	DEPT			LOCAL OPTION SALES TAX			
7391	Barratt/Sam 86-959-000-0000-6810		0.30	LOST SALES TAX REFUND	29262	Refunds & Reimbursements	N
7391	Barratt/Sam		0.30	1 Transactions			
7398	Helmbrecht/Dake 86-959-000-0000-6810		0.14	LOST SALES TAX REFUND	29281	Refunds & Reimbursements	N
7398	Helmbrecht/Dake		0.14	1 Transactions			
7392	Koening/Peggy 86-959-000-0000-6810		0.26	LOST SALES TAX REFUND	29259	Refunds & Reimbursements	N
7392	Koening/Peggy		0.26	1 Transactions			
6826	Koepf/Marica 86-959-000-0000-6810		0.28	LOST SALES TAX REFUND	29215	Refunds & Reimbursements	N
6826	Koepf/Marica		0.28	1 Transactions			
959	DEPT Total:		0.98	LOCAL OPTION SALES TAX	4 Vendors	4 Transactions	

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Audit List for Board **AUDITOR'S VOUCHERS ENTRIES**

86 Trust & Agency Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
975	DEPT			DNR Clearing Account			
	509 MINNESOTA DNR						
	86-975-000-0000-6850		617.20	DNR		Collections for Other Agencies	N
				09/15/2020 09/21/2020			
	86-975-000-0000-6850		551.30	DNR		Collections for Other Agencies	N
				09/22/2020 09/28/2020			
	509 MINNESOTA DNR		1,168.50		2 Transactions		
975	DEPT Total:		1,168.50	DNR Clearing Account	1 Vendors	2 Transactions	
976	DEPT			Game & Fish Clearing Account			
	509 MINNESOTA DNR						
	86-976-000-0000-6850		34.00	GAME & FISH		Collections for Other Agencies	N
				09/15/2020 09/21/2020			
	509 MINNESOTA DNR		34.00		1 Transactions		
976	DEPT Total:		34.00	Game & Fish Clearing Account	1 Vendors	1 Transactions	
86	Fund Total:		1,217.05	Trust & Agency Fund		11 Transactions	
	Final Total:		541,373.27	112 Vendors	183 Transactions		

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



Recap by Fund	<u>Fund</u>	<u>Amount</u>	<u>Name</u>
	1	52,460.55	General Revenue Fund
	3	81,947.23	Road & Bridge Fund
	5	7,675.60	Solid Waste Fund
	11	185.32	Human Service Fund
	20	1,634.63	County Ditch Fund
	21	135.00	SWCD Fund
	25	19,348.49	Special Revenue Fund
	41	376,769.40	Capital Projects Fund
	86	1,217.05	Trust & Agency Fund
All Funds		541,373.27	Total

Approved by,

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



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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?: 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

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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	1099
1	General Revenue Fund						
0	DEPT			...			
3028	MINNESOTA CHILD SUPPORT PAYMENT C						
	01-000-000-0000-2056		344.71	CHILD SUPPORT 09/13/2020 09/26/2020	001124208702	Child Support Garnishment Payable	N
	01-000-000-0000-2056		40.60	CHILD SUPPORT 09/13/2020 09/26/2020	00149973061	Child Support Garnishment Payable	N
	01-000-000-0000-2056		146.74	CHILD SUPPORT 09/13/2020 09/26/2020	001530953002	Child Support Garnishment Payable	N
	01-000-000-0000-2056		232.11	CHILD SUPPORT 09/13/2020 09/26/2020	001537856101	Child Support Garnishment Payable	N
3028	MINNESOTA CHILD SUPPORT PAYMENT C		764.16	4 Transactions			
0	DEPT Total:		764.16	...	1 Vendors	4 Transactions	
3	DEPT			County Wide			
1886	BMO						
	01-003-000-0000-6401		60.93	COBORNS	0891	COVID19 SUPPLIES	N
	01-003-000-0000-6401		6.46	CASH WISE	0891	COVID19 SUPPLIES	N
	01-003-000-0000-6401		9.88	WALMART	0891	COVID19 SUPPLIES	N
	01-003-000-0000-6401		16.85	MENARDS	0891	COVID19 SUPPLIES	N
	01-003-000-0000-6401		19.24	WALMART	0891	COVID19 SUPPLIES	N
	01-003-000-0000-6401		12.90	TARGET	0891	COVID19 SUPPLIES	N
	01-003-000-0000-6401		3.98	TARGET.COM	0891	COVID19 SUPPLIES	N
1886	BMO		130.24	7 Transactions			
67501	TRAILBLAZER TRANSIT						
	01-003-000-0000-6401		4.00	PATIENT RIDE FOR COVID TESTING	2020-08-231	COVID19 SUPPLIES	N
67501	TRAILBLAZER TRANSIT		4.00	1 Transactions			
3	DEPT Total:		134.24	County Wide	2 Vendors	8 Transactions	
13	DEPT			Court Administrator			
11580	CENTURYLINK						
	01-013-000-0000-6203		44.88	LONG DISTANCE 09/12/2020 10/20/2020	320439462	Communications	N
11580	CENTURYLINK		44.88	1 Transactions			

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



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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	1099
13	DEPT Total:		44.88	Court Administrator	1 Vendors	1 Transactions	
31	DEPT 1886 BMO			County Administrator			
	01-031-000-0000-6450		29.99	ADOBE STOCK	1725	Subscriptions	N
	01-031-000-0000-6450		22.54	ADOBE ID	1725	Subscriptions	N
	01-031-000-0000-6450		38.00	ANW ANSWER GIFT	9211	Subscriptions	N
	01-031-000-0000-6450		267.36	APPLE.COM	9211	Subscriptions	N
	01-031-000-0000-6450		39.00	JOTFORM INC	9211	Subscriptions	N
	1886 BMO		396.89	5 Transactions			
31	DEPT Total:		396.89	County Administrator	1 Vendors	5 Transactions	
65	DEPT 1886 BMO			Information Technology			
	01-065-000-0000-6404		38.99	AMAZON	1758	Computer Supplies	N
	1886 BMO		38.99	1 Transactions			
	3770 NOW MIRCO INC						
	01-065-000-0000-6612		3,940.00	4 LENOVO THINKPAD T15	IV515769	Capital - \$100 - \$5,000 (Inventory)	N
	01-065-000-0000-6612		985.00	LENOVO THINKPAD T15	IV515771	Capital - \$100 - \$5,000 (Inventory)	N
	01-065-000-0000-6612		4,925.00	5 LENOVO THINKPAD T15	IV515772	Capital - \$100 - \$5,000 (Inventory)	N
	3770 NOW MIRCO INC		9,850.00	3 Transactions			
65	DEPT Total:		9,888.99	Information Technology	2 Vendors	4 Transactions	
76	DEPT 1886 BMO			Central Services - County Wide			
	01-076-000-0000-6205		124.00	USPS	0412	Postage & Postal Box Rental	N
	01-076-000-0000-6350		732.95	SAGE SOFTWARE	5411	Other Services & Charges	N
	1886 BMO		856.95	2 Transactions			
	11580 CENTURYLINK						
	01-076-000-0000-6203		803.48	LONG DISTANCE	320439462	Communications	N
				09/12/2020 10/20/2020			
	11580 CENTURYLINK		803.48	1 Transactions			
	1857 METRO SALES INC						

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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	1099
1857	METRO SALES INC	01-076-000-0000-6321			88.38	COPIER MAINT MPC3503-P&Z		INV1671186		Maintenance Agreements		N
					88.38		1 Transactions					
5771	NUVERA	01-076-000-0000-6203			1,572.46	DEPARTMENT SERVICES	10/01/2020 10/31/2020	83144635		Communications		N
					1,572.46		1 Transactions					
3752	STAR GROUP LLC	01-076-000-0000-6338			14.33	12 IN EXACTFIR REPAIR		101327		Motor Pool Expenses		N
					14.33		1 Transactions					
1083	WEX BANK	01-076-000-0000-6338			397.98	FUEL	09/01/2020 09/30/2020	67811658		Motor Pool Expenses		N
					397.98		1 Transactions					
76	DEPT Total:				3,733.58	Central Services - County Wide		6 Vendors		7 Transactions		
91	DEPT					County Attorney						
1886	BMO	01-091-000-0000-6402			131.21	DEMCO		1733		Office Supplies		N
					131.21		1 Transactions					
60963	SEVEN COUNTY PROCESS SERVERS LLC	01-091-000-0000-6350			65.00	SVC OF DOC		20201210		Other Services & Charges		Y
					65.00		1 Transactions					
91	DEPT Total:				196.21	County Attorney		2 Vendors		2 Transactions		
101	DEPT					County Recorder						
14	ASSOCIATION OF MINNESOTA COUNTIES	01-101-000-0000-6245			129.00	AMC PRATICAL LEADERSHIP-DEB J		56436		Dues & Registration Fees		N
					129.00		1 Transactions					
101	DEPT Total:				129.00	County Recorder		1 Vendors		1 Transactions		
103	DEPT					County Assessor						

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1 General Revenue Fund

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
1886	BMO						
	01-103-000-0000-6245		22.86	BEEN VERIFIED	0404	Dues & Registration Fees	N
	01-103-000-0000-6245		450.00	MAAO	0404	Dues & Registration Fees	N
	01-103-000-0000-6245		75.00-	MAAO	0404	Dues & Registration Fees	N
	01-103-000-0000-6402		168.09	AMAZON	0404	Office Supplies	N
1886	BMO		565.95				
				4 Transactions			
103	DEPT Total:		565.95	County Assessor	1 Vendors	4 Transactions	
111	DEPT			Courthouse Building			
1886	BMO						
	01-111-000-0000-6303		200.00	MN DEPT OF HEALTH	5411	Repair & Maintenance Services	N
	01-111-000-0000-6303		4.98	MN DEPT OF HEALTH	5411	Repair & Maintenance Services	N
1886	BMO		204.98				
				2 Transactions			
5967	GLENCOE FLEET SUPPLY INC						
	01-111-000-0000-6425		3.79	1/4 OD ADAPTER #050324	ACCT#5551	Repair & Maintenance Supplies	N
	01-111-000-0000-6425		4.79	15A SWITCH #054085	ACCT#5551	Repair & Maintenance Supplies	N
	01-111-000-0000-6425		3.14	HARDWARE/ADAPTER #050382	ACCT#5551	Repair & Maintenance Supplies	N
	01-111-000-0000-6425		31.58	15A SWITCH/HOSE #050361	ACCT#5551	Repair & Maintenance Supplies	N
	01-111-000-0000-6425		5.59	1/2 DR ADAPTER #050180	ACCT#5551	Repair & Maintenance Supplies	N
5967	GLENCOE FLEET SUPPLY INC		48.89				
				5 Transactions			
1972	HONEY DO LAWN SERVICE						
	01-111-000-0000-6303		574.45	MOWING/FERTILIZING-CH	20201786	Repair & Maintenance Services	Y
	01-111-000-0000-6303		123.50	MOWING/FERTILIZING-GARAGE	20201787	Repair & Maintenance Services	Y
1972	HONEY DO LAWN SERVICE		697.95				
				2 Transactions			
1202	MEI TOTAL ELEVATOR SOLUTIONS						
	01-111-000-0000-6303		142.37	MONTHLY SERVICES-CH	875704	Repair & Maintenance Services	N
				10/01/2020	10/31/2020		
1202	MEI TOTAL ELEVATOR SOLUTIONS		142.37				
				1 Transactions			
3752	STAR GROUP LLC						
	01-111-000-0000-6425		0.60-	CREDIT	101327	Repair & Maintenance Supplies	N
3752	STAR GROUP LLC		0.60-				
				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	1099
111	DEPT Total:				1,093.59	Courthouse Building			5 Vendors		11 Transactions	
112	DEPT					North Complex Building						
5967	GLENCOE FLEET SUPPLY INC	01-112-000-0000-6425			95.88	PLUMBING #050443		ACCT#5551		Repair & Maintenance Supplies		N
5967	GLENCOE FLEET SUPPLY INC				95.88		1 Transactions					
1972	HONEY DO LAWN SERVICE	01-112-000-0000-6303			493.92	MOWING/FERTILIZING-NC		20201783		Repair & Maintenance Services		Y
1972	HONEY DO LAWN SERVICE				493.92		1 Transactions					
4117	MINI BIFF INC	01-112-000-0000-6303			110.47	RENT FRESH WATER BREEZE	09/01/2020 09/28/2020	A-118785		Repair & Maintenance Services		N
4117	MINI BIFF INC				110.47		1 Transactions					
112	DEPT Total:				700.27	North Complex Building			3 Vendors		3 Transactions	
113	DEPT					Government Center						
1886	BMO	01-113-000-0000-6303			182.25	CENTERPOINT ENERGY		5411		Repair & Maintenance Services		N
1886	BMO				182.25		1 Transactions					
1972	HONEY DO LAWN SERVICE	01-113-000-0000-6303			82.50	MOWING/FERTILIZING-MCGC		20201788		Repair & Maintenance Services		Y
		01-113-000-0000-6303			103.50	MOWING/FERTILIZING-212 6TH ST		20201789		Repair & Maintenance Services		Y
		01-113-000-0000-6303			229.25	MOWING/FERTILIZING-VACANT LOT		20201790		Repair & Maintenance Services		Y
1972	HONEY DO LAWN SERVICE				415.25		3 Transactions					
113	DEPT Total:				597.50	Government Center			2 Vendors		4 Transactions	
116	DEPT					Health & Human Services Building						
5967	GLENCOE FLEET SUPPLY INC	01-116-000-0000-6425			8.49	ORANGE WIRE CONNECTOR #050290		ACCT#5551		Repair & Maintenance Supplies		N
5967	GLENCOE FLEET SUPPLY INC				8.49		1 Transactions					
1972	HONEY DO LAWN SERVICE	01-116-000-0000-6303			324.30	MOWING/FERTILIZING-ANNEX		20201784		Repair & Maintenance Services		Y

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



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1 General Revenue Fund

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
	01-116-000-0000-6303		252.20	MOWING/FERTILIZING-HHS	20201785	Repair & Maintenance Services	Y
1972	HONEY DO LAWN SERVICE		576.50	2 Transactions			
1202	MEI TOTAL ELEVATOR SOLUTIONS						
	01-116-000-0000-6303		163.17	MONTHLY SERVICES-SS	874995	Repair & Maintenance Services	N
				10/01/2020 10/31/2020			
1202	MEI TOTAL ELEVATOR SOLUTIONS		163.17	1 Transactions			
116	DEPT Total:		748.16	Health & Human Services Building	3 Vendors	4 Transactions	
117	DEPT			Fairgrounds			
1886	BMO						
	01-117-000-0000-6402		7.00-	STAPLES	1746	Office Supplies	N
	01-117-000-0000-6425		90.57	MENARDS	1746	Repair & Maintenance Supplies	N
	01-117-000-0000-6425		779.87	AMCON	1746	Repair & Maintenance Supplies	N
	01-117-000-0000-6425		21.29	MENARDS	1746	Repair & Maintenance Supplies	N
	01-117-000-0000-6425		41.29	MENARDS	1746	Repair & Maintenance Supplies	N
	01-117-000-0000-6425		11.87	MENARDS	1746	Repair & Maintenance Supplies	N
	01-117-000-0000-6425		627.00	LIEFER FLOORING	1746	Repair & Maintenance Supplies	N
	01-117-000-0000-6425		147.40	MENARDS	1746	Repair & Maintenance Supplies	N
	01-117-000-0000-6425		9.90	ACE HARDWARE	1746	Repair & Maintenance Supplies	N
	01-117-000-0000-6425		72.52	MENARDS	1746	Repair & Maintenance Supplies	N
	01-117-000-0000-6612		491.88	GRAINGER	1746	Capital - \$100 - \$5,000 (Inventory)	N
1886	BMO		2,286.59	11 Transactions			
869	HILLYARD HUTCHINSON						
	01-117-000-0000-6425		87.42	PAPER TOWEL/TOILET PAPER	604073875	Repair & Maintenance Supplies	N
869	HILLYARD HUTCHINSON		87.42	1 Transactions			
5771	NUVERA						
	01-117-000-0000-6203		85.44	PHONE	53144819	Communications	N
				10/01/2020 10/31/2020			
5771	NUVERA		85.44	1 Transactions			
117	DEPT Total:		2,459.45	Fairgrounds	3 Vendors	13 Transactions	
121	DEPT			Veteran Services			
134	CITY OF HUTCHINSON						

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

1 General Revenue Fund

Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
	01-121-000-0000-6455			127.76	VAN FUEL	0000044253	Motor Fuels & Lubrication	N
					09/01/2020 09/30/2020			
134	CITY OF HUTCHINSON			127.76		1	Transactions	
1129	KDUZ							
	01-121-000-0000-6240			110.00	COMMUNITY AFFAIRS SHOW	47796-9	Miscellaneous Advertising	N
1129	KDUZ			110.00		1	Transactions	
121	DEPT Total:			237.76	Veteran Services	2	Vendors	2 Transactions
201	DEPT				County Sheriff's Office			
1886	BMO							
	01-201-000-0000-6336			68.97	CASEY'S	1709	Meals, Lodging, Parking & Miscellaneous	N
	01-201-000-0000-6265			142.00	ATLAS BUSINESS SOLUTIONS	5114	Professional Services	N
	01-201-000-0000-6402			77.94	AMAZON	5114	Office Supplies	N
	01-201-000-0000-6402			26.83	BEST BUY	5114	Office Supplies	N
	01-201-202-0000-6360			52.62	COURSERA	5114	Training - Communications/Records	N
	01-201-202-0000-6360			464.00	APCO INTERNATIONAL	5114	Training - Communications/Records	N
	01-201-206-0000-6402			186.51	CDW GOVERNMENT	5114	Patrol Office Supplies	N
1886	BMO			1,018.87		7	Transactions	
147	BUREAU OF CRIMINAL APPREHENSION							
	01-201-000-0000-6203			780.00	CJDN CONNECT	00000627531	Communications	N
					07/01/2020 09/30/2020			
147	BUREAU OF CRIMINAL APPREHENSION			780.00		1	Transactions	
11580	CENTURYLINK							
	01-201-000-0000-6203			118.19	LONG DISTANCE	320439462	Communications	N
					09/12/2020 10/20/2020			
11580	CENTURYLINK			118.19		1	Transactions	
4724	COUNTY OF ANOKA							
	01-201-000-0000-6369			21,434.50	MEDICAL EXAMINER 4TH QTR 2020	M200902006	Medical Examiner	N
4724	COUNTY OF ANOKA			21,434.50		1	Transactions	
6917	CovertTrack Group Inc							
	01-201-204-0000-6402			600.00	ACCESS GPS TRACKER SUBSCRIPT	21166	Investigations Office Supplies	N
6917	CovertTrack Group Inc			600.00		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	1099
531	NARTEC INC 01-201-204-0000-6402		152.65	COCAINE TEST AMPULES	14925	Investigations Office Supplies	N
531	NARTEC INC		152.65	1 Transactions			
5771	NUVERA 01-201-000-0000-6350		4.00	CABLE 10/01/2020 10/31/2020	83143099	Other Services & Charges	N
	01-201-000-0000-6203		143.68	111-2290 SPEC ACC VOICE 10/01/2020 10/31/2020	83144481	Communications	N
5771	NUVERA		147.68	2 Transactions			
1457	PRO AUTO & TRANSMISSION REPAIR INC 01-201-000-0000-6327		1,509.85	#165 REPLACE EGR VALVE	3078142	General Auto Maintenance	N
	01-201-000-0000-6327		679.12	#165 OC/AIR FILTER/IGNITION	3078157	General Auto Maintenance	N
	01-201-000-0000-6327		59.93	#178 REMOVE ROCK FROM BRAKE	3078227	General Auto Maintenance	N
1457	PRO AUTO & TRANSMISSION REPAIR INC		2,248.90	3 Transactions			
150	VERIZON WIRELESS 01-201-000-9003-6350		105.03	GPS AIR SOURCE CARDS 09/03/2020 10/02/2020	9862014240	Other Services & Charges - Glencoe Cor	N
	01-201-000-0000-6203		18.41	MCSO CELL (POSSE) 09/03/2020 10/02/2020	9862014254	Communications	N
	01-201-000-0000-6203		13.13	CO ATTY CELL PHONE USE 09/03/2020 10/02/2020	9862014254	Communications	N
	01-201-000-9001-6350		35.01	BROWNTON PD AIR SOURCE CARDS 09/03/2020 10/02/2020	9862014254	Other Services & Charges - Brownton Cc	N
	01-201-000-9003-6350		105.03	GPD AIR SOURCE CARDS 09/03/2020 10/02/2020	9862014254	Other Services & Charges - Glencoe Cor	N
150	VERIZON WIRELESS		276.61	5 Transactions			
1083	WEX BANK 01-201-000-0000-6455		5,268.30	FUEL 09/01/2020 09/30/2020	67739693	Motor Fuels & Lubrication	N
1083	WEX BANK		5,268.30	1 Transactions			
201	DEPT Total:		32,045.70	County Sheriff's Office	10 Vendors	23 Transactions	
251	DEPT 5983 ADVANCED CORRECTIONAL HEALTHCARI			County Jail			

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

1 General Revenue Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
	01-251-000-0000-6268		2,822.92	MENTAL HEALTH SERVICES 11/01/2020 11/30/2020	100339	Medical Aid to Prisoners	Y
	01-251-000-0000-6268		2,184.75	MEDICAL SERVICES 11/01/2020 11/30/2020	100339	Medical Aid to Prisoners	Y
	01-251-000-0000-6268		91.37	MED OVERRAGES 08/01/2020 08/31/2020	100340	Medical Aid to Prisoners	Y
5983	ADVANCED CORRECTIONAL HEALTHCARI		5,099.04	3 Transactions			
1886	BMO						
	01-251-000-0000-6245		60.00	AMERICAN JAIL ASSOCIATION	1683	Dues & Registration Fees	N
	01-251-000-0000-6415		30.07	AMAZON	1683	Cleaning Supplies	N
	01-251-000-0000-6460		68.33	AMAZON	1683	Jail Supplies	N
	01-251-000-0000-6460		309.90	AMAZON	1683	Jail Supplies	N
	01-251-000-0000-6360		800.00	MN SAFETY COUNCIL	9964	Training	N
	01-251-000-0000-6360		500.00	BCA TRAINING	9964	Training	N
	01-251-000-0000-6612		424.48	QVC	9964	Capital - \$100 - \$5,000 (Inventory)	N
1886	BMO		2,192.78	7 Transactions			
1470	THRIFTY WHITE PHARMACY						
	01-251-000-0000-6268		66.12	JAIL STOCK MEDS 08/01/2020 08/31/2020	310947	Medical Aid to Prisoners	N
1470	THRIFTY WHITE PHARMACY		66.12	1 Transactions			
2579	TRANS UNION LLC						
	01-251-000-0000-6265		34.80	CREDIT REPORT-CS/JD/RL	7006739	Professional Services	N
2579	TRANS UNION LLC		34.80	1 Transactions			
1083	WEX BANK						
	01-251-000-0000-6455		160.91	FUEL 09/01/2020 09/30/2020	67792408	Motor Fuels & Lubrication	N
1083	WEX BANK		160.91	1 Transactions			
251	DEPT Total:		7,553.65	County Jail	5 Vendors	13 Transactions	
255	DEPT			County Court Services			
52053	GOLDEN TONGUE CONSULTANTS INC						
	01-255-000-0000-6350		56.25	INTERPRETER FEES JG	110477	Other Services & Charges	N
	01-255-000-0000-6350		56.25	INTERPRETER FEES BS	110478	Other Services & Charges	N

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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	1099
52053	GOLDEN TONGUE CONSULTANTS INC				112.50			2 Transactions				
255	DEPT Total:				112.50	County Court Services		1 Vendors		2 Transactions		
257	DEPT					SENTENCE TO SERVE PROGRAM						
1886	BMO											
		01-257-000-0000-6402			72.57	MENARDS		1683		Office Supplies		N
		01-257-000-0000-6402			26.36	MENARDS		1683		Office Supplies		N
		01-257-000-0000-6402			30.05	GLENCOE FLEET SUPPLY		1683		Office Supplies		N
		01-257-000-0000-6402			34.37	MENARDS		1683		Office Supplies		N
		01-257-000-0000-6402			109.49	GLENCOE FLEET SUPPLY		1683		Office Supplies		N
		01-257-000-0000-6455			4.34	BIG DON'S CATHEDRAL		1683		Motor Fuels & Lubrication		N
1886	BMO				277.18			6 Transactions				
257	DEPT Total:				277.18	SENTENCE TO SERVE PROGRAM		1 Vendors		6 Transactions		
281	DEPT					Emergency Management						
1424	ALPHA WIRELESS COMMUNICATIONS											
		01-281-000-0000-6359			139.50	3" 800 MHZ ANTENNAS (5)		703660		Miscellaneous Charges		N
1424	ALPHA WIRELESS COMMUNICATIONS				139.50			1 Transactions				
1886	BMO											
		01-281-000-0000-6612			552.20	RUNNINGS		1683		Capital - \$100 - \$5,000 (Inventory)		N
1886	BMO				552.20			1 Transactions				
281	DEPT Total:				691.70	Emergency Management		2 Vendors		2 Transactions		
485	DEPT					County Public Health Nursing						
7204	Asche/Kyle											
		01-485-490-0000-6047			249.00	CHORE SERVICES ID#815874.01				Chore Services		N
						09/03/2020	09/23/2020					
7204	Asche/Kyle				249.00			1 Transactions				
7203	Asche/Ryan											
		01-485-490-0000-6047			249.00	CHORE SERVICES ID#815874.01				Chore Services		N
						09/03/2020	09/23/2020					
7203	Asche/Ryan				249.00			1 Transactions				

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1886	BMO						
	01-485-000-0000-6245		28.16	EVENTBRITE	3770	Dues & Registration Fees	N
	01-485-000-0000-6245		110.00	MN SHERIFFS ASSN	3770	Dues & Registration Fees	N
	01-485-000-0000-6245		50.00	MN SOCIETY FOR PH ED	3770	Dues & Registration Fees	N
	01-485-000-0000-6245		28.16	EVENTBRITE	3770	Dues & Registration Fees	N
	01-485-000-0000-6245		30.00	HEALTHSOURCE SOLUTIONS	3770	Dues & Registration Fees	N
	01-485-000-0000-6245		110.00	MN SHERIFFS ASSN	3770	Dues & Registration Fees	N
	01-485-000-0000-6245		35.00	MSSA	3770	Dues & Registration Fees	N
	01-485-000-0000-6402		55.42	MENARDS	4103	Office Supplies	N
1886	BMO		446.74	8 Transactions			
10683	BRIANS HEATING AND AIR						
	01-485-490-0000-6047		175.00	CHORE SERVICES ID#815463.01 08/01/2020 08/01/2020		Chore Services	Y
10683	BRIANS HEATING AND AIR		175.00	1 Transactions			
11580	CENTURYLINK						
	01-485-000-0000-6203		83.51	LONG DISTANCE 09/12/2020 10/20/2020	320439462	Communications	N
11580	CENTURYLINK		83.51	1 Transactions			
4445	DEVELOPMENTAL IMPACT LLC						
	01-485-000-0000-6350		225.00	REFLECTIVE PRACTICE	30802	Other Services & Charges	N
4445	DEVELOPMENTAL IMPACT LLC		225.00	1 Transactions			
4410	GEHLEN/JEANNINE						
	01-485-490-0000-6047		145.20	CHORE SERVIES ID#817101.01 09/08/2020 09/20/2020		Chore Services	Y
	01-485-490-0000-6047		290.40	CHORE SERVIES ID#815657.01 09/02/2020 09/30/2020		Chore Services	Y
	01-485-490-0000-6047		232.32	CHORE SERVIES ID#812329.01 09/03/2020 09/24/2020		Chore Services	Y
4410	GEHLEN/JEANNINE		667.92	3 Transactions			
7143	Jamison/Elisabeth						
	01-485-490-0000-6047		1,345.73	CHORE SERVIES ID#828382.01 08/02/2020 09/30/2020		Chore Services	Y
7143	Jamison/Elisabeth		1,345.73	1 Transactions			

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
5217	PATINO/CARMEN 01-485-000-0000-6269		1,812.05	53.50 HRS SEPT 2020 @ \$33.87		Contracts	N
5217	PATINO/CARMEN		1,812.05	1 Transactions			
4330	POEPPING/RON 01-485-490-0000-6047		70.55	CHORE SERVICES ID #817101.01 08/03/2020 08/27/2020		Chore Services	Y
	01-485-490-0000-6047		49.80	CHORE SERVICES ID #817101.01 09/04/2020 09/29/2020		Chore Services	Y
4330	POEPPING/RON		120.35	2 Transactions			
1523	SANOFI PASTERU INC 01-485-000-0000-6438		234.58	TUBERSOL	915365645	Vaccine	N
1523	SANOFI PASTERU INC		234.58	1 Transactions			
67501	TRAILBLAZER TRANSIT 01-485-490-0000-6047		72.00	THREE COMBO CARD/PASSES	2020-08-566	Chore Services	N
67501	TRAILBLAZER TRANSIT		72.00	1 Transactions			
7202	Yurek/Debra 01-485-490-0000-6047		78.85	CHORE SERVICES ID #815874.01 09/10/2020 09/29/2020		Chore Services	N
7202	Yurek/Debra		78.85	1 Transactions			
4598	YUREK/MILAN 01-485-490-0000-6047		87.15	CHORE SERVICES ID #815874.01 09/10/2020 09/30/2020		Chore Services	N
4598	YUREK/MILAN		87.15	1 Transactions			
4925	ZAJICEK/KAREN 01-485-490-0000-6047		387.20	CHORE SERVICES ID #816349.01 09/02/2020 09/30/2020		Chore Services	Y
	01-485-490-0000-6047		290.40	CHORE SERVICES ID #816567.01 09/01/2020 09/29/2020		Chore Services	Y
4925	ZAJICEK/KAREN		677.60	2 Transactions			
485	DEPT Total:		6,524.48	County Public Health Nursing	15 Vendors	26 Transactions	

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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	1099
1886	BMO						
	01-520-000-0000-6203		63.83	NORTHLAND CONNECT	1741	Communications	N
	01-520-000-0000-6303		135.07	WASTE MANAGEMENT	1741	Repair & Maintenance Services	N
	01-520-000-0000-6303		135.07	WASTE MANAGEMENT	1741	Repair & Maintenance Services	N
	01-520-000-0000-6425		26.96	MENARDS	1741	Repair & Maintenance Supplies	N
	01-520-000-0000-6425		8.08	MENARDS	1741	Repair & Maintenance Supplies	N
	01-520-000-0000-6425		4.08	ACE HARWARE	1741	Repair & Maintenance Supplies	N
	01-520-000-0000-6425		30.45	MENARDS	1741	Repair & Maintenance Supplies	N
	01-520-000-0000-6425		3.23	MENARDS	1741	Repair & Maintenance Supplies	N
	01-520-000-0000-6425		27.94	RUNNINGS	1741	Repair & Maintenance Supplies	N
	01-520-000-0000-6425		20.24	RUNNINGS	1741	Repair & Maintenance Supplies	N
	01-520-000-0000-6455		35.64	RUNNINGS	1741	Motor Fuels & Lubrication	N
	01-520-000-0000-6455		18.96	MENARDS	1741	Motor Fuels & Lubrication	N
1886	BMO		509.55	12 Transactions			
5771	NUVERA						
	01-520-000-0000-6203		56.90	PIEPENBURG PARK	83144635	Communications	N
				10/01/2020	10/31/2020		
5771	NUVERA		56.90	1 Transactions			
1087	O REILLY AUTOMOTIVE INC						
	01-520-000-0000-6303		35.33	PARTS #5005	1522-236591	Repair & Maintenance Services	N
1087	O REILLY AUTOMOTIVE INC		35.33	1 Transactions			
7401	Peavey/Annie						
	01-520-000-0000-6810		45.88	CAMPING/FACILITY REFUND	29275	Refunds & Reimbursements	N
7401	Peavey/Annie		45.88	1 Transactions			
520	DEPT Total:		647.66	County Parks	4 Vendors	15 Transactions	
603	DEPT			County Extension			
1886	BMO						
	01-603-000-0000-6351		163.45	USPS	5312	After School Program	N
	01-603-000-0000-6351		8.25	USPS	5312	After School Program	N
1886	BMO		171.70	2 Transactions			
5900	REGENTS OF THE UNIVERSITY OF MINNES						
	01-603-000-0000-6265		542.10	SUMMER INTERN SALARY-E WARD	0300025932	Professional Services	N
				08/17/2020	08/30/2020		

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Audit List for Board **AUDITOR'S VOUCHERS ENTRIES**

1 General Revenue Fund

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
5900	REGENTS OF THE UNIVERSITY OF MINNES		542.10		1 Transactions		
603	DEPT Total:		713.80	County Extension	2 Vendors	3 Transactions	
609	DEPT			Enviornmental Services			
	1886 BMO						
	01-609-000-0000-6350		18.33	MENARDS	9656	Other Services & Charges	N
	1886 BMO		18.33		1 Transactions		
609	DEPT Total:		18.33	Enviornmental Services	1 Vendors	1 Transactions	
1	Fund Total:		70,275.63	General Revenue Fund		164 Transactions	

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
0	DEPT			...			
3028	MINNESOTA CHILD SUPPORT PAYMENT C						
	03-000-000-0000-2056		162.43	CHILD SUPPORT 09/13/2020 09/26/2020	001139192901	Child Support Garnishment Payable	N
	03-000-000-0000-2056		84.91	CHILD SUPPORT 09/13/2020 09/26/2020	001555467301	Child Support Garnishment Payable	N
3028	MINNESOTA CHILD SUPPORT PAYMENT C		247.34	2 Transactions			
0	DEPT Total:		247.34	...	1 Vendors	2 Transactions	
310	DEPT			Highway Maintenance			
1886	BMO						
	03-310-000-0000-6568		29.99	AMAZON	0917	Safety Code Regulations	N
1886	BMO		29.99	1 Transactions			
134	CITY OF HUTCHINSON						
	03-310-000-0000-6534		46,700.00	HATS 2ND HALF CONTRIBUTION	0000044250	Hat's Operating Costs	N
134	CITY OF HUTCHINSON		46,700.00	1 Transactions			
1803	FASTENAL COMPANY						
	03-310-000-0000-6503		89.04	SIGN SHOP SUPPLIES	MNHUT164544	Traffic Signs & Post	N
1803	FASTENAL COMPANY		89.04	1 Transactions			
273	GOPHER STATE ONE-CALL						
	03-310-000-0000-6254		54.00	GOPHER STATE ONE CALLS	0091153	Intersection Lighting	N
273	GOPHER STATE ONE-CALL		54.00	1 Transactions			
2825	MENARDS HUTCHINSON						
	03-310-000-0000-6503		30.95	SIGN SHOP SUPPLIES INV#97123	ACCT #31550277	Traffic Signs & Post	N
	03-310-000-0000-6503		38.97	SIGN SHOP SUPPLIES INV#96577	ACCT#31550277	Traffic Signs & Post	N
	03-310-000-0000-6568		52.92	SAFETY SUPPLIES INV#96203	ACCT#31550277	Safety Code Regulations	N
2825	MENARDS HUTCHINSON		122.84	3 Transactions			
252	WM MUELLER & SONS INC						
	03-310-000-0000-6506		337.50	TACK MATERIAL	20-233	Bituminous Material	N
	03-310-000-0000-6506		434.13	PATCHING- CR83	259386	Bituminous Material	N
	03-310-000-0000-6506		436.74	PATCHING- CR9	259898	Bituminous Material	N
	03-310-000-0000-6506		443.70	PATCHING CR12/25/57	259970	Bituminous Material	N
	03-310-000-0000-6506		441.09	PATCHING CR26/CR7	260111	Bituminous Material	N

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3 Road & Bridge Fund

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
	03-310-000-0000-6506		438.48	PATCHING CR13/57/83	260187	Bituminous Material	N
	03-310-000-0000-6506		439.35	PATCHING CR87/24	260259	Bituminous Material	N
252	WM MUELLER & SONS INC		2,970.99				
				7 Transactions			
310	DEPT Total:		49,966.86	Highway Maintenance	6 Vendors	14 Transactions	
320	DEPT			Highway Construction			
5537	BOLTON & MENK INC						
	03-320-000-0000-6265		6,860.50	PRELIM ENG JOB 05016	0257399	Professional Services	N
5537	BOLTON & MENK INC		6,860.50				
				1 Transactions			
2434	EVERSTRONG CONSTRUCTION INC						
	03-320-000-0000-6641		224,727.22	SAP 043-611-013 BRIDGE #43504	11013-01-3	State Aid - Regular Construction	N
2434	EVERSTRONG CONSTRUCTION INC		224,727.22				
				1 Transactions			
3686	FOSTER APPRAISALS						
	03-320-000-0000-6265		9,875.00	ROW APPRAISALS	093020	Professional Services	N
3686	FOSTER APPRAISALS		9,875.00				
				1 Transactions			
2825	MENARDS HUTCHINSON						
	03-320-000-0000-6501		27.76	ENGINEERING SUPPLIES INV#97033	ACCT#31550277	Engineering & Surveying Supplies	N
2825	MENARDS HUTCHINSON		27.76				
				1 Transactions			
7118	RUNNINGS SUPPLY INC						
	03-320-000-0000-6501		84.99	ENGINEERING SUPPLIES	5150940	Engineering & Surveying Supplies	N
7118	RUNNINGS SUPPLY INC		84.99				
				1 Transactions			
320	DEPT Total:		241,575.47	Highway Construction	5 Vendors	5 Transactions	
330	DEPT			Highway Administration			
1886	BMO						
	03-330-000-0000-6205		55.00	USPS	0917	Postage & Postal Box Rental	N
	03-330-000-0000-6402		99.99	AMAZON	0917	Office Supplies	N
1886	BMO		154.99				
				2 Transactions			
1857	METRO SALES INC						
	03-330-000-0000-6321		173.06	COPIER MAINT MPC5503-HWY	INV1670278	Maintenance Agreements	N

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Audit List for Board **AUDITOR'S VOUCHERS ENTRIES**

3 Road & Bridge Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1857	METRO SALES INC		173.06		1 Transactions		
6263	PRECISE MRM LLC 03-330-000-0000-6321		54.18	JULY/AUG DATA FOR GPS UNITS	200-1027679	Maintenance Agreements	N
6263	PRECISE MRM LLC		54.18		1 Transactions		
330	DEPT Total:		382.23	Highway Administration	3 Vendors	4 Transactions	
340	DEPT			Highway Equipment Maintenance			
4286	BAUER BUILT 03-340-000-0000-6563		504.54	TIRES #1801	940070341	Tires, Tubes & Batteries	N
4286	BAUER BUILT		504.54		1 Transactions		
1326	CULLIGAN WATER CONDITIONING 03-340-000-0000-6257		10.00	BOTTLED WATER 10/01/2020 10/31/2020	173X02520007	Sewer, Water & Garbage Removal	N
1326	CULLIGAN WATER CONDITIONING		10.00		1 Transactions		
32875	HUTCHINSON UTILITIES COMMISSION 03-340-000-0000-6253		84.87	ELECTRIC TEMP STORAGE	00031021-04510	Electricity	N
	03-340-000-0000-6255		56.40	GAS TEMP STORAGE	00031021-04510	Natural Gas	N
32875	HUTCHINSON UTILITIES COMMISSION		141.27		2 Transactions		
686	LANO EQUIPMENT OF NORWOOD INC 03-340-000-0000-6425		425.00	PARTS #1906	53597	Repair & Maintenance Supplies	N
686	LANO EQUIPMENT OF NORWOOD INC		425.00		1 Transactions		
2825	MENARDS HUTCHINSON 03-340-000-0000-6590		78.82	SLATS SHOP SUPPLIES INV#96290	ACCT#31550277	Tools & Shop Materials	N
2825	MENARDS HUTCHINSON		78.82		1 Transactions		
1776	NORTHERN SAFETY TECHNOLOGY INC 03-340-000-0000-6425		737.76	PARTS/LIGHTS #2002	51100	Repair & Maintenance Supplies	N
1776	NORTHERN SAFETY TECHNOLOGY INC		737.76		1 Transactions		
1087	O REILLY AUTOMOTIVE INC 03-340-000-0000-6425		20.89	PARTS #093	1522-232977	Repair & Maintenance Supplies	N
	03-340-000-0000-6425		53.63	PARTS #086	1522-233837	Repair & Maintenance Supplies	N
	03-340-000-0000-6425		111.45	PARTS#093	1522-234194	Repair & Maintenance Supplies	N

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10/9/20 8:55AM

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

3 Road & Bridge Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1087	O REILLY AUTOMOTIVE INC		185.97		3 Transactions		
4179	REVIER WELDING 03-340-000-0000-6425		110.40	PARTS #093	5116	Repair & Maintenance Supplies	Y
4179	REVIER WELDING		110.40		1 Transactions		
7118	RUNNINGS SUPPLY INC 03-340-000-0000-6590		87.73	HATS SHOP SUPPLIES	5137359	Tools & Shop Materials	N
	03-340-000-0000-6590		37.46	SLATS SHOP SUPPLIES	5147110	Tools & Shop Materials	N
7118	RUNNINGS SUPPLY INC		125.19		2 Transactions		
495	ZIEGLER INC 03-340-000-0000-6425		97.05	PARTS#093	PC002177863	Repair & Maintenance Supplies	N
	03-340-000-0000-6425		175.68	PARTS#093	PC002177864	Repair & Maintenance Supplies	N
	03-340-000-0000-6425		134.41	PARTS#093	PC002178193	Repair & Maintenance Supplies	N
	03-340-000-0000-6425		256.03	PARTS#507	PC002179467	Repair & Maintenance Supplies	N
	03-340-000-0000-6425		299.83	PARTS#1407	PC002180352	Repair & Maintenance Supplies	N
	03-340-000-0000-6425		75.28	PARTS#093	PC002180353	Repair & Maintenance Supplies	N
	03-340-000-0000-6425		499.74	PARTS#093	PC002183712	Repair & Maintenance Supplies	N
	03-340-000-0000-6425		34.40	PARTS#093	PC050226261	Repair & Maintenance Supplies	N
	03-340-000-0000-6425		508.89	PARTS#1407	SW140177696	Repair & Maintenance Supplies	N
	03-340-000-0000-6425		169.11	PARTS#507	SW140177697	Repair & Maintenance Supplies	N
495	ZIEGLER INC		2,250.42		10 Transactions		
340	DEPT Total:		4,569.37	Highway Equipment Maintenance	10 Vendors	23 Transactions	
3	Fund Total:		296,741.27	Road & Bridge Fund		48 Transactions	

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



bpool
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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

5 Solid Waste Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
391	DEPT			Solid Waste Tip Fee			
1886	BMO						
	05-391-000-0000-6402		8.62	AMAZON	4026	Office Supplies	N
	05-391-000-0000-6402		1,909.52	BASCO	4026	Office Supplies	N
1886	BMO		1,918.14	2 Transactions			
11580	CENTURYLINK						
	05-391-000-0000-6203		7.65	LONG DISTANCE 09/12/2020 10/20/2020	320439462	Communications	N
11580	CENTURYLINK		7.65	1 Transactions			
3168	ECO TECH						
	05-391-000-0000-6259		3,285.80	E-WASTE RECYCLING		Recycling	N
	05-391-000-0000-6259		459.60	BATTERY RECYCLING		Recycling	N
3168	ECO TECH		3,745.40	2 Transactions			
136	HUTCHINSON CO-OP						
	05-391-000-0000-6350		40.98	LP GAS FORKLIFT	1442829	Other Services & Charges	N
136	HUTCHINSON CO-OP		40.98	1 Transactions			
3963	K & S MILLWRIGHTS INC						
	05-391-000-0000-6561		227.50	REPAIR MAINT/TRAVEL EXP	00049693	Repair & Maintenance - Other	N
3963	K & S MILLWRIGHTS INC		227.50	1 Transactions			
3028	MINNESOTA CHILD SUPPORT PAYMENT C						
	05-391-000-0000-2056		231.65	CHILD SUPPORT 09/13/2020 09/26/2020	001492611501	Child Support Garnishment Payable	N
3028	MINNESOTA CHILD SUPPORT PAYMENT C		231.65	1 Transactions			
681	SW INC						
	05-391-000-0000-6259		620.00	AP DISPOSAL	9804	Recycling	N
	05-391-000-0000-6259		80.00	AP DISPOSAL	9805	Recycling	N
681	SW INC		700.00	2 Transactions			
5326	ULINE						
	05-391-000-0000-6402		1,376.32	OPERATING SUPPLIES	124483938	Office Supplies	N
	05-391-000-0000-6410		306.00	GLOVES	124483938	Building & Safety Supplies	N
5326	ULINE		1,682.32	2 Transactions			

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



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Audit List for Board **AUDITOR'S VOUCHERS ENTRIES**

5 Solid Waste Fund

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
4170	WASTE MANAGEMENT OF WI MN 05-391-000-0000-6257		517.18	RECYCLING RESIDUE GARBAGE	7417557-1593-4	Sewer, Water & Garbage Removal	N
4170	WASTE MANAGEMENT OF WI MN		517.18	1 Transactions			
391	DEPT Total:		9,070.82	Solid Waste Tip Fee	9 Vendors	13 Transactions	
5	Fund Total:		9,070.82	Solid Waste Fund		13 Transactions	

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



bpool
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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	1099
420	DEPT					Income Maintenance						
	11580	CENTURYLINK										
		11-420-600-0010-6203			155.25	LONG DISTANCE	09/12/2020 10/20/2020	320439462		Communications/Postage		N
	11580	CENTURYLINK			155.25		1 Transactions					
	1857	METRO SALES INC										
		11-420-600-0010-6321			14.08	RICOH MP3554 COPIER		INV1670279		Maintenance Agreements		N
	1857	METRO SALES INC			14.08		1 Transactions					
	7091	Mohs/Meghan										
		11-420-600-0002-6105			4,800.00	INTERIM DIRECTOR HHS	08/23/2020 09/18/2020	MCL06		Salaries & Wages Director		Y
	7091	Mohs/Meghan			4,800.00		1 Transactions					
420	DEPT Total:				4,969.33	Income Maintenance		3 Vendors		3 Transactions		
430	DEPT					Individual & Family Social Services						
	1886	BMO										
		11-430-709-0010-6245			25.00	MN SOCIAL SERVICES ASSOC		0883		Registration Expense - Adult Unit		N
		11-430-709-0010-6245			25.00	MN SOCIAL SERVICES ASSOC		0883		Registration Expense - Adult Unit		N
		11-430-709-0010-6245			35.00	MN SOCIAL SERVICES ASSOC		0883		Registration Expense - Adult Unit		N
		11-430-709-0010-6245			35.00	MN SOCIAL SERVICES ASSOC		0883		Registration Expense - Adult Unit		N
		11-430-709-0010-6245			25.00	MN SOCIAL SERVICES ASSOC		0883		Registration Expense - Adult Unit		N
		11-430-709-0010-6245			25.00	MN SOCIAL SERVICES ASSOC		0883		Registration Expense - Adult Unit		N
		11-430-709-0010-6245			60.00	OPC ST. LOUIS COUNTY		0883		Registration Expense - Adult Unit		N
		11-430-709-0010-6245			60.00	OPC ST. LOUIS COUNTY		0883		Registration Expense - Adult Unit		N
		11-430-709-0010-6245			35.00	MN SOCIAL SERVICES ASSOC		0883		Registration Expense - Adult Unit		N
		11-430-709-0010-6245			35.00	MN SOCIAL SERVICES ASSOC		0883		Registration Expense - Adult Unit		N
		11-430-709-0010-6245			35.00	MN SOCIAL SERVICES ASSOC		0883		Registration Expense - Adult Unit		N
		11-430-709-0010-6245			25.00	MN SOCIAL SERVICES ASSOC		0883		Registration Expense - Adult Unit		N
		11-430-709-0010-6245			660.00	OPC ST. LOUIS COUNTY		0883		Registration Expense - Adult Unit		N
		11-430-760-6410-6050			512.20	RESTORATIVE THERPIES		0883		Adaptive Aids Supplies or Special Equip		N
		11-430-709-0000-6033			142.17	WALMART		3945		Mental Hlth Pilot Project -Discretionary		N
		11-430-709-0000-6033			43.12	WALMART		3945		Mental Hlth Pilot Project -Discretionary		N
		11-430-709-0000-6033			28.99	WALMART		3945		Mental Hlth Pilot Project -Discretionary		N
		11-430-709-0000-6033			53.61	WALMART		3945		Mental Hlth Pilot Project -Discretionary		N
		11-430-741-4030-6071			58.58	WALMART		3945		Client Outreach - CSP		N
		11-430-741-4030-6071			37.76	DOLLAR TREE		3945		Client Outreach - CSP		N

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



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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	1099
	11-430-741-4030-6071		60.23	DOLLAR TREE	3945	Client Outreach - CSP	N
	11-430-741-4030-6071		30.03	WALMART	3945	Client Outreach - CSP	N
	11-430-741-4030-6071		12.82	MENARDS	3945	Client Outreach - CSP	N
	11-430-741-4030-6071		111.50	ALDI	3945	Client Outreach - CSP	N
	11-430-709-0000-6245		15.00	MINNESOTA ADOPTION	5304	Registration Expense - Children's Unit	N
	11-430-710-1160-6040		934.00	PROGRESSIVE	5304	Social Service Transportation	N
	11-430-710-1160-6040		100.00	KWIK TRIP	5304	Social Service Transportation	N
	11-430-710-1190-6056		50.00	MDH VITAL RECORDS	5304	Court Ordered Children/Custody Studies	N
1886	BMO		3,270.01				28 Transactions
11580	CENTURYLINK						
	11-430-700-0010-6203		362.23	LONG DISTANCE	320439462	Communications/Postage	N
				09/12/2020	10/20/2020		
11580	CENTURYLINK		362.23				1 Transactions
1857	METRO SALES INC						
	11-430-700-0010-6321		32.86	RICOH MP3554 COPIER	INV1670279	Maintenance Agreements	N
1857	METRO SALES INC		32.86				1 Transactions
3028	MINNESOTA CHILD SUPPORT PAYMENT C						
	11-430-000-0000-2056		246.42	CHILD SUPPORT	001486828601	Child Support Garnishment Payable	N
				09/13/2020	09/26/2020		
3028	MINNESOTA CHILD SUPPORT PAYMENT C		246.42				1 Transactions
7091	Mohs/Meghan						
	11-430-700-0002-6105		11,200.00	INTERIM DIRECTOR HHS	MCL06	Salaries & Wages Director	Y
				08/23/2020	09/18/2020		
7091	Mohs/Meghan		11,200.00				1 Transactions
430	DEPT Total:		15,111.52	Individual & Family Social Services	5 Vendors		32 Transactions
11	Fund Total:		20,080.85	Human Service Fund			35 Transactions

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



bpool
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21 SWCD Fund

Audit List for Board **AUDITOR'S VOUCHERS ENTRIES**

Page 24

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
696	DEPT			SWCD			
	1886 BMO						
	21-696-000-0000-6425		135.55	SAM'S TIRE SERVICE	8749	Repair & Maintenance Supplies	N
	1886 BMO		135.55	1 Transactions			
696	DEPT Total:		135.55	SWCD	1 Vendors	1 Transactions	
21	Fund Total:		135.55	SWCD Fund		1 Transactions	

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



bpool
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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	1099
15	DEPT			Law Library			
6	MATTHEW BENDER & CO INC						
	25-015-000-0000-6451		210.10	MN FAMILY LAW PRACTICE MNL #73	20711905	Books	N
	25-015-000-0000-6451		344.31	MN PIRSIG PLEADING REL #25	20923171	Books	N
6	MATTHEW BENDER & CO INC		554.41	2 Transactions			
3408	RELX INC						
	25-015-000-0000-6451		425.00	LEXISNEXIS SUBSCRIPTION 09/01/2020 09/30/2020	3092851922	Books	N
3408	RELX INC		425.00	1 Transactions			
15	DEPT Total:		979.41	Law Library	2 Vendors	3 Transactions	
104	DEPT			County Recorder Modernization			
1886	BMO						
	25-104-000-0000-6612		159.99	SEVILLE CLASSICS	0412	Captial - \$100 - \$5,000 (Inventory)	N
	25-104-000-0000-6612		471.17-	UNIQUE PHOTO.COM	0412	Captial - \$100 - \$5,000 (Inventory)	N
1886	BMO		311.18-	2 Transactions			
104	DEPT Total:		311.18-	County Recorder Modernization	1 Vendors	2 Transactions	
224	DEPT			New Canine Account			
1886	BMO						
	25-224-000-0000-6350		27.00	TAYLORS PHARMACY LAB	1717	Other Services & Charges	N
1886	BMO		27.00	1 Transactions			
224	DEPT Total:		27.00	New Canine Account	1 Vendors	1 Transactions	
252	DEPT			Jail Canteen Account			
1886	BMO						
	25-252-000-0000-6402		207.91	AMSTERDAM PRINTING	9964	Office Supplies	N
1886	BMO		207.91	1 Transactions			
5771	NUVERA						
	25-252-000-0000-6460		136.97	CABLE 10/01/2020 10/31/2020	83143099	Jail Supplies	N
5771	NUVERA		136.97	1 Transactions			

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



bpool
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25 Special Revenue Fund

Audit List for Board **AUDITOR'S VOUCHERS ENTRIES**

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
252	DEPT Total:		344.88	Jail Canteen Account	2 Vendors	2 Transactions
285	DEPT		E-911 System - Maintenance Grant			
	5771 NUVERA					
	25-285-000-0000-6203		588.30	587-0405 E-911	83144815	Communications - Telephone Equipment N
				10/01/2020	10/31/2020	
	5771 NUVERA		588.30		1 Transactions	
285	DEPT Total:		588.30	E-911 System - Maintenance Grant	1 Vendors	1 Transactions
618	DEPT		MN CLEAN WATER PARTNERSHIP LOAN			
	3856 BORKA EXCAVATING					
	25-618-000-0000-6350		17,500.00	SEPTIC SYSTEM-B WILKENS	08_28_20-1	Other Services & Charges Y
	3856 BORKA EXCAVATING		17,500.00		1 Transactions	
618	DEPT Total:		17,500.00	MN CLEAN WATER PARTNERSHIP LOAN	1 Vendors	1 Transactions
25	Fund Total:		19,128.41	Special Revenue Fund		10 Transactions

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



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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

86 Trust & Agency Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
956	DEPT 7401 Peavey/Annie 86-956-000-0000-6810			Sales Tax			
	7401 Peavey/Annie		3.84	MN SALES TAX REFUND	29275	Refunds & Reimbursements	N
			3.84	1 Transactions			
956	DEPT Total:		3.84	Sales Tax	1 Vendors	1 Transactions	
959	DEPT 7401 Peavey/Annie 86-959-000-0000-6810			LOCAL OPTION SALES TAX			
	7401 Peavey/Annie		0.28	LOST SALES TAX REFUND	29275	Refunds & Reimbursements	N
			0.28	1 Transactions			
959	DEPT Total:		0.28	LOCAL OPTION SALES TAX	1 Vendors	1 Transactions	
975	DEPT 509 MINNESOTA DNR 86-975-000-0000-6850			DNR Clearing Account			
	509 MINNESOTA DNR		886.80	DNR		Collections for Other Agencies	N
				09/29/2020 10/05/2020			
			886.80	1 Transactions			
975	DEPT Total:		886.80	DNR Clearing Account	1 Vendors	1 Transactions	
86	Fund Total:		890.92	Trust & Agency Fund		3 Transactions	

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



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Audit List for Board **AUDITOR'S VOUCHERS ENTRIES**

87 Tax & Penalty Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
980	DEPT			Tax Collections			
	7403 Kozan/Christopher						
	87-980-000-0000-6810		991.00	TAX REFUND PD IN FULL 05/12/20	14.024.0200	Refunds & Reimbursements	N
	7403 Kozan/Christopher		991.00	1 Transactions			
980	DEPT Total:		991.00	Tax Collections	1 Vendors	1 Transactions	
87	Fund Total:		991.00	Tax & Penalty Fund		1 Transactions	
	Final Total:		417,314.45	131 Vendors	275 Transactions		

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



Recap by Fund	<u>Fund</u>	<u>Amount</u>	<u>Name</u>
	1	70,275.63	General Revenue Fund
	3	296,741.27	Road & Bridge Fund
	5	9,070.82	Solid Waste Fund
	11	20,080.85	Human Service Fund
	21	135.55	SWCD Fund
	25	19,128.41	Special Revenue Fund
	86	890.92	Trust & Agency Fund
	87	991.00	Tax & Penalty Fund
All Funds		417,314.45	Total

Approved by,

.....

.....



Board Agenda Request Form
Board of County Commissioners

Requested Meeting Date: 10/20/2020

(Board meets the 1st and 3rd Tuesday after the first Monday of the Month)

Consent Agenda
[checked] Approve Motion
Regular Agenda - Estimate Time Needed: [] minutes
[] Approve/Deny Motion [] Discussion/Presentation
[] Hold Public Hearing* [] Direction Requested
*provide copy of hearing notice that was published
Requested Agenda Time: Flexible

Submitted By: Matt Troska Department: Information Technology

Who will attend the meeting and be able to respond to questions if different from above?
Name and title: Matt Troska

Summary of Issue (include previous Board or Committee actions, applicable dates and copies of relevant Minutes):
Consider approval of payment for year 2 of a 3 year maintenance agreement to Allstream (Minneapolis, MN) for phone system equipment maintenance in the amount of \$19,213.67 with funds from the Information Technology budget. The 3 year agreement was approved on 10/8/2019.

Recommended Action/Motion:
Consider approval of payment for year 2 of a 3 year maintenance agreement to Allstream (Minneapolis, MN) for phone system equipment and software maintenance in the amount of \$19,213.67 with funds from the Information Technology budget.

Financial Impact:
Is there a cost associated with this request? [checked] Yes [] No
What is the total cost, with tax and shipping? \$ 19,213.67
Is this budgeted? [checked] Yes [] No Fund & Department Number: 01-065 ex: 01-031

Additional Information Attached:
[] Contract/Agreement Approved by County Attorney's Office: [] Yes [] No
Legally binding agreements must have County Attorney approval prior to submission.
[] Minutes of Relevant Meeting(s) Number of Signed Documents: []
[] Background Information, Handouts, Contracts, Agreements, Quotes, Bids, Invoices must be Attached

Board Action: (for use by Administrative Assistant)
[] Approved: [] Denied: [] Tabled: [] No Action:
Email Liz/Sheila Save Print



Customer #	Invoice #	Due Date	Amount Due	Amount Enclosed
001833	120404058	10/30/20	19,213.67	

Make Checks Payable To:

Allstream
 NW 5814
 PO BOX 1450
 Minneapolis, MN 55485-5814

McLeod County Offices/Courthouse
 830 11th Street E Suite 111
 IS Dept
 Glencoe MN 55336

1204040580018330000001921367

NW 5814
 PO BOX 1450
 Minneapolis, MN 55485-5814
 Billing Inquiries - 888-985-8010

Please Remit Top Portion With Your Payment
 I N V O I C E

For coverage from: 11/30/20 To: 11/29/21



Bill To: 001833
 McLeod County Offices/Courthouse
 830 11th Street E Suite 111
 IS Dept
 Glencoe MN 55336

Ship To: 001833
 McLeod County Offices/Cou
 830 11th Street E Suite
 IS Dept
 Glencoe MN 55336

Invoice #: 120404058
 Invoice Date: 09/30/20
 Contract #: 001833-001

Memo	P.O. Number	Salesperson	Terms	Due Date	Technician
2073389.000 sup		Tom Pavek	Net 30	10/30/20	01 - Main Warehouse

<u>ITEM NUMBER</u>	<u>ITEM DESCRIPTION</u>	<u>ORDERED</u>	<u>QUANTITY OPEN</u>	<u>SHIPPED</u>	<u>UNIT PRICE</u>	<u>EXTENDED PRICE</u>
Contracts	Equipment Maintenance			1	19,213.67	19,213.67
Total for this coverage: \$						19,213.67

Net Amount: \$ 19,213.67

THANK YOU FOR YOUR BUSINESS



Board Agenda Request Form
Board of County Commissioners

Requested Meeting Date: 10/20/2020

(Board meets the 1st and 3rd Tuesday after the first Monday of the Month)

Consent Agenda
[checked] Approve Motion
Regular Agenda - Estimate Time Needed: [] minutes
[] Approve/Deny Motion [] Discussion/Presentation
[] Hold Public Hearing* [] Direction Requested
*provide copy of hearing notice that was published
Requested Agenda Time: Flexible

Submitted By: Matt Troska Department: Information Technology

Who will attend the meeting and be able to respond to questions if different from above?
Name and title: Matt Troska

Summary of Issue (include previous Board or Committee actions, applicable dates and copies of relevant Minutes):
Approve Zero Usage document for our Microsoft Enterprise Agreement (EA) true-up and year 2 renewal payment of \$68,645.71 with funds from the Information Technology budget. The Zero Usage document certifies that we have not added any Microsoft products and do not owe any additional licensing fees. The Microsoft EA was originally approved on 11/19/2019 for 3 years with annual payments.

Recommended Action/Motion:
Approve Zero Usage document for our Microsoft Enterprise Agreement (EA) true-up and year 2 renewal payment of \$68,645.71 with funds from the Information Technology budget.

Financial Impact:
Is there a cost associated with this request? [checked] Yes [] No
What is the total cost, with tax and shipping? \$ 68,645.71
Is this budgeted? [checked] Yes [] No Fund & Department Number: 01-065 ex: 01-031

Additional Information Attached:
[] Contract/Agreement Approved by County Attorney's Office: [] Yes [] No
Legally binding agreements must have County Attorney approval prior to submission.
[] Minutes of Relevant Meeting(s) Number of Signed Documents: []
[] Background Information, Handouts, Contracts, Agreements, Quotes, Bids, Invoices must be Attached

Board Action: (for use by Administrative Assistant)
[] Approved: [] Denied: [] Tabled: [] No Action:
Email Liz/Sheila Save Print

Zero Usage

Remember to submit all amendment documents along with the completed template to microsoftcontracts@shi.com.***Macros MUST BE enabled. See third tab Below******

Column B contains instructions or the type of information needed

Column C is for answers. It also provides selection of answers in some cases.

****All fields in Column C require answers unless otherwise specified in Column B instructions****

Agreement Submission Method

Please indicate whether the agreement will be printed and sent to the sales team for physical signature or emailed to the customer for electronic signature (**choose either "Physical Signature" or "Electronic Signature"**)

Physical Signature

Agreement Information

Customer Locale (**Choose from the drop down box**)

US

Language for Agreement (**Choose from the drop down box**)

English

Customer Company Information

Company Name

McLeod County

Applicable Year

Enrollment Number

89040590

Please choose the applicable year for this Update Statement (Years 1, 2, or 3)

Year 1

Electronic Signatory (**required if signing electronically**)

Last Name

First Name

Business Phone

Business Fax

Email Address

Mobile Number (*Optional*)

Title (*Optional*)

Job Title (*Optional*)

Mr. or Mrs. or Ms.

Company Name

Language for Notices (*Choose One*)

English or French (Canada Only)

Address

City

State/Province

Country (*Choose One*)

Zip/Postal Code

Included Documents Checklist

Finalized Amendment/s

Yes or No. If so, how many?

Additional Previous Enrollments

Agreement Type

** only one SA benefits contact can be transferred into new Enrollment#/Expiration Date/ please also specify if*



Pricing Proposal
 Quotation #: 19499938
 Created On: 10/1/2020
 Valid Until: 10/31/2020

MN MCLEOD COUNTY

Matthew Troska

830 E 11th Street
 Glencoe, MN 55336
 UNITED STATES
 Phone: (320) 864-1340
 Fax:
 Email: Matt.Troska@Co.McLeod.MN.US

Inside Account Manger

Amanda Ambrogio

290 Davidson Ave
 Somerst, NJ 08873
 Phone: 732-564-8676
 Fax:
 Email: amanda_ambrogio@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 CoreCAL ALNG SA MVL UsrCAL Microsoft - Part#: W06-00446 Contract Name: Enterprise Hardware, Software and Services Contract #: 48196 Coverage Term: 12/1/2020 – 11/30/2021 Note: Year 2 Payment	332	\$47.39	\$15,733.48
2 ExchgEntCAL ALNG SA MVL UsrCAL wSrvcs Microsoft - Part#: PGI-00270 Contract Name: Enterprise Hardware, Software and Services Contract #: 48196 Coverage Term: 12/1/2020 – 11/30/2021 Note: Year 2 Payment	332	\$23.88	\$7,928.16
3 ExchgEntCALsSrvcsGCC ALNG SubsVL MVL PerUsr Microsoft - Part#: 6NV-00002 Contract Name: Enterprise Hardware, Software and Services Contract #: 48196 Coverage Term: 12/1/2020 – 11/30/2021 Note: Year 2 Payment	332	\$0.00	\$0.00
4 ExchgSvrEnt ALNG SA MVL Microsoft - Part#: 395-02504 Contract Name: Enterprise Hardware, Software and Services Contract #: 48196 Coverage Term: 12/1/2020 – 11/30/2021 Note: Year 2 Payment	1	\$722.96	\$722.96
5 ExchgSvrStd ALNG SA MVL Microsoft - Part#: 312-02257 Contract Name: Enterprise Hardware, Software and Services Contract #: 48196 Coverage Term: 12/1/2020 – 11/30/2021 Note: Year 2 Payment	1	\$126.17	\$126.17
6 SharePointSvr ALNG SA MVL Microsoft - Part#: H04-00268 Contract Name: Enterprise Hardware, Software and Services	1	\$1,212.36	\$1,212.36

Contract #: 48196
Coverage Term: 12/1/2020 – 11/30/2021
Note: Year 2 Payment

7	SQLSvrEntCore ALNG SA MVL 2Lic CoreLic Microsoft - Part#: 7JQ-00343 Contract Name: Enterprise Hardware, Software and Services Contract #: 48196 Coverage Term: 12/1/2020 – 11/30/2021 Note: Year 2 Payment	4	\$2,242.44	\$8,969.76
8	SQLSvrStdCore ALNG SA MVL 2Lic CoreLic Microsoft - Part#: 7NQ-00292 Contract Name: Enterprise Hardware, Software and Services Contract #: 48196 Coverage Term: 12/1/2020 – 11/30/2021 Note: Year 2 Payment	4	\$584.79	\$2,339.16
9	WinRmtDsktpSrvcsCAL ALNG SA MVL UsrCAL Microsoft - Part#: 6VC-01254 Contract Name: Enterprise Hardware, Software and Services Contract #: 48196 Coverage Term: 12/1/2020 – 11/30/2021 Note: Year 2 Payment	70	\$21.57	\$1,509.90
10	WinSvrDCore ALNG SA MVL 2Lic CoreLic Microsoft - Part#: 9EA-00278 Contract Name: Enterprise Hardware, Software and Services Contract #: 48196 Coverage Term: 12/1/2020 – 11/30/2021 Note: Year 2 Payment	56	\$125.56	\$7,031.36
11	WinSvrSTDCore ALNG SA MVL 2Lic CoreLic Microsoft - Part#: 9EM-00270 Contract Name: Enterprise Hardware, Software and Services Contract #: 48196 Coverage Term: 12/1/2020 – 11/30/2021 Note: Year 2 Payment	48	\$17.70	\$849.60
12	WINENTperDVC ALNG UpgrdSAPk MVL Microsoft - Part#: KV3-00381 Contract Name: Enterprise Hardware, Software and Services Contract #: 48196 Coverage Term: 12/1/2020 – 11/30/2021 Note: Year 2 Payment	12	\$62.83	\$753.96
13	WinRmtDsktpSrvcsCAL ALNG LicSAPk MVL UsrCAL Microsoft - Part#: 6VC-01252 Contract Name: Enterprise Hardware, Software and Services Contract #: 48196 Coverage Term: 12/1/2020 – 11/30/2021 Note: Year 2 Payment	30	\$50.30	\$1,509.00
14	WinE3 ALNG SubsVL MVL PerUsr Microsoft - Part#: AAA-10787 Contract Name: Enterprise Hardware, Software and Services Contract #: 48196 Coverage Term: 12/1/2020 – 11/30/2021 Note: Year 2 Payment	332	\$60.12	\$19,959.84
15	Win10UsrOLSActv Alng MonthlySub Addon E3 Microsoft - Part#: AAA-51069	332	\$0.00	\$0.00

Contract Name: Enterprise Hardware, Software and Services

Contract #: 48196

Coverage Term: 12/1/2020 – 11/30/2021

Note: Year 2 Payment

Total \$68,645.71

Additional Comments

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084. SHI International Corp. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.

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



bpool
10/14/20 12:04PM

Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

Page 1

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

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



bpool
10/14/20 12:04PM

3 Road & Bridge Fund

Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

Page 2

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</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>
340	DEPT			Highway Equipment Maintenance		
	9947 KRIS ENGINEERING INC					
1	03-340-000-0000-6564		57,957.90	BLADES	33863	Cutting Edges & Carbids N
	9947 KRIS ENGINEERING INC		57,957.90	1 Transactions		
340	DEPT Total:		57,957.90	Highway Equipment Maintenance	1 Vendors	1 Transactions
3	Fund Total:		57,957.90	Road & Bridge Fund		1 Transactions
	Final Total:		57,957.90	1 Vendors	1 Transactions	

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



Recap by Fund

<u>Fund</u>	<u>Amount</u>	<u>Name</u>
3	57,957.90	Road & Bridge Fund
All Funds	57,957.90	Total

Approved by,

.....

.....



Board Agenda Request Form
Board of County Commissioners

Requested Meeting Date: 10/20/2020

(Board meets the 1st and 3rd Tuesday after the first Monday of the Month)

Consent Agenda
Regular Agenda - Estimate Time Needed: 3 minutes
Approve/Deny Motion
Hold Public Hearing*
Discussion/Presentation
Direction Requested
Requested Agenda Time: Flexible

Submitted By: John
Department: Public Works/Parks

Who will attend the meeting and be able to respond to questions if different from above?
Name and title:

Summary of Issue (include previous Board or Committee actions, applicable dates and copies of relevant Minutes):
State Aid rules allow the transfer of State Aid Municipal construction funds to the State Aid Regular construction account.
Our municipal construction account balance is currently higher than State Aid rules allow. A transfer is necessary to avoid a Construction Fund Balance Needs Deduction, which is a component that goes in to the calculation of our annual State Aid construction allotment.

Recommended Action/Motion:
Consider resolution XX transferring \$490,000 of State Aid Municipal construction funds to the State Aid Regular construction account to avoid a CSAH Municipal Needs deduction.

Financial Impact:
Is there a cost associated with this request? Yes No
What is the total cost, with tax and shipping?
Is this budgeted? Yes No
Fund & Department Number: ex: 01-031

Additional Information Attached:
Contract/Agreement
Minutes of Relevant Meeting(s)
Background Information, Handouts, Contracts, Agreements, Quotes, Bids, Invoices must be Attached
Approved by County Attorney's Office: Yes No
Number of Signed Documents: 1

Board Action: (for use by Administrative Assistant)
Approved: Denied:
Tabled: No Action:
Email Cindy/Liz
Save
Print



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) 223-235
23808 Jet Avenue
Silver Lake, MN 55381
Ron.Shimanski@co.mcleod.mn.us

COMMISSIONER DOUG KRUEGER
2nd District
Phone (612) 756-2855
9525 County Road 2
Glencoe, MN 55336
Doug.Krueger@co.mcleod.mn.us

COMMISSIONER PAUL WRIGHT
3rd District
Phone (320) 583-8584
15215 County Road 7
Hutchinson, MN 55350
Paul.Wright@co.mcleod.mn.us

COMMISSIONER RICH POHLMEIER
4th District
Phone (320) 583-9738
207 1st Ave S
Brownton, MN 55312
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

COUNTY ADMINISTRATOR SHEILA MURPHY
Phone (320) 864-1320
830 11th Street East, Suite 110
Glencoe, MN 55336
Sheila.Murphy@co.mcleod.mn.us

RESOLUTION 20-CB-37 TRANSFER OF MUNICIPAL STATE AID CONSTRUCTION FUNDS

WHEREAS, Minnesota Statute 162.08, Subd. 4 (3d), provides that accumulated balances in excess of two years of municipal account apportionments may be spent on projects located outside of municipalities under 5000 population when approved solely by resolution of the county board.

NOW, THEREFORE, BE IT RESOLVED, that the Commissioner of Transportation transfer \$490,000 of the Municipal Construction Account into the Regular Construction Account.

Adopted by the County Board this 20th day of October, 2020.

	Nagel	Krueger	Shimanski	Wright	Pohlmeier
Yes					
No					
Abstain					
Absent					

STATE OF MINNESOTA
OFFICE OF COUNTY ADMINISTRATION
COUNTY OF MCLEOD

I, Sheila Murphy, 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 20th of October, 2020.

Sheila Murphy, 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



Board Agenda Request Form
Board of County Commissioners

Requested Meeting Date: 10/20/2020

(Board meets the 1st and 3rd Tuesday after the first Monday of the Month)

Consent Agenda
Regular Agenda - Estimate Time Needed: 5 minutes
Approve/Deny Motion
Hold Public Hearing*
Discussion/Presentation
Direction Requested
Requested Agenda Time: Flexible

Submitted By: John Brunkhorst
Department: Public Works/Parks

Who will attend the meeting and be able to respond to questions if different from above?
Name and title:

Summary of Issue (include previous Board or Committee actions, applicable dates and copies of relevant Minutes):
Consider approval of quotes for the Fairgrounds Horticulture Building bathroom project.
Quotes are broken down by scope of work.
Quotes are due October 15, 2020 and will be presented at Board meeting.

Recommended Action/Motion:
approve quotes

Financial Impact:
Is there a cost associated with this request? Yes No
What is the total cost, with tax and shipping?
Is this budgeted? Yes No
Fund & Department Number: cares ex: 01-031

Additional Information Attached:
Contract/Agreement
Minutes of Relevant Meeting(s)
Background Information, Handouts, Contracts, Agreements, Quotes, Bids, Invoices must be Attached
Approved by County Attorney's Office: Yes No
Number of Signed Documents:

Board Action: (for use by Administrative Assistant)
Approved: Denied:
Tabled: No Action:
Email Cindy/Liz
Save
Print

QUOTE PACKAGES SCOPES OF WORK

CATEGORY DESCRIPTION	SECTION	TYPE OF WORK	PARTS
CATEGORY 1 - GENERAL CONSTRUCTION			
Demolition (as pertains to walls, metall wall panels and roofing)	02 4100	Labor & Materials	1,2,3
Rough Carpentry	06 1000	Labor & Materials	1,2,3
PVC Panelling	06 6000	Labor & Materials	1,2,3
Fiberglass Reinforced Paneling	06 8316	Labor & Materials	1,2,3
Foamed-In-Place Insulation	07 2119	Labor & Materials	1,2,3
Metal Wall Panels	07 4213	Labor & Materials	1,2,3
Sheet Metal Roofing	07 6100	Labor & Materials	1,2,3
Sheet Metal Flashing and Trim	07 6200	Labor & Materials	1,2,3
Joint Sealers (as pertains)	07 9005	Labor & Materials	1,2,3
Hollow Metal Doors and Frames	08 1113	Labor Only to Install	1 & 3
Door Hardware	08 7100	Labor Only to Install	1 & 3
Gypsum Board Assemblies	09 2116	Labor & Materials	1,2,3
Signage	10 1400	Labor Only to Install	1 & 3
Metal Toilet Compartments	10 2113.13	Labor Only to Install	1 & 3
Toilet, Bath, and Laundry Accessories	10 2800	Labor Only to Install	1 & 3
Fire Protection Specialties (one wall hung in Utility Room)	10 4400	Labor Only to Install	1 & 3
Solid Surface Countertops and Supports		Labor & Materials	
Wood Benches		Labor Only to Install	
CATEGORY 2 - CONCRETE			
Demolition (as pertains to concrete)	02 4100	Labor & Materials	1,2,3
Cast-in-Place Concrete	03 3000	Labor & Materials	1,2,3
Thermal Insulation	07 2100	Labor & Materials	1,2,3
Joint Sealers (as pertains to exterior concrete)	07 9005	Labor & Materials	1,2,3
CATEGORY 3 - EPOXY FLOOR			
Joint Sealers (as pertains to interior concrete)	07 9005	Labor & Materials	1,2,3
Fluid-Applied Flooring	09 6700	Labor & Materials	1,2,3
CATEGORY 4 - PLUMBING/HVAC			
Demolition (as pertains to Plumbing/HVAC)	02 4100	Labor & Materials	1,2,3
Joint Sealers (as pertains)	07 9005	Labor & Materials	1,2,3
Identification for Plumbing Piping and Equipment	22 0553	Labor & Materials	1,2,3
Plumbing Equipment Insulation	22 0716	Labor & Materials	1,2,3
Piping Safety Covers	22 0717	Labor & Materials	1,2,3
Plumbing Piping Insulation	22 0719	Labor & Materials	1,2,3
Plumbing Piping	22 1005	Labor & Materials	1,2,3
Plumbing Piping Specialties	22 1006	Labor & Materials	1,2,3
Plumbing Equipment	22 3000	Labor & Materials	1,2,3
Plumbing Fixtures	22 4000	Labor & Materials	1,2,3
Identification for HVAC Piping and Equipment	23 0553	Labor & Materials	1,2,3
Duct Insulation	23 0713	Labor & Materials	1,2,3
HVAC Ducts and Casings	23 3100	Labor & Materials	1,2,3
Air Duct Accessories	23 3300	Labor & Materials	1,2,3
HVAC Power Ventilators	23 3423	Labor & Materials	1,2,3
Air Outlets and Inlets	23 3700	Labor & Materials	1,2,3

QUOTE PACKAGES SCOPES OF WORK

CATEGORY DESCRIPTION	SECTION	TYPE OF WORK	PARTS
CATEGORY 5 - ELECTRICAL			
Joint Sealers (as pertains to electrical)	07 9005	Labor & Materials	1,2,3
Selective Demolition for Electrical	26 0505	Labor & Materials	1,2,3
Low-Voltage Electrical Power Conductors and Cables	26 0519	Labor & Materials	1,2,3
Grounding and Bonding for Electrical Systems	26 0526	Labor & Materials	1,2,3
Hangars and Supports for Electrical Systems	26 0529	Labor & Materials	1,2,3
Conduit for Electrical Systems	26 0533.13	Labor & Materials	1,2,3
Boxes for Electrical Systems	26 0533.16	Labor & Materials	1,2,3
Identification for Electrical Systems	26 0553	Labor & Materials	1,2,3
Wiring Connections	26 0583	Labor & Materials	1,2,3
Lighting Control Devices	26 0923	Labor & Materials	1,2,3
Panelboards	26 2416	Labor & Materials	1,2,3
Wiring Devices	26 2726	Labor & Materials	1,2,3
Surge Protection Devices	26 4300	Labor & Materials	1,2,3
Interior Lighting	26 5100	Labor & Materials	1,2,3
Exterior Lighting	26 5600	Labor & Materials	1,2,3

THE FOLLOWING CATEGORIES 6 and 7 are TAX EXEMPT

CATEGORY 6 - STANDARD DOORS/FRAMES/HARDWARE- Material Only		~ EXEMPT FROM SALES TAX ~	
Hollow Metal Doors and Frames	08 1113	Material Only FOB Jobsite	1 & 2
Door Hardware	08 7100	Material Only FOB Jobsite	1 & 2
CATEGORY 7 - SPECIALTIES- Material Only		~ EXEMPT FROM SALES TAX ~	
Signage	10 1400	Material Only FOB Jobsite	1 & 2
Metal Toilet Compartments	10 2113.13	Material Only FOB Jobsite	1 & 2
Toilet, Bath, and Laundry Accessories	10 2800	Material Only FOB Jobsite	1 & 2
Fire Protection Specialties (one wall hung in Utility Room)	10 4400	Material Only FOB Jobsite	1 & 2
Wood Benches		Material Only FOB Jobsite	



contegritygroup
| Construction Management

October 16, 2020

TO: John Brunkhorst

RE: Quotes for McLeod County Fairgrounds Toilet Room Remodel

Contegrity Group has reviewed the quotes received on October 15, 2020 for the McLeod County Fairgrounds Toilet Room Remodel Project. Upon our review, the quotes fall in line with the estimate that was presented to McLeod County in May 2020 and with the current pricing changes in the construction industry over the last 6 months.

Thank you for your consideration on this project and we look forward to working with McLeod County.

Sincerely,

Justin Thorne

CC: Pete Filippi

MCLEOD COUNTY FAIRGROUNDS TOILET ROOM REMODEL - QUOTE TAB (LOW QUOTES)
OCTOBER 15, 2020 3:00 pm

CATEGORY	LOW CONTRACTORS		QUOTES
<i>CATEGORY 1 - GENERAL CONSTRUCTION</i>	Yamry Construction	St. Joseph, MN	120,383.00
<i>CATEGORY 2 - CONCRETE</i>	Michael Murphy Construction	Litchfield, MN	40,600.00
<i>CATEGORY 3 - EPOXY FLOOR</i>	Pro Maintenance Inc.	Hutchinson, MN	4,860.00
<i>CATEGORY 4 - PLUMBING/HVAC</i>	Foster Mechanical	Hutchinson, MN	88,800.00
<i>CATEGORY 5 - ELECTRICAL</i>	D and F Electric	Litchfield, MN	16,000.00
<i>CATEGORY 6 - STANDARD DOORS/FRAMES/HARDWARE- Material Only</i>	Mid Central Door	Waite Park, MN	9,325.00
<i>CATEGORY 7 - SPECIALTIES- Material Only</i>	Bartley Sales Company, Inc.	Minneapolis, MN	6,534.00
	PROJECT TOTAL QUOTES		286,502.00

**MCLEOD COUNTY FAIRGROUNDS TOILET ROOM REMODEL - QUOTE
TAB (ALL QUOTES) OCTOBER 15, 2020 3:00 pm**

	QUOTE
<i>CATEGORY 1 - GENERAL CONSTRUCTION</i>	
Yamry Construction	\$120,383.00
<i>CATEGORY 2 - CONCRETE</i>	
Michael Murphy Construction	\$40,600.00
<i>CATEGORY 3 - EPOXY FLOOR</i>	
Pro Maintenance Inc.	\$4,860.00
Advantage Coating	\$7,800.00
Quality Cleaning Inc dba QC Companies	\$12,165.00
<i>CATEGORY 4 - PLUMBING/HVAC</i>	
Foster Mechanical	\$88,800.00
Falcon Mechanical, Inc.	\$111,865.00
<i>CATEGORY 5 - ELECTRICAL</i>	
D and F Electric	\$16,000.00
Quade Electric, Inc.	\$17,640.00
<i>CATEGORY 6 - STANDARD DOORS/FRAMES/HARDWARE- Material Only</i>	
Mid Central Door	\$9,325.00
Kendell Door & Hardware	\$10,732.00
<i>CATEGORY 7 - SPECIALTIES- Material Only</i>	
Bartley Sales Company, Inc.	\$6,534.00
Building Material Supply Inc.	\$7,485.00



Gerard Yamry, License #BC136209
33117 County Road 2
St. Joseph, MN 56374
320-363-4159

Date: **10/15/2020**

Project Name: Mcleod County Fair Grounds Hort. Bathrooms

All bids good for 60 days. Acknowledges clarifications 1&2 and plans dated January 2020

Bid includes the following: Category 1- General Construction
Demolition as pertains to walls, metal wall panels and roofing
Rough Carpentry – labor and materials
PVC paneling – labor and materials
FRP – labor and materials
3” Foamed in place insulation on 4 exterior walls – labor and materials
Metal wall panels, Sheet metal roofing, Sheet metal flashing and trim – labor and materials
Joint sealers as pertains to this work scope – labor and materials
Hollow metal doors and frames, Door hardware – labor to install only
Gypsum board assemblies – labor and materials
Signage – labor to install only
Metal toilet compartments, Toilet, bath, and laundry accessories – labor to install only
Fire protection specialties – labor to install only
Solid surface countertops and supports – labor and materials
Wood benches – labor to install only

Bid excludes the following:
-Dumpsters
-Prevailing Wage
-Concrete cutting and concrete demo
-Footings or excavation
-Bid bond

Base Bid Amount:	\$ 120,383.00
Alternate 1 Amount:	\$
Alternate 2 Amount:	\$
Alternate 3 Amount:	\$
Total Bid Amount:	\$ 120,383.00

Please sign below and return to Yamry Construction in acceptance of this proposal.

Signature: _____

Print Name: _____

Date: _____



ESTIMATE

Date	Estimate #
10/15/20	852

Name / Address
McLeod County Attn: John Brunkhorst, Public Works Director

Project
Toilet Room Remodel (2020)

Description	Amount
<p>WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR: McLeod County Fairgrounds Toilet Room Remodel</p> <p>PRICE INCLUDES: Below grade foam along building edges; 3" foam under floor; sonotubes for canopies (4 total); 100% removal of interior floor; concrete and reinforcement</p> <p>Addendum #01, Clarification #1 (10/12/20) and Clarification #2 (10/14/20) have all been reviewed and our estimate reflects any changes affecting our work.</p> <p>PLEASE CALL MIKE MURPHY WITH ANY QUESTIONS OR IF YOU NEED ANY CLARIFICATIONS: 320-980-3646</p> <p>EXCLUSIONS AND LIMITATIONS: Gate posts, electrical pads and light poles will not be supplied Dewatering not included Concrete testing not included Drain tile and waterproofing not included Any winter charges are not included and will be added to bid price Propane, heaters and blanketing not included Curb and gutter and drive approaches not included Not responsible for permits Caulking of control joints not included Caulking of expansion joints not included Anchor bolts to be provided by general contractor Mechanical, electrical and plumbing pads not included Light pole bases not included Sign base not included Polished, stained, stamped or colored concrete not included Special floor sealers not included</p>	40,600.00

Total



ESTIMATE

Date	Estimate #
10/15/20	852

Name / Address
McLeod County Attn: John Brunkhorst, Public Works Director

Project
Toilet Room Remodel (2020)

Description	Amount
<p>Splash block not included Surveying and staking not included Inspections not included Epoxy bar not included Plumbing and Electrical not Included Testing not included Additional insurance costs not included; to be determined and added as a change order after job has been awarded</p> <p>Changes or alterations will be at an additional cost of \$75.00 per labor hour plus materials and equipment</p> <p>With payments to be made in full upon completion of above-specified work.</p> <p>*****THIS QUOTE IS VALID FOR 30 DAYS*****</p> <p>NO WARRANTIES on chipping, spalling, cracking, soft aggregate pops, mortar flaking Weather Damage Limitations: Shrinkage (hairline) cracks are common in concrete floors, sidewalks, driveways, patios, etc., and should be expected. Cracks exceeding 3/16" in width are vertical displacement and shall be repaired by filling and troweling special concrete repair products. Concrete is susceptible to surface spalling from road salt or sand applied for de-icing. Salt damage is excluded from any warranty explicit or implied. Occasional surface blemishes from aggregate pops are considered normal wear and tear.</p> <p>Pre-Lien Notice: Any person or company supplying labor and/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 contribution.</p>	

Total

CREATING RELATIONSHIPS THROUGH GOOD BUSINESS PRACTICES

CONTROL – CONSISTENCY – COST SAVINGS – CONSOLIDATION

Our Advantage

We reduce bad costs by helping general contractors, design build firms, and architects specify and install flooring systems designed to hold up in the client's environment. We don't design and bid to just win the project and submit costly change orders; we bid the job right the first time. This reduces the chance of unwanted business disruptions, downtime, project delays, and repairs; which helps increase your profitability, improve operational efficiencies, and help reduce slip and fall incidents. Just as important, we protect reputations. Pro Maintenance has been an industry leader in industrial floor and wall coatings installation, focusing on innovation, sustainable products, and customer satisfaction for 40+ years. Our goal is to increase customer satisfaction while reducing your cost of doing business.

Account Services

When you partner with Pro Maintenance, Inc., you receive:

- Dedicated Pro Maintenance, Inc. Project Manager
- Unparalleled support team
- Detailed pricing platform and budget numbers for all projects
- Site surveys and concept meetings to help budget and plan
- Customized system specifications / recommendations
- Professional, consistent quality installation

Our customers say...

"Pro Maintenance has been instrumental in helping define and shape our flooring process. We have seen a significant decrease in post construction costs which increases our customer satisfaction rating."

Steve W. Nelson,

VP of Construction

RICE COMPANIES



Pro Maintenance, Inc., Made in the U.S.A

Benefits

That may apply to our various offerings

- LOW to No VOC's-LEED® credits available
- NSF® Registered F&B systems
- NSFI® Certified Non-Slip coatings
- Newest Technologies and equipment
- The best install crews



We specialize in...

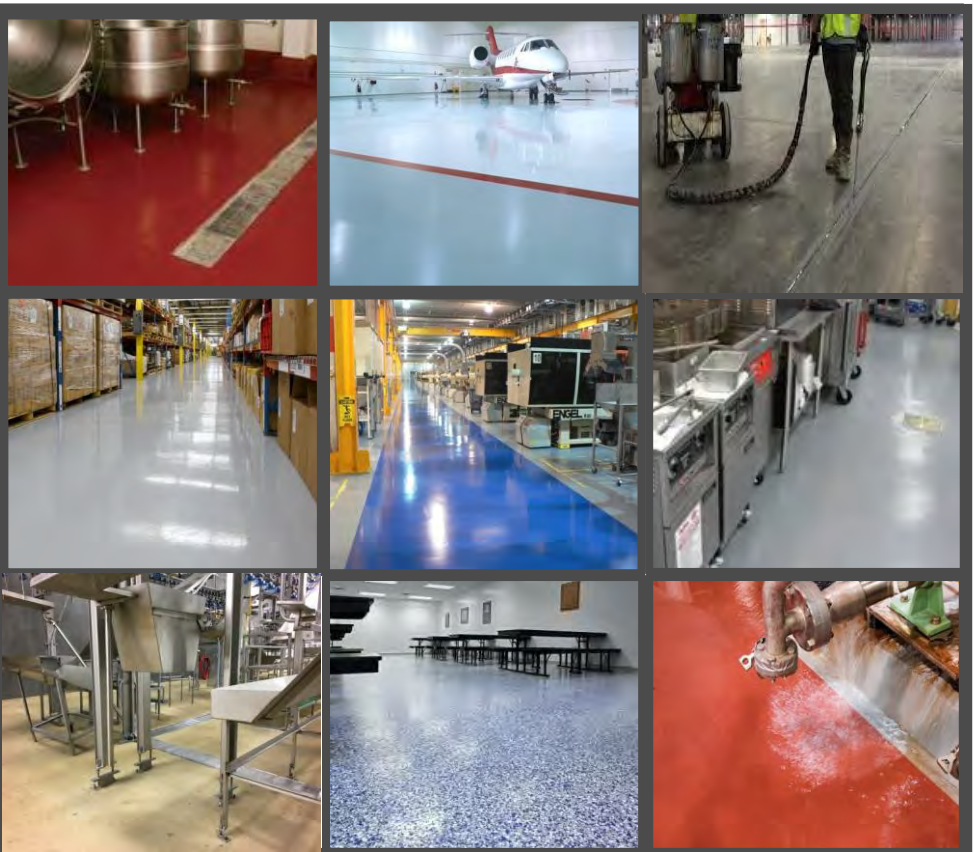
- Food & Beverage
- Grocery – Retail
- Aviation
- Manufacturing
- Industrial
- Education
- Healthcare
- Commercial restaurants
- Warehousing
- Construction & Control Joint Repair

Pro Maintenance, Inc. is the largest floor coating applicator in a five-state area.

We work closely with our suppliers and leverage our buying power to provide the best technology and a competitive price.

Who we work with on your project only depends on one thing:

**What's right
for your
project!**



CREATING RELATIONSHIPS THROUGH GOOD BUSINESS

Contact Us:

For more information about what system is right for you, please contact your Pro Maintenance representative by calling us at **800-657-6701!**

Sincerely,

Scott Perkins - President
Mike Holtz – Vice President

Email: Info@promaintenanceinc.com

320-587-3135



Don't let this happen to you. Let us help design your floor right the first time!



PROMAINTENANCE, Inc.

It's your concrete, let us protect it™

WWW.PROMAINTENANCEINC.COM



10 Michigan Street NE • P.O. Box 575
Hutchinson, MN
55350

(320) 587-3135 • www.promaintenanceinc.com

March 16, 2020

We would like to thank you for your trust in our company to keep your company or residence, as well as your employees safe and healthy.

To help combat the risks associated with the COVID-19 pandemic, our company has put in place safeguards to help keep our employees and yours safe.

Our crew and sales staff have been instructed:

- Maintain the recommended 6-foot social distancing guidelines.
- No hand shaking.
- Use provided hand sanitizer on a regular basis.
- Wash hands frequently.
- Avoid coughing or sneezing into hands or into the air. Trying to cough or sneeze into a tissue and then throw the tissue away. If you don't have a tissue, cough or sneeze into your arm.
- Avoid touching your face, particularly the eyes, mouth and nose.
- Staying home if not feeling well.

Our company has implemented:

- Deep cleaning schedule each time the vehicles are returned to our shop.
- Staggering work schedule for office staff to ensure we are able to meet the needs of our customers.
- Daily routine of sanitizing our office areas.
- For overnight stays, one person per hotel room.

We will continue to monitor the situation and adapt when needed. We ask that your company practices the necessary precautions to keep all safe.

We appreciate your trust in us and look forward to serving you. Thank you again for your business.

If you have any questions, please give us a call at 320-587-3135.

Sincerely,

Pro Maintenance, Inc

Scott Perkins, President
Mike Holtz, Vice President



10 Michigan Street NE • P.O. Box 575
Hutchinson, MN 55350
(320) 587-3135 • www.promaintenanceinc.com

October 14, 2020

Mr. John Brunkhorst

E-Mail: john.brunkhorst@co.mcleod.mn.us

Pro Maintenance proposes to furnish all material and perform all labor necessary to complete the following:

Project: McLeod County Fairgrounds

RE: Horticulture Building Bathrooms

Scope of Work: Install 24 Mil Epoxy Floor System with Optional Eco-HTS

1. Grind and/or shot blast to profile for adhesion.
2. Prime with one coat of Eco-MPE at a rate of 450 square feet per gallon.
3. Install fill coat of Eco-PT at a rate of 450 square feet per gallon.
4. Install one body coat Eco-MPE at a rate of 100 square feet per gallon; broadcast decorative flake, if desired.
5. Optional: Install Eco-HTS Satin Finish Urethane with shark grip at a rate of 550 square feet per gallon

Floor: 1,200 square feet – price is \$4.05 per square foot = \$4,860.00

Optional Eco-HTS: 1,200 square feet – price is \$1.20 per square foot = \$1,440.00

This area is based on new concrete.

No cove base is included.

Price quote is for weekday, non-holiday, non-union labor.

Quote is for two mobilization. Additional mobilizations will be charged at \$1,950.00 each.

Temperature of concrete must be consistent 65 degrees or higher prior to our arrival.

A. All Pro Maintenance floor coating installations carry one year warranty – see attached.

C. Flooring system will follow contour of existing concrete surface.

E. All garbage and debris shall be disposed of by Pro Maintenance in dumpster provided by Owner.

F. Pro Maintenance Inc.'s payment terms are Net 30, unless other arrangements have been made.

G. Prices valid for 7-months from quote date.

Sincerely,

Jesse Doherty, Pro Maintenance

Phone: 800 657-6701; Cell: 720-400-5731; Email: jdoherty@promaintenanceinc.com

EXCESS MATERIAL CONSUMPTION

If your project is resurfacing, your quote is based on a material consumption formula of ¼ inch per square foot. On occasion during the preparation and or removal process we encounter unknown variables that change the consumption formula. I.E. soft concrete, old patches that need to be removed, and rough concrete created when removing well adhered coatings. These variables require our crews to use extra material to provide you with the floor that meets your food safety needs and your client's expectations.

We base our material consumption on ¼ inch per square foot in lieu of 3/8th or more so you are not paying for extra material. With our program you are only paying for what is actually used. When and if we encounter a project that requires extra material the following rates apply per (23 square foot kit):

- 1 to 10 kits: \$160.00 per kit*
- 11 to 30 kits: \$140.00 per kit*
- 31 and > kits: \$120.00 per kit*

In most cases the crews will do their best to inform the client prior using extra material however in many cases it is not realized until they are actually troweling the floor and do not have the time to notify the client.

Shale Notice

Shale is a black stone that is found in the aggregate used for mixing cement, which is very common in the Midwest. When a concrete floor gets wet it absorbs like a sponge. The shale retains the moisture, and when it freezes it expands, and may form a hole in concrete floors.

- I. I understand that my cement may be composed of shale. I understand that Pro Maintenance will fill any existing pop outs to at least 90% fill. I also acknowledge that new pop outs could appear after floor coating is installed.*
- II. I acknowledge that shale is a concrete problem, and not an adhesion failure. If future shale pop outs occur there will be a charge to repair because shale pop outs are an existing issue and not covered under Pro Maintenance's warranty.*

PRO MAINTENANCE LIMITED WARRANTY STATEMENT

Pro Maintenance warrants that all coating materials and resurfacers are applied as required by manufacturer's specifications and will repair any coatings that have peeled due to improper preparation and application if notified within a period of one year provided the work has not been damaged by Owner, or used for a purpose for which it was not intended or abnormal wear and tear and/or abuse.

Pro Maintenance cannot be held responsible for damage caused by factors beyond its control including damage to the coating from substrate failures and hydrostatic or vapor pressure.

Surface discoloration resulting from chemical staining or UV exposure may occur under certain conditions and is not covered under this limited warranty.

Pro Maintenance specifically disclaims implied warranties of merchantability of fitness for purpose. The Owner agrees that Pro Maintenance shall not be liable for loss of use, damage to contents, or consequential damages attributable to defective work and that its sole remedy for defective work shall be repaired by Pro Maintenance upon notice provided herein.

Unless otherwise provided in the contract the foregoing warranty is the only warranty made by Pro Maintenance and is expressly made in lieu of any and all other warranties, guarantees or representations whether expressed or implied.



884 Arbor Drive, Chaska, MN 55318

OFFICE > 952-556-8720 TOLL-FREE > 877-554-8720 FAX > 952-556-8723

advantagecoating.com

October 15, 2020

John Brunkhorst
McLeod County Public Works
1400 Adams Street
Hutchinson, MN 55350

Please find enclosed our proposal agreement to coat your floors with floor treating materials. Advantage Coating, Inc. is an authorized contractor with over 40 years' experience in the floor coating business.

Should you choose to have us coat your floors, please sign and return the agreement directly to my attention. Our Contract Manager will sign the agreement and a copy will be returned to you. We will schedule the work at a mutually agreed-upon time; however, most orders require two weeks for material delivery.

Please feel free to contact me or any of our staff through the office listed above should you have any questions or desire additional information.

We appreciate the opportunity to submit our proposal agreement and look forward to serving your floor maintenance needs.

Sincerely,
Joe Karg
Specialist in Concrete Floor Improvement
612-709-7268



884 Arbor Drive, Chaska, MN 55318
OFFICE > 952-556-8720 TOLL-FREE > 877-554-8720 FAX > 952-556-8723
advantagecoating.com

October 15, 2020

Quote #11977

John Brunkhorst
McLeod County Public Works
1400 Adams Street
Hutchinson, MN 55350

Jobsite: McLeod County Fairgrounds
Horticulture Building
840 Century Avenue
Hutchinson, MN 55350

PROPOSAL

- A. Advantage Coating, Inc. proposes to furnish labor, equipment, materials, and supervision necessary for the proper and complete performance of the following:

Preparation and application of TENNANT 24 mil Random Flake System on 1,150 square feet in rooms; 101A, 101B, 101C, 102, 103A, 103B and 103C.

SCOPE OF WORK:

1. One move-in, four working days.
2. Route and fill joints with polyurea.
3. Diamond grind for adhesion.
4. Apply TENNANT Eco-MVR 100 Green Concrete Primer.
5. Patch surface imperfections with thickened epoxy.
6. Apply TENNANT Eco-URE Colored Base Coat with random flake broadcast.
7. Apply TENNANT Eco-HTS 100 Clear Topcoat with H&C shark grit.

- B. McLeod County Public Works, the owner, or his agent, shall pay to Advantage Coating, Inc. for the work a total sum of (\$7,800.00) Seven Thousand Eight Hundred Dollars and 00/100. Such payment shall be made to Advantage Coating, Inc. by owner upon receipt of invoice. Advantage Coating, Inc. shall submit to owner an invoice for payment based on the project.

Note: Clarifications 1-2 noted.

Note: Customer is responsible for supplying Single Phase Power 220 Volt.

Note: Customer is responsible for supplying dumpster for debris.

C. ACCEPTANCE OF TERMS

Acceptance of the terms and conditions of this contract does not occur until both parties have signed the Agreement, and a satisfactory review of the Customer's credit rating is completed. Until acceptance occurs, all terms and conditions are subject to negotiation between the parties. Advantage Coating Inc. Sales Representative or a Crew Superintendent will endeavor to verify the structural conditions of the floor during its initial examination; however, not all aspects can be confirmed over the entire floor. The Customer is to furnish what information they have on the structural conditions of the concrete and specifications on curing membranes or hardeners used in the construction, if available. Should unknown conditions be encountered by the Advantage Coating Inc. Crew Superintendent, or their representative during their pre-examination, or in the performance of the work which differ materially from the apparent condition at the time of entering the Agreement, the price of the work shall be equitably adjusted by change order upon first observance of the condition, or the project will be terminated.

D. EXCLUSIONS FROM CONTRACT

This Agreement does not include moving of equipment, supplies or other personal property from the area to be coated. The costs for filling of cracks, holes, joints, concrete pitting or other surface defects are not included; nor is the removal of paint over spray, concrete spillage or stains, unless otherwise specifically stated in this Agreement.

The costs of Double time pay for Sundays and Holidays is not included unless otherwise stated in this Agreement.

E. TERMS OF PAYMENT

If the work described in this Agreement is scheduled to exceed a period of time of thirty (30) days, a monthly progress payment shall be required. The payment shall be based on the percentage of work completed, as determined by the Advantage Coating Inc. crew at the work site, and will be invoiced proportionally.

In the event of any dispute arising between the parties, the Customer shall be entitled to withhold ten (10) percent of the invoiced amount, regardless of the percentage of work in question.

Payment in full of each invoice is due payable upon receipt of invoice. All payments due and unpaid under this Agreement, which are not being held pending resolution of any dispute, shall bear interest from the date payment is due at the annual percentage rate (APR) of 12 percent.

F. WARRANTY

Advantage Coating Inc. warrants that all floor materials applied by Advantage Coating Inc. will not peel or loose bond due to improper preparation and application. Epoxy and urethane coatings are covered for seventeen (17) months. Warranty covers labor and materials.

When applying a sealer or coating over previously or coated surface, Advantage Coating Inc. warrants only a bond to the existing surface and assumes no responsibility for the bond between the floor and the previous sealer or coating.

NO WARRANTY IS MADE FOR APPLICATIONS WHERE SUBSTRATUM FAILURE, HYDROSTATIC OR VAPOR PRESSURE, OR SEVERE OR ABNORMAL USE OCCURS SUCH AS DRAGGING PALLETS, MACHINERY OR OTHER HEAVY OBJECTS. IT IS EXPRESSLY UNDERSTOOD THAT THIS WARRANTY IS IN LIEU OF ANY AND ALL OTHER WARRANTIES, RIGHTS OR OTHER REMEDIES. IT IS RECOMMENDED THAT THE CUSTOMER PURSUES MOISTURE TESTING TO ENSURE CONDITIONS ARE SUITABLE FOR COATINGS.

G. SCHEDULING

Scheduling of work is to be done at a time convenient to both Advantage Coating Inc. and the Customer. If the Customer, at the time of acceptance, cannot allow access to the facility at a mutually agreeable time and length of time for Advantage Coating Inc. to perform the work, and thereby require Advantage Coating Inc. to incur additional expenditures, a contract price adjustment may be required. The price adjustment will be on the time conditions the Customer sets.

If Advantage Coating Inc. is delayed at any time in the progress of the project by the Customer, or a separate contractor employed by the Customer, or by labor dispute, unusual delay in transportation, unavoidable casualties not reasonably anticipated or by any causes beyond Advantage Coating Inc.'s control, then the time for the project and price will be adjusted by change order.

THIS AGREEMENT DOES NOT INCLUDE THE MOVING OF THE CUSTOMER'S EQUIPMENT, SUPPLIES OR OTHER PROPERTY FROM THE AREA TO BE COATED. THIS MUST BE PERFORMED BY THE CUSTOMER. FAILURE TO DO SO MAY CAUSE DELAYS IN THE WORK AND, THEREBY, AN ADJUSTMENT IN THE PRICE AND TIME FRAME.

Rain, extremely high humidity or inherent moisture in the concrete may be at a level which can prevent a successful bond of the coatings to the floor surface. Should the moisture content of the concrete exceed a reading of 22 as measured by Advantage Coating Inc. on the top scale of a Delmhorst moisture meter, the project may have to be rescheduled, unless such conditions were known, and agreed to in advance.

H. CHANGES IN THE PROJECT

The Customer may order changes in the project within the general scope of this Agreement, consisting of additions, deletions or other revisions, with the written agreement of Advantage Coating Inc. All such changes in the project shall be authorized by change order and a contract price adjustment shall be required.

I. SOLVENT ODORS AND DUST

Depending upon the application, some of the products used by Advantage Coating Inc. contain solvents that may be absorbed into products within the facility. Foods, pharmaceuticals, fibers, and chemical industries are examples of high risks. If solvent products are being used, it is the responsibility of the Customer to determine which of their products and components in the facility are subject to solvent odor absorption. The customer must remove or protect these products and components prior to the work performed.

It is the responsibility of the Customer to remove or protect all products and equipment subject to damage by dust.

IF ADVANTAGE COATING INC. QUESTIONS THAT ADEQUATE PROTECTION HAS NOT BEEN TAKEN BY THE CUSTOMER, AND PRODUCTS AND COMPONENTS ARE VULNERABLE TO SOLVENT ABSORPTION OR DUST, IT RESERVES THE RIGHT TO NOT PERFORM THE WORK UNTIL THE CUSTOMER CAN CORRECT OR RESOLVE ADVANTAGE COATING INC.'S QUESTION OF ADEQUACY IN THE SITUATION. THE PROJECT MAY THEN HAVE TO BE RESCHEDULED AND THE PRICE ADJUSTED BY A CHANGE ORDER.

J. PARTY'S RESPONSIBILITIES

1. Customer's Responsibilities

- a. To provide the required utilities of light, heat, water and electricity.
- b. To provide a site free of impediment or work interruption, broom cleaned and for such time as mutually agreed to.
- c. To establish and maintain safeguards as are necessary for the protection of its employees, its inventory or personal property and the public during the job.
- d. To maintain proper and adequate ventilation and a minimum floor temperature of sixty degrees Fahrenheit during the work for all materials with the exceptions of VOC-CRU Tile-Like Glaze Coating which must have a minimum floor temperature of seventy degrees Fahrenheit and Eco-ITS Urethane which must have a minimum temperature of sixty-five degrees Fahrenheit.
- e. To keep the floor dry, and to notify Advantage Coating Inc. no later than 48 hours before crew arrival, if it has been exposed to water or moisture 10 days prior to the application.
- f. To secure the work area and place warning signs where appropriate.
- g. To provide a storage area for floor treatment materials as they arrive. The storage area must be suitable for the storage of flammable, corrosive and combustible material.
- h. To prohibit smoking in the work and storage areas until the floors are dry and the remaining floor treating materials have been removed.
- i. To secure and pay for licenses, bonds and permits or any other pertinent fees which the Customer's locale may require.

ADVANTAGE COATING INC. RESERVES THE RIGHT NOT TO PERFORM THE REQUIRED WORK IF THE CUSTOMER'S RESPONSIBILITIES HAVE NOT BEEN FOLLOWED AND ARE NOT CORRECTED WITHIN A TIME FRAME THAT DOES ALLOW FOR THE PROJECT TO BE COMPLETED.

2. Advantage Coating Inc.'s Responsibilities

- a. To keep the premises reasonably free from the accumulation of waste materials and rubbish caused by its operation and place all disposable rubbish in the Customer provided trash container.
- b. To remove its tools, equipment, machinery and surplus supplies at the completion of its work.
- c. To take the necessary precautions for the safety of its employees on the work site. If the Customer has established special safeguards for the protection of the Customer's employees and the public, these shall be made known to Advantage Coating Inc., and Advantage Coating Inc. shall maintain them.

K. CUSTOMER'S REPRESENTATIVE

The Customer shall designate a Representative who shall be fully acquainted with the work and who shall have authority to issue and approve changes in the project, render decisions promptly and furnish information expeditiously in time to meet the requirements established for this work. The Customer's Representative should be at the work site upon completion to review the project. If the Customer's Representative becomes aware of any fault or defect of the work or the non conformance with the Agreement during the work or immediately thereafter, the Customer shall give prompt written notice to Advantage Coating Inc.

L. SUBCONTRACTORS

On occasion, work contracted of Advantage Coating Inc. may be performed by subcontractors. The Customer agrees that it will not enter into any separate contractual relationship with Advantage Coating Inc.'s subcontractor. Advantage Coating Inc. shall be solely responsible for the management of the subcontractor in the performance of its work.

M. INSURANCE INDEMNITY AND SUBROGATION

1. Advantage Coating Inc. shall indemnify and hold Customer harmless, provided Customer is free from fault, from all claims for bodily injury and property damage (other than the work itself and other property insured under this Agreement) that may arise as a direct result from the sole negligence of Advantage Coating Inc.'s operation under this Agreement.
2. Advantage Coating Inc. shall provide the Customer a certificate of insurance prior to starting work upon request of the Customer.
3. The Customer shall be responsible for its own liability insurance to protect against claims which may arise from operation under this Agreement.
4. The Customer shall purchase and maintain property insurance in a form and to the value of the property contained within the scope of the project, which shall insure against any loss from the perils of fire, extended coverage and shall include "all risk" insurance for plural loss of damage. The Customer will be responsible for any coinsurance penalties or deductibles.
5. Any dispute arising out of or related to this agreement, or the performance or breach thereof, will first be Resolved by good faith negotiation. Thereafter, any remaining dispute will be resolved by binding mediation according to the commercial mediation rules of American Arbitration Association before one mediator. In no event shall any party be subject to punitive, exemplary or consequential damages. Both sides shall bear their own costs and expenses, including all attorneys' fees.

N. TERMINATION

1. If the Customer terminates the Agreement for reasons of its own, and Advantage Coating Inc. is not in default, the Customer shall reimburse Advantage Coating Inc. for unpaid costs of the project and shall compensate Advantage Coating Inc. for all costs and profit lost to Advantage Coating Inc. incurred in discontinuing the work.
2. Advantage Coating Inc. reserves the right to terminate the project if any of the following conditions occur and are not corrected by Customer within ten (10) days.
 - a. The Customer's equipment, supplies, or other property in the area to be coated are not removed.
 - b. Adequate protection is not taken by Customer for products that are potentially subject to solvent or dust contamination.
3. If the structural conditions of the floor differ materially from the apparent conditions at the time of entering into the Agreement the contract may be terminated if a bond is deemed to be not possible, or if the parties are unable to agree to a change order to reflect the work differences caused by the floor conditions.

O. CONDITIONS

The Agreement shall consist of the terms and conditions and any Amendment to the Agreement signed by both parties. No other purchase order, proposal, or oral representation shall be a part of the contract if not incorporated into the Agreement by reference.

Advantage Coating, Inc. By: _____
James D. Ernst

Acceptance: _____ Date: _____

_____, the owner or his agent, accepts the proposal of Advantage Coating, Inc. for the work described and agrees to the terms and conditions of the proposal, _____, 20____, at

BY: _____
TITLE: _____

Quote #11977



QC Companies
14043 Lincoln St. NE
Ham Lake, MN 55304
763-755-1245 phone 763-755-1443 fax

October 14, 2020

John Brunkhorst, Public Work Director
McLeod County Public Works
1400 Adams Street SE
Hutchinson MN 55350

john.brunkhorst@co.mcleod.mn.us
Phone: 320-484-4321

QUOTATION

PROJECT: • **McLeod County Fairgrounds Bathroom Remodel –
Hutchinson MN**
- **Section 09 6700 Fluid-Applied Flooring**

AREA: • 997 SF
[Rooms: 101A, 101B, 101C, 102, 103A, 103B, 103C]

SERVICE: • Please see the following quotation for the diamond grind concrete preparation and installation of the Sherwin-Williams Decorative Mosaic Epoxy Flooring System (24 mils) with the Sherwin-Williams 3830 Resuprime Moisture Tolerant primer as specified in Section 09 6700 Fluid-Applied Flooring and Clarification 1. Sherwin-Williams is equal to the specified manufacturer.

BASE BID: • \$ 12,165.00

NOTES:

- QC Companies is a certified Sherwin-Williams installer.
- Quotation does not include poly containment.
- Customer to provide minimum 208 volt, 100 amp, three phase power and hook up for Blastrac equipment.
- QC to provide pigtail(s) for connection.
- Customer to provide dumpster.
- Ground level entrance or elevator access is needed for equipment. Hoisting not included in quotation.
- Work to be completed in one phase.
- Addendum #1 and Clarifications 1 & 2 have been received and acknowledged.
- Acceptance of this bid is conditional upon reasonable contract negotiation.

If you have any questions, please do not hesitate to call me at 763-755-1245. Thank you for the opportunity to provide this quotation.

Sincerely,

Joe G. Maciej

Joe G. Maciej
QC COMPANIES

cc: Justin Thorne – Contegrity Group – jthorne@contegritygroup.com

GSM/plm

FOSTER MECHANICAL

Phone: 320-587-4003 Fax: 320-587-4450
945 5th Ave. S.E. #12 Hutchinson, MN 55350

Foster Mechanical is a Minnesota Corporation

10/14/2020

Proposal

Project: McLeod County Horticulture Building

Submitted to: McLeod County Att. John Brunkhorst

We will furnish all labor and materials for complete Plumbing and HVAC division 22 and 23

The following is included:

- Plumbing Horticulture building
- HVAC Horticulture building
- Permit

The cost for this is: **\$88,800.00**

Clarifications on products used in this proposal:

- Water Closets – ADA American standard Tank type
- Lav – 1 Wall hung Lucerne sink with Sloan battery operated faucets
- Lav – 2 Sloan battery operated faucets sinks by others
- Shower – 1 Aker 1 piece barrier free shower
- Shower – 2 ADA shower will accessories
- Urinals – American standard with Sloan flushometer
- Water heaters – NPE Tank-less – 2
- Drain waste and Vent all PVC
- Water Lines copper Pro-press
- Domestic water piping insulation
- Modine Duct furnace
- Carnes in line fan and exhaust fan
- Ridged ductwork – no flex
- Duct in attic insulated with R – 3
- Registers and louver
- Control wiring

Deducts:

Modine Duct furnace - **\$3,700.00** – make up air would not be heated

Switch to pex water lines vs Copper - **\$3,890.00**

Addendum #1 acknowledged and Clarifications 1 and 2

The following is not included:

- Electrical work
- Concrete work
- Roofing
- LAV -2 – 3 station Wall-Mounted Gradient Sink
- Certified test and balance – add **\$1,900.00**
- Payment and Performance bond
- Natural gas to building – by Hutchinson Utilities - cost by owner
- Upsize water line to Horticulture building if needed – cost by owner

Schedule issues:

- 1 week for underground
- 2 weeks for wall rough in with water piping

Project completion date will be pushing it by December 1/2020, would like to see by at least Dec 31/2020

Seth Neumann
Foster Mechanical, Inc.
945 5th Ave S.E. # 12
Hutchinson, MN 55350
Cell 320-583-2551
seth@fostermech.com



190 3rd Street S
 Dassel, MN 55325
 Phone (320) 348-1142
 Fax (320) 344-2880
 jake@falcomn.com

Date: October 15th, 2020	
RE: McLeod County Fairgrounds Bathroom Remodel	
<u>Includes:</u>	
Category 4 –Plumbing/HVAC	
Demolition (as pertains to Plumbing/HVAC) Joint Sealers (as pertains) Identification for Plumbing Piping and Equipment Plumbing Equipment Insulation Piping Safety Covers Plumbing Piping Insulation Plumbing Piping Plumbing Piping Specialties Plumbing Equipment Plumbing Fixtures	Identification for HVAC Piping and Equipment Duct Insulation HVAC Ducts and Casings Air Duct Accessories HVAC Power Ventilators Air Outlets and Inlets
<u>Clarifications:</u>	<u>Exclusions:</u>
Normal working hours	Asbestos Abatement Bonding Concrete Cutting/Patching Fire Protection Overtime Prevailing wage SAC/WAC Toilet Accessories
Proposal In Accordance With:	Acknowledge Addendum 1 along w/ Clarifications 1 & 2
Widseth, Smith, Nolting Drawings: "McLeod County Fairgrounds Toilet Room Remodel" Dated: January, 2020	
Base Bid Category 4:	\$ 111,865
Respectfully Submitted By: Jake Olson	
Note: This proposal may be withdrawn by us if not accepted within thirty (30) days of proposal date.	

D & F ELECTRIC INC
 62785 - 230TH STREET
 LITCHFIELD MN 55355
 Phone: 320-693-6019 Fax: 320-693-6894
 dickfarmer@qwestoffice.net

PROPOSAL

PROPOSAL #	P896	PAGE	1
DATE	10/15/2020		
DESC	MCLEOD COUNTY FAIRGROUNDS BATHROOM REMODEL		
LOC	HUTCHINSON MN		
CONTACT	JUSTIN THORNE		
PHONE	320-639-1967		

CUSTOMER

CONTREGRITY GROUP
 101 1ST STREET SE
 LITTLE FALLS MINNESOTA 56345

LABOR AND MATERIAL TO WIRE MCLEOD COUNTY FAIR GROUND BATH ROOM PER SPEC AND PLANS PROVIDED: 16,000.00

We Propose hereby to furnish material and labor - complete in accordance with these specifications for the sum of: **\$16,000.00**
 Sixteen Thousand Dollars And 00 Cents

Payable as follows:
 MONTHLY PROGRESS PAYMENTS

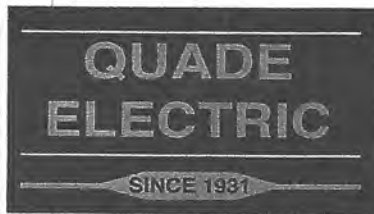
Authorized Signature: *Dick Farmer* **Date:** OCTOBER 15, 2020

Note: This Proposal may be withdrawn by us if not accepted within 30 Days

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate.
 All agreements contingent upon strikes, accidents or delays are beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

ACCEPTANCE OF PROPOSAL - The Prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: **Date:**



Electrical Contractors
quade-electric.com

October 15, 2020

McLeod County Fairgrounds
Attn: John Brunkhorst
1440 Adams St SE
Hutchinson MN 55350

Re: McLeod County Fairgrounds Bathroom Remodel

Quade Electric, Inc. is pleased to quote to you a complete electrical installation as per our job walk thru, Plans & Specifications, and the following Scope of Work:

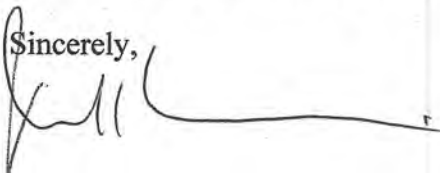
CATEGORY 5 – ELECTRICAL

LABOR & MATERIAL COMPLETE **FOR THE SUM OF \$17,640.00**
(Seventeen Thousand Six Hundred Forty Dollars)

BID CLARIFICATIONS

Acknowledge Clarifications #1, dated 10/12/2020, and Clarifications #2, dated 10/14/2020.

If you have any questions, please call me at 320-587-3030.

Sincerely,

Mark Muckenhirn
Project Manager

Cc: Justin Thorne, Contegrity Group



MID CENTRAL DOOR
 3073 3RD STREET SOUTH
 WAITE PARK MN 56387
 Tel: 320-253-1312 Fax: 320-202-1930

(REBID) MCLEOD COUNTY
 FAIRGROUNDS TOILET ROOM
 REMODEL
 Control No. 1885
 BR201001-1885
 Submitted By: BETHANY RAMLER

Bid Proposal

Job Name:	(REBID) MCLEOD COUNTY FAIRGROUNDS TOILET ROOM REMODEL	10/15/2020
Job Location:	HUTCHINSON MN 55350	Contractor:
Addendums Noted	ADDM 1 / CLARIFICATION 1 & 2	Attn:
Plans Dated:	February 27, 2020	Phone #:
Bid Due:	October 15, 2020	Fax:
		Sales Tax %: 0.000
		FOB: YES

Bid Item	Bid Price
087100 - DOOR HARDWARE (08) SETS	
081113 - HOLLOW METAL DOORS & FRAMES (08) DOORS , (08) DOOR FRAMES	
Total: \$	9,325.00

QUALIFICATIONS:

- SALES TAX IS NOT INCLUDED IN OUR PROPOSAL.
- PROPOSAL IS FOR THE REBID OF CATEGORY #6 MATERIALS.
- THE PROPOSAL PRICING IS TAKING INTO ACCOUNT PROJECT DURATION CALLED OUT WITHIN THE SPECIFICATIONS. HOWEVER, IN THE CASE OF UNFORESEEN MATERIAL PRICE INCREASES, THE PROPOSAL PRICING MAY NEED TO BE REVISED TO INCORPORATE THE INCREASES.
- MATERIAL LEAD TIMES TAKE EFFECT AFTER FULL SUBMITTAL APPROVALS HAVE BEEN RECEIVED BACK AND ORDER ENTRIES HAVE BEEN PLACED. PLEASE INQUIRE ABOUT CURRENT MATERIAL LEAD TIMES.
- ALL HOLLOW METAL MATERIALS ARE FIGURED AS PRIMED; PAINTING BY OTHERS.
- TERMINATED STOPS ARE FIGURED AT ALL INTERIOR HOLLOW METAL DOOR FRAMES PER SECTION 081113.
- ALL DOORS ARE FIGURED AS FLUSH.
- ALL SIGNAGE IS FIGURED TO BE PROVIDED BY OTHERS.
- NO HARDWARE GROUPS PROVIDED; FIGURED MORTISE LOCKSETS AT EXTERIOR OPENINGS, CYLINDRICAL LOCKSETS AT INTERIOR OPENINGS AND KICKPLATES AND CLOSERS FIGURED ONLY AT EXTERIOR OPENINGS.

ALTERNATES:
 -NO LISTED ALTERNATES FOUND.



By accepting the above proposal for materials and or labor services, you (the purchaser) are agreeing to all of the below terms and conditions. Any deviation from these terms without specific written agreement by both parties will result in void of bid proposal and releases Mid Central Door. Co, from any further obligation of costs and material fulfillment beyond what has been supplied and costs incurred.

1. Unless specified otherwise above, this proposal does not include installation labor. This proposal is material only.
2. Unless specified otherwise above, sales and/or use tax is not included.
3. Unless specified otherwise above, surety (bid or P&P) is not included.
4. Unless specified otherwise above, freight is not included.
5. Unless specified otherwise above, any field labor is figured as non-prevailing wage.
6. You (the purchaser) have 24 hours to establish contact in writing, any cancellation intentions to avoid potential charges. If an order is cancelled after any form of acceptance, whether by proposal, purchase order, letter of intent (LOI), or contract (issued contract to us in any form, regardless of signature status) the purchaser may be subject to cancellation fees due to office coordination and ordered material.
7. MCD reserves the right to modify the bid amount at any time due to fluctuating material and shipping costs, unless agreed to through specific contracts and purchase agreements.
8. Please allow minimum two weeks for processing shop drawings, but may vary either way depending on project size, material mix and project scope.
9. Approved submittals will require a minimum of one week for processing. The below lead times are based on manufacture bulletins for material lead times. Those durations begin after Mid Central Door, Co. has received all requested information, processed the approved submittals and have released to procurement.
10. Unless project is agreed to through signed contract or purchase agreement, terms are net 30.
11. Quote is valid for 60 days. After 60 days, requote may be required. Check with your estimator.
12. Credit card payments for proposals or contracts in excess of \$5,000.00 will not be allowed without additional administrative fees applied.
13. **Unless specifically accepted by both parties, through an official contract, Mid Central Door Co. will not allow retention withholding on any portion of the proposed bid amount or applicable change orders to this project. As a material supplier only, any accepted retention amounts are due no later than 90 days from each invoice/delivery of purchased materials for this contract.**
14. Mid Central Door, Co. requires this proposal to be signed and returned before any shop drawings, ordering or fabrication can begin.
15. Mid Central Door, Co. requires all submittals to be approved and returned prior to any ordering or fabrication, unless specific instruction and notice to proceed without approval is received in writing.
16. All material delivery dates may vary and are subject to manufacture lead times. Quotes are based on published standard material lead times. Any request for expediting, if available will be at additional cost to this bid/proposal. Standard lead times are shown below and based on normal production levels, subject to change.
 - a. HM frames and HM doors (stock material) = 0-1 week
 - b. HM frames and HM doors (order material) = 3-5 weeks
 - c. Wood Doors (wholesale material, stock veneer) = 1-4 weeks
 - d. Wood Doors (factory direct material, stock veneer) = 5-10 weeks (non-stock is additional to this)
 - e. Hardware (stock material) = 0-1 week
 - f. Hardware (order material) = 1-6 weeks
17. Mid Central Door, Co. shall not be held liable for any delay of material deliveries by acts of god, failure of third party freight suppliers, or other circumstances beyond Mid Central Door's control. Factory shipment or delivery dates are the best estimates of our suppliers. In no case, shall Mid Central Door, Co. be held liable for any consequential or special damages arising from any delay in shipment or delivery, regardless of any other signed contract for this project or wording in reference to late deliveries, back charges and liquidated damages.
18. Credit may be allowed for goods returned with prior approval. A deduction may be made from credits issued to cover cost of handling. All factory restock fees are accounted for when issuing credit for returned goods. Some products cannot be returned to the factory, such as electronic or special application hardware. In this situation, it shall be at the complete discretion of Mid Central Door as to whether a credit will be available. Most non-stock, non-electrical hardware carries a 5%-40% restocking fee issued by the factory.
19. Mid Central Door, Co. warrants that all goods sold are free of any security interest and will make available to buyer all transferable warranties made to Mid Central Door, Co. by the manufacture of the goods.
20. In no case shall Mid Central Door, Co. be liable for incidental, special or consequential damages. In addition, claims for shortages, other than loss in transit, must be made in writing not more than (10) business days after receipt of shipment.
21. All product warranties are for material only, with no freight or labor compensations unless specifically agreed to in writing between the purchaser and Mid Central Door, Co.
22. All products and services are sold pursuant to the terms & conditions (referred to as T&Cs on this page). By ordering any product, or service, client agrees to be bound by the T&Cs as they exist as of the date of order, that the T&Cs set forth the exclusive terms governing the sale of products from Mid Central Door, Co., and that no legal terms in your purchase order or other documents shall have any force or effect. The T&Cs contain important provisions among others, exclusions and limitations on Mid Central Door, Co.'s liability for damages in relation to clients purchase intent and responsibilities assumed on the remedies of that intent that are available to the client.

Job Name: (REBID) MCLEOD COUNTY FAIRGROUNDS
TOILET ROOM REMODEL

10/15/2020

Contractor:

Job Location:

HUTCHINSON MN 55350

Attn:

Addendums Noted ADDM 1 / CLARIFICATION 1 & 2

Phone #:

Plans Dated: February 27, 2020

Fax:

Bid Due: October 15, 2020

Sales Tax %: 0.000

FOB: YES

Bid Item	Bid Price
----------	-----------

ACCEPTANCE - BUYER

This Proposal is accepted this _____ day of _____

PRINT NAME OF BUYER

BY: _____

KENDELL

Solutions for Opening & Specialty Applications

DATE: 10/15/20

QUOTE #: E20-1015-1205JAS

BID CATEGORY 6: STANDARD DOORS/FRAMES/HARDWARE-Material Only

TO: **Contegrity Group**
PROJECT NAME: **McCleod Cty. Fairgrounds Toilet Remod.**
LOCATION: **Hutchinson, MN**

ATTN: **Justin Thorne**
PHONE: **320-639-1967**
EMAIL: **jthorne@contegritygroup.com**

PLAN DATE:

ADDENDA #: Clar. 1,2

HOLLOW METAL DOORS AND FRAMES- SECTION 08 1100

QUANTITY STANDARD FRAMES 8

QUANTITY METAL DOORS: 8

DOOR HARDWARE- SECTION 08 7100

HARDWARE FOR METAL DOORS INCLUDED? YES: X NO:

COMBINED SECTIONS BASE BID:

\$10,732.00

SALES TAX NOT INCLUDED

KENDELL SALESPERSON: Jeremiah Stern

Jeremiah Stern | Mankato, MN 56001 | jstern@kendelldrs.com | 507-858-3208

KENDELL

Solutions for Opening & Specialty Applications

TERMS & CONDITIONS: Our quotation is subject to the following terms and conditions:

Acceptance of this quotation by Customer will be acceptance of all terms and conditions as follows and will supersede any conflicting term in any other contract document. Customer's agreement will be evidenced by Customer's signature permitting KENDELL to commence project work.

ACCEPTANCE CONDITIONS:

- 1. SALES TAX:** Increase post-quotation date is the responsibility of the accepting party.
- 2. VALID DATE:** 30-days from date of quotation unless extended in writing by KENDELL.
- 3. CHANGES IN MATERIAL COSTS** in excess of 5% between the date of the proposal and the date of installation will require an adjustment in the Contract amount.
- 4. LEAD TIME:** Stated lead time is an estimate only, given at time of estimate and is subject to change due to material and labor availability.
- 5. CHANGES TO CONTRACT TERMS:** Any changes to Contract amount or work scope due to extras, change-orders, delays, acceleration or otherwise will have no time penalties to KENDELL. All information regarding changes will be furnished in writing by Customer to KENDELL. No work will proceed until approvals have been authorized and signed by Customer and KENDELL.
- 6. WORK HOURS:** Work is to be performed during KENDELL regular working hours unless otherwise stated in Estimate. All work performed outside regular working hours will be charged for rates or amounts agreed upon by the parties at the time authorized.
- 7. WORK STOPPAGE:** KENDELL shall not be required to continue performance if timely payments are not made to KENDELL for suitably performed work or stored materials.
- 8. BACK CHARGES:** No claims or back charges by the Customer for materials or services will be valid unless authorized in writing by KENDELL executive.
- 9. TERMINATION:** This agreement shall not be cancelled or change by Customer except with the express written consent of an authorized official of KENDELL. In the event a contract or order is cancelled, KENDELL will invoice Customer for amount equal to work, materials and equipment provided to the Project and for materials ordered or stored but not yet installed. Standard payment terms will apply.

CREDIT/ PAYMENT TERMS:

- 1. RETAINAGE:** No retainage is to be held on material invoices.
- 2. PROJECT START:** No materials will be ordered, manufactured or supplied until a valid purchase order or prepayment is received.
- 3. EXISTING KENDELL CREDIT CUSTOMERS:** To proceed, please provide authorization and a valid Purchase Order #.
- 4. NEW/ PRE-PAYMENT CUSTOMERS:** To proceed, please provide pre-payment or credit card information. KENDELL will be paid in full for entire order including special-order material, stock material and labor/install.
- 5. EXTENSION OF CREDIT:** KENDELL will approve open credit (via credit application) prior to submission/processing of any order. KENDELL will be provided with the legal description of the property, the name, address and representative of the project Owner. Evidence of adequate and proper financing shall be required. Customer shall promptly notify KENDELL of any changes to Owner's identity and/or financial status. KENDELL will not be obligated to commence or continue Work in absence of adequate assurances of payment

The undersigned accepts the terms and conditions herein and agrees to incorporate same into any Contract arising from this Quote.

SIGNATURE: _____
NAME: _____

DATE: _____
PO #: _____

BARTLEY



Sales Company Inc.

6509 CAMBRIDGE STREET
MINNEAPOLIS, MINNESOTA 55426-4401

P.O. BOX 26038
(952) 929-0001 FAX (952) 929-4733

Since 1928

OCTOBER 15, 2020 **BUILDING & RECREATIONAL SPECIALITES**

TO: CONTEGRITY GROUP

**MCLEOD COUNTY FAIRGROUND
JOB: HUTCHINSON, MN**

SUBJECT TO TERMS AND CONDITIONS LISTED BELOW - WE BID AS FOLLOWS:

THIS BID CANCELS AND SUPERSEDES OUR PREVIOUS BID OF APRIL 28, 2020.

SECTION #102113.13 - METAL TOILET COMPARTMENTS

HORTICULTURE BUILDING

**5 ONLY -ACCURATE HEADRAIL BRACED METAL TOILET PARTITIONS WITH BAKED ENAMEL FINISH COMPLETE WITH HARDWARE
2 ONLY -URINAL SCREENS**

THE ABOVE MATERIAL, FOB FACTORY FULL FREIGHT ALLOWED TO JOBSITE, NOT INSTALLED, FOR THE SUM OF:

NON TAXABLE SUBTOTAL = \$2,004.00

SALES TAX @ 7.875% = \$157.82

PRICE INCLUDING SALES TAX = \$2,161.82

(TWO THOUSAND ONE HUNDRED SIXTY ONE DOLLARS AND 82/100)

BARTLEY SALES COMPANY, INC

**CHRIS LOCKEN
CLOCKEN@BARTLEYSALES.COM**

**THIS BID COVERS OUR INTERPRETATION OF ORIGINAL PLANS AND SPECIFICATIONS INCLUDING THE FOLLOWING ADDENDA: CLARIFICATION #1, 2
CL/AS**

TERMS & CONDITIONS

Subject to credit approval, net 30 days from date of invoice and interest charged at 18% APR after 30 days. No retainage allowed. Bartley Sales Company conditions this quotation on acceptance of its terms of sale. This quotation is made for immediate acceptance and is subject to revision at any time prior to acceptance. Our ability to perform is contingent upon strikes, accidents, delays of carriers or other causes beyond our control. We cannot guarantee dates for manufacturer shipment or delivery. All field measurements are to be furnished and guaranteed by purchaser unless sold erected. Materials cannot be returned without our written consent. Quotations are F.O.B. Shipping point, freight allowed to nearest rail or motor freight delivery point.

ACCEPTANCE OF PROPOSAL* - THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED.

DATE OF ACCEPTANCE: _____ SIGNATURE _____

COMPANY NAME: _____

BARTLEY



Sales Company Inc.

6509 CAMBRIDGE STREET
MINNEAPOLIS, MINNESOTA 55426-4401

P.O. BOX 26038
(952) 929-0001 FAX (952) 929-4733

Since 1928

OCTOBER 15, 2020 **BUILDING & RECREATIONAL SPECIALITES**

TO: CONTEGRITY GROUP
ATTN: ESTIMATING

MCLEOD COUNTY FAIRGROUND
JOB: HUTCHINSON, MN

SUBJECT TO TERMS AND CONDITIONS LISTED BELOW - WE BID AS FOLLOWS:
THIS BID CANCELS AND SUPERSEDES OUR PREVIOUS BID OF APRIL 28, 2020.

SECTION #101400 - SIGNAGE
6 ONLY -SIGNS

THE ABOVE MATERIAL, FOB FACTORY FULL FREIGHT ALLOWED TO JOBSITE, NOT
INSTALLED, FOR THE SUM OF:

NON TAXABLE SUBTOTAL = \$785.00
SALES TAX @ 7.875% = \$61.82
PRICE INCLUDING SALES TAX = \$846.82
(EIGHT HUNDRED FORTY SIX DOLLARS AND 82/100)

SECTION #102800 - TOILET ACCESSORIES

EXCLUSIONS: BENCHES - NOT SPECIFIED AND UNKNOWN WHAT IS REQUIRED.
PROVIDE MANUFACTURER AND MODEL NUMBER FOR PRICE

50 ONLY -TOILET ACCESSORIES (TOILET PAPER DISPENSERS, GRAB BARS, SHOWER
RODS WITH CURTAINS AND RINGS, ROBE HOOKS, MOP AND BROOM HOLDERS)
6 ONLY -STAINLESS STEEL FRAMED MIRRORS
2 ONLY -BABY CHANGING STATIONS

THE ABOVE MATERIAL, FOB FACTORY FULL FREIGHT ALLOWED TO JOBSITE, NOT
INSTALLED, FOR THE SUM OF:

NON TAXABLE SUBTOTAL = \$3,640.00
SALES TAX @ 7.875% = \$286.65
PRICE INCLUDING SALES TAX = \$3,926.65
(THREE THOUSAND NINE HUNDRED TWENTY SIX DOLLARS AND 65/100)

SECTION #104400 - FIRE PROTECTION

1 ONLY -FIRE EXTINGUISHER WITH STANDARD WALL HOOK AND SIGN

THE ABOVE MATERIAL, FOB FACTORY FULL FREIGHT ALLOWED TO JOBSITE, NOT
INSTALLED, FOR THE SUM OF:

NON TAXABLE SUBTOTAL = \$105.00
SALES TAX @ 7.875% = \$8.27
PRICE INCLUDING SALES TAX = \$113.27
(ONE HUNDRED THIRTEEN DOLLARS AND 27/100)

BARTLEY SALES COMPANY, INC


ASHLEY KUECHLE
ASHLEY@BARTLEYSALES.COM

THIS BID COVERS OUR INTERPRETATION OF ORIGINAL PLANS AND SPECIFICATIONS
INCLUDING THE FOLLOWING ADDENDA: CLARIFICATION #1, 2
AK/AS

TERMS & CONDITIONS

Subject to credit approval, net 30 days from date of invoice and interest charged at 18% APR after 30 days. No retainage allowed. Bartley Sales Company conditions this quotation on acceptance of its terms of sale. This quotation is made for immediate acceptance and is subject to revision at any time prior to acceptance. Our ability to perform is contingent upon strikes, accidents, delays of carriers or other causes beyond our control. We cannot guarantee dates for manufacturer shipment or delivery. All field measurements are to be furnished and guaranteed by purchaser unless sold erected. Materials cannot be returned without our written consent. Quotations are F.O.B. Shipping point, freight allowed to nearest rail or motor freight delivery point.

ACCEPTANCE OF PROPOSAL* - THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE
HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED.

DATE OF ACCEPTANCE: _____ SIGNATURE _____

COMPANY NAME: _____



BUILDING MATERIAL SUPPLY, INC.
 4555 West 77th Street
 Edina, MN 55435
 763-252-5555 Phone

Estimate

Date	Estimate #
10/15/2020	68224

Name / Address

Ship To
McLeod County Fairgrounds Bathroom Remode Hutchinson, MN 55350 ADDENDUM 1-2 ACKNOWLEDGED

PROJECT	Rep
	JDL

Item	Description	Qty	Total
	<p>PLEASE NOTE EACH MATERIALS ONLY SECTION IS PRICED SEPARATELY WITH A GRAND TOTAL AT THE BOTTOM OF THIS ESTIMATE FOR ALL SECTIONS COMBINED</p> <p>PLEASE ADD APPROPRIATE SALES TAX IF SALES TAX IS APPLICABLE ON THIS PROJECT</p>		
NI-SIGNAGE	<p>10 14 00 Lot Price Interior Signage consisting of the following:</p> <p>6 ea 6" x 8" ADA-Compliant Interior Signage, braille</p>	1	410.00T
NI-TOILET PARTL...	<p>10 21 13.13 Lot Price Toilet Partitions consisting of the following:</p> <p>5 Stall 2 Screen</p> <p>MATERIAL TYPE: Metal MOUNTING STYLE: FMOB HARDWARE: Standard FINISH AND COLOR:TBD</p>	1	2,750.00T
		Subtotal	
		Sales Tax (0.0%)	
		Total	

SIGN IF ACCEPTED



BUILDING MATERIAL SUPPLY, INC.
 4555 West 77th Street
 Edina, MN 55435
 763-252-5555 Phone

Estimate

Date	Estimate #
10/15/2020	68224

Name / Address

Ship To
McLeod County Fairgrounds Bathroom Remode Hutchinson, MN 55350 ADDENDUM 1-2 ACKNOWLEDGED

PROJECT	Rep
	JDL

Item	Description	Qty	Total
NI-WASHROOM A...	<p>10 28 00 Lot Price Washroom Accessories consisting of the following: ELECTRIC HAND DRYERS PRICED BELOW SEPARATELY IF NEEDED IN THIS SECTION</p> <p>8 ea 18" Grab Bar nonslip 4 ea 36" Grab Bar nonslip 6 ea 42" Grab Bar nonslip 2 ea 30" Grab Bar nonslip 6 ea Paper Towel Dispenser 9 ea Toilet Paper Holder 3 ea Mirror Unframed 24" x 48" 4 ea 36" Shower Curtain Rod 4 ea 42" Shower Curtain 28 ea Shower Curtain Hooks 2 ea Folding Shower Seat 12 ea Robe Hook 1 ea Mop and Broom Holder 2 Baby Changing Station</p> <p>ALTERNATE IF PART OF THIS SECTION ELECTRIC HAND DRYER 4 EA @ 370.00 EA</p>	1	2,450.00T
		Subtotal	
		Sales Tax (0.0%)	
		Total	

SIGN IF ACCEPTED



BUILDING MATERIAL SUPPLY, INC.
 4555 West 77th Street
 Edina, MN 55435
 763-252-5555 Phone

Estimate

Date	Estimate #
10/15/2020	68224

Name / Address

Ship To
McLeod County Fairgrounds Bathroom Remode Hutchinson, MN 55350 ADDENDUM 1-2 ACKNOWLEDGED

PROJECT	Rep
	JDL

Item	Description	Qty	Total
NI-FIRE PROTECT...	10 44 00 Lot Price Fire Protection consisting of the following: 1 ea 10lb Multipurpose FE 1 ea Mounting Bracket 1 ea Lettering 1 ea Inspection Tag	1	150.00T
NI-LOCKERS	10 51 00 Lot Price Wood Benches consisting of the following: 4 ea ADA Wood Bench 42" w x 24" d with pedestals No specs	1	1,725.00T
		Subtotal	\$7,485.00
		Sales Tax (0.0%)	\$0.00
		Total	\$7,485.00

SIGN IF ACCEPTED _____



Board Agenda Request Form
Board of County Commissioners

Requested Meeting Date: 10/20/2020

(Board meets the 1st and 3rd Tuesday after the first Monday of the Month)

Consent Agenda
Regular Agenda - Estimate Time Needed: 5 minutes
Approve/Deny Motion
Hold Public Hearing*
Discussion/Presentation
Direction Requested
Requested Agenda Time: Flexible

Submitted By: Scott Grivna
Department: Building Maintenance

Who will attend the meeting and be able to respond to questions if different from above?
Name and title: Scott Grivna - Building Maintenance Supervisor

Summary of Issue (include previous Board or Committee actions, applicable dates and copies of relevant Minutes):
Request approval to award Foster Mechanical the job of replacing a 50-Ton chiller for the price of \$104,070.00, including startup and 1-year on-site warranty with Trane. The current chiller has reached the end of its useful life, and has a leak in one of the circuits within the chiller barrel. A comparable bid was received from Corporate Mechanical from Crystal, MN for \$122,998.00. Funding for this project will come from 01-115 out of the 2021 budget. I am bringing this forward now to lock in pricing on the main unit and avoid a price increase.

Recommended Action/Motion:

Financial Impact:
Is there a cost associated with this request? Yes No
What is the total cost, with tax and shipping? \$ 104,070.00
Is this budgeted? Yes No
Fund & Department Number: 01-115 ex: 01-031

Additional Information Attached:
Contract/Agreement
Approved by County Attorney's Office: Yes No
Legally binding agreements must have County Attorney approval prior to submission.
Minutes of Relevant Meeting(s)
Background Information, Handouts, Contracts, Agreements, Quotes, Bids, Invoices must be Attached

Board Action: (for use by Administrative Assistant)
Approved: Denied:
Tabled: No Action:
Email Liz/Sheila Save Print

FOSTER MECHANICAL

Phone: 320-587-4003 Fax: 320-587-4450
945 5th Ave. S.E. #12 Hutchinson, MN 55350

Foster Mechanical is a Minnesota Corporation

9/9/2020

Proposal

Submitted to: Mcleod County Courthouse ATT Scott Grivna

Project: Basement mechanical room main floor chiller

Price is for replacing/installing new 50 ton Trane condensing unit with flat plate evaporator.

Price includes:

- 1 – Trane 50 ton condensing unit model RAUJC504P
- 410 Refrigerant
- Replace existing chilled water pump with taco brand pumps
- Replace 3" chilled water piping from control valve on west wall to air separator
- Air separator and expansion tank to remain
- Flow switch and freeze stat
- All insulating of refrigeration lines and chilled water lines
- Flat plate evaporator
- All new refrigeration piping 1 5/8 suction 7/8 liquid
- Refrigeration accessories Filter driers, site glasses, solenoid valves, ball valves, TXV's etc.
- Thermometers and pressure gauges
- Demo of chilled water pump chiller barrel and all unused piping
- Crane – and boom lift for outside refrigeration piping
- Permit
- Start up

The cost for this is: **\$100,780.00**

Pumps lead times - 6 – 8 weeks

Chiller/Cond unit lead times - 8 – 9 weeks

Options:

- First year start up and warranty by Trane - **\$3,290.00**
- DDC Controls conversion from standard controls - **\$9,325.00**

Exclusions – the following is not included with this proposal:

- Electrical work
- HAVC Control work

This proposal may be withdrawn if it is not accepted within 30 days. If you have any questions, please call.

By _____ Date _____
Seth Neumann, Foster Mechanical, Inc.

Accepted by _____ Date _____

Seth Neumann
Foster Mechanical, Inc.
945 5th Ave S.E. # 12
Hutchinson, MN 55350
OFC 320-587-4003
Cell 320-583-2551
seth@fostermech.com

CORPORATE MECHANICAL

HVAC Commercial/Industrial Installation ♦ Scheduled Maintenance ♦ 24 hr Service
Energy Management ♦ Design Build Engineering

BUDGET PROPOSAL

SUBMITTED TO: Scott Grivna / McLeod County

DATE: 10-9-20

FROM: Cory Fouquette

JOB NAME: Replace 50 ton chiller system.

LOCATION: McLeod County Courthouse
830 11th St East
Glencoe, MN. 55336

We propose the following:

Furnish labor, subcontractors, and materials necessary to replace the existing 50 ton Trane chiller with a new 50 ton Trane system. This is a budget proposal based on doing all labor during normal business hours. This proposal includes;

- New 50 Ton Trane model RAUJ chiller machine, and new brazed plate heat exchanger to replace the shell and tube type heat exchanger inside building.
- All necessary chilled water piping to connect to new heat exchanger.
- All new refrigeration piping between chiller on roof and heat exchanger below per manufacturers recommended methods with all refrigeration accessories included.
- Insulation of new piping, and patching where necessary by insulating subcontractor.
- Crane and rigging, including receiving new unit at crane subs yard, delivery to site, and disposal of old unit.
- Two new 130 GPM Taco pumps complete with new suction diffusers and triple duty valves for each.
- VFDs for each new Pump
- Permits and inspections.
- Flow switch for pump proof, and freeze stat included.

Total project cost: \$122,998.00

One Hundred Twenty Two Thousand Nine Hundred Ninety Eight Dollars No/100

Exclusions: This proposal excludes all line voltage electrical work, HVAC controls work, and Bacnet interface.

All material is guaranteed to be as specified. All work to be completed in a workman like manner according do standard practices. Any alteration or deviation from above specifications involving extra cost will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. Price is firm for 30 days.

AUTHORIZED SIGNATURE: __Cory Fouquette _____

ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

AUTHORIZED SIGNATURE: _____

DATE OF ACCEPTANCE: _____



5114 Hillsboro Avenue North ♦ New Hope, MN 55428
Phone: (763) 533-3070 ♦ Fax: (763) 533-3464 ♦ www.corporatemechanical.com



Board Agenda Request Form
Board of County Commissioners

Requested Meeting Date: 10/20/2020

(Board meets the 1st and 3rd Tuesday after the first Monday of the Month)

Consent Agenda
Regular Agenda - Estimate Time Needed: 5 minutes
Approve/Deny Motion
Hold Public Hearing*
Discussion/Presentation
Direction Requested
Requested Agenda Time: Flexible

Submitted By: Scott Grivna
Department: Building Maintenance

Who will attend the meeting and be able to respond to questions if different from above?
Name and title: Scott Grivna - Building Maintenance Supervisor

Summary of Issue (include previous Board or Committee actions, applicable dates and copies of relevant Minutes):
Request approval to award Suddath Inc. the contract for moving the McLeod County Offices to the new McLeod County Government Center for a cost of \$23,862.50. Offices will relocate from:
1805 Ford Ave., Glencoe, MN 55336
2397 Hennepin Ave., Glencoe, MN 55336
2391 Hennepin Ave., Glencoe, MN 55336
830 11th Street East, Glencoe, MN 55336 (select offices)
Proposals were also obtained from Bester Brothers (\$35,000), and All Furniture (\$41,123.80). These moving services do NOT include relocation of any technology items from the main data center.

Recommended Action/Motion:

Financial Impact:
Is there a cost associated with this request? Yes No
What is the total cost, with tax and shipping? \$ 23,862.50
Is this budgeted? Yes No
Fund & Department Number: 25-807 ex: 01-031

Additional Information Attached:
Contract/Agreement
Approved by County Attorney's Office: Yes No
Legally binding agreements must have County Attorney approval prior to submission.
Minutes of Relevant Meeting(s)
Background Information, Handouts, Contracts, Agreements, Quotes, Bids, Invoices must be Attached

Board Action: (for use by Administrative Assistant)
Approved: Denied:
Tabled: No Action:
Email Liz/Sheila
Save
Print



Suddath

Complete commercial moving partner

Your Suddath representative:

Daniel Coe

Proposal prepared for:

McLeod County

Proposal issued date:

10.01.20

Proposal valid through:

10.31.20



Wednesday, October 07, 2020

Dear McLeod County:

Thank you for the opportunity to submit our proposal for McLeod County's facility moves.

The most important priority for any relocating organization must be reducing business disruption. Suddath became America's largest commercial mover by pioneering solutions that reduce downtime through expanded service offerings, industry first technology and a focus on creating an exceptional experience for your employees.

Our [expanded service offerings](#) go well beyond traditional moving services. When you move with Suddath you have access to professional move planners, desktop support technicians, experienced installers, surplus asset planners and more to consolidate all your relocation needs with one service provider. By consolidating services, you reduce the number of vendors you must manage, stretching your dollars further and saving on the cost of internal resources involved in managing the move.

Our [technology](#) is modernizing and disrupting the commercial move industry. Our advanced systems provide visibility and control over your move experience. This includes digitally generated move plans, modern inventory tracking and a digital dashboard to view real-time information on progress and completion.

Our [focus on the employee experience](#) means we bring to life a better way to move your business while dramatically minimizing the impact on your people. We provide proactive communication to ensure your employees are prepared for all aspects of the move. And because we understand the importance of the first day in the new space, our award-winning technology digitally validates that everything has arrived and is functioning long before the employees arrive back to work.

We are grateful for every opportunity and we love supporting our customers through growth and transition. Please award us your move and let's get started moving your organization forward.

Please contact me anytime and thank you again for this opportunity.

Sincerely,

Daniel Coe
Daniel.Coe@suddath.com
suddath.com

What to expect:

To accept this proposal, you can simply select to e-sign on the final page of this package. Once submitted your Move Planner will be in touch within one business day and will be your dedicated project handler through your entire project.



America's Largest Commercial Mover

Balancing a move with the ongoing needs of an active business can be complicated, stressful and expensive. At Suddath®, our highest priority is minimizing disruption to your business while providing you unprecedented visibility and control through our industry first, award-winning technology. Additionally, our broad and unique menu of traditional moving services, combined with industry-leading professional planning support, enables you to create flexible, customized solutions that simplify the move process while saving you significant time and expense.

Our customers include Fortune 500 companies and thousands of local businesses that all benefit from solutions and technology tailored for the unique challenges of their work environments or industry. With 100 years of experience and specialized expertise in a broad range of industry environments, we can handle any type of move, from organizing a new corporate headquarters move to supporting the opening of a major hospital or hotel. And, for organizations with ongoing or national needs, we have you covered with owned locations across the country and a network of trusted partners around the world.



**Broad menu of services
to save time and money**



**Innovative technologies for
greater control and visibility**

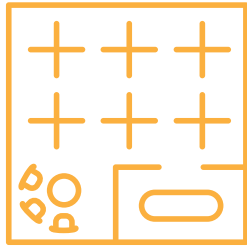


**Local solutions with national
reach for consistency**

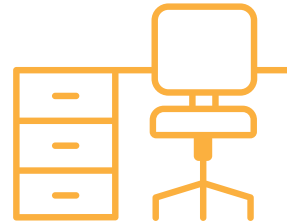


Broad menu of services to save time and money

Suddath became America's largest commercial moving company by listening to customer needs and developing a comprehensive menu of services designed to simplify moving an active business. We pride ourselves on offering a broad menu of services that puts you in the driver's seat to stay focused on running your business. By directly managing tasks and reducing the number of vendors you need to interact with, Suddath is able to save you precious time and money. No one in our industry has the breadth of resources to provide you with more offerings to maximize your budgeted dollars.



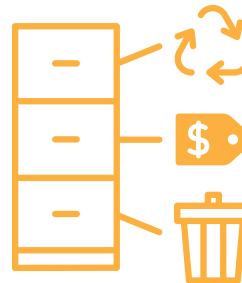
Professional Space, Furniture & Move Planning



Complete Commercial Moving & Storage



Ongoing MAC Services



Surplus Asset Planning and Decommissioning



Click below to find out how our experts take care of your unique environment



Corporate



Healthcare



Data Centers



Library



Industrial



Hospitality



Innovative technologies for greater control and visibility

After listening to our customers' challenges across multiple industries, Suddath created game-changing technology to modernize the commercial moving process. Our innovative solutions dramatically improve the customer experience and reduce risk through modern self-service features, access to real-time information and strict controls over inventory and compliance.



Estimator

powered by Telescio

Suddath is the only national workplace relocation company to develop and use digital commercial move estimating technology. Our award-winning Estimator application helps you make informed decisions with instant, paperless, accurate and guaranteed estimates. Estimator features include:

- Client requirements documented digitally and shared throughout the move process
- Inventory captured digitally by employee, area or floor for effective move planning
- Services documented with specific manpower and equipment commitments



Tracker

powered by Telescio

For project moves, Suddath offers award-winning technology that providing you a digital dashboard to monitor progress, inventory flow and compliance in real time. Key features of our Tracker application are:

- Computer generated move labels and signage with QR codes for inventory tracking
- Customizable pre and post move compliance checklists
- Digital inventory tracking of records, contents, furniture and equipment



Portal is an industry-leading, secure web-based service request management system that brings process, control and cost savings to customers with ongoing moving and furniture support needs. Using Portal, customers receive:

- Easy integration with existing facility management systems
- Formal approval management and compliance controls
- Reduced cost through smart service bundling and increased efficiency
- Modern communication features to improve internal customer satisfaction

HighJump™

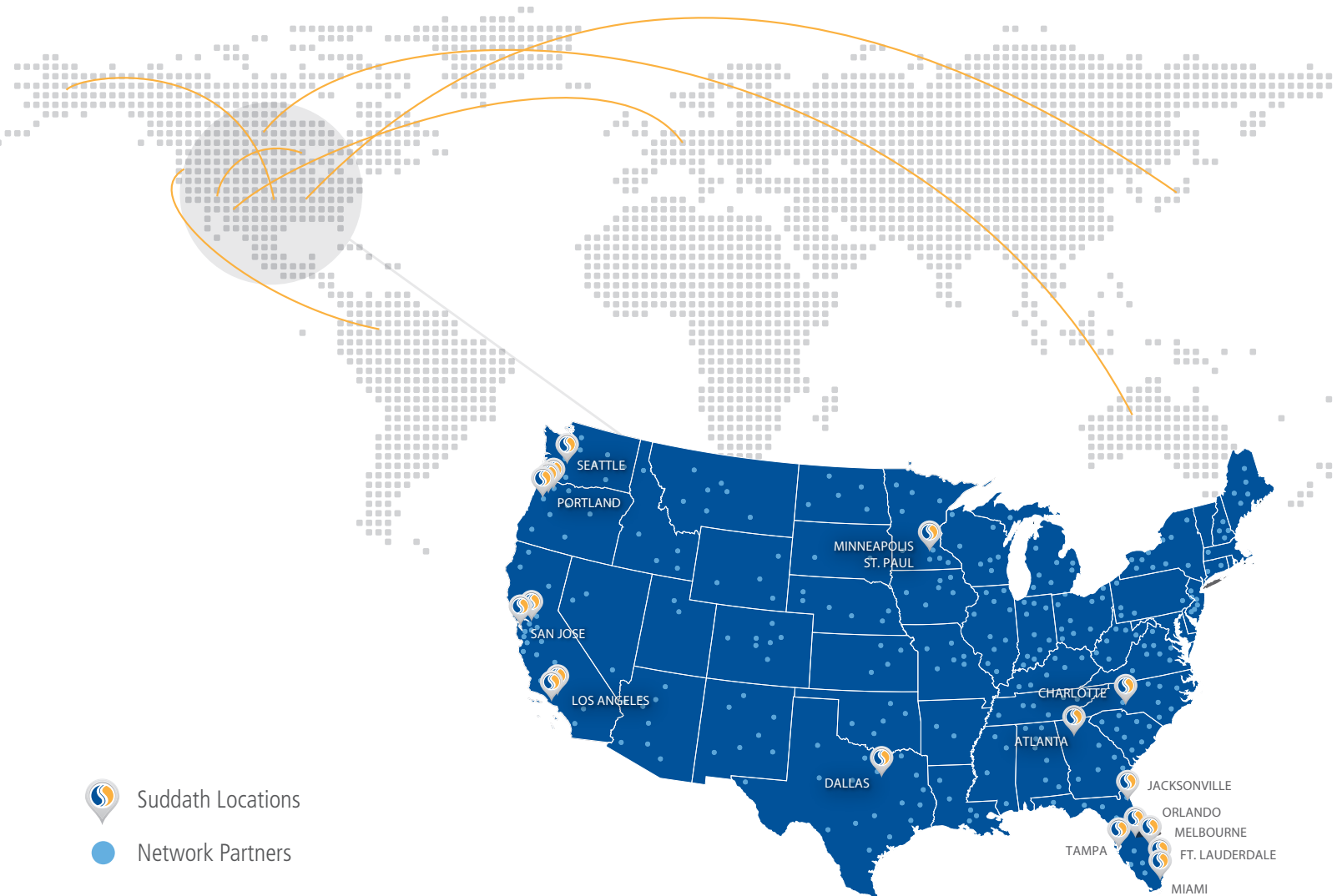
Suddath features HighJump™, a world class, tier-1 warehouse management system, in 25 warehouses across the U.S. This technology provides you with complete visibility into the inventory management process, enabling you to:

- View and manage your FF&E inventory in real time through a client web portal
- Leverage technology to make smart storage and redeployment decisions
- Gain instant access to POs, item masters, receipts, delivery orders and shipment information
- Manage multiple projects in one place



Local solutions with national reach for consistency

We support our clients wherever they need us by combining local presence with global reach. This may include a project in a single location, several projects happening simultaneously in multiple locations, or ongoing MAC support across several facilities. Whatever the scope, we deliver competitive solutions using cutting-edge technology and a standardized process that can be applied consistently across the country—and around the world.



- Broad menu of services available everywhere you need us
- Single point of contact and dedicated program delivery teams
- 18 owned domestic locations with a national network of trusted agent partners
- Global reach through partners in 150 countries
- Wholly-owned global logistics division for competitive transportation services

Trusted for 100 Years

While **Suddath** is always on the forefront of technology, we've been providing outstanding customer service **since 1919**. We are proud to maintain a **98% customer satisfaction** score based on ratings from customers like you. Our commitment is to always go **above and beyond** to provide service, value and the latest innovations to make your commercial moves and ongoing projects **simpler, faster and better**.

We promise to...

Always ask questions, listen and develop a customized plan for how your business works

Every company is different, and no two move plans should be the same. There is no "one size fits all" plan.

Help you get ready and make it as easy as possible

Our role is to help you prepare in a well thought out and positive way. We make proven tools, techniques and additional services available to streamline the process as you plan, furnish, relocate and support your business.

Be honest, upfront, polite and courteous

We do not over promise and if we make a mistake, we will let you know immediately, and we will fix it. We also recognize that your people are your greatest asset and we will make sure they are treated the right way.

Be responsive and accountable

Your project manager will be your single point of contact and is assigned to stay with the project until the end. We will be available to you 24/7/365 – there is no such thing as an unreturned phone call. Additionally, we use the same crews throughout your project, so you know your team from day one and can count on them through completion.

Educate our teams upfront and only send professionals

We educate our teams upfront to make sure they understand their responsibilities and your priorities. We always make sure to obtain access and security clearances before move day, and all crew members will be in uniform and have met our criminal background check standards.

Keep our commitments and make sure you are satisfied

We do what we say we are going to do; if your move calls for a project manager, five drivers, twenty movers, five trucks, building protection and 300 dollies at 5:00 PM, that is exactly what you will get. We also continuously follow up with you to see if you need anything and make sure you are completely satisfied.

Statement of Work and Proposal



Phase 1		Total Cube 5,055	Total Pieces 600	Truckloads 7.2	
Courthouse IT	46	Annex CPS	127	HHS All	427
Dual monitor PC set up	5	Moving crate	110	Dual monitor PC set up	82
Whiteboard large	1	Dual monitor PC set up	17	speed pack	18
Moving crate	40			Moving crate	300
				Lateral file cabinet	11
				Fridge large without ice maker	1
				Commercial Freezer	1
				Bookcase	2
				Shelving	12

Phase 2		Total Cube 1,930	Total Pieces 184	Truckloads 2.8
Courthouse Admin and Finance	70	North Complex VSO, SWCD, Building Maint	114	
Moving crate	60	Dual monitor PC set up	8	
Dual monitor PC set up	10	Moving crate	80	
		Lateral file cabinet	8	
		Map File	12	
		speed pack	6	

Phase 3		Total Cube 4,330	Total Pieces 245	Truckloads 6.2
North Complex - Assessor, Recorder, Auditor	245			
Dual monitor PC set up	19			
Moving crate	135			
speed pack	4			
Table large	1			
DS450	1			
Library Cart	50			
Safe Large	3			
Copier	1			
Lateral file cabinet	2			
160kz	1			
Steelcase Record Shelving	28			





This proposal is based on providing the following service elements as discussed in our recent walkthrough.

Move From
Multiple County Facilities
Glencoe, MN 55336

Move To
New Location
Glencoe, MN 55336

Project Narrative

Below outlines a move plan for Suddath to relocate McLeod County's offices in January of 2021 from their current locations (Courthouse, North Complex, Annex, HHS) to their newly renovated location.

Incorporated into this project are various services. All these services must be combined into a move plan that is both strategic in nature while minimizing downtime inherently caused by the move. Suddath looks forward to being apart of that plan!

The move will be broken into (3) separate phases. Dates and times of these moves are still TBD. Suddath will deliver all packing material and equipment 1.5 weeks prior to the move, and pick-up approximately 1 week after the move. The moves will consist of relocating all identified items covered during the site walkthrough (workstation contents/computers, common area contents/furniture, shelving, filing, other miscellaneous items and furniture identified during the walkthrough). Suddath will provide all necessary installation services for reassembling shelving at destination.

Phase 1:
Courthouse IT - 5 workspaces
Annex CPS - 17 workspaces
HHS - 92 workspaces
Other miscellaneous items identified on walkthrough

Phase 2 Moves
Courthouse Admin - 6 workspaces
Courthouse Finance - 4 workspaces
North Complex VSO - 3 workspaces
North Complex SWCD - 4 workspaces
North Complex Building Maint. - 1 workspace
Other miscellaneous items identified on walkthrough

Phase 3 Moves
North Complex Assessor - 6 workspaces
North Complex Recorder - 6 workspaces
North Complex Auditor - 7 workspaces
Other miscellaneous items identified on walkthrough

Suddath will also provide a dedicated, experienced, Project Manager throughout the entire project to ensure quality and constant communication, preparation for the move, and an overall smooth relocation.

Relocation Project Summary

Pre Move and Project Management	
Pre Move and Project Management for entire project.	
Total	\$1,100.00



Materials/Equipment Delivery		
Deliver packing materials for all 3 moves.		
3 Drivers, 2 Movers, 2 Trucks-Straight, 1 Tractor Trailer for 6.00 hours		
Move Materials	Days	Qty
Cart - Library	17	50.00
Crates - Plastic Standard	17	625.00
Bag - Keyboard	-	143.00
Labels - Blank	-	3,000.00
Monitor Bags - Antistatic - Large 24"	-	286.00
Total		\$5,626.50

Phase 1 Move	
Phase 1 Moves Courthouse IT - 5 workspaces Annex CPS - 17 workspaces HHS - 92 workspaces Other miscellaneous items identified on walkthrough	
1 Supervisor, 3 Drivers, 2 Installers, 9 Movers, 3 Trucks-Straight for 10.00 hours	
Total	\$6,460.00

Phase 2 Move	
Phase 2 Moves Courthouse Admin - 6 workspaces Courthouse Finance - 4 workspaces North Complex VSO - 3 workspaces North Complex SWCD - 4 workspaces North Complex Building Maint. - 1 workspace Other miscellaneous items identified on walkthrough	
1 Supervisor, 2 Drivers, 5 Movers, 2 Trucks-Straight for 7.50 hours	
Total	\$2,880.00

Phase 3 Move	
Phase 3 Moves North Complex Assessor - 6 workspaces North Complex Recorder - 6 workspaces North Complex Auditor - 7 workspaces Other miscellaneous items identified on walkthrough	
1 Supervisor, 2 Drivers, 4 Installers, 7 Movers, 2 Trucks-Straight for 10.00 hours	
Total	\$5,776.00



Materials/Equipment Pick up	
Pick-up packing materials after customer has unpacked.	
3 Drivers, 2 Movers, 2 Trucks-Straight, 1 Tractor Trailer for 6.00 hours	
Total	\$1,920.00

Cargo Coverage	
Declared Value of Inventory	Rate
\$25,000.00	MINIMUM
Enhanced Cargo Coverage	
<ul style="list-style-type: none"> • Coverage requires Customer to declare 100% of the replacement cost value of all product being moved on a signed declaration form • Coverage is provided at a cost per \$1000 of declared value (minimum declared value - \$25,000) • Coverage includes protection for direct physical loss or damage to Inventory and internal damage caused by mishandling • Coverage also covers loss or damage due to acts of God (hurricane, flood, earthquake) • Additional information about Suddath's standard coverage is contained in the Terms and Conditions for Commercial Services found at Suddath.com/legal 	
Total	\$100.00

Total Guaranteed Price **\$23,862.50**

Invoice will be issued upon conclusion of Services. If Services extend beyond 30 days, invoices may be issued in installments based on percent of Services completed.





Suddath Commitments

Pre Move and Project Management

1. Conduct on-site preparation seminars to educate employees on the move process
2. Confirm move readiness and labeling accuracy by performing a pre-move walk with Customer
3. Participate in all pre-move and post-move meetings
4. Provide and install move placards and directional signage
5. Provide Customer with instructions on how to pack and label Inventory
6. Provide on-site general move preparation support for the period specified in the Proposed Move Plan

Materials/Equipment Delivery

1. Deliver move materials/equipment to central location(s) as designated by Customer

Phase 1 Move

1. Audit all origin and destination locations for move accuracy and completeness and compliance with Customer requirements
2. Blanket wrap and stretch wrap items as needed to protect from damage
3. Confirm move readiness and labeling accuracy by performing a pre-move walk with Customer
4. Customer responsible for any plumbing and electrical
5. Customer responsible for disconnect/reconnect of IT
6. Disassemble and reassemble shelving as necessary
7. Ensure anti-static bubble protection of all computer equipment and electronics
8. Ensure plastic bag protection of peripherals and phones to avoid loss or damage
9. Move all labeled inventory from origin to destination
10. Pad wrap and protect individual office furniture for relocation
11. Provide one-time placement of all labeled inventory items at destination
12. Provide sufficient dollies, bins and moving equipment for an efficient flow of goods
13. Provide US DOT qualified drivers and trucks to transport goods

Phase 2 Move

1. Audit all origin and destination locations for move accuracy and completeness and compliance with Customer requirements
2. Blanket wrap and stretch wrap items as needed to protect from damage
3. Confirm move readiness and labeling accuracy by performing a pre-move walk with Customer
4. Customer responsible for any plumbing and electrical
5. Customer responsible for disconnect/reconnect of IT
6. Disassemble and reassemble shelving as necessary
7. Ensure anti-static bubble protection of all computer equipment and electronics
8. Ensure plastic bag protection of peripherals and phones to avoid loss or damage
9. Move all labeled inventory from origin to destination
10. Pad wrap and protect individual office furniture for relocation
11. Provide one-time placement of all labeled inventory items at destination
12. Provide sufficient dollies, bins and moving equipment for an efficient flow of goods
13. Provide US DOT qualified drivers and trucks to transport goods



Phase 3 Move

1. Audit all origin and destination locations for move accuracy and completeness and compliance with Customer requirements
2. Blanket wrap and stretch wrap items as needed to protect from damage
3. Confirm move readiness and labeling accuracy by performing a pre-move walk with Customer
4. Customer responsible for any plumbing and electrical
5. Customer responsible for disconnect/reconnect of IT
6. Disassemble and reassemble shelving as necessary
7. Ensure anti-static bubble protection of all computer equipment and electronics
8. Ensure plastic bag protection of peripherals and phones to avoid loss or damage
9. Move all labeled inventory from origin to destination
10. Pad wrap and protect individual office furniture for relocation
11. Provide one-time placement of all labeled inventory items at destination
12. Provide sufficient dollies, bins and moving equipment for an efficient flow of goods
13. Provide US DOT qualified drivers and trucks to transport goods

Materials/Equipment Pick up

1. Pick up move materials/equipment from central location(s) as designated by Customer



Suddath Standard Responsibilities

1. Suddath customer service representative will communicate with Customer before, during and after all Services
2. Suddath will place a certificate of insurance on file at each location to document required insurance coverages in advance of project activities
3. Suddath will establish security clearances and parking permits for all sites as required in advance of project activities
4. Suddath customer service representative will provide Customer with the project supervisor or manager's name and mobile number prior to the start of all Services
5. Suddath project manager or supervisor will perform a walk-through with a Customer representative to record any pre-existing damage to Customer's origin and/or destination location(s) prior to move in or out
6. Suddath project manager or supervisor will ensure installation of sufficient door, floor and wall protection at all sites to prevent building damage
7. Suddath will provide trained, uniformed and background checked labor to perform Services

Customer Responsibilities

1. Advise Suddath of all labor union, prevailing wage or special trade requirements prior to Suddath providing any proposals or Services
2. Reserve loading dock, parking, entrances, exits and elevators and facilitate security clearances in advance of all project activities
3. Ensure a designated Customer representative is available to Suddath during all project Services
4. Ensure Customer representative performs a walk-through with Suddath supervisor or project manager to record any pre-existing damage to Customer's origin and/or destination location(s) prior to project Services
5. Secure all confidential information prior to the start of all project Services
6. Arrange all voice, data, electrical and plumbing services in advance of all Suddath Services
7. Arrange for outside vendor preparation of sensitive equipment prior to Suddath Services (copiers, office equipment, coffee makers etc.) according to lease requirements and manufacturer specifications including the removal of toner cartridges, sorters and external paper trays
8. Arrange for the relocation of vending machines and other equipment required to be moved by others according to lease and manufacturer specifications and relocate all items specified as "Customer to move"
9. Arrange for the disassembly, reassembly and installation of all items not specified in the installation services section in the Proposed Move Plan
10. Provide professionally prepared installation plans for all items detailed in the Installation section of the Proposed Move Plan unless mutually agreed otherwise
11. Ensure sufficient furnishings, parts, supplies, cables etc. on hand to complete all services in the Proposed Move Plan
12. Arrange for the disconnect, reconnect, programming and testing of all computers, phones and electronic equipment not specified in the Technology Services section of the Proposed Move Plan. This includes placing computer peripherals and toner cartridges in the separate plastic bags provided
13. Ensure all Customer move preparations including packing, placement of items on file, library and/or supply carts and clearing of all worksurfaces are completed prior to the start of all project activities
14. Empty the contents of all Inventory, including drawers, desks, credenzas, file cabinets, bookcases, storage cabinets, water coolers, coffee makers and refrigerators in advance of services. Customer to unlock all items and tape keys inside drawers or to the back of items without drawers
15. Ensure Customer employees secure and move all employee owned items including small pictures, plaques, artwork, mobile phones, tablet devices and valuables
16. Instruct employees to stay a safe distance away from Suddath workers and instruct employees to never touch, grab, push, pull or catch anything Suddath is working on during the project
17. Keep track of all Suddath provided move materials and equipment



Mutually Agreed Upon Notes and Assumptions

- As applicable and as indicated in the Proposed Move Plan:
 - If Suddath's pricing is a Total Guaranteed Price, then pricing is based on the information contained in this Statement of Work and Proposal, and the Total Guaranteed Price is the price Customer will pay for the Services
 - If Suddath's pricing is a Total Estimated Price, then pricing is guided by the information contained in this Statement of Work and Proposal; however, Suddath will charge, and Customer will pay, based on actual time and materials used in the provision of services
 - Total Estimated Price includes industry standard travel time and minimum service times and will be invoiced to Customer
- If there is a material variation to the Inventory or Proposed Move Plan prior to Suddath's commencement of Services, Customer will need to sign a new Statement of Work and Proposal
- If there are variations to the Inventory or Proposed Move Plan after commencement of Services, Customer will need to sign a change order, which may include additional charges
- The Proposed Move Plan assumes that the site is paved and Suddath has unobstructed and exclusive access, use and control of and to entrances, exits, operable elevators, loading areas, docks, lobbies, hallways, offices, and rooms
- Suddath will place Inventory in a Customer designated location one time
- Costs incurred because of delays not caused by Suddath will be invoiced to Customer
- Suddath's responsibility for loss or damage to Inventory is limited to Cargo Coverage noted in the Proposed Move Plan
- Customer's rental and/or use of move materials is limited to the quantities and time period shown in the Proposed Move Plan
- Customer is responsible for any loss or damage it causes to any move materials or equipment
- If Customer wants Inventory that it owns liquidated, recycled, donated or disposed Customer will provide Suddath with a written list of the Inventory
- Standard payment terms are net 30 days if Customer meets Suddath credit worthiness standards. If necessary, Suddath will notify Customer of more stringent payment terms in writing prior to the start of project services.

The individual signing this Statement of Work and Proposal has authority to act on Customer's behalf, as an authorized agent, to bind Customer to the terms of this Statement of Work and Proposal. Customer, through its authorized agent, acknowledges and agrees that all services are provided subject to the agreement in place between the parties or, if no agreement, subject to Suddath's Terms and Conditions for Commercial Services found at www.suddath.com/legal.

Customer Signature

Title

Printed Name

Date



10.06.2020

McLeod County
Scott Grivna
830 – 11th Street East Ste. 110
Glencoe, MN 55336

Dear Scott:

Thank you for asking Bester Brothers to submit a proposal to relocate County spaces to a new location. The *not to exceed* cost of this move, as well as the necessary packing materials, is **\$35,000.00**. The breakdown is as follows.

Packing Materials	
Plastic totes w/dollies, labels, PC bags – delivered	\$3,300.00
Packing Materials Delivery/Return	\$3,960.00
Moving Labor – Performed over 6 service dates	\$26,520.00
Installation Labor – Performed over 2 service dates	\$1,220.00

The stated amounts are based on the following scope of work: move designated freestanding furniture, packed contents and computer equipment; dismantle/reassemble items as needed for transport; place all items at destination per client specifications; provide move management, i.e. premove meeting(s), crew coordination, destination placarding; excludes desksets, cubicle workstations, seating, copier equipment and personal items. The client is responsible for all premove packing and labeling.

If you have any questions regarding the above cost, or would like to reserve the crew(s), please do not hesitate to contact me. Again, thank you for asking Bester Brothers to submit a proposal for your move.

I look forward to working with you.

Sincerely,

Joseph Gullerud
Vice President

BESTER BROTHERS TRANSFER & STORAGE COMPANY INC.



Estimate

EST-001845

All Furniture Inc

63 St. Anthony Pkwy
 MinneapolisMN55418

Bill To

McLeod County

830 11th Street East
 GlencoeMN, 55336

ScottGrivna
 Scott.Grivna@co.mcleod.mn.us

Estimate Date : 05 Oct 2020

#	Item & Description	Qty	Rate	Amount
1	<p>Labor General scope of work includes relocating staff from four existing buildings to the new Government Center. Assumes all packing will be handled by the customer.</p> <p>All Furniture will handle the contents move of all employee contents. Customer is responsible for disconnecting and reconnecting their PC's & phones, All Furniture will relocate them.</p> <p>If any furniture or non-employee contents are moving, they will be outlined below.</p> <p>All Furniture will handle disassembling and reassembling furniture as needed. Most applicable at North Complex.</p> <p>Entire project cost not to exceed \$41,123.80.</p>	1.00	0.00	0.00
2	<p>Labor Courthouse - 830 11th Street</p> <p>Relocate contents of 15 employees. Includes moving white boards over for IT. Includes check scanner and laser printer. Assumes some miscellaneous items being moved as well. No risers are moving.</p> <p>To be completed in one day.</p>	1.00	2,042.00	2,042.00
3	<p>Labor Annex - 2397 Hennepin Ave N</p> <p>Relocate contents of 17 employees. Includes moving over supply room, contents of 32 storage cabinets, and storage room.</p> <p>To be completed in one day.</p>	1.00	2,629.00	2,629.00
4	<p>Labor HHS - 1805 Ford Ave</p> <p>Relocate contents of 92 employees. Includes taking and reassembling 11 sections of shelving. Includes moving two medical refrigerators, scale in WIC area, and approximately 128 totes of contents from common areas throughout the building.</p> <p>To be completed in three days.</p>	1.00	16,652.55	16,652.55
5	<p>Labor North Complex - 2391 Hennepin Ave N</p> <p>Relocate contents of 27 employees. Includes taking down and reassembling approximately 17 sections of steel roller shelving. Scope includes moving flat files, two fire files, one safe, two tabulators, map files, whiteboards for SWCD, vote counter, misc boxes and contents from storage room.</p> <p>To be completed in three days.</p>	1.00	13,320.00	13,320.00

#	Item & Description	Qty	Rate	Amount
6	Labor Previous to moves - Deliver out packing supplies, totes, and book carts. Includes 650 totes + 200 tote dollies. 60 book carts. 151 computer bags. 8 rolls of moving labels.	1.00	1,508.00	1,508.00
7	Labor Post moves - pick up empty totes and book carts	1.00	1,508.00	1,508.00
8	Materials 151 computer bags.	151.00	0.75	113.25
9	Materials 8 rolls of moving labels	8.00	12.00	96.00
10	Rental 60 book carts. \$2 per day per cart. Assumes 14 day rental. No charge for first 7 days of use.	7.00	140.00	980.00
11	Rental 650 totes. 25 cents per day per tote. Assumes 14 day rental.	14.00	162.50	2,275.00
			Sub Total	41,123.80
			Total	\$41,123.80



Board Agenda Request Form
Board of County Commissioners

Requested Meeting Date: 10/20/2020

(Board meets the 1st and 3rd Tuesday after the first Monday of the Month)

Consent Agenda
Regular Agenda - Estimate Time Needed: 5 minutes
Approve/Deny Motion, Discussion/Presentation, Hold Public Hearing*, Direction Requested
Requested Agenda Time: Flexible

Submitted By: Connie M. Kurtzweg Department: Auditor-Treasurer

Who will attend the meeting and be able to respond to questions if different from above?
Name and title:

Summary of Issue (include previous Board or Committee actions, applicable dates and copies of relevant Minutes):

New deputy registrar appointment agreements were mailed by Minnesota Department of Public Safety to all deputy registrar offices and are due to be returned by October 31, 2020. The terms of the agreement are the same for all deputy registrar offices. This agreement replaces the agreement approved by the Board for signature on July 21, 2020. There are verbiage changes in items 4, 5, 16 and 17.
The intent with the new agreement is to have a standard agreement for all, to reflect changes in state government practices and to prepare for the November 2020 launch of the MNDrive system. The agreement includes new themes of technology, training, customer service expectations and policies. The Deputy Registrar appointment still operates within the guidelines of Minnesota Statutes, section 168.33 and in accordance with Minnesota Rules, Chapter 7406.

Recommended Action/Motion:

*Consider approval of the Deputy Registrar Appointment Agreement and consider approval of Connie M. Kurtzweg to sign the agreement as Deputy Registrar Appointee for McLeod County Deputy Registrar #084.

Financial Impact:
Is there a cost associated with this request? Yes No
What is the total cost, with tax and shipping?
Is this budgeted? Yes No Fund & Department Number: ex: 01-031

Additional Information Attached:
Contract/Agreement
Approved by County Attorney's Office: Yes No
Legally binding agreements must have County Attorney approval prior to submission.
Minutes of Relevant Meeting(s) Number of Signed Documents:
Background Information, Handouts, Contracts, Agreements, Quotes, Bids, Invoices must be Attached

Board Action: (for use by Administrative Assistant)
Approved: Denied:
Tabled: No Action:
Email Liz/Sheila Save Print



Alcohol
and Gambling
Enforcement

Bureau of
Criminal
Apprehension

Driver
and Vehicle
Services

Emergency
Communication
Networks

Homeland
Security and
Emergency
Management

Minnesota
State Patrol

Office of
Communications

Office of
Justice Programs

Office of
Pipeline Safety

Office of
Traffic Safety

State Fire
Marshal

Driver and Vehicle Services

445 Minnesota Street • Saint Paul, Minnesota 55101

Driver Services Phone: 651.297.3298 • Vehicle Services Phone: 651.297.2126

TTY: 651.282.6555

dps.mn.gov

The Commissioner of Public Safety (hereinafter "Registrar of Vehicles" or "Registrar") appoints Connie Kurtzweg, McLeod County Auditor/Treasurer, Deputy Registrar of Vehicles (hereinafter "Deputy Registrar") for the State of Minnesota under the authority of Minnesota Statutes, section 168.33 and the appointment is subject to the conditions thereof.

The appointment confirms the duties and responsibilities are conferred as of May 4, 2020 and shall be effective upon full execution of this agreement. The Deputy Registrar appointment may be revoked for cause under the guidelines of Minnesota Statutes, section 168.33 or in accordance with Minnesota Rules, Chapter 7406.

The Registrar and Deputy Registrar agree to the following rights and responsibilities:

1. The Deputy Registrar understands that by accepting this Appointment, the Deputy Registrar serves the public interest of the people of Minnesota and subscribes by oath to faithfully discharge the duties of the appointment and to uphold the laws of the state.
2. To faithfully discharge the duties of a Deputy Registrar to the people of Minnesota requires each Deputy Registrar to extend prompt and courteous treatment to all customers regardless of race, color, creed, religion, national origin, sex, marital status, familial status, disability, public assistance status, age, sexual orientation, and local human rights commission activity in accordance with the Minnesota Human Rights Act (MHRA).
3. To faithfully discharge the duties of a Deputy Registrar to the people of Minnesota requires each Deputy Registrar to train all employees on the administration of laws and rules of the State of Minnesota regarding motor vehicle registration and title transfers imposed under Minn. Stat. § 168 and 168A. At a minimum, the required training for each Deputy Registrar employee must be the successful completion of the Driver and Vehicle Services (DVS) Title Certification course. The Deputy Registrar must report to the Registrar each employee's proficiency in performing and carrying out their duties on an annual basis. DVS can be a resource to assist with providing the training but the Deputy Registrar is responsible for all employee training and any associated costs.

4. To faithfully discharge the duties of a Deputy Registrar to the people of Minnesota requires each Deputy Registrar to develop and publish policies that are comparable with State of Minnesota Management and Budget ("MMB") policies on the following:

- a. HR/LR policy 1432 – Respectful Workplace
- b. HR/LR policy 1436 – Harassment and Discrimination Prohibited
- c. HR/LR policy 1329 – Sexual Harassment Prohibited
- d. HR/LR policy 1417 – Code of Ethics

The Deputy Registrar may choose to use an existing policy that aligns with the intent and expectations of the above referenced policies or may develop their own policy that is in line with the intent and expectations of the above referenced policies, or adopt each policy in whole for use at the Deputy Registrar office. The Deputy Registrar must train all employees on the policies and must annually report to the Registrar each employee's review and understanding of the policy. The Deputy Registrar is responsible for all costs of the necessary training for all employees.

5. The Deputy Registrar must report all notices of litigation, including claims pursuant to Minn. Stat. ch. 466, served on the Deputy Registrar that are related to protected-class harassment and/or discrimination to the Registrar within 14 days of receipt. The Deputy Registrar must provide a list annually of all complaints or allegations of protected-class harassment and/or discrimination by employees that resulted in final discipline. In complying with these terms, the Deputy Registrar will act in a manner consistent with its own obligations under the Minnesota Government Data Practices Act, Minn. Stat. ch. 13, particularly Minn. Stat. § 13.43 (concerning the privacy of personnel data and investigations).
6. The Deputy Registrar must cooperate with the Registrar, or the Registrar's agents, to resolve complaints received by the Registrar, including cooperating with any administrative investigation into allegations of discrimination, harassment, or other misconduct by Deputy Registrar or the Deputy Registrar's employees and by providing requested information.
7. The Deputy Registrar understands that under the provisions of Minn. Stat. § 168.33, subd. 2b that while the Deputy Registrar serves the public interest and convenience of the people of Minnesota, the Deputy Registrar is not a State of Minnesota employee, nor are any employees or contractors of the Deputy Registrar employees of the State of Minnesota.
8. In accordance with Minn. R. 7406.0500, subpart 1, the Deputy Registrar shall not delegate to another person the authority or responsibility of operating the office, shall designate one "contact person" to act as liaison between the Registrar and the Deputy Registrar. The contact person must be a person who actively participates in the processing of transactions and who is in the office on a full-time basis. The Deputy Registrar will remain responsible for the acts of the contact person and must establish and document an internal control process of communication or reporting for oversight of the contact person.

9. The Deputy Registrar must maintain, in a convenient location within the boundaries of the Deputy Registrar's jurisdiction, facilities for registration and motor vehicle tax collection that conforms to the requirements of Minn. R. 7406.0400. The facilities must include, but are not limited to, the physical Deputy Registrar office designated as the main place of business but must also include any customer self-service kiosks, any temporary or special office locations, any mobile services (e.g., buses), and any type of electronic commerce devices, which includes but is not limited to applications on smartphones or websites and are subject to review and approval by the Registrar.
10. The Deputy Registrar's primary office must be open for business at least 40 hours during each week unless the Registrar grants a variance as provided for in Minn. R. 7406.0500, subpart 2a. Legal holidays listed in Minn. Stat. § 645.44, subd. 5 and holidays for county offices authorized under Minn. Stat. § 373.052, subd. 1 are included in the 40-hour calculation. The Deputy Registrar must clearly post business hours for the public and provide the Registrar with an accurate written schedule of when the office is open for public business. A written request for a permanent change in business hours must be made to the Registrar at least 10 days prior to the change. The Deputy Registrar must notify the Registrar of an emergency or short-term closure of one day or less by telephone or email at the earliest opportunity.
11. In conformity of Minnesota R. 7406.0400, subpart 5 each Deputy Registrar location or locations must be accessible to the disabled in compliance with state and federal laws and regulations. Each Deputy Registrar office must be in compliance with the revised regulations of the Americans with Disability Act of 1990 (2010 ADA Standards for Accessible Design, hereinafter "2010 Standards") for all new construction and alterations to any Deputy Registrar office. The Deputy Registrar is responsible for any compliance costs.
12. The Deputy Registrar must maintain permanent signage in a prominent location advising individuals that they may request an ADA accommodation and may file complaints internally with the Deputy Registrar or with the Registrar.
13. The Deputy Registrar must charge and receive for each motor vehicle application presented a filing fee as prescribed in Minn. Stat. § 168.33, subd. 7 and must report daily to the Registrar all registrations made and the taxes and fees collected. The filing fee is the property of the Deputy Registrar and is the full compensation for the receipt and processing of each application. A rebate of the required filing fee to any customer or customers is prohibited under Minn. R. 7406.0500, subpart 5.
14. All motor vehicle fees and taxes collected and all motor vehicle transactions collected by the Deputy Registrar must be reported each working day and transmitted to the Registrar in accordance with Minn. R. 7406.0450 subpart 2. All motor vehicle fees and taxes collected, including any shortages or unsettled credit card and debit card transactions made by the Deputy Registrar must be deposited daily in accordance with Minn. R. 7406.0450, subpart 3 through Minn. R. 7406.0450 subpart 3b. The Deputy Registrar must maintain complete records for deposits made to approved state depositories and the daily reports prepared for motor vehicle registrations and motor vehicle fees and taxes collected in accordance with Minn. R. 7406.0450, subpart 4.

15. The Deputy Registrar must keep records and make reports of motor vehicle taxes, fees, and deposits that conform to the requirements of Minn. R. 7406.0450. In accordance with Minn. R. 7406.0475 at the request of the Registrar, the Deputy Registrar must make available for audit all motor vehicle fee and tax records for all transactions occurring during the state's biennial fiscal cycle for each location of the Deputy Registrar.
16. Each Deputy Registrar must comply with the Minnesota Government Data Practices Act, Minn. Stat. ch.13 and with 18 U.S.C. chapter 123 ("Prohibition on Release and Use of Certain Personal Information from State Motor Vehicle Records") as it applies to all data provided by the State under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Deputy Registrar in its Deputy Registrar function. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data governed by Minn. Stat. ch. 13. The Deputy Registrar will periodically notify the Registrar of all such data requests. This provision does not supersede the Deputy Registrar's own obligations under the Minnesota Government Data Practices Act.
17. The Deputy Registrar must train all employees in compliance with the Minnesota Data Practices Act and must annually certify each staff member's proficiency to the Registrar on an annual basis. DVS can be a resource to assist with providing the training but the Deputy Registrar is responsible for all employee training and any associated costs.
18. Pursuant to Minn. Stat. § 171.12, an authorized individual's ability to enter, update, or access data in the system must correspond to the official duties or training level of the individual and to the statutory authorization granting access for that purpose. All queries and responses, and all actions in which data are entered, updated, accessed, shared, or disseminated, must be recorded in a data audit trail. Data contained in the audit trail is public information to the extent the data is not otherwise classified by law. A Deputy Registrar or employee who willfully gains access to data without authorization by law must be referred by the Department of Public Safety to the appropriate prosecuting authority for prosecution.
19. Pursuant to Minn. R. 7406.0400, subpart 7 the Deputy Registrar may not own, or be a partner, officer, or five-percent shareholder in a financial institution, motor vehicle dealership or an automobile insurance business. Further, the Deputy Registrar must develop, publish and train all of the employees of the Deputy Registrar on a policy that is comparable to HR/LR policy 1417 ("Code of Ethics"). The policy is available on the MMB website. The Deputy Registrar may choose to use an existing policy that aligns with the intent and expectations of the above referenced policies or may develop their own policy that is in line with the intent and expectations of the above referenced policies, or adopt each policy in whole for use at the Deputy Registrar office. The Deputy Registrar must train all employees on the policy and must report annually to the Registrar each employee's review and understanding of the policy.
20. The Registrar must furnish to the Deputy Registrar the necessary registration (license) plates, validation stickers, and procedures for the registration of motor vehicles. The Deputy Registrar is responsible for regularly reconciling and identifying unaccounted for registration plate and validation sticker inventory, investigating possible causes of unaccounted for inventory, and notifying DVS immediately of any possible malfeasance. The Deputy Registrar acknowledges financial accountability for license plates and validation stickers pursuant to Minn. R. 7406.0500, subpart 10.

21. The Deputy Registrar must purchase at a cost determined by the Registrar the necessary motor vehicle certificate of title paper stock from a vendor designated by the Registrar to provide over the counter service in the printing a duplicate certificate of title. The Registrar must furnish the procedures for printing the duplicate certificate of title.
22. The Deputy Registrar must provide for and maintain at their own expense a technology infrastructure of physical hardware necessary to interconnect computers and users in conformity with Minn. R. 7406.0400, subpart 3a. The technology infrastructure includes the installation and management of hardware and software used to send, receive and manage data that is compatible with the DPS enterprise networking system maintained by DVS commonly referred to FAST-DS, VTRS and MNDrive. In order to accomplish the transmission and receipt of data, the Deputy Registrar must have hardware and software that meets or exceeds the Minnesota IT Services (MNIT) minimum system requirements. The minimum system requirements are shown in Attachment A and are incorporated into this agreement.
23. Pursuant to Minn. R. 7406.0500, subpart 7a, the Deputy Registrar must accept credit card and debit card for a motor vehicle transaction unless a variance is approved. A Deputy Registrar may choose to operate a point of sale system provided the same convenience fee is charged that all Deputy Registrars charge, the system is compatible with the State of Minnesota credit card vendor, and there is no cost to the to the State of Minnesota for the operation and maintenance of the system. All point of sale systems must be approved by the Registrar prior to installation or operation. Deputy Registrars who accept credit cards and debit cards must comply with the most recent version of the Payment Card Industry Data Security Standard ("PCI DSS") established by the PCI Security Standards Council. These standards are available online at: https://www.pcisecuritystandards.org/documents_library. The Deputy Registrar must, annually and upon request, provide the Registrar with the current annual Attestation of Compliance report.
24. Pursuant to Minn. R. 7406.0800, the failure of a Deputy Registrar or employee of a Deputy Registrar to comply with this agreement, the applicable laws or rules governing the operation of a Deputy Registrar office may be cause for discontinuing the appointment under the provisions of Minn. R. 7406.0900 through Minn. R. 7406.1000; or the Registrar may issue a corrective order, injunction or administrative penalty order under the authority of Minn. Stat. § 299A.80, Minn. Stat. § 299A.801 and Minn. Stat. § 299A.802.

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Indemnification.

The Deputy Registrar must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the State, to the extent caused by the Deputy Registrar's:

- a) Intentional, willful, or negligent acts or omissions;
- b) Actions that give rise to strict liability; or
- c) Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Deputy Registrar may have for the State's failure to fulfill its obligations under this Agreement.

Applicable Law.

Minnesota law, without regard to its choice-of-law provisions, governs this Agreement. Venue for all legal proceedings out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

By signing this appointment, the Deputy Registrar acknowledges having read and understood Minnesota Statutes, section 168.33 and Minnesota Rules, chapter 7406, and accepts these conditions, which are understood and accepted as necessary to the efficient conduct of this business, and as conditions precedent and subsequent to continuation in office.

Further, by signing below the Deputy Registrar subscribes by oath to faithfully discharge the duties of the Deputy Registrar and to uphold the laws of the State of Minnesota.

Dated this _____ day of _____ 20__.

Registrar of Motor Vehicles
Commissioner, Department of Public Safety
State of Minnesota

Signature

Director of Driver and Vehicle Services
Department of Public Safety
State of Minnesota

Signature

Deputy Registrar Appointee
Deputy Registrar # 084
McLeod County
State of Minnesota

Attachment A – Minimum System Requirements

DVS and MNIT strongly encourage Deputy Registrars and Driver License Agents to engage with a reputable IT Managed Service provider in their area.

Operating System:	Windows 10
Processor:	1.8 gigahertz (GHz) or faster compatible processor or System on a Chip (minimum) Recommended: Intel® Core i5 2.7GHz Processor (or better)
RAM:	4 GB (minimum) 8 GB (recommended)
Hard drive size:	64 GB or larger hard disk (or greater)
Graphics card:	Compatible with DirectX 9 or later with WDDM 1.0 driver (or better)
Display:	1024x768 (or better)

Additional Information

- Systems, services, updates, and patching will be reviewed and maintained for compliance every 30 days (monthly):
 - Operating systems
 - Internet browsers
 - Drivers
 - Antivirus solutions
 - Third party applications

- Deputy Registrars are responsible for support and maintenance of their IT infrastructure including but not limited to:
 - System management and security
 - Network management and security
 - Attached peripherals

- DVS reserves the right to block access to internal systems and services for users, sites, endpoints, and protocols which are not compliant with minimum hardware, browser, or security requirements.

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Supported Browsers:

Browser:	FAST	MNLARS	HP Permits	ESupport
Internet Explorer 11 Current version and one prior version	■	■	■	
Internet Explorer 9 or above (must be run in compatibility mode)	■			■
Microsoft Edge Current version and one prior version	■	■		
Safari Current version and one prior version	■			
Google Chrome Current version and one prior version	■	■	■	
Mozilla Firefox Current version and one prior version	■			
Opera Current version and one prior version	■			

Additional Information

- JavaScript and Cookies must be enabled for all web browsers.
- If using a browser other than the supported desktop browser (for example, a mobile device or tablet), MNLARS and ESupport may not work.
- Supported web browsers without a version identified should be understood to be the most recent fully patched version of that browser.
- Limited support will be provided for versions of supported web browsers released within the last 12 months.
- There is no support for beta versions of browsers. Browsers such as Internet Explorer, Firefox, and Chrome may automatically update to the latest browser version that is compatible with client operating systems. If you are using a recently released browser update, please be aware that there may be a delay in support of the new browser release while we conduct reviews and implement product adjustments.

Scanners

Scanning station requirements:

- Windows 10 compatible
- 64 bit
- Minimum scanner quality of 150 dpi
- .NET Framework version 4.7.2 or greater
- TLS 1.2 (Windows 10 automatically supports TLS 1.2)

Laser Printers

Laser printers will be used to print vehicle permits and registration stickers.
Color is not required.

- High-quality laser printer
- Print resolution 300 dpi
- Windows 10 compatible

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Board Agenda Request Form
Board of County Commissioners

Requested Meeting Date: 10/20/2020

(Board meets the 1st and 3rd Tuesday after the first Monday of the Month)

Consent Agenda
Regular Agenda - Estimate Time Needed: 15 minutes
Approve/Deny Motion, Discussion/Presentation, Hold Public Hearing*, Direction Requested
Requested Agenda Time: Flexible

Submitted By: Connie M. Kurtzweg Department: Auditor-Treasurer

Who will attend the meeting and be able to respond to questions if different from above?
Name and title: Ryan Freitag, SWCD District Manager

Summary of Issue (include previous Board or Committee actions, applicable dates and copies of relevant Minutes):
Presentation to the Board of Auditor-Treasurer and Drainage Inspector Recommended 2021 Assessments on Drainage Systems
Discussion on 2021 Drainage Assessment Interest

Recommended Action/Motion:
*Consider approval of Resolution 20-CB-36 to set 2021 Drainage Assessments
*Consider approval to set 2021 Drainage Assessment Interest

Financial Impact:
Is there a cost associated with this request? Yes No
What is the total cost, with tax and shipping?
Is this budgeted? Yes No Fund & Department Number: ex: 01-031

Additional Information Attached:
Contract/Agreement
Approved by County Attorney's Office: Yes No
Legally binding agreements must have County Attorney approval prior to submission.
Minutes of Relevant Meeting(s) Number of Signed Documents:
Background Information, Handouts, Contracts, Agreements, Quotes, Bids, Invoices must be Attached

Board Action: (for use by Administrative Assistant)
Approved: Denied:
Tabled: No Action:
Email Liz/Sheila Save Print



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) 223-2355
23808 Jet Avenue
Silver Lake, MN 55381
Ron.Shimanski@co.mcleod.mn.us

COMMISSIONER DOUG KRUEGER

2nd District
Phone (612) 756-2855
9525 County Road 2
Glencoe, MN 55336
Doug.Krueger@co.mcleod.mn.us

COMMISSIONER PAUL WRIGHT

3rd District
Phone (320) 583-8584
15215 County Road 7
Hutchinson, MN 55350
Paul.Wright@co.mcleod.mn.us

COMMISSIONER RICH POHLMEIER

4th District
Phone (320) 583-9738
207 1st Ave S
Brownton, MN 55312
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

COUNTY ADMINISTRATOR

SHEILA MURPHY
Phone (320) 864-1320
830 11th Street East, Suite 110
Glencoe, MN 55336
Sheila.Murphy@co.mcleod.mn.us

RESOLUTION 20-CB-36 2021 Assessments on Drainage Systems

WHEREAS, Minnesota Statutes require the assessment of properties benefited by a drainage system to be assessed the cost of repair and maintenance of said drainage systems; and

WHEREAS, certain drainage systems require funds to pay for past expenditures and to provide a balance for future repairs; and

WHEREAS, the requirement to publish in the official county newspaper for a public hearing was met with the following publication dates: September 30, October 7 and October 14;

BE IT RESOLVED, that the McLeod County Board of Commissioners hereby orders the County Auditor-Treasurer to place an assessment on the following drainage systems for the said amount of years beginning for taxes payable 2021 pursuant to Minnesota Statutes.

No.	Description	Amount	Years
620	CD 03	\$ 4,000.00	1
621	CD 05	20,000.00	1
622	CD 08	29,500.00	1
624	CD 11	30,000.00	1
625	CD 12A	10,000.00	1
627	CD 15A	16,000.00	1
629	CD 16	75,000.00	1
631	CD 18	5,000.00	1
632	CD 19A	20,000.00	1
634	CD 21	15,000.00	1
636	CD 25	15,000.00	1
640	CD 29	6,600.00	1
643	CD 33	32,000.00	1
646	CD 36	1,700.00	1
648	CD 38	2,000.00	1

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

MCLEOD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

649	CD 40 OLD	11,000.00	1
649	CD 40 RED	125,000.00	1
650	CD 63 OLD	500.00	1
650	CD 63 RED	50,000.00	1
651	CD 64 OLD	25,000.00	1
651	CD 64 RED	50,000.00	1
660	JD 01 CMc	500.00	1
661	JD 01 RMcM	4,000.00	1
662	JD 03A SCMc	1,000.00	1
664	JD 04 McR	50,000.00	1
665	JD 05 CMc	4,000.00	1
666	JD 05 SMc	640.00	1
667	JD 08 McS	658,164.15	15
667	JD 08 McS	225,000.00	1
669	JD 09 Mc OLD	33,200.00	1
671	JD 11 McW	5,000.00	1
672	JD 11 SMc Lat O	200.00	1
673	JD 11 SRMc OLD	240.00	1
673	JD 11 SRMc RED	14,535.14	5
674	JD 13 MMc	2,000.00	1
675	JD 14 WMcM	10,000.00	1
676	JD 15 McM OLD	13,500.00	1
676	JD 15 McM RED	5,000.00	1
new	JD 115 Mc	2,000.00	1
677	JD 15 McS	1,000.00	1
678	JD 15 WMMc	1,000.00	1
679	JD 17 McS	5,000.00	1
680	JD 18 SMc	20,000.00	1
681	JD 19 SMc	15,000.00	1
682	JD 24 SMcR	30,000.00	1
683	JD 28 McC	5,000.00	1
684	JD 32 SMc	1,000.00	1
	Total	\$ 1,650,279.29	

Adopted this 20th day of October 2020.

	Nagel	Krueger	Shimanski	Wright	Pohlmeier
Yes					
No					
Abstain					
Absent					

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

MCLEOD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

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

I, Sheila Murphy, 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 20th day of October 2020.

ATTEST:

Sheila Murphy, County Administrator



Board Agenda Request Form
Board of County Commissioners

Requested Meeting Date: 10/20/2020

(Board meets the 1st and 3rd Tuesday after the first Monday of the Month)

Consent Agenda
Regular Agenda - Estimate Time Needed: 2 minutes
Approve/Deny Motion
Hold Public Hearing*
Discussion/Presentation
Direction Requested
Requested Agenda Time: Flexible

Submitted By: Matt Troska
Department: Information Technology

Who will attend the meeting and be able to respond to questions if different from above?
Name and title: Matt Troska

Summary of Issue (include previous Board or Committee actions, applicable dates and copies of relevant Minutes):
Consider approval of quote from Allstream (Plymouth, MN) for \$10,498.76 for professional services and components necessary for changes to our phone system as it relates to the move to the Government Center with funds from the Government Center capital account.

Recommended Action/Motion:
Consider approval of quote from Allstream (Plymouth, MN) for \$10,498.76 for professional services and components necessary for changes to our phone system as it relates to the move to the Government Center with funds from the Government Center capital account.

Financial Impact:
Is there a cost associated with this request? Yes No
What is the total cost, with tax and shipping? \$ 10,498.76
Is this budgeted? Yes No
Fund & Department Number: 41-113-6610 ex: 01-031

Additional Information Attached:
Contract/Agreement
Minutes of Relevant Meeting(s)
Background Information, Handouts, Contracts, Agreements, Quotes, Bids, Invoices must be Attached
Approved by County Attorney's Office: Yes No
Number of Signed Documents:

Board Action: (for use by Administrative Assistant)
Approved: Denied:
Tabled: No Action:
Email Liz/Sheila Save Print



Board Agenda Request Form
Board of County Commissioners

Requested Meeting Date: 10/20/2020

(Board meets the 1st and 3rd Tuesday after the first Monday of the Month)

Consent Agenda
Regular Agenda - Estimate Time Needed: 2 minutes
Approve/Deny Motion
Hold Public Hearing*
Discussion/Presentation
Direction Requested
Requested Agenda Time: Flexible

Submitted By: Matt Troska
Department: Information Technology

Who will attend the meeting and be able to respond to questions if different from above?
Name and title: Matt Troska

Summary of Issue (include previous Board or Committee actions, applicable dates and copies of relevant Minutes):
Consider approval of quote from Alpha Wireless (Mankato, MN) for \$9,080.95 for Wave Plus silent alarm system expansion for the Government Center with funds from the Government Center capital account. This will expand upon the existing Wave Plus silent alarm system currently in use at the Courthouse.

Recommended Action/Motion:
Consider approval of quote from Alpha Wireless (Mankato, MN) for \$9,080.95 for Wave Plus silent alarm system expansion for the Government Center with funds from the Government Center capital account.

Financial Impact:
Is there a cost associated with this request? Yes No
What is the total cost, with tax and shipping? \$ 9,080.95
Is this budgeted? Yes No
Fund & Department Number: 41-113-6610 ex: 01-031

Additional Information Attached:
Contract/Agreement
Minutes of Relevant Meeting(s)
Background Information, Handouts, Contracts, Agreements, Quotes, Bids, Invoices must be Attached
Approved by County Attorney's Office: Yes No
Number of Signed Documents:

Board Action: (for use by Administrative Assistant)
Approved: Denied:
Tabled: No Action:
Email Liz/Sheila
Save
Print



Phone:

Email:

donnier@alpha-wireless.com

Web:

www.alpha-wireless.com



We have prepared a quote for you

Wave Plus Expansion

Quote # 001494
Version 1

Prepared for:

McLeod County Emergency Management

Kevin Mathews
kevin.mathews@co.mcleod.mn.us



Phone:

Email: donnier@alpha-wireless.com

Web: www.alpha-wireless.com

Products

Description	Price	Qty	Ext. Price
Wave Plus Remote Receiver	\$3,266.67	1	\$3,266.67
Wave Plus Repeater	\$507.14	2	\$1,014.28
Wireless Panic Button	\$110.00	25	\$2,750.00
Miscellaneous parts	\$100.00	1	\$100.00
Installation of Remote receiver, Repeaters, and Wireless buttons - final testing of system.	\$1,950.00	1	\$1,950.00
Subtotal:			\$9,080.95

Disclaimer: Quote is based on "best guess" parts/hardware needed for proper RF coverage. Final testing needs to be conducted prior to installation to ensure there are no coverage holes. Best practice is to do this once the internal walls/structure is in place so mitigate any potential issues and demonstrate a "real-world" scenario for the building.



Phone:

Email: donnier@alpha-wireless.com

Web: www.alpha-wireless.com

Wave Plus Expansion



Prepared by:

Mankato

Donnie Rooney
800-967-1778
donnier@alpha-wireless.com

Prepared for:

McLeod County Emergency Management

801 10th St East
Glencoe, MN 55336
Kevin Mathews
(320) 779-1246
kevin.mathews@co.mcleod.mn.us

Quote Information:

Quote #: 001494

Version: 1
Delivery Date: 06/25/2020
Expiration Date: 11/30/2020

Quote Summary

Description	Amount
Products	\$9,080.95
Total:	\$9,080.95

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Mankato

McLeod County Emergency Management

Signature: *Donnie Rooney*

Signature: _____

Name: Donnie Rooney

Name: Kevin Mathews

Title: Sales

Date: _____

Date: 06/25/2020



Board Agenda Request Form
Board of County Commissioners

Requested Meeting Date: 10/20/2020

(Board meets the 1st and 3rd Tuesday after the first Monday of the Month)

Consent Agenda
Regular Agenda - Estimate Time Needed: 2 minutes
Approve/Deny Motion
Hold Public Hearing*
Requested Agenda Time: Flexible

Submitted By: Matt Troska
Department: Information Technology

Who will attend the meeting and be able to respond to questions if different from above?
Name and title: Matt Troska

Summary of Issue (include previous Board or Committee actions, applicable dates and copies of relevant Minutes):
Consider approval of quote from Provision Media (St Paul, MN) for \$35,353 (state contract) for video production equipment and installation at the Government Center with funds from the Government Center capital account.

Recommended Action/Motion:
Consider approval of quote from PMI (St Paul, MN) for \$35,353 (state contract) for video production equipment and installation at the Government Center with funds from the Government Center capital account.

Financial Impact:
Is there a cost associated with this request? Yes No
What is the total cost, with tax and shipping? \$ 35,353.00
Is this budgeted? Yes No
Fund & Department Number: 41-113-6610 ex: 01-031

Additional Information Attached:
Contract/Agreement
Minutes of Relevant Meeting(s)
Background Information, Handouts, Contracts, Agreements, Quotes, Bids, Invoices must be Attached
Approved by County Attorney's Office: Yes No
Number of Signed Documents:

Board Action: (for use by Administrative Assistant)
Approved: Denied:
Tabled: No Action:
Email Liz/Sheila Save Print

Provision Media Inc.

1211 W 7th Street #103
St. Paul, MN 55102

Phone # 651-204-9084
Fax # 651-797-3259

Quotation

Date	Quote #
10/13/2020	QW200342

QUOTATION VALID FOR 90 DAYS

Quotation For:
McLeod County Government Center ATTN: Matthew Troska 830 11th Street E Glencoe MN 55336

Project

Project Name

GOV. CTR. VIDEO SYSTEM

THANK YOU FOR THE OPPORTUNITY TO PROVIDE THE FOLLOWING QUOTATION.
PLEASE TAKE A MOMENT TO MAKE SURE THAT THE ITEM(S) QUOTED WILL WORK FOR YOUR APPLICATION

Rep	P.O. No.	SHIP DATE	SHIP VIA	FOB	Terms
JR		ASAP	GROUND	DEST	Net 30

Qty	Item	Description	Price	Extended Price
4	DATAVIDEO PTC-150 VIDEO CAME...	DATAVIDEO PTC-150 HD/SD-SDI PTZ CAMERA	2,339.00	9,356.00
4	DATAVIDEO WM-1 PTC CAM WALL ...	DATAVIDEO WM-1 PRO WALL MOUNT FOR PTZ CAMERAS	92.50	370.00
1	DATAVIDEO RMC-180 CAMERA CTL	DATAVIDEO RMC-180 CAMERA CONTROL UNIT FOR THE PTC-150; CONTROL UP TO 4 CAMERAS	890.00	890.00
1	DATAVIDEO SE-2850-8 SWITCHER	DATAVIDEO SE-2850-8 HD/SD-SDI SWITCHER; 8 INPUTS SDI, CV OR HDMI; OUTPUTS: 2 HDMI MULTIVIEW, 3SDI;	4,211.00	4,211.00
2	DATAVIDEO TLM-170V MONITOR	DATAVIDEO TLM170V FULL HD 17" SCOPEVIEW PRODUCTION MONITOR	1,309.00	2,618.00
1	DATAVIDEO HDR-70 VIDEO RECOR...	DATAVIDEO HDR-70 HD/SD DIGITAL VIDEO RECORDER; REMOVABLE SSD BAY	1,826.00	1,826.00
1	CRUCIAL BX500 2.5" INTERNAL SSD	CRUCIAL BX500 1TB 3D NAND SATA 2.5-INCH INTERNAL SSD - CT1000BX500SSD1	144.00	144.00
1	DATAVIDEO AD-100M AUDIO DELAY	DATAVIDEO AD-100M AUDIO DELAY BOX; 0-700MS DELAY	431.00	431.00
1	DATAVIDEO NVS-34 STREAMER	DATAVIDEO NVS-34 H.264 VIDEO STREAMING ENCODER AND MP4 RECORDER	699.00	699.00
1	LOWELL LDTR-718 DESKTOP RACK	LOWELL LDTR-718 DESKTOP RACK 7RU X 18" DEEP	440.00	440.00
2	LOWELL ACR-159-S PWR STRIP	LOWELL ACR-159-S RACKMOUNT POWER PANEL; 9 (15A) OUTLETS & BASIC SURGE PROTECTION	199.50	399.00
1	MISC MATERIALS	MISC MATERIALS - FASTENERS, TIES, ETC.....	244.00	244.00
12	SYSTEM DESIGN	HOURS OF SOLUTION SYSTEM DESIGN	60.00	720.00
1	SHIPPING	SHIPPING FEE	575.00	575.00
40	TRAVEL	HOURS FOR TRAVELING TO/FROM JOB SITE WITH LOAD-IN/OUT	60.00	2,400.00
80	INSTALL	HOURS FOR SYSTEM INSTALLATION & TESTING	75.00	6,000.00

Subtotal

Sales Tax (8.75%)

Total

IF YOU HAVE ANY QUESTIONS CONCERNING THIS QUOTATION, PLEASE CONTACT JOHN RUDIE, 651-204-9084 EXT. 3

Provision Media Inc.

1211 W 7th Street #103
St. Paul, MN 55102

Phone # 651-204-9084
Fax # 651-797-3259

Quotation

Date	Quote #
10/13/2020	QW200342

QUOTATION VALID FOR 90 DAYS

Quotation For:
McLeod County Government Center ATTN: Matthew Troska 830 11th Street E Glencoe MN 55336

Project

Project Name

GOV. CTR. VIDEO SYSTEM

THANK YOU FOR THE OPPORTUNITY TO PROVIDE THE FOLLOWING QUOTATION.
PLEASE TAKE A MOMENT TO MAKE SURE THAT THE ITEM(S) QUOTED WILL WORK FOR YOUR APPLICATION

Rep	P.O. No.	SHIP DATE	SHIP VIA	FOB	Terms
JR		ASAP	GROUND	DEST	Net 30

Qty	Item	Description	Price	Extended Price
2	TRAINING	HOURS FOR TRAINING OF SYSTEM OPERATION NOTE: wiring is provided between the camera (CAM2) locations and AV room 112: (1) HD-SDI coax, (2) CAT6A, (1) 18-2 by others. Per drawings.	60.00	120.00
1	DATAVIDEO SYS CONFIG/PROGRAM	REMOTE CONTROL OF VIDEO SWITCHING DATAVIDEO SYSTEM CONFIGURATION AND PROGRAMMING FOR PC CONTROL OF SE-REMOTE: SOFTWARE	720.00	720.00
1	C2G 75' OPTICAL HDMI	MONITOR FEED FOR BOARDROOM 75' ACTIVE OPTICAL HDMI CABLE PLENUM	240.00	240.00
2	INSTALLATION	HOURS ONSITE INSTALLATION AND SYSTEM TESTING	75.00	150.00
1	EXTENDED SYS SERV CONTRACT	ANNUAL SUPPORT CONTRACT EXTENDED SERVICE AGREEMENT 20 HOURS OF SERVICE -- RESPONSE TIME: NBD - AVAILABILITY: 8 HOURS/DAY (9:00 AM - 5:00 PM) / M-F; PHONE SUPPORT/CONSULTING - AVAILABILITY DURING REGULAR BUSINESS HOURS.	2,800.00	2,800.00

		Subtotal	\$35,353.00
		Sales Tax (8.75%)	\$0.00
		Total	\$35,353.00

Returns must be made within 45 days from invoice date and are subject to 25% restock fee.
NO RETURNS for custom orders or for quantity 10 or more.

High voltage work not included.

IF YOU HAVE ANY QUESTIONS CONCERNING THIS QUOTATION, PLEASE CONTACT JOHN RUDIE, 651-204-9084 EXT. 3



Board Agenda Request Form
Board of County Commissioners

Requested Meeting Date: 10/20/2020

(Board meets the 1st and 3rd Tuesday after the first Monday of the Month)

Consent Agenda
Regular Agenda - Estimate Time Needed: 2 minutes
Approve/Deny Motion
Hold Public Hearing*
Discussion/Presentation
Direction Requested
Requested Agenda Time: Flexible

Submitted By: Matt Troska
Department: Information Technology

Who will attend the meeting and be able to respond to questions if different from above?
Name and title: Matt Troska

Summary of Issue (include previous Board or Committee actions, applicable dates and copies of relevant Minutes):
Consider approval of quote from Provision Media (St Paul, MN) for \$78,576 (state contract) for displays including installation for the Government Center with funds from the Government Center capital account.

Recommended Action/Motion:
Consider approval of quote from Provision Media (St Paul, MN) for \$78,576 (state contract) for displays including installation for the Government Center with funds from the Government Center capital account.

Financial Impact:
Is there a cost associated with this request? Yes No
What is the total cost, with tax and shipping? \$78,576.00
Is this budgeted? Yes No
Fund & Department Number: 41-113-6610 ex: 01-031

Additional Information Attached:
Contract/Agreement
Minutes of Relevant Meeting(s)
Background Information, Handouts, Contracts, Agreements, Quotes, Bids, Invoices must be Attached
Approved by County Attorney's Office: Yes No
Number of Signed Documents:

Board Action: (for use by Administrative Assistant)
Approved: Denied:
Tabled: No Action:
Email Liz/Sheila
Save
Print

Provision Media Inc.

1211 W 7th Street #103
St. Paul, MN 55102

Phone # 651-204-9084
Fax # 651-797-3259

Quotation

Date	Quote #
10/13/2020	QW200343

QUOTATION VALID FOR 90 DAYS

Quotation For:
McLeod County Government Center ATTN: Matthew Troska 830 11th Street E Glencoe MN 55336

Project

Project Name

DISPLAY REQUEST

THANK YOU FOR THE OPPORTUNITY TO PROVIDE THE FOLLOWING QUOTATION.
PLEASE TAKE A MOMENT TO MAKE SURE THAT THE ITEM(S) QUOTED WILL WORK FOR YOUR APPLICATION

Rep	P.O. No.	SHIP DATE	SHIP VIA	FOB	Terms
JR		ASAP	GROUND	DEST	Net 30

Qty	Item	Description	Price	Extended Price
11	SAMSUNG QB55R	SAMSUNG QB55R 55" Commercial 4K UHD LED LCD Display; 350 NIT, SMART Signage Platform - CISCO CERT.	970.00	10,670.00
19	SAMSUNG QB65R	SAMSUNG QB65R 65" Commercial 4K UHD LED LCD Display; 350 NIT, SMART Signage Platform	1,039.00	19,741.00
1	SAMSUNG QB43R	SAMSUNG QB43R 43" Commercial 4K UHD LED LCD Display; 350 NIT, SMART Signage Platform - CISCO CERT.	771.00	771.00
31	PEERLESS ST650B	ST650B TV MOUNT W/TILT 39"-75"	88.90323	2,756.00
31	MCM 3' HDMI 4K @ 60 HZ	HA-HH14-03 MCM 3' HDMI 4K @ 60 HZ	5.87097	182.00
1	SHIPPING	SHIPPING FEE	525.00	525.00
12	TRAVEL	TRAVELING TO/FROM JOB SITE WITH LOAD-IN/OUT	60.00	720.00
6	PROJECT MANAGEMENT	HOURS OF PROJECT MANAGEMENT	60.00	360.00
36	INSTALLATION	HOURS ONSITE INSTALLATION , CONNECTING TO EXISTING AV, AND SYSTEM TESTING	75.00	2,700.00

Subtotal		\$38,425.00
Sales Tax (8.75%)		\$0.00
Total		\$38,425.00

Returns must be made within 45 days from invoice date and are subject to 25% restock fee.
NO RETURNS for custom orders or for quantity 10 or more.

High voltage work not included.

IF YOU HAVE ANY QUESTIONS CONCERNING THIS QUOTATION, PLEASE CONTACT JOHN RUDIE, 651-204-9084 EXT. 3

Provision Media Inc.

1211 W 7th Street #103
St. Paul, MN 55102

Phone # 651-204-9084
Fax # 651-797-3259

Quotation

Date	Quote #
10/13/2020	QW200344

QUOTATION VALID FOR 90 DAYS

Quotation For:
McLeod County Government Center ATTN: Matthew Troska 830 11th Street E Glencoe MN 55336

Project

Project Name

VIDEO WALL AND DISPLAYS

THANK YOU FOR THE OPPORTUNITY TO PROVIDE THE FOLLOWING QUOTATION.
PLEASE TAKE A MOMENT TO MAKE SURE THAT THE ITEM(S) QUOTED WILL WORK FOR YOUR APPLICATION

Rep	P.O. No.	SHIP DATE	SHIP VIA	FOB	Terms
JR		ASAP	GROUND	DEST	Net 30

Qty	Item	Description	Price	Extended Price
16	SAMSUNG UD55E-B	SAMSUNG 55" ULTRA NARROW BEZEL COMMERCIAL UHD VIDEO WALL DISPLAY	1,768.375	28,294.00
16	MUSTANG PRO VIDEO WALL MOUNT	MPVW-64U-PPV2 MUSTANG PRO VIDEO WALL MOUNT 37-75 WITH PUSH IN/POP OUT TECHNOLOGY	209.375	3,350.00
16	MCM DISPLAYPORT 6'	6FT DISPLAYPORT TO DISPLAYPORT (V1.4/8K@30), MALE/MALE, 28AWG, GOLD PLATED	15.00	240.00
6	PROJECT MANAGEMENT	HOURS PROJECT MANAGEMENT	60.00	360.00
1	SHIPPING	SHIPPING FEE	645.00	645.00
48	INSTALLATION	HOURS ONSITE INSTALLATION AND SYSTEM TESTING	75.00	3,600.00
12	TRAVEL	HOURS TRAVELING TO/FROM JOB SITE WITH LOAD-IN/OUT	60.00	720.00
2	SAMSUNG QB65R	SAMSUNG QB65R 65" Commercial 4K UHD LED LCD Display; 350 NIT, SMART Signage Platform	1,039.00	2,078.00
2	PEERLESS ARTICULATING	PA762 PEERLESS 39 - 90" Paramount Articulating Wall Mount	152.00	304.00
2	MCM 6' HDMI CABLE 4K HIGH SPEED	HA-HH14-06 MCM 6' HDMI CABLE 4K HIGH SPEED	10.00	20.00
4	INSTALLATION	HOURS ONSITE INSTALLATION , CONNECTING TO EXISTING AV, AND SYSTEM TESTING	75.00	300.00
4	TRAVEL	HOURS TRAVELING TO/FROM JOB SITE WITH LOAD-IN/OUT	60.00	240.00

	Subtotal	\$40,151.00
	Sales Tax (8.75%)	\$0.00
	Total	\$40,151.00

Returns must be made within 45 days from invoice date and are subject to 25% restock fee. NO RETURNS for custom orders or for quantity 10 or more.

High voltage work not included.

IF YOU HAVE ANY QUESTIONS CONCERNING THIS QUOTATION, PLEASE CONTACT JOHN RUDIE, 651-204-9084 EXT. 3



Board Agenda Request Form
Board of County Commissioners

Requested Meeting Date: 10/20/2020

(Board meets the 1st and 3rd Tuesday after the first Monday of the Month)

Consent Agenda
Regular Agenda - Estimate Time Needed: 2 minutes
Approve/Deny Motion
Hold Public Hearing*
Requested Agenda Time: Flexible

Submitted By: Matt Troska
Department: Information Technology

Who will attend the meeting and be able to respond to questions if different from above?
Name and title: Matt Troska

Summary of Issue (include previous Board or Committee actions, applicable dates and copies of relevant Minutes):
Consider approval of quote from Tierney Brothers (St Paul, MN) for \$13,864.42 (state contract) for Digital Signage components and installation for the Government Center with funds from the Government Center capital account.

Recommended Action/Motion:
Consider approval of quote from Tierney Brothers (St Paul, MN) for \$13,864.42 (state contract) for Digital Signage components and installation for the Government Center with funds from the Government Center capital account.

Financial Impact:
Is there a cost associated with this request? Yes No
What is the total cost, with tax and shipping? \$ 13,864.42
Is this budgeted? Yes No
Fund & Department Number: 41-113-6610 ex: 01-031

Additional Information Attached:
Contract/Agreement
Minutes of Relevant Meeting(s)
Background Information, Handouts, Contracts, Agreements, Quotes, Bids, Invoices must be Attached
Approved by County Attorney's Office: Yes No
Number of Signed Documents:

Board Action: (for use by Administrative Assistant)
Approved: Denied:
Tabled: No Action:
Email Liz/Sheila Save Print



Quote

#193127

1771 Energy Park Drive, Suite 100, St. Paul, MN 55108
 (612) 331-5500 | (800) 933-7337 | Fax (612) 331-3424
 www.tierney.com

10/14/2020

Bill To
 McLeod County Court Admin
 830 11th St E
 Glencoe MN 55336

Ship To
 Vincent Traver
 McLeod County
 2391 Hennepin Ave
 Glencoe MN 55336

Memo:
 E - Digital Signage R1

Expires	Sales Rep	Contract	Terms
1/12/2021	350 Missy Johnson	MNS-CPV 152129	Net 30

Qty	Item	MFG	Price	Ext. Price	Cost	Ext Cost	Markup %	Category
	E - Digital Signage							
	-----Video Equipment-----							
5	XD1034 H.265, True 4K, dual video decode, advanced HTML5 player with expanded I/O package	BrightSign	\$403.97	\$2,019.85	\$357.50	\$1,787.50	13%	Display Monitors
5	uSDHC-16C10-1 BrightSign approved 16GB class 10 MicroSD card. Compatible with LS423, HD223, HD1023, XD233, XD1033, XT243 & XT1143 players.	BrightSign	\$21.19	\$105.95	\$18.75	\$93.75	13%	Display Monitors
4	XT1144 H.265, True 4K, dual video decode, enterprise HTML5 player with expanded I/O package, PoE+ and Live TV	BrightSign	\$477.42	\$1,909.68	\$422.50	\$1,690.00	13%	Display Monitors
4	uSDHC-16C10-1 BrightSign approved 16GB class 10 MicroSD card. Compatible with LS423, HD223, HD1023, XD233, XD1033, XT243 & XT1143 players.	BrightSign	\$21.19	\$84.76	\$18.75	\$75.00	13%	Display Monitors
	-----Other Equipment and Services-----							
9	56782 3FT HIGH SPEED HDMI R CABLE WITH ETHERNET	C2G	\$5.13	\$46.17	\$4.54	\$40.86	13%	Cabling
9	CAT6-7BLK Cat6 550 Mhz Snagless Patch Cable 7ft	Comprehens ve	\$2.70	\$24.30	\$2.39	\$21.51	13%	Cabling
1	Edge-DigiTRSERVICES1-BUNDLE Digital Signage Services includes: provisioning of media player(s) onto customer's network, one-time set up fee for screen template creation and customization, one login/one user access to online training portal for 60 days, and technical support.		\$6,365.25	\$6,365.25				
1	Minnesota State Contract - Associated Hardware		\$500.00	\$500.00				





Quote

#193127

1771 Energy Park Drive, Suite 100, St. Paul, MN 55108
(612) 331-5500 | (800) 933-7337 | Fax (612) 331-3424
www.tierney.com

10/14/2020

Qty	Item	MFG	Price	Ext. Price	Cost	Ext Cost	Markup %	Category
5	Minnesota State Contract - Design / Engineering Professional/Technical Design Service; Engineering and Design		\$120.00	\$600.00				
13	Minnesota State Contract - Project Management		\$90.00	\$1,170.00				
2	Minnesota State Contract - In-House Installation		\$90.00	\$180.00				
8	Minnesota State Contract - On-Site Installation		\$95.00	\$760.00				

Subtotal \$13,765.96

Tax (0%) \$0.00

Shipping Cost \$98.46

Total \$13,864.42

To accept this quotation, sign here : _____

Please reference this quote number on your purchase order.

Please inspect product upon delivery. State of Minnesota Contract Return Policy will apply.

Standard Times for Delivery from Receipt of PO*:

- Stocked Product Equipment Only Sales – Three to Five Business Days
- Non-Stocked Product Equipment Only Sales – Ten to 14 Business Days
- Integration Projects – Two to Eight Weeks

*All days include time in transit and assume product is not on back order with the manufacturer.



193127



Board Agenda Request Form
Board of County Commissioners

Requested Meeting Date: 10/20/2020

(Board meets the 1st and 3rd Tuesday after the first Monday of the Month)

Consent Agenda
Regular Agenda - Estimate Time Needed: 2 minutes
Approve/Deny Motion
Hold Public Hearing*
Discussion/Presentation
Direction Requested
Requested Agenda Time: Flexible

Submitted By: Matt Troska
Department: Information Technology

Who will attend the meeting and be able to respond to questions if different from above?
Name and title: Matt Troska

Summary of Issue (include previous Board or Committee actions, applicable dates and copies of relevant Minutes):
Consider approval for quote from Tierney Brothers (St Paul, MN) for \$16,740.47 for Joan Room Scheduling Assistant's with funds from the Government Center capital account.

Recommended Action/Motion:
Consider approval for quote from Tierney Brothers (St Paul, MN) for \$16,740.47 for Joan Room Scheduling devices with funds from the Government Center capital account.

Financial Impact:
Is there a cost associated with this request? Yes No
What is the total cost, with tax and shipping? \$ 16,740.47
Is this budgeted? Yes No
Fund & Department Number: 41-113-6610 ex: 01-031

Additional Information Attached:
Contract/Agreement
Minutes of Relevant Meeting(s)
Background Information, Handouts, Contracts, Agreements, Quotes, Bids, Invoices must be Attached
Approved by County Attorney's Office: Yes No
Number of Signed Documents:

Board Action: (for use by Administrative Assistant)
Approved: Denied:
Tabled: No Action:
Email Liz/Sheila
Save
Print



Quote

#193236

1771 Energy Park Drive, Suite 100, St. Paul, MN 55108
(612) 331-5500 | (800) 933-7337 | Fax (612) 331-3424
www.tierney.com

10/13/2020

Bill To
McLeod County Court Admin
830 11th St E
Glencoe MN 55336

Ship To
Matt Troska
McLeod County
2391 Hennepin Ave
Glencoe MN 55336

Memo:
Joan Room Schedulers

Expires	Sales Rep	Contract	Terms
1/11/2021	350 Missy Johnson	Transaction Not Eligible	Net 30

Qty	Item	MFG	Price	Ext. Price
25	Integration Item JOAN 6 BLACK VISIONECT BLACK JOAN 6IN 2019 MODEL	JOAN	\$444.44	\$11,111.00
1	Integration Item JOAN MNT6 5PK VISIONECT JOAN MAGNETIC MNT JOAN6 5PK	JOAN	\$32.22	\$32.22
	-----Optional Subscriptions-----			
25	Integration Item JOAN CRDTS STAN 1Y VISIONECT CREDITS IN VALUE OF: STANDARD SUBSCRIPTION PLAN YEARLY	JOAN	\$116.33	\$2,908.25
25	Integration Item JOAN CRDTS STAN 1Y VISIONECT CREDITS IN VALUE OF: STANDARD SUBSCRIPTION PLAN YEARLY	JOAN	\$223.89	\$5,597.25

Subtotal \$19,648.72

Tax (0%) \$0.00

Shipping Cost \$194.26

Total \$19,842.98

To accept this quotation, sign here : _____

If accepting this quote via purchase order please reference this quote number on your PO. To order via credit card please contact customer service at 612-331-5500.

This document is subject to the terms and conditions found here: www.tierneybrothers.com/SOTC

Pricing Adjustments as it Relates to Tariffs: If/When international tariff changes impact any product(s) included in this quote, Tierney reserves the right to adjust or cancel this quote.

Please inspect product upon delivery. All claims for defective merchandise or errors in shipping must be made within five days after receipt of goods. Clients using their own carriers will be responsible for filing their own freight claims if product is damaged in transit. Returns require an authorization number and must be made within 30 days. Custom orders and "Consumables", such as projector lamps, may not be returned. Returns are subject to restocking fees with the exception of out of box failures and replacements under warranty. Restocking fees varying depending on the product line, expect a minimum charge of 25%.





Board Agenda Request Form
Board of County Commissioners

Requested Meeting Date: 10/20/2020

(Board meets the 1st and 3rd Tuesday after the first Monday of the Month)

Consent Agenda
Regular Agenda - Estimate Time Needed: 5 minutes
Approve/Deny Motion
Hold Public Hearing*
Discussion/Presentation
Direction Requested
Requested Agenda Time: Flexible

Submitted By: Will Department: Jail

Who will attend the meeting and be able to respond to questions if different from above?
Name and title:

Summary of Issue (include previous Board or Committee actions, applicable dates and copies of relevant Minutes):

Approve purchase of 2021 Chevrolet Express Passenger Van for use by the Sentence to Service Program. This expense has been planned for and budgeted.

Recommended Action/Motion:

Approve purchase of a 2021 Chevrolet Express Passenger Van from Ranger Chevrolet (Hibbing, MN) at state contract price of \$28,118.00 coming from the Sentence to Service budget.

Financial Impact:
Is there a cost associated with this request? Yes No
What is the total cost, with tax and shipping? \$28,118.00
Is this budgeted? Yes No Fund & Department Number: 01-258 ex: 01-031

Additional Information Attached:
Contract/Agreement
Minutes of Relevant Meeting(s)
Background Information, Handouts, Contracts, Agreements, Quotes, Bids, Invoices must be Attached
Approved by County Attorney's Office: Yes No
Number of Signed Documents:

Board Action: (for use by Administrative Assistant)
Approved: Denied: Tabled: No Action:
Email Liz/Sheila Save Print



RANGER CHEVROLET

BOB OHARA | 218-349-8955 | rwohara01@aol.com

MCLEOD COUNTY

Prepared For: WILL FELTMAN

320-864-1481

Vehicle: [Fleet] 2021 Chevrolet Express Passenger (CG23406) RWD 2500 135" LS





RANGER CHEVROLET

BOB OHARA | 218-349-8955 | rwohara01@aol.com

Vehicle: [Fleet] 2021 Chevrolet Express Passenger (CG23406) RWD 2500 135" LS ( Complete)

Price Summary

PRICE SUMMARY

	MSRP
Base Price	\$36,400.00
Total Options	\$4,020.00
Vehicle Subtotal	\$40,420.00
Destination Charge	\$1,295.00
Grand Total	\$41,715.00

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 12021. Data Updated: Oct 4, 2020 11:43:00 PM PDT.



RANGER CHEVROLET

BOB OHARA | 218-349-8955 | rwohara01@aol.com

Vehicle: [Fleet] 2021 Chevrolet Express Passenger (CG23406) RWD 2500 135" LS (Complete)

Quote Worksheet

	MSRP
Base Price	\$36,400.00
Dest Charge	\$1,295.00
Total Options	\$4,020.00
Subtotal	\$41,715.00
BID ASSIST	(\$9,720.00)
Subtotal Pre-Tax Adjustments	(\$9,720.00)
Less Customer Discount	(\$3,877.00)
Subtotal Discount	(\$3,877.00)
Trade-In	\$0.00
Subtotal Trade-In	\$0.00
Taxable Price	\$28,118.00
Sales Tax	\$0.00
Subtotal Taxes	\$0.00
Subtotal Post-Tax Adjustments	\$0.00
Total Sales Price	\$28,118.00

Dealer Signature / Date

Customer Signature / Date

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Data Version: 12021. Data Updated: Oct 4, 2020 11:43:00 PM PDT.



RANGER CHEVROLET

BOB OHARA | 218-349-8955 | rwohara01@aol.com

Vehicle: [Fleet] 2021 Chevrolet Express Passenger (CG23406) RWD 2500 135" LS (✔ Complete)

Selected Model and Options

MODEL		
CODE	MODEL	MSRP
CG23406	2021 Chevrolet Express Passenger RWD 2500 135" LS	\$36,400.00

COLORS	
CODE	DESCRIPTION
GAZ	Summit White

EMISSIONS				
CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
FE9	Emissions, Federal requirements	0.00 lbs	0.00 lbs	\$0.00

ENGINE				
CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
L8T	Engine, 6.6L V8 with Direct Injection and Variable Valve Timing, gasoline, (401 hp [299 kW] @ 5200 rpm, 464 lb-ft of torque [629 N-m] @ 4000 rpm) (Included with (WP9) Communications Package, (WPD) Safety Package or (ZL3) Enhanced Convenience Package. Includes external engine oil cooler. Requires (MYD) 6-speed heavy-duty automatic transmission. Reference the Engine/Axle page for availability.)	0.00 lbs	0.00 lbs	\$1,695.00

TRANSMISSION				
CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
MYD	Transmission, 6-speed automatic, heavy-duty, electronically controlled with overdrive and tow/haul mode. Includes Cruise Grade Braking, Powertrain Grade Braking, and Tap-Up/Tap-Down Driver Shift Control (Requires (L8T) 6.6L gas V8 engine. Reference the Engine/Axle page for availability.)	0.00 lbs	0.00 lbs	\$0.00

AXLE				
CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
GU6	Rear axle, 3.42 ratio (Reference the Engine/Axle page for availability.)	0.00 lbs	0.00 lbs	\$0.00

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Data Version: 12021. Data Updated: Oct 4, 2020 11:43:00 PM PDT.



RANGER CHEVROLET

BOB OHARA | 218-349-8955 | rwohara01@aol.com

Vehicle: [Fleet] 2021 Chevrolet Express Passenger (CG23406) RWD 2500 135" LS (Complete)

SIDE DOOR

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
E24	Door, swing-out passenger-side, 60/40 split	0.00 lbs	0.00 lbs	\$0.00

PREFERRED EQUIPMENT GROUP

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
1LS	LS Preferred Equipment Group Includes Standard Equipment	0.00 lbs	0.00 lbs	\$0.00

PAINT SCHEME

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
ZY1	Paint, solid (STD)	0.00 lbs	0.00 lbs	\$0.00

PAINT

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
GAZ	Summit White	0.00 lbs	0.00 lbs	\$0.00

SEATING ARRANGEMENT

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
ZX5	Seating, 12-passenger, (2-3-3-4 seating configuration) 4-passenger seat is a 50/50 split, 2-piece configuration (STD)	0.00 lbs	0.00 lbs	\$0.00

SEAT TYPE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
AR7	Seats, front bucket with vinyl trim and head restraints, includes inboard armrests (Requires (93W) interior trim. When ordering a seating arrangement that includes rear seats, includes rear bench seats with vinyl trim. Head restraints are not available on rear bench seats.) (STD)	0.00 lbs	0.00 lbs	\$0.00

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Vehicle: [Fleet] 2021 Chevrolet Express Passenger (CG23406) RWD 2500 135" LS (✔ Complete)

SEAT TRIM

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
93W	Medium Pewter, Custom Vinyl	0.00 lbs	0.00 lbs	\$0.00

RADIO

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
U0F	Audio system, AM/FM stereo with MP3 player seek-and-scan, digital clock, TheftLock, random select, auxiliary jack and 2 front door speakers (Not available with (U2K) SiriusXM Radio or (WP9) Communications Package.) (STD)	0.00 lbs	0.00 lbs	\$0.00

ADDITIONAL EQUIPMENT - PACKAGE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
V10	Cold Climate Package (Includes (K05) engine block heater. Includes (K08) auxiliary heat generator when ordered with (LWN) 2.8L Duramax Turbo-Diesel engine.)	0.00 lbs	0.00 lbs	\$100.00
ZQ3	Driver Convenience Package includes (N33) Tilt-Wheel and (K34) cruise control (Included with (WP9) Communications Package, (WPD) Safety Package or (ZL3) Enhanced Convenience Package.)	0.00 lbs	0.00 lbs	\$395.00

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Vehicle: [Fleet] 2021 Chevrolet Express Passenger (CG23406) RWD 2500 135" LS (Complete)

ADDITIONAL EQUIPMENT - MECHANICAL

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
G80	Differential, heavy-duty locking rear	0.00 lbs	0.00 lbs	\$325.00
K05	Engine block heater (Included with (V10) Cold Climate Package or requires (LWN) 2.8L Duramax Turbo Diesel engine.)	0.00 lbs	0.00 lbs	Inc.
UA1	Battery, heavy-duty 770 cold-cranking amps, maintenance-free with rundown protection and retained accessory power (Not available with (TP3) dual batteries (770 cca primary and 770 cca isolated) or (LWN) 2.8L Duramax Turbo-Diesel engine.)	0.00 lbs	0.00 lbs	\$60.00
UY7	Trailer provisions, trailing wire harness only (Included with (Z82) heavy-duty trailing equipment.)	0.00 lbs	0.00 lbs	Inc.
VR4	Trailer Hitch Weight Distributing Platform (Included and only available with (Z82) Trailing equipment.)	0.00 lbs	0.00 lbs	Inc.
Z82	Trailing equipment, heavy-duty includes trailing hitch platform and dual 4-pin/7-pin sealed connector (Included with (ZL3) Enhanced Convenience Package. Includes (UY7) trailer wiring harness.)	0.00 lbs	0.00 lbs	\$280.00

ADDITIONAL EQUIPMENT - EXTERIOR

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
V37	Bumpers, front and rear chrome with step-pad (Included with (ZR7) Chrome Appearance Package.)	0.00 lbs	0.00 lbs	\$160.00

ADDITIONAL EQUIPMENT - ENTERTAINMENT

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
UPF	Bluetooth for phone personal cell phone connectivity to vehicle audio system (Included with (WP9) Communications Package. Requires (NP5) leather-wrapped steering wheel, (W1Y) steering wheel controls and (ZQ3) Driver Convenience Package. NOTE: With (U0F) AM/FM stereo with MP3 player, (U0H) AM/FM stereo with MP3 player and USB port or (US8) AM/FM stereo with MP3 compatible CD player requires (UE1) OnStar hardware (subscription to OnStar services not required for operation).)	0.00 lbs	0.00 lbs	\$50.00

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Vehicle: [Fleet] 2021 Chevrolet Express Passenger (CG23406) RWD 2500 135" LS (✔ Complete)

ADDITIONAL EQUIPMENT - INTERIOR

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
ATG	Remote Keyless Entry with 2 transmitters and remote panic button (Included with (ZL3) Enhanced Convenience Package.)	0.00 lbs	0.00 lbs	\$175.00
BTV	Remote vehicle starter system (Included with (ZL3) Enhanced Convenience Package. Requires (ATG) Remote Keyless Entry.)	0.00 lbs	0.00 lbs	\$300.00
K34	Cruise control (Included and only available with (ZQ3) Driver Convenience Package, tilt-wheel and cruise control.)	0.00 lbs	0.00 lbs	Inc.
N33	Steering column, Tilt-Wheel (Included and only available with (ZQ3) Driver Convenience Package.)	0.00 lbs	0.00 lbs	Inc.
NP5	Steering wheel, leather-wrapped, includes (W1Y) mounted audio controls (Included with (WP9) Communications Package. Requires (ZQ3) Driver Convenience Package.)	0.00 lbs	0.00 lbs	\$185.00
UTJ	Theft Alarm Notification requires paid plan, working electrical system, cell reception, GPS signal, armed GM factory-installed theft-deterrent system, contact method on file and enrollment to receive alerts. Message and data rates may apply. See onstar.com for details and limitations (Included and only available with (ATG) Remote Keyless Entry. Requires (UE1) OnStar.)	0.00 lbs	0.00 lbs	Inc.
W1Y	Steering wheel controls mounted audio controls (Included and only available with (WP9) Communications Package or (NP5) leather-wrapped steering wheel.)	0.00 lbs	0.00 lbs	Inc.

ADDITIONAL EQUIPMENT - SAFETY-EXTERIOR

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
UD7	Rear Park Assist (Included with (WPD) Safety Package. Required with (UFT) Side Blind Zone Alert.)	0.00 lbs	0.00 lbs	\$295.00
Options Total		0.00 lbs	0.00 lbs	\$4,020.00

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Vehicle: [Fleet] 2021 Chevrolet Express Passenger (CG23406) RWD 2500 135" LS (Complete)

Standard Equipment

Package

Power Convenience Package includes (A31) power windows and (AU3) power door locks

Mechanical

Engine, 4.3L V6 with Direct Injection and Variable Valve Timing, includes aluminum block construction (276 hp [206 kW] @ 5200 rpm, 298 lb-ft of torque [404 Nm] @ 3900 rpm) (Reference the Engine/Axle page for availability.) (STD)

Transmission, 8-speed automatic, electronically controlled with overdrive and tow/haul mode. Includes Cruise Grade Braking, Powertrain Grade Braking and Tap-Up/Tap-Down Driver Shift Control (Requires (LV1) 4.3L gas V6 engine. Reference the Engine/Axle page for availability.) (STD)

GVWR, 8600 lbs. (3901 kgs) (Reference the Engine/Axle page for availability.)

Rear axle, 3.42 ratio (Reference the Engine/Axle page for availability.)

Cooling, External Engine Oil Cooler (Not available with (LWN) 2.8L Duramax Turbo-Diesel engine.)

Tow/haul mode selector, instrument panel-mounted

Rear-wheel drive

Transmission oil cooler, external (Not available with (LWN) 2.8L Duramax Turbo-Diesel engine.)

Battery, 600 cold-cranking amps, maintenance-free with rundown protection and retained accessory power

Alternator, 150 amps

Frame, ladder-type

Suspension, front independent with coil springs and stabilizer bar

Suspension, rear hypoid drive axle with multi-leaf springs

Steering, power

Brakes, 4-wheel antilock, 4-wheel disc

Fuel tank capacity, mid-frame and approximately 31 gallons (117.3L)

Exhaust, aluminized stainless-steel muffler and tailpipe

Exterior

Body, standard (STD)

Door, swing-out passenger-side, 60/40 split

Wheels, 4 - 16" x 6.5" (40.6 cm x 16.5 cm) steel includes Gray center caps and steel spare

Tires, front LT245/75R16E all-season, blackwall

Tires, rear LT245/75R16E all-season, blackwall

Tire, spare LT245/75R16 all-season, blackwall

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Vehicle: [Fleet] 2021 Chevrolet Express Passenger (CG23406) RWD 2500 135" LS ( Complete)

Exterior

Bumpers, front and rear painted Black with step-pad

Grille, Black composite

Headlamps, dual halogen composite

Mirrors, outside manual-folding, Black

Glass, Solar-Ray deep-tinted (all windows except light-tinted glass on windshield and driver- and front passenger-side glass)

Glass, swing-out side door windows

Glass, swing-out rear cargo door windows

Glass, enhanced-technology, rearmost side windows. 3-layer special glass is designed to help reduce the risk of ejection during a crash

Glass, full-body window package (Includes (A18) swing-out rear cargo door window glass and (A19) swing-out side door window glass.)

Wipers, front intermittent wet-arm with pulse washers

License plate kit, front

Entertainment

Audio system, AM/FM stereo with MP3 player seek-and-scan, digital clock, TheftLock, random select, auxiliary jack and 2 front door speakers (Not available with (U2K) SiriusXM Radio or (WP9) Communications Package.) (STD)

4G LTE Wi-Fi Hotspot capable (Included and only available with (UE1) OnStar. Terms and limitations apply. See onstar.com or dealer for details.)

Interior

Seats, front bucket with vinyl trim and head restraints, includes inboard armrests (Requires (93W) interior trim. When ordering a seating arrangement that includes rear seats, includes rear bench seats with vinyl trim. Head restraints are not available on rear bench seats.) (STD)

Seating, 12-passenger, (2-3-3-4 seating configuration) 4-passenger seat is a 50/50 split, 2-piece configuration (STD)

Console, engine cover with open storage bin

Cup holders, 3 on the engine console cover

Floor covering, full-length Black rubberized-vinyl

Steering wheel steel sleeve column with theft-deterrent locking feature, Black

Instrumentation, analog with speedometer, odometer with trip odometer, fuel level, voltmeter, engine temperature and oil pressure

Driver Information Center includes fuel range, average speed, oil life, tire pressure monitoring, fuel used, ice warning, engine hours, average fuel economy, tachometer, and maintenance reminders. Compass and outside temperature available if equipped.

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Vehicle: [Fleet] 2021 Chevrolet Express Passenger (CG23406) RWD 2500 135" LS ( Complete)

Interior

- Oil life monitor
- Warning tones, headlamp on and key-in-ignition
- Compass, 8-point digital located in the Driver Information Center
- Windows, power (Included with (ZQ2) Power Convenience Package.)
- Door locks, power with lock-out protection (NOTE: Does not include (ATG) Remote Keyless Entry. (ATG) Remote Keyless Entry must be ordered separately.)
- Theft-deterrent system, vehicle, PASS-Key III
- Power outlets 2 auxiliary on engine console cover with covers, 12-volt
- Power outlet, 120-volt
- Air conditioning, single-zone manual
- Air conditioning, rear
- Heater, rear auxiliary
- Defogger, front and side windows
- Mirror, inside rearview, with Rear Vision Camera display
- Headliner, cloth
- Visors, driver and front passenger, padded with cloth trim and dual vanity mirrors, illuminated on passenger-side
- Assist handles, driver and right-front passenger
- Lighting, interior with 2 dome lights defeat switch and door handle-activated switches
- Lighting, auxiliary with reading and underhood lights
- Chevrolet Connected Access capable (Included and only available with (UE1) OnStar. Subject to terms. See onstar.com or dealer for details.)

Safety-Mechanical

- StabiliTrak, traction assistance and vehicle stability enhancement system
- Brake/transmission shift interlock for automatic transmissions
- Hill Start Assist

Safety-Exterior

- Door beams, steel-side
- Daytime Running Lamps
- Rear Vision Camera (Display is included with (DRJ) Inside rearview mirror.)

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Vehicle: [Fleet] 2021 Chevrolet Express Passenger (CG23406) RWD 2500 135" LS (Complete)

Safety-Interior

Airbags, frontal, front driver and right-front passenger (Includes passenger-side airbag deactivation switch. Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

Airbags, seat-mounted side-impact for driver and right-front passenger and roof-rail mounted head-curtain provides coverage for outboard seating positions for first 3-rows only. Enhanced-technology glass is provided for fourth row with (ZX5) 12-passenger seating and fourth and fifth rows with (ZP3) 15-passenger seating (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

Airbag deactivation switch, frontal passenger-side (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

OnStar and Chevrolet connected services capable (Terms and limitations apply. See onstar.com or dealer for details.)

Child seat anchors all three passenger rear seats have two anchors for outboard seating positions and tethers for two seating positions. See the Owner's Manual for more information

Tire Pressure Monitoring System (does not apply to spare tire)

WARRANTY

Warranty Note: <<< Preliminary 2021 Warranty >>>

Basic Years: 3

Basic Miles/km: 36,000

Drivetrain Years: 5

Drivetrain Miles/km: 60,000

Drivetrain Note: Qualified Fleet Purchases: 5 Years/100,000 Miles

Corrosion Years (Rust-Through): 6

Corrosion Years: 3

Corrosion Miles/km (Rust-Through): 100,000

Corrosion Miles/km: 36,000

Roadside Assistance Years: 5

Roadside Assistance Miles/km: 60,000

Roadside Assistance Note: Qualified Fleet Purchases: 5 Years/100,000 Miles

Maintenance Note: 1 Year/1 Visit

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Board Agenda Request Form
Board of County Commissioners

Requested Meeting Date: 10/20/2020

(Board meets the 1st and 3rd Tuesday after the first Monday of the Month)

Consent Agenda
Regular Agenda - Estimate Time Needed: 2 minutes
Approve/Deny Motion
Hold Public Hearing*
Discussion/Presentation
Direction Requested
Requested Agenda Time: Flexible

Submitted By: Hannah Tjoflat
Department: Administration

Who will attend the meeting and be able to respond to questions if different from above?
Name and title:

Summary of Issue (include previous Board or Committee actions, applicable dates and copies of relevant Minutes):

Request to increase the hourly wage for the Seasonal Snow Plow Driver from \$18.63 to \$21.50. This will allow McLeod County to be a competitive Employer as compared to other Snow Plow Driver positions in Central Minnesota. By increasing the wage McLeod County hopes to fill this important temporary role during Winter 2020.

Recommended Action/Motion:

Approve to increase the hourly wage for the Seasonal Snow Plow Driver to \$21.50.

Financial Impact:
Is there a cost associated with this request? Yes No
What is the total cost, with tax and shipping? \$ 0.00
Is this budgeted? Yes No
Fund & Department Number: ex: 01-031

Additional Information Attached:
Contract/Agreement
Minutes of Relevant Meeting(s)
Background Information, Handouts, Contracts, Agreements, Quotes, Bids, Invoices must be Attached
Approved by County Attorney's Office: Yes No
Number of Signed Documents:

Board Action: (for use by Administrative Assistant)
Approved: Denied:
Tabled: No Action:
Email Liz/Sheila
Save
Print



Board Agenda Request Form
Board of County Commissioners

Requested Meeting Date: 10/20/2020

(Board meets the 1st and 3rd Tuesday after the first Monday of the Month)

Consent Agenda
Regular Agenda - Estimate Time Needed:
Approve Motion
Approve/Deny Motion
Hold Public Hearing*
Discussion/Presentation
Direction Requested
Requested Agenda Time: Flexible

Submitted By: Hannah Tjoflat
Department: Administration

Who will attend the meeting and be able to respond to questions if different from above?
Name and title:

Summary of Issue (include previous Board or Committee actions, applicable dates and copies of relevant Minutes):
Looking to approve the GIS Benefits Inc. documentation. GIS will administer an online open-enrollment platform for all McLeod County Employees during the 2021 Open Enrollment Period. GIS is a provider that our local insurance agent, Rich Westlund, works with.

Recommended Action/Motion:
Approval of McLeod County working with GIS Benefits Inc.

Financial Impact:
Is there a cost associated with this request?
What is the total cost, with tax and shipping?
Is this budgeted?
Fund & Department Number:

Additional Information Attached:
Contract/Agreement
Approved by County Attorney's Office:
Minutes of Relevant Meeting(s)
Background Information, Handouts, Contracts, Agreements, Quotes, Bids, Invoices must be Attached

Board Action: (for use by Administrative Assistant)
Approved: Denied: Tabled: No Action:
Email Liz/Sheila Save Print

MEDICAL ELIGIBILITY SERVICES AGREEMENT

This Agreement is effective the first day of _____, 2021, by and between:

Boon-Chapman Benefit Administrators, Inc.
9401 Amberglen Boulevard; Suite 100
Austin, Texas 78729

-and-

Customer Name & Address:

_____ (Customer Name)

_____ (Customer Address)

WHEREAS, Customer wants Boon-Chapman (B-C) to perform certain administrative services on Customer’s behalf in connection with one or more of Customer’s insured benefit plans;

WHEREAS, B-C is willing to perform such services on Customer’s behalf, subject to the following terms and conditions (the “Agreement”); and,

NOW, THERFORE, it is agreed, between Customer and B-C as follows:

1. This agreement is only effective if a Combined Billing Agreement between the Customer and B-C is in force. Further, B-C has no responsibilities under this Agreement until: a) B-C receives a completed Medical Eligibility Check List from the Customer; and b) the Customer receives an email from B-C stating that B-C is ready to begin transmitting eligibility. The Customer is responsible for all eligibility changes that are effective before that date.
2. B-C is responsible for electronically or manually providing on-going enrollment information to the insurance company or third party administrator (hereinafter referred to as “Payer” or “Payers”) for Customer’s medical plan. B-C is not responsible for billing for the Payer or collecting or remitting any payment to the Payer.
3. Customer acknowledges that it retains full responsibility pursuant to applicable law for performance of the services enumerated above and that B-C is performing any such services as Customer’s agent, and not as a Plan Administrator as defined by the Employee Retirement Income Security Act of 1974, or as a fiduciary of any welfare benefit plan sponsored by Customer, or in any other legal or fiduciary capacity. Customer will not represent to any entity that B-C is performing, or will perform, any services in a fiduciary capacity.
- 4. In performing any services hereunder, B-C shall exercise its best efforts, but shall not be responsible for failures occurring for any reason whatsoever, except those caused by B-C’s gross negligence or intentional misconduct.** In addition, it is understood that, in dealing with Payers, B-C is entitled to rely on any oral or written representations made by a Payer, Customer, or any agent of the Customer.
5. B-C will make reasonable efforts to establishing a HIPAA compliant electronic connection with selected Payers for the transmission of on-going eligibility information but is not responsible for any Payers inability or unwillingness to arrange or maintain such a connection. Further, B-C is not responsible for agreeing to any guidelines, administrative procedures or contractual requirements of a Payer that B-C deems unacceptable.

6. Customer shall be solely responsible for the accuracy, completeness and timely submission of the data and information provided by it to B-C.
7. This Agreement will have operative effect once signed by both parties until cancelled by either party in writing with thirty (30) days' notice.
8. This Agreement is entered into and accepted in the state of Texas.
9. All provisions of this Agreement are severable, and the unenforceability or invalidity of any of the provisions shall not affect the validity or enforceability of the remaining provisions. The remaining provisions will be construed in such a manner as to carry out the full intention of the parties.
10. Section titles or references used in this Agreement shall not have substantive meaning or content and are not a part of this Agreement.
11. All disputes under this Agreement shall be settled by arbitration in Austin, Texas, before a single arbitrator pursuant to the rules of the American Arbitration Association. Arbitration may be commenced at any time by either party giving written notice to the other party that such dispute has been referred to arbitration under this section. The arbitrator shall be selected by the joint agreement of B-C and Customer, but if they do not agree within twenty (20) days after the date of the notice referred to above, the selection will be made pursuant to the rules maintained by the association. Any award rendered by the arbitrator will be conclusive and binding upon the parties and is to be accompanied by a written opinion of the arbitrator giving the reasons for this award. This provision for arbitration will be specifically enforceable by the parties. The decision of the arbitrator will be final and binding and there will be no right of appeal. Each party will pay its own expenses of arbitration and the expenses of the parties will be equally shared unless, if in the opinion of the arbitrator, any claim or any defense or objection was unreasonable, the arbitrator may assess, as part of his award, all or any part of the arbitration expenses of the other party (including reasonable attorneys' fees) and of the arbitrator against the party raising such unreasonable claim, defense or objection.
12. Neither party will be liable for any failure or delay in performance of its obligations hereunder by reason of any event or circumstance beyond its reasonable control, including but not limited to acts of God, war, riot, strike, labor disturbance, fire explosion, telephone network failure(s), flood or shortage or failure of suppliers. If any delay in performance under this section continues for more than sixty (60) consecutive days, the unaffected party will have the right to terminate this Agreement with ten (10) days' prior written notice to the affected party, unless the affected party is able to remedy its circumstances within the 10-day notice period.
13. Failure to enforce the performance of any provision of this Agreement will not constitute a waiver of rights to subsequently enforce such provision or any other provision. No waiver of any provision of the Agreement will be effective unless in writing.
14. This Agreement may be modified, amended or supplemented only by a writing signed by the authorized representatives of both parties to this Agreement. Such amendments, modifications or supplements will be deemed as much a part of this Agreement as if so incorporated herein.
15. Unless otherwise specified herein, any notice required to be given pursuant to the terms and provisions hereof shall be effective only if given in writing and sent by overnight delivery service with proof of receipt, or by certified mail return receipt requested. Notices shall be sent to the address on page one and to the individual executing the agreement.
16. The parties acknowledge that they have read this Agreement in its entirety and understand and agree to be bound by its terms and conditions. This Agreement constitutes a complete and exclusive statement of the understanding between the parties with respect to its subject matter.
17. The relationship between the parties is that of independent contractors. Neither party is intended to be an employee or employer of, nor joint venture with, the other party; and except as otherwise specifically

contemplated herein, neither party shall function as an agent of the other party. Each party hereto shall be responsible for its own activities and those of its employees and agents.

18. Each party represents and warrants to the other that the signatory identified beneath its name below has authority to execute this Agreement on its behalf.

The parties, intending to be legally bound, have executed and delivered this Agreement as of the date set forth above. In Witness whereof, we set our hands and seals:

Boon-Chapman Benefit Administrators, Inc.

By: _____

Title: _____

Date: _____

(Customer)

By: _____

Title: _____

Date: _____

Group, Voluntary & Worksite Benefits

Metropolitan Life Insurance Company
200 Park Avenue
New York, NY 10166

Statement of Responsibility

MetLife will be responsible to the group policyholder for the performance of its administrative obligations under the group policy, this agreement and any other written agreement between MetLife and the group policyholder. If MetLife uses a third party in connection with any of MetLife’s administrative obligations, MetLife will remain responsible to the group policyholder for the performance by the third party of those administrative obligations. The third party will work under the control and direction of Metlife and Metlife will be solely responsible for the acts, errors and omissions of the third party.

The group policyholder will be responsible to MetLife for the performance of its administrative obligations under the group policy, this agreement and any other written agreement between MetLife and the group policyholder. If the group policyholder uses a third party in connection with any of the group policyholder’s administrative obligations, the group policyholder will remain responsible to MetLife for the performance by the third party of those administrative obligations. The third party will work under the control and the direction of the group policyholder and the group policyholder will be solely responsible for the acts, errors and omissions of the third party.

To be completed by Policyholder:

Signed at:		
Glencoe	Minnesota	
(City)	(State)	Date (MM/DD/YYYY)
_____ (Signature of Group Policyholder's Authorized Representative)		_____ (Print Name and Title of Authorized Representative)

To be completed by Metropolitan Life Insurance Company:

 James W. Reid Executive Vice President Group, Voluntary & Worksite Benefits	_____ Date (MM/DD/YYYY)
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BUSINESS ASSOCIATE ADDENDUM

1. PREAMBLE

_____ (“Covered Entity”) and Boon-Chapman Benefit Administrators, Inc. (“Business Associate”) (jointly “the Parties”) have entered into one or more employee benefits related service agreements and wish to modify those agreements (“Agreement”) to incorporate the terms of this Addendum to comply with the requirements of: (i) the implementing regulations at 45 C.F.R Parts 160, 162, and 164 for the Administrative Simplification provisions of Title II, Subtitle F of the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) (i.e., the HIPAA Privacy, Security, Electronic Transaction, Breach Notification, and Enforcement Rules (“the Implementing Regulations”)), (ii) the requirements of the Health Information Technology for Economic and Clinical Health Act, as incorporated in the American Recovery and Reinvestment Act of 2009 (the “HITECH Act”) that are applicable to business associates, and (iii) the requirements of the final modifications to the HIPAA Privacy, Security, Enforcement, and Breach Notification Rules as issued on January 25, 2013 and effective March 26, 2013 (75 Fed. Reg. 5566 (Jan. 25, 2013)) (“the Final Regulations”). The Implementing Regulations, the HITECH Act, and the Final Regulations are collectively referred to in this Addendum as “the HIPAA Requirements.”

Covered Entity and Business Associate agree to incorporate into this Addendum any regulations issued by the U.S. Department of Health and Human Services (“DHHS”) with respect to the HIPAA Requirements that relate to the obligations of business associates and that are required to be (or should be) reflected in a business associate agreement. Business Associate recognizes and agrees that it is obligated by law to meet the applicable provisions of the HIPAA Requirements and that it has direct liability for any violations of the HIPAA Requirements.

2. DEFINITIONS

- a) “Breach” shall mean, as defined in 45 C.F.R. § 164.402, the acquisition, access, use or disclosure of Unsecured Protected Health Information in a manner not permitted by the HIPAA Requirements that compromises the security or privacy of that Protected Health Information.
- b) “Business Associate Subcontractor” shall mean, as defined in 45 C.F.R. § 160.103, any entity (including an agent) that creates, receives, maintains or transmits Protected Health Information on behalf of Business Associate.
- c) “Electronic PHI” shall mean, as defined in 45 C.F.R. § 160.103, Protected Health Information that is transmitted or maintained in any Electronic Media.
- d) “Limited Data Set” shall mean, as defined in 45 C.F.R. § 164.514(e), Protected Health Information that excludes the following direct identifiers of the individual or of relatives, employers, or household members of the individual:
 - i. Names;

- ii. Postal address information, other than town or city, State, and zip code;
 - iii. Telephone numbers;
 - iv. Fax numbers;
 - v. Electronic mail addresses;
 - vi. Social security numbers;
 - vii. Medical record numbers;
 - viii. Health plan beneficiary numbers;
 - ix. Account numbers;
 - x. Certificate/license numbers;
 - xi. Vehicle identifiers and serial numbers, including license plate numbers;
 - xii. Device identifiers and serial numbers;
 - xiii. Web Universal Resource Locators (URLs);
 - xiv. Internet Protocol (IP) address numbers;
 - xv. Biometric identifiers, including finger and voice prints; and
 - xvi. Full face photographic images and any comparable images.
- e) *“Protected Health Information”* or *“PHI”* shall mean, as defined in 45 C.F.R. § 160.103, information created or received by a Health Care Provider, Health Plan, employer, or Health Care Clearinghouse, that: (i) relates to the past, present, or future physical or mental health or condition of an individual, provision of health care to the individual, or the past, present, or future payment for provision of health care to the individual; (ii) identifies the individual, or with respect to which there is a reasonable basis to believe the information can be used to identify the individual; and (iii) is transmitted or maintained in an electronic medium, or in any other form or medium. The use of the term *“Protected Health Information”* or *“PHI”* in this Addendum shall mean both Electronic PHI and non-Electronic PHI, unless another meaning is clearly specified.
- f) *“Security Incident”* shall mean, as defined in 45 C.F.R. § 164.304, the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with systems operations in an information system.
- g) *“Unsecured Protected Health Information”* shall mean, as defined in 45 C.F.R. § 164.402, Protected Health Information that is not rendered unusable, unreadable, or indecipherable to unauthorized persons through the use of a technology or methodology specified by DHHS.
- h) All other capitalized terms used in this Addendum shall have the meanings set forth in the applicable definitions under the HIPAA Requirements.

3. **GENERAL TERMS**

- a) In the event of an inconsistency between the provisions of this Addendum and a mandatory term of the HIPAA Requirements (as these terms may be expressly amended from time to time by the DHHS or as a result of interpretations by DHHS, a court, or another regulatory agency with authority over the Parties), the interpretation of DHHS, such court or regulatory agency shall prevail. In the event of a conflict among the interpretations of these entities, the conflict shall be resolved in accordance with rules of precedence.
- b) Where provisions of this Addendum are different from those mandated by the HIPAA Requirements, but are nonetheless permitted by the HIPAA Requirements, the provisions of this Addendum shall control.
- c) Except as expressly provided in the HIPAA Requirements or this Addendum, this Addendum does not create any rights in third parties.

4. **SPECIFIC REQUIREMENTS**

- a) Flow-Down of Obligations to Business Associate Subcontractors. Business Associate agrees that as required by the HIPAA Requirements, Business Associate will enter into a written agreement with all Business Associate Subcontractors that: (i) requires them to comply with the Privacy and Security Rule provisions of this Addendum in the same manner as required of Business Associate, and (ii) notifies such Business Associate Subcontractors that they will incur liability under the HIPAA Requirements for non-compliance with such provisions. Accordingly, Business Associate shall ensure that all Business Associate Subcontractors agree in writing to the same privacy and security restrictions, conditions and requirements that apply to Business Associate with respect to PHI.
- b) Privacy of Protected Health Information
 - i. *Permitted Uses and Disclosures of PHI.* Business Associate agrees to create, receive, use, disclose, maintain or transmit PHI only in a manner that is consistent with this Addendum or the HIPAA Requirements and only in connection with providing the services to Covered Entity identified in the Agreement. Accordingly, in providing services to or for the Covered Entity, Business Associate, for example, will be permitted to use and disclose PHI for "Treatment, Payment, and Health Care Operations," as those terms are defined in the HIPAA Requirements. Business Associate further agrees that to the extent it is carrying out one or more of the Covered Entity's obligations under the Privacy Rule (Subpart E of 45 C.F.R. Part 164), it shall comply with the requirements of the Privacy Rule that apply to the Covered Entity in the performance of such obligations.

- 1) Business Associate shall report to Covered Entity any use or disclosure of PHI that is not provided for in this Addendum, including reporting Breaches of Unsecured Protected Health Information as required by 45 C.F.R. § 164.410 and required by Section 4(e)(ii) below.
 - 2) Business Associate shall establish, implement and maintain appropriate safeguards, and comply with the Security Standards (Subpart C of 45 C.F.R. Part 164) with respect to Electronic PHI, as necessary to prevent any use or disclosure of PHI other than as provided for by this Addendum.
- ii. *Business Associate Obligations.* As permitted by the HIPAA Requirements, Business Associate also may use or disclose PHI received by the Business Associate in its capacity as a Business Associate to the Covered Entity for Business Associate's own operations if:
- 1) the use relates to: (1) the proper management and administration of the Business Associate or to carry out legal responsibilities of the Business Associate, or (2) data aggregation services relating to the health care operations of the Covered Entity; or
 - 2) the disclosure of information received in such capacity will be made in connection with a function, responsibility, or services to be performed by the Business Associate, and such disclosure is required by law or the Business Associate obtains reasonable assurances from the person to whom the information is disclosed that it will be held confidential and the person agrees to notify the Business Associate of any breaches of confidentiality.
- iii. *Minimum Necessary Standard and Creation of Limited Data Set.* Business Associate's use, disclosure, or request of PHI shall utilize a Limited Data Set if practicable. Otherwise, in performing the functions and activities as specified in the Agreement and this Addendum, Business Associate agrees to use, disclose, or request only the minimum necessary PHI to accomplish the intended purpose of the use, disclosure, or request.
- iv. *Access.* In accordance with 45 C.F.R. § 164.524 of the HIPAA Requirements, Business Associate will make available to the Covered Entity (or as directed by the Covered Entity, to those individuals who are the subject of the PHI (or their designees)), their PHI in the Designated Record Set. Business Associate shall make such information available in an electronic format where directed by the Covered Entity.
- v. *Disclosure Accounting.* Business Associate shall make available the information necessary to provide an accounting of disclosures of PHI as provided for in 45 C.F.R. § 164.528 of the HIPAA Requirements by making such information available to the Covered Entity or (at the direction of the Covered Entity) making such information available directly to the individual.

- vi. *Amendment.* Business Associate shall make PHI in a Designated Record Set available for amendment and, as directed by the Covered Entity, incorporate any amendment to PHI in accordance with 45 C.F.R. § 164.526 of the HIPAA Requirements.
- vii. *Right to Request Restrictions on the Disclosure of PHI and Confidential Communications.* If an individual submits a Request for Restriction or Request for Confidential Communications to the Business Associate, Business Associate and Covered Entity agree that Business Associate, on behalf of Covered Entity, will evaluate and respond to these requests according to Business Associate's own procedures for such requests.
- viii. *Return or Destruction of PHI.* Upon the termination or expiration of the Agreement or this Addendum, Business Associate agrees to return the PHI to Covered Entity, destroy the PHI (and retain no copies), or if Business Associate determines that return or destruction of the PHI is not feasible, (a) continue to extend the protections of this Addendum and of the HIPAA Requirements to the PHI, and (b) limit any further uses and disclosures of the PHI to the purpose making return or destruction infeasible.
- ix. *Availability of Books and Records.* Business Associate shall make available to DHHS or its agents the Business Associate's internal practices, books, and records relating to the use and disclosure of PHI in connection with this Addendum.
- x. *Termination for Breach.*
 - 1) Business Associate agrees that Covered Entity shall have the right to terminate this Addendum or seek other remedies if Business Associate violates a material term of this Addendum.
 - 2) Covered Entity agrees that Business Associate shall have the right to terminate this Addendum or seek other remedies if Covered Entity violates a material term of this Addendum.

c) Information and Security Standards

- i. Business Associate will develop, document, implement, maintain, and use appropriate Administrative, Technical, and Physical Safeguards to preserve the Integrity, Confidentiality, and Availability of, and to prevent non-permitted use or disclosure of, Electronic PHI created or received for or from the Covered Entity.
- ii. Business Associate agrees that with respect to Electronic PHI, these Safeguards, at a minimum, shall meet the requirements of the HIPAA Security Standards applicable to Business Associate.
- iii. More specifically, to comply with the HIPAA Security Standards for Electronic PHI, Business Associate agrees that it shall:

- 1) Implement Administrative, Physical, and Technical Safeguards consistent with (and as required by) the HIPAA Security Standards that reasonably protect the Confidentiality, Integrity, and Availability of Electronic PHI that Business Associate creates, receives, maintains, or transmits on behalf of Covered Entity. Business Associate shall develop and implement policies and procedures that meet the documentation requirements as required by the HIPAA Requirements;
- 2) As also provided for in Section 4(a) above, ensure that any Business Associate Subcontractor agrees to implement reasonable and appropriate safeguards to protect the Electronic PHI;
- 3) Report to Covered Entity any unauthorized access, use, disclosure, modification, or destruction of PHI (including Electronic PHI) not permitted by this Addendum, applicable law, or permitted by Covered Entity in writing ("Successful Security Incidents" or Breaches) of which Business Associate becomes aware. Business Associate shall report such Successful Security Incidents or Breaches to Covered Entity as specified in Section 4(e)(iii)(1);
- 4) For Security Incidents that do not result in unauthorized access, use, disclosure, modification, or destruction of PHI (including, for purposes of example and not for purposes of limitation, pings on Business Associate's firewall, port scans, attempts to log onto a system or enter a database with an invalid password or username, denial-of-service attacks that do not result in the system being taken off-line, or malware such as worms or viruses) (hereinafter "Unsuccessful Security Incidents"), aggregate the data and, upon the Covered Entity's written request, report to the Covered Entity in accordance with the reporting requirements identified in Section 4(e)(iii)(2);
- 5) Take all commercially reasonable steps to mitigate, to the extent practicable, any harmful effect that is known to Business Associate resulting from any unauthorized access, use, disclosure, modification, or destruction of PHI;
- 6) Permit termination of this Addendum if the Covered Entity determines that Business Associate has violated a material term of this Addendum with respect to Business Associate's security obligations and Business Associate is unable to cure the violation; and
- 7) Upon Covered Entity's request, provide Covered Entity with access to and copies of documentation regarding Business Associate's safeguards for PHI and Electronic PHI.

d) Compliance with HIPAA Transaction Standards

- i. *Application of HIPAA Transaction Standards.* Business Associate will conduct Standard Transactions consistent with 45 C.F.R. Part 162 for or on behalf of the Covered Entity to the extent such Standard Transactions are required in the course of Business Associate's performing services under the Agreement and this Addendum for the Covered Entity. As provided for in Section 4(a) above, Business Associate will require any Business Associate Subcontractor involved with the conduct of such Standard Transactions to comply with each applicable requirement of 45 C.F.R. Part 162. Further, Business Associate will not enter into, or permit its Subcontractors to enter into, any trading partner agreement in connection with the conduct of Standard Transactions for or on behalf of the Covered Entity that:
 - 1) Changes the definition, data condition, or use of a data element or segment in a Standard Transaction;
 - 2) Adds any data element or segment to the maximum defined data set;
 - 3) Uses any code or data element that is marked "not used" in the Standard Transaction's implementation specification or is not in the Standard Transaction's implementation specification; or
 - 4) Changes the meaning or intent of the Standard Transaction's implementation specification.
- ii. *Specific Communications.* Business Associate, Plan Sponsor and Covered Entity recognize and agree that communications between the parties that are required to meet the Standards for Electronic Transactions will meet the Standards set by that regulation. Communications between Plan Sponsor and Business Associate, or between Plan Sponsor and the Covered Entity, do not need to comply with the HIPAA Standards for Electronic Transactions. Accordingly, unless agreed otherwise by the Parties in writing, all communications (if any) for purposes of "Enrollment" as that term is defined in 45 C.F.R. Part 162, Subpart O or for "Health Covered Entity Premium Payment Data," as that term is defined in 45 C.F.R. Part 162, Subpart Q, shall be conducted between the Plan Sponsor and either Business Associate or the Covered Entity. For all such communications (and any other communications between Plan Sponsor and the Business Associate), Plan Sponsor shall use such forms, tape formats, or electronic formats as Business Associate may approve. Plan Sponsor will include all information reasonably required by Business Associate to affect such data exchanges or notifications.
- iii. *Communications Between the Business Associate and the Covered Entity.* All communications between the Business Associate and the Covered Entity that are required to meet the HIPAA Standards for Electronic Transactions shall do so. For any other communications between the Business Associate and the Covered Entity, the Covered Entity shall use such forms, tape formats, or electronic

formats as Business Associate may approve. The Covered Entity will include all information reasonably required by Business Associate to affect such data exchanges or notifications.

e) Notice and Reporting Obligations of Business Associate

- i. *Notice of Non-Compliance with the Addendum.* Business Associate will notify Covered Entity within 3 calendar days after discovery, any unauthorized access, use, disclosure, modification, or destruction of PHI (including any successful Security Incident) that is not permitted by this Addendum, by applicable law, or permitted in writing by Covered Entity, whether such non-compliance is by (or at) Business Associate or by (or at) a Business Associate Subcontractor.
- ii. *Notice of Breach.* Business Associate will notify Covered Entity following discovery and without unreasonable delay but in no event later than 3 calendar days following discovery, any Breach of Unsecured Protected Health Information, whether such Breach is by Business Associate or by Business Associate Subcontractor.

- 1) As provided for in 45 C.F.R. § 164.402, Business Associate recognizes and agrees that any acquisition, access, use or disclosure of PHI in a manner not permitted under the HIPAA Privacy Rule (Subpart E of 45 C.F.R. Part 164) is presumed to be a Breach. As such, Business Associate shall (i) notify Covered Entity of any non-permitted acquisition, access, use or disclosure of PHI, and (ii) assist Covered Entity in performing (or at Covered Entity's direction, perform) a risk assessment to determine if there is a low probability that the PHI has been compromised.

- 2) Business Associate shall cooperate with Covered Entity in meeting the Covered Entity's obligations under the HIPAA Requirements and any other security breach notification laws. Business Associate shall follow its notification to the Covered Entity with a report that meets the requirements outlined immediately below.

- iii. *Reporting Obligations.*

- 1) For Successful Security Incidents and Breaches, Business Associate – without unreasonable delay and in no event later than 3 calendar days after Business Associate learns of such non- permitted use or disclosure (whether at Business Associate or at Business Associate Subcontractor) – shall provide Covered Entity a report that will:

- a. Identify (if known) each individual whose Unsecured Protected Health Information has been, or is reasonably believed by Business Associate to have been accessed, acquired, or disclosed;

- b. Identify the nature of the non-permitted access, use, or disclosure including the date of the incident and the date of discovery;
- c. Identify the PHI accessed, used, or disclosed (e.g., name; social security number; date of birth);
- d. Identify what corrective action Business Associate (or Business Associate Subcontractor) took or will take to prevent further non-permitted accesses, uses, or disclosures;
- e. Identify what Business Associate (or Business Associate Subcontractor) did or will do to mitigate any deleterious effect of the non-permitted access, use, or disclosure; and
- f. Provide such other information, including a written report, as the Covered Entity may reasonably request.

2) For Unsuccessful Security Incidents, Business Associate shall provide Covered Entity, upon its written request, a report that: (i) identifies the categories of Unsuccessful Security Incidents as described in Section 4(c)(iii)(4); (ii) indicates whether Business Associate believes its (or its Business Associate Subcontractor's) current defensive security measures are adequate to address all Unsuccessful Security Incidents, given the scope and nature of such attempts; and (iii) if the security measures are not adequate, the measures Business Associate (or Business Associate Subcontractor) will implement to address the security inadequacies.

iv. *Termination.*

- 1) Covered Entity and Business Associate each will have the right to terminate this Addendum if the other party has engaged in a pattern of activity or practice that constitutes a material breach or violation of Business Associate's or the Covered Entity's respective obligations regarding PHI under this Addendum and, on notice of such material breach or violation from the Covered Entity or Business Associate, fails to take reasonable steps to cure the material breach or end the violation.
- 2) If Business Associate or the Covered Entity fail to cure the material breach or end the violation after the other party's notice, the Covered Entity or Business Associate (as applicable) may terminate this Addendum by providing Business Associate or the Covered Entity written notice of termination, stating the uncured material breach or violation that provides the basis for the termination and specifying the effective date of the termination. Such termination shall be effective 60 days from this termination notice.

- v. *Continuing Privacy and Security Obligations.* Business Associate's and the Covered Entity's obligation to protect the privacy and security of the PHI it created, received, maintained, or transmitted in connection with services to be provided under the Agreement and this Addendum will be continuous and survive termination, cancellation, expiration, or other conclusion of this Addendum or the Agreement. Business Associate's other obligations and rights, and the Covered Entity's obligations and rights upon termination, cancellation, expiration, or other conclusion of this Addendum, are those set forth in this Addendum and/or the Agreement.

AGREED TO:

(Covered Entity)

**Boon-Chapman Benefit Administrators,
Inc.**

(Business Associate)

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

COBRA ADMINISTRATIVE SERVICES AGREEMENT

This agreement is entered into between _____ (Employer Name), hereinafter referred to as "Employer," and Boon-Chapman Benefit Administrators, Inc., hereinafter referred to as "Administrator," to be effective on _____, which is the effective date.

Whereas the health benefit plan adopted by Employer is subject to the Consolidated Omnibus Budget Reconciliation Act of 1986 ("COBRA"); and

Whereas Employer has requested that Administrator, administer the continuation of coverage provision of COBRA, and Administrator, has agreed to perform the services that are provided for herein, in accordance with the terms of this agreement;

Now therefore, in consideration of the mutual promises and covenants contained herein, it is hereby agreed as follows:

SECTION 1 — ADMINISTRATIVE SERVICES

Administrator shall provide Employer with the following services as required for the administration of the continuation of coverage provisions of COBRA for certain employees and their dependents.

- A. Provide the following forms, which are necessary to administer continuation of coverage:
 - 1. Notice of continuation of coverage;
 - 2. Continuation enrollment form;
 - 3. Payment Coupons; and
 - 4. Termination notices.
- B. Provide direct contact with the continuing individuals on behalf of Employer.
- C. Make available to Employer actuarial services to determine a reasonable premium amount. Employer shall reimburse Administrator for actuarial services that Employer authorizes.
- D. Distribute the Initial COBRA notice to all newly hired employees.
- E. Send notification of continuation to qualified individuals to the last known address, within ten working days of receiving notice of qualifying event.
- F. Collect premiums from continuing individuals. Administrator will have no responsibility to remit any premiums not collected from any continuing individual.

- G. Remit premiums collected to the Employer.
- H. Notify Employer when time limits expire, when Administrator learns that a disqualifying event has occurred, or when coverage lapses due to non-payment of premium.
- I. Maintain and provide to Employer records on individuals covered under the continuation provision.
- J. Provide Employer with information regarding updates and changes in COBRA that affect the services being performed under this agreement.

SECTION 2 — INFORMATION PROVIDED BY EMPLOYER

It is the Employer's responsibility to notify Administrator, within ten working days, of a qualifying event. This notice shall include: a) a description of the type of qualifying event, b) the name and address of the employee and c) the name of any covered dependents and their address.

SECTION 3 — ADMINISTRATIVE FEES

- A. The Administrator waives the set-up fee.
- B. The Employer shall pay Administrator (by the 10th of the month) an administrative fee of \$1.00 for each employee covered by the Employer's health plan (based on enrollment on the first of the month) plus 2% of the Cobra premium with a monthly minimum charge of \$50.
- C. Employer shall immediately reimburse Administrator for all actuarial services authorized in compliance with Section 1 C.
- D. Administrator shall also have the right to change any administrative fee or other charge on the anniversary date of the agreement by giving not less than thirty (30) days' prior written notice to Employer. Any change in administrative fee or arrangement shall apply to periods occurring subsequent to the change, unless otherwise mutually agreeable to the parties hereto.

SECTION 4 — MISCELLANEOUS PROVISIONS

- A. Administrator, in performing its obligations under this agreement, is acting only as an independent contractor of Employer, and the rights and responsibilities of the parties shall be determined in accordance with the law relating to independent contractors except as otherwise herein provided.
- B. Administrator shall use care and diligence in the exercise of its powers and the performance of its duties as Administrator hereunder but shall not be liable for any mistake or judgment or other action taken in good faith or for any loss unless resulting from its gross negligence.

- C. Employer agrees to indemnify and hold Administrator and its partners, officers, and employees harmless against any and all loss, damage, and expense, including court costs and attorneys' fees, resulting from and arising out of demands or litigation brought against Administrator in providing COBRA Administration for the Employer.
- D. Administrator reserves the right to seek the services of persons or firms having special knowledge or facilities in performing its duties under this agreement. Charges for such services will be the responsibility of Administrator, unless prior agreement is made with Employer.

SECTION 5 — DURATION OF AGREEMENT

This agreement shall take effect on the effective date and expires on the anniversary date. This agreement shall automatically be renewed for successive twelve (12) month periods (subsequent agreement periods) unless terminated in compliance with Section 9 or by either party hereto giving written notice to the other party hereto thirty (30) days prior to the anniversary date of the then current term of this agreement.

SECTION 6 — LAWS GOVERNING AGREEMENT

This agreement is performable in Travis County, Texas, and shall be construed and enforced according to the laws of the state of Texas.

SECTION 7 — AGREEMENT COUNTERPARTS

This agreement may be executed in any number of copies, each of which shall be deemed an original, and said copies shall constitute but one and the same instrument.

SECTION 8 — MODIFICATION OF AGREEMENT

This agreement and any attachments thereto constitute the entire agreement between the parties hereto. Changes in this agreement or in any attachment thereto may be made by mutual agreement between Administrator and Employer. Any such change or amendment must be in writing and signed by the parties hereto prior to becoming effective.

SECTION 9 — TERMINATION OF AGREEMENT

- A. If any state having jurisdiction over this agreement enacts a law that prohibits the continuance of this agreement or an existing law is interpreted to prohibit the continuance of

this agreement, the agreement shall terminate on the date required by such law or interpretation.

- B. In the event Administrator fails to perform its duties and responsibilities hereunder, Administrator will have fifteen (15) days from date of receipt of written notice of the default to correct such default. If Administrator does not correct such default within said fifteen (15) days, the agreement will be deemed to have terminated on the date of the aforementioned notice of default.
- C. In the event Employer fails to perform its duties and responsibilities hereunder, Employer will have fifteen (15) days from date of receipt of written notice of the default to correct such default. If Employer does not correct such default within said fifteen (15) days, the agreement will be deemed to have terminated on the date of the aforementioned notice of default. Administrator will not be responsible for performing any duties of this agreement thereafter.
- D. In the event of termination of this agreement, Administrator shall complete the processing of all requests for continuation under Employer's health benefit plan that have been received by it prior to the date of termination of this agreement, but it shall have no obligation:
 - 1. To send premium notices, lapse notices, or termination notices following the date of termination; or
 - 2. To process requests for continuation presented to it after the date of termination of this agreement.

Paragraph D above notwithstanding, any premium on hand or received after the termination date for coverage periods prior to the termination date will be remitted to Employer's health benefit plan. Any premium received for coverage periods after the termination date will be returned to the sender.

SECTION 10 — NOTICE

Any notice required by this Agreement must be in writing and sent by overnight delivery service with proof of receipt, or by certified mail return receipt requested addressed as follows:

If to Employer: _____ [CONTACT NAME]
_____ [GROUP NAME]
_____ [ADDRESS]
_____ [CITY, STATE, ZIP]

If to Administrator: ATTN: President
Boon-Chapman
9401 Amberglen Blvd; Suite 100
Austin, Texas 78729

SECTION 11 — MISCELLANEOUS

In the event of litigation between the parties hereto that arises out of the contractual relationship created hereunder, the prevailing party shall be entitled to recover reasonable attorneys' fees and

other costs of litigation in addition to any other remedies that may be available, both legal and equitable.

In witness whereof, the parties hereto have executed this agreement by their respective officers duly authorized and certified by their governing board to do so.

_____ (Employer Name)

BOON-CHAPMAN

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

COMBINED BILLING SERVICES AGREEMENT

This Agreement is effective the first day of _____, 2021, by and between:

Boon-Chapman Benefit Administrators, Inc.
9401 Amberglen Boulevard; Suite 100
Austin, Texas 78729

-and-

Customer Name & Address:

_____(Customer Name)

_____(Customer Address)

WHEREAS, Customer wants Boon-Chapman (B-C) to perform certain administrative services on Customer's behalf in connection with one or more of Customer's insured benefit plans;

WHEREAS, GIS Benefits may act as an Agent of the Customer;

WHEREAS, B-C is willing to perform such services on Customer's behalf, subject to the following terms and conditions (the "Agreement"); and,

NOW, THEREFORE, it is agreed, between Customer and B-C as follows:

1. B-C is responsible for:

- A. Receiving on-going enrollment information that Customer has entered in an on-line enrollment application or manually entering enrollment information received from Customer in on-online enrollment application;
- B. Electronically providing on-going enrollment information to the applicable ancillary medical insurance companies, herein after referred to as "Payer" or "Payers";
- C. Sending Customer a monthly combined bill for ancillary medical insurance premiums; and
- D. Remitting premiums and administrative fees to the respective Payer.

2. Customer acknowledges that it retains full responsibility pursuant to applicable law for performance of the services enumerated above and that B-C is performing any such services as Customer's agent, and not as a Plan Administrator as defined by the Employee Retirement Income Security Act of 1974, or as a fiduciary of any welfare benefit plan sponsored by Customer, or in any other legal or fiduciary capacity. Customer will not represent to any entity that B-C is performing, or will perform, any services in a fiduciary capacity.

3. In performing any services hereunder, B-C shall exercise its best efforts, but shall not be responsible for failures occurring for any reason whatsoever, except those caused by B-C's gross negligence or intentional misconduct. In addition, it is understood that, in dealing with Payers, B-C is entitled to rely on any oral or written representations made by a Payer, Customer, or any agent of the Customer.

4. B-C will make reasonable efforts to establishing a HIPAA compliant electronic connection with selected Payers for the transmission of on-going eligibility information but is not responsible for any Payers

inability or unwillingness to arrange or maintain such a connection. Further, B-C is not responsible for agreeing to any guidelines, administrative procedures or contractual requirements of a Payer that B-C deems unacceptable.

5. Customer shall be solely responsible for the accuracy, completeness and timely submission of the data and information provided by it to B-C.

6. It is the Customer's responsibility to review the monthly combined bill and to pay it by the due date. Customers will pay as billed and not make payment adjustments for coverage changes that were received by the Payer after the Payer's billing cut-off date as such adjustments will be reflected on the next bill. The Customer may request billing adjustments on the following month's bill. Payment of invoice in full does not constitute acceptance of adjustment requested in writing.

7. This Agreement will have operative effect once signed by both parties until cancelled by either party in writing with thirty (30) days' notice.

8. This Agreement is entered into and accepted in the state of Texas.

9. All provisions of this Agreement are severable, and the unenforceability or invalidity of any of the provisions shall not affect the validity or enforceability of the remaining provisions. The remaining provisions will be construed in such a manner as to carry out the full intention of the parties.

10. Section titles or references used in this Agreement shall not have substantive meaning or content and are not a part of this Agreement.

11. All disputes under this Agreement shall be settled by arbitration in Austin, Texas, before a single arbitrator pursuant to the rules of the American Arbitration Association. Arbitration may be commenced at any time by either party giving written notice to the other party that such dispute has been referred to arbitration under this section. The arbitrator shall be selected by the joint agreement of B-C and Customer, but if they do not agree within thirty (30) days after the date of the notice referred to above, the selection will be made pursuant to the rules maintained by the association. Any award rendered by the arbitrator will be conclusive and binding upon the parties and is to be accompanied by a written opinion of the arbitrator giving the reasons for this award. This provision for arbitration will be specifically enforceable by the parties. The decision of the arbitrator will be final and binding and there will be no right of appeal. Each party will pay its own expenses of arbitration and the expenses of the parties will be equally shared unless, in the opinion of the arbitrator, any claim or any defense or objection was unreasonable, the arbitrator may assess, as part of his award, all or any part of the arbitration expenses of the other party (including reasonable attorneys' fees) and of the arbitrator against the party raising such unreasonable claim, defense or objection.

12. Neither party will be liable for any failure or delay in performance of its obligations hereunder by reason of any event or circumstance beyond its reasonable control, including but not limited to acts of God, war, riot, strike, labor disturbance, fire explosion, telephone network failure(s), flood or shortage or failure of suppliers. If any delay in performance under this section continues for more than sixty (60) consecutive days, the unaffected party will have the right to terminate this Agreement with ten (10) days' prior written notice to the affected party, unless the affected party is able to remedy its circumstances within the 10-day notice period.

13. Failure to enforce the performance of any provision of this Agreement will not constitute a waiver of rights to subsequently enforce such provision or any other provision. No waiver of any provision of the Agreement will be effective unless in writing.

14. This Agreement may be modified, amended or supplemented only by a writing signed by the authorized representatives of both parties to this Agreement. Such amendments, modifications or supplements will be deemed as much a part of this Agreement as if so incorporated herein.

15. Unless otherwise specified herein, any notice required to be given pursuant to the terms and provisions hereof shall be effective only if given in writing and sent by overnight delivery service with proof of

receipt, or by certified mail return receipt requested. Notices shall be sent to the address on page one and to the individual executing the agreement.

16. The parties acknowledge that they have read this Agreement in its entirety and understand and agree to be bound by its terms and conditions. This Agreement constitutes a complete and exclusive statement of the understanding between the parties with respect to its subject matter.

17. The relationship between the parties is that of independent contractors. Neither party is intended to be an employee or employer of, nor joint venture with, the other party; and except as otherwise specifically contemplated herein, neither party shall function as an agent of the other party. Each party hereto shall be responsible for its own activities and those of its employees and agents.

18. Each party represents and warrants to the other that the signatory identified beneath its name below has authority to execute this Agreement on its behalf.

The parties, intending to be legally bound, have executed and delivered this Agreement as of the date set forth above. In Witness whereof, we set our hands and seals:

Boon-Chapman Benefit Administrators, Inc.

By: _____

Title: _____

Date: _____

(Customer)

By: _____

Title: _____

Date: _____



Metropolitan Life Insurance Company
200 Park Avenue, New York, New York

APPLICATION FOR GROUP INSURANCE

The applicant named below is applying for Group Insurance to provide coverage for the class(es) of persons specified below.

APPLICANT DATA

- 1. Full legal name of Applicant: _____ (the "Policyholder")
- 2. Address: _____ City _____ State _____ Zip _____

EFFECTIVE DATE

The effective date of the applied for group insurance will be _____, subject to MetLife's acceptance of this application and the applicant's payment of the Premium due on or before such date.

SITUS

Group Policy forms will be issued for delivery in and governed by the laws of _____.

COVERAGE DATA

Employees / Members

Dependents

PREMIUM DATA

Premiums will be paid: Monthly Quarterly Annually Other: _____

Attached is an advance payment of: \$ _____.

AGREEMENT

The Applicant signing below agrees to accept the terms and provisions of all Group Policy forms issued pursuant to this application; including all Exhibits, amendments and endorsements, if any.

Fraud Warning. Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

(Signature of Applicant's Authorized Representative)

(Print Name and Title of Authorized Representative)

Signed at: _____
(City) (State)

Date: _____

(Signature of Licensed MetLife Agent or Resident Agent as required by law) (Agent's State License No.)

(Print Name of Agent)



INTERMEDIARY AND PRODUCER COMPENSATION NOTICE

MetLife enters into arrangements concerning the sale, servicing and/or renewal of MetLife group insurance and certain other group-related products (“Products”) with brokers, agents, consultants, third-party administrators, general agents, associations, and other parties that may participate in the sale, servicing and/or renewal of such Products (each an “Intermediary”). MetLife may pay your Intermediary compensation, which may include, among other things, base compensation, supplemental compensation and/or a service fee. MetLife may pay compensation for the sale, servicing and/or renewal of Products, or remit compensation to an Intermediary on your behalf. Your Intermediary may also be owned by, controlled by or affiliated with another person or party, which may also be an Intermediary and who may also perform marketing and/or administration services in connection with your Products and be paid compensation by MetLife.

Base compensation, which may vary from case to case and may change if you renew your Products with MetLife, may be payable to your Intermediary as a percentage of premium or a fixed dollar amount. MetLife may also pay your Intermediary compensation that is based upon your Intermediary placing and/or retaining a certain volume of business (number of Products sold or dollar value of premium) with MetLife. In addition, supplemental compensation may be payable to your Intermediary. Under MetLife’s current supplemental compensation plan, the amount payable as supplemental compensation may range from 0% to 8% of premium. The supplemental compensation percentage may be based on: (1) the number of Products sold through your Intermediary during a prior one-year period; (2) the amount of premium or fees with respect to Products sold through your Intermediary during a prior one-year period; (3) the persistency percentage of Products inforce through your Intermediary during a prior one-year period; (4) premium growth during a prior one-year period; (5) a fixed percentage of the premium for Products as set by MetLife. The supplemental compensation percentage will be set by MetLife prior to the beginning of each calendar year and it may not be changed until the following calendar year. As such, the supplemental compensation percentage may vary from year to year, but will not exceed 8% under the current supplemental compensation plan.

The cost of supplemental compensation is not directly charged to the price of our Products except as an allocation of overhead expense, which is applied to all eligible group insurance products, whether or not supplemental compensation is paid in relation to a particular sale or renewal. As a result, your rates will not differ by whether or not your Intermediary receives supplemental compensation. If your Intermediary collects the premium from you in relation to your Products, your Intermediary may earn a return on such amounts. Additionally, MetLife may have a variety of other relationships with your Intermediary or its affiliates, or with other parties, that involve the payment of compensation and benefits that may or may not be related to your relationship with MetLife (e.g., insurance and employee benefits exchanges, enrollment firms and platforms, consulting agreements, or reinsurance arrangements).

More information about the eligibility criteria, limitations, payment calculations and other terms and conditions under MetLife’s base compensation and supplemental compensation plans can be found on MetLife’s Web site at www.metlife.com/brokercompensation. Questions regarding Intermediary compensation can be directed to ask4met@metlifeservice.com, or if you would like to speak to someone about Intermediary compensation, please call (800) ASK 4MET. In addition to the compensation paid to an Intermediary, MetLife may also pay compensation to your MetLife sales representative. Compensation paid to your MetLife sales representative is for participating in the sale, servicing, and/or renewal of Products, and the compensation paid may vary based on a number of factors including the type of Product(s) and volume of business sold. If you are the person or entity to be charged under an insurance policy or annuity contract, you may request additional information about the compensation your MetLife sales representative expects to receive as a result of the sale or concerning compensation for any alternative quotes presented, by contacting your MetLife sales representative or calling (866) 796-1800.



Our Privacy Notice

We know that you buy our products and services because you trust us. This notice explains how we protect your privacy and treat your personal information. It applies to current and former customers. "Personal information" as used here means anything we know about you personally.

Plan Sponsors and Group Insurance Contract Holders

This privacy notice is for individuals who apply for or obtain our products and services under an employee benefit plan, or group insurance or annuity contract. In this notice, "you" refers to these individuals.

Protecting Your Information

We take important steps to protect your personal information. We treat it as confidential. We tell our employees to take care in handling it. We limit access to those who need it to perform their jobs. Our outside service providers must also protect it, and use it only to meet our business needs. We also take steps to protect our systems from unauthorized access. We comply with all laws that apply to us.

Collecting Your Information

We typically collect your name, address, age, and other relevant information. We may also collect information about any business you have with us, our affiliates, or other companies. Our affiliates include life, car, and home insurers. They also include a bank, a legal plans company, and securities broker-dealers. In the future, we may also have affiliates in other businesses.

How We Get Your Information

We get your personal information mostly from you. We may also use outside sources to help ensure our records are correct and complete. These sources may include consumer reporting agencies, employers, other financial institutions, adult relatives, and others. These sources may give us reports or share what they know with others. We don't control the accuracy of information outside sources give us. If you want to make any changes to information we receive from others about you, you must contact those sources.

We may ask for medical information. The Authorization that you sign when you request insurance permits these sources to tell us about you. We may also, at our expense:

- Ask for a medical exam
- Ask for blood and urine tests
- Ask health care providers to give us health data, including information about alcohol or drug abuse

We may also ask a consumer reporting agency for a "consumer report" about you (or anyone else to be insured).

Consumer reports may tell us about a lot of things, including information about:

- Reputation
- Driving record
- Finances
- Work and work history
- Hobbies and dangerous activities

The information may be kept by the consumer reporting agency and later given to others as permitted by law. The agency will give you a copy of the report it provides to us, if you ask the agency and can provide adequate identification. If you write to us and we have asked for a consumer report about you, we will tell you so and give you the name, address and phone number of the consumer reporting agency.

Another source of information is MIB Group, Inc. ("MIB"). It is a non-profit association of life insurance companies. We and our reinsurers may give MIB health or other information about you. If you apply for life or health coverage from another member of MIB, or claim benefits from another member company, MIB will give that company any information that it has about you. If you contact MIB, it will tell you what it knows about you. You have the right to ask MIB to correct its information about you. You may do so by writing to MIB, Inc., 50 Braintree Hill, Suite 400, Braintree, MA 02184-8734, by calling MIB at (866) 692-6901 (TTY (866) 346-3642 for the hearing impaired), or by contacting MIB at www.mib.com.

Using Your Information

We collect your personal information to help us decide if you're eligible for our products or services. We may also need it to verify identities to help deter fraud, money laundering, or other crimes. How we use this information depends on what products and services you have or want from us. It also depends on what laws apply to those products and services. For example, we may also use your information to:

- administer your products and services
- process claims and other transactions

- perform business research
- market new products to you
- comply with applicable laws
- confirm or correct your information
- help us run our business

Sharing Your Information With Others

We may share your personal information with others with your consent, by agreement, or as permitted or required by law. For example, we may share your information with businesses hired to carry out services for us. We may also share it with our affiliated or unaffiliated business partners through joint marketing agreements. In those situations, we share your information to jointly offer you products and services or have others offer you products and services we endorse or sponsor. Before sharing your information with any affiliate or joint marketing partner for their own marketing purposes, however, we will first notify you and give you an opportunity to opt out.

Other reasons we may share your information include:

- doing what a court, law enforcement, or government agency requires us to do (for example, complying with search warrants or subpoenas)
- telling another company what we know about you if we are selling or merging any part of our business
- giving information to a governmental agency so it can decide if you are eligible for public benefits
- giving your information to someone with a legal interest in your assets (for example, a creditor with a lien on your account)
- giving your information to your health care provider
- having a peer review organization evaluate your information, if you have health coverage with us
- those listed in our “Using Your Information” section above

HIPAA

We will not share your health information with any other company – even one of our affiliates – for their own marketing purposes. The Health Insurance Portability and Accountability Act (“HIPAA”) protects your information if you request or purchase dental, vision, long-term care and/or medical insurance from us. HIPAA limits our ability to use and disclose the information that we obtain as a result of your request or purchase of insurance. Information about your rights under HIPAA will be provided to you with any dental, vision, long-term care or medical coverage issued to you.

You may obtain a copy of our HIPAA Privacy Notice by visiting our website at www.MetLife.com. For additional information about your rights under HIPAA; or to have a HIPAA Privacy Notice mailed to you, contact us at HIPAAprivacyAmericasUS@metlife.com, or call us at telephone number (212) 578-0299.

Accessing and Correcting Your Information

You may ask us for a copy of the personal information we have about you. Generally, we will provide it as long as it is reasonably retrievable and within our control. You must make your request in writing listing the account or policy numbers with the information you want to access. For legal reasons, we may not show you anything we learned as part of a claim or lawsuit, unless required by law.

If you tell us that what we know about you is incorrect, we will review it. If we agree, we will update our records. Otherwise, you may dispute our findings in writing, and we will include your statement whenever we give your disputed information to anyone outside MetLife.

Questions

We want you to understand how we protect your privacy. If you have any questions about this notice, please contact us. When you write, include your name, address, and policy or account number.

Send privacy questions to:

MetLife Privacy Office
 P. O. Box 489
 Warwick, RI 02887-9954
privacy@metlife.com

We may revise this privacy notice. If we make any material changes, we will notify you as required by law. We provide this privacy notice to you on behalf of these MetLife companies:

Metropolitan Life Insurance Company
MetLife Insurance Company of Connecticut
SafeGuard Health Plans, Inc.

MetLife Health Plans, Inc.
General American Life Insurance Company
SafeHealth Life Insurance Company

HIPAA INFORMATION FOR
METLIFE GROUP DENTAL and/or VISION INSURANCE CUSTOMERS

Dear Group Dental and/or Vision Customer :

This letter relates to privacy requirements contained in federal regulations under the Health Insurance Portability and Accountability Act (HIPAA). To comply with HIPAA's privacy rules, MetLife U.S. Business has put in place procedures and requirements relating to disclosure of protected health information (PHI) to our insured group customers with dental and/or vision coverage.

Under HIPAA's privacy rules, an employer's group health plan may not disclose individually identifiable information that is classified as "protected health information" (PHI) under HIPAA or permit an insurer to disclose PHI to the plan sponsor unless the plan sponsor (1) amends its plan documents to incorporate specified HIPAA privacy safeguards, and (2) signs a written certification to the group health plan stating that it has done so. For purposes of this letter, the term "plan sponsor" means the employer or other entity that establishes or maintains a group health plan (such as a dental or vision plan) on behalf of the eligible employees and dependents ("plan participants".) If as a plan sponsor, your company does not wish to have access to plan participants' PHI, these requirements may not apply.

Except as noted below, as standard procedure we cannot provide access to the Dental or Vision Claim Inquiry features of MetLink, nor will we be able to provide assistance on a dental or vision claim issue, whether requested in writing or through the Customer Call Centers, to our customers (or through brokers or TPAs on their behalf) without a written authorization from the Employee.

For your information the following are examples of the ways in which a MetLife group dental and/or vision customer may receive PHI:

- Access to dental or vision claim status via the Claim Inquiry features of MetLink;
- Verbal and/or written communication to a MetLife representative asking for assistance with a claim issue on behalf of an Employee, including calls to our Dental or Vision customer call centers.

If an insured group dental and/or vision customer, acting as the plan sponsor, must have access to PHI in any format for plan administration functions, then based on the HIPAA privacy requirements outlined above, such a customer will need to certify to MetLife, in advance of receiving PHI from MetLife, that its plan document has been amended to reflect HIPAA's privacy requirements. This requirement will apply whether PHI is received directly by such a customer or through its broker or TPA on its behalf. Customers will be able to make their certification with MetLife using **either** of the following methods:

1. by signing a HIPAA Plan Sponsor Certification Form and returning it to MetLife. Upon review by your legal counsel, the attached sample wording can be used to create your company's HIPAA Plan Sponsor Certification Form for use after amending the plan document. **(Use of the Plan Sponsor Certification Form is the only option if the MetLife booklet certificate does not serve as your plan document or if your plan is not governed by ERISA), or**

2. if you use a MetLife booklet certificate as your plan document, and after review of the attached specimen "Sample Dental and/or Vision Booklet Certificate/SPD HIPAA Language" by your legal counsel, complete the attached HIPAA Request Form indicating that MetLife include the HIPAA privacy language in your booklet certificate.

Samples of the HIPAA Plan Sponsor Certification Form and new HIPAA privacy language are included for reference. Please note that the attached sample forms and language are only examples, and are not intended to constitute legal advice. We suggest you consult with your legal counsel concerning the status of your group health plan under HIPAA, HIPAA requirements in general, and on any proposed use of these sample forms or language.

If for plan administration functions your organization must have access to your plan participants' dental and/or vision claim status via MetLink, or receive information which contains PHI, please submit, either your completed HIPAA Plan Sponsor Certification Form or your HIPAA Request Form. You should know that if MetLife does not receive your certification in one of the above formats, we will not be in a position to disclose PHI to you, including permitting access to the Dental and/or Vision Claim Inquiry features of MetLink.

MetLife U.S. Business is committed to keeping its customers informed on HIPAA issues. Should you require additional information, please do not hesitate to contact us.

Thank you for your assistance in this matter.

Sincerely,

MetLife

Attachments:

Sample HIPAA Plan Sponsor Certification Form
Sample Dental and/or Vision Booklet Certificate/SPD HIPAA Language
HIPAA Request Form

Sample HIPAA Plan Sponsor Certification Form

PLEASE READ THE FOLLOWING CAREFULLY:

The sample certification below should be reviewed by a customer's own legal advisor. MetLife does not make any representation as to the suitability of the sample certification for a particular plan. The sample is merely informational.

SAMPLE CERTIFICATION OF AMENDMENT OF PLAN DOCUMENTS

{Customer Name} (the "Plan Sponsor"), as sponsor of a Dental and/or Vision benefit plan (the "Plan") which is a "group health plan" under the privacy regulations of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), by affixing an authorized signature hereto, hereby certifies that it has amended documents of the Plan to incorporate the provisions set forth below and will continue to conduct its relevant operations pursuant thereto. Plan Sponsor's authorized signature also certifies that the Plan amendment incorporating such provisions became effective *{Effective Date of Amendment}*. Plan Sponsor understands that this certification is required by the Plan as part of its compliance with HIPAA.

Provisions incorporated by the Plan amendment effective *{Effective Date of Amendment}* are as follows:

1. Any protected health information, as defined under HIPAA's privacy regulations, that is received by the Plan Sponsor, from the Plan or from an insurer or claim administrator ("Plan PHI"), shall not be used or further disclosed other than as permitted or required by the Plan documents or as required by law.
2. The Plan Sponsor shall ensure that any agents, including a subcontractor, to whom the Plan Sponsor provides Plan PHI agree to the same restrictions and conditions that apply to the Plan Sponsor with respect to such information.
3. The Plan Sponsor shall not use or disclose Plan PHI for employment-related actions and decisions or in connection with any other benefit or employee benefit plan.
4. The Plan Sponsor shall report to the Plan any use or disclosure of the Plan PHI that is inconsistent with the uses or disclosures provided for in the Plan documents.
5. The Plan Sponsor shall provide individuals with access to, amendment of, and an accounting of disclosures of their Plan PHI in accordance with the respective HIPAA privacy regulation provisions governing such access, amendment and accounting as set forth at 45 CFR 164.524 through 164.528.
6. The Plan Sponsor shall make its internal practices, books, and records relating to its use or disclosure of Plan PHI available to the Secretary of the United States Department of Health and Human Services at his/her request to determine the Plan's compliance with 45 CFR Part 164, Subpart E of HIPAA.
7. The Plan Sponsor agrees that when it no longer needs the Plan PHI for the purposes for which it was received, it will, if feasible, return or destroy the Plan PHI it maintains in any form and retain no copies. If such return or destruction is not feasible, the Plan Sponsor shall limit the further use and disclosure of the Plan PHI to those purposes that make return or destruction infeasible.

8. The Plan Sponsor shall ensure that adequate separation will be maintained between the Plan and the Plan Sponsor and has provided elsewhere in its Plan documents provisions describing persons or classes of persons employed or otherwise under the control of the Plan Sponsor who have access to Plan PHI, restricting such persons' access and use of Plan PHI to "plan administration functions" as defined in HIPAA's privacy regulations, and providing an effective mechanism for resolving issues of noncompliance by such persons with provisions of the Plan documents governing the use and disclosure of Plan PHI.

I *{Insert Name of Signatory}*, duly authorized by *{Customer Name}* and as an officer of same, by affixing my authorized signature hereto, hereby certify on behalf of the Plan Sponsor, that it has amended documents of the Plan to incorporate the provisions set forth above and will continue to conduct its relevant operations pursuant thereto. My authorized signature for the Plan Sponsor also certifies that the Plan amendment incorporating such provisions became effective *{Effective Date of Amendment}* and that the Plan Sponsor understands that this certification is required by the Plan as part of its compliance with privacy regulations under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA").

{Customer Name}

DO NOT SIGN THIS SPECIMEN FORM. THE SAMPLE IS MERELY INFORMATIONAL

By: _____

Dated: _____

Print Name: _____

Title: _____

SPECIMEN

Sample Dental and/or Vision Booklet Certificate/SPD HIPAA Language

PLEASE READ THE FOLLOWING CAREFULLY:

The sample SPD HIPAA privacy language is sample language and should be reviewed by a customer's own legal advisor. MetLife does not make any representations as to the suitability of the sample language for a particular plan. The sample is merely informational.

SAMPLE SPD HIPAA PRIVACY LANGUAGE

Privacy of Your Medical Information

This Plan operates in accordance with regulations under the Health Insurance Portability and Accountability Act as set forth in 45 CFR Parts 160 and 164, and as they may be amended ("HIPAA"), with respect to protected health information ("PHI") as that term is defined in HIPAA. For purposes of the Plan, PHI generally consists of individually identifiable information about you or your dependents, including health and demographic information, that relates to your or their eligibility for dental and/or vision benefits under the Plan.

I. Permitted Uses and Disclosures of PHI by the Plan and the Plan Sponsor

The Plan and the Plan Sponsor are permitted to use and disclose PHI for the following purposes, to the extent they are not inconsistent with HIPAA:

- For general plan administration, including policyholder service functions, enrollment and eligibility functions, reporting functions, auditing functions, financial and billing functions, to assist in the administration of a consumer dispute or inquiry, and any other authorized insurance or benefit function.
- As required for computer programming, consulting or other work done in respect to the computer programs or systems utilized by the Plan.
- Other uses relating to plan administration which are approved in writing by the Plan Administrator **(or Plan Privacy Officer)**.
- At the request of an individual, to assist in resolving claims the individual may have with respect to benefits under the Plan.

II. Uses and Disclosures of PHI by the Plan and the Plan Sponsor for Required Purposes

The Plan and Plan Sponsor may use or disclose PHI for the following required purposes:

- Judicial and administrative proceedings, in response to lawfully executed process, such as a court order or subpoena.

- For public health and health oversight activities, and other governmental activities accompanied by lawfully executed process.
- As otherwise may be required by law.

III. Sharing of PHI With the Plan Sponsor

As a condition of the Plan Sponsor receiving PHI from the Plan, the Plan Documents have been amended to incorporate the following provisions, under which the Plan Sponsor agrees to:

- Not use or further disclose PHI other than as permitted or required by the plan documents in Sections I and II above;
- Ensure that any agents or subcontractors to whom it provides PHI received from the Plan agree to the same restrictions and conditions that apply to the Plan Sponsor;
- Not use or disclose PHI for employment-related actions or decisions or in connection with any other benefit or employee benefit plan of the Plan Sponsor;
- Report to the Plan any use or disclosure of the information that is inconsistent with the permitted uses or disclosures of which it becomes aware;
- Make PHI available to Plan participants for the purposes of the rights of access and inspection, amendment, and accounting of disclosures as required by HIPAA;
- Make its internal practices, books and records relating to the use and disclosure of PHI received from the Plan available to the Secretary of the U.S. Department of Health and Human Services for purposes of determining compliance by the Plan with HIPAA;
- If feasible, return or destroy all PHI received from the Plan that the sponsor still maintains in any form and retain no copies of such information when no longer needed for the purpose for which disclosure was made, except that, if such return or destruction is not feasible, limit further uses and disclosures to those purposes that make the return or destruction of the information infeasible;
- Ensure that adequate separation between the Plan and Plan Sponsor is established in accordance with the following requirements:

(A) Employees to be Given Access to PHI: The following employees (or class of employees) of the Plan Sponsor are the only individuals that may access PHI provided by the Plan:

[Insert the employees of the Plan Sponsor, by title(s) or other identifiers, that may access PHI provided by the Plan.]

(B) Restriction to Plan Administration Functions: The access to and use of PHI by the employees of the Plan Sponsor designated above will be limited to plan administration functions that the Plan Sponsor performs for the Plan.

(C) Mechanism for Resolving issues of Noncompliance: If the Plan Administrator [**or Privacy Officer**] determines that an employee of the Plan Sponsor designated above has acted in noncompliance with the plan document provisions outlined above, then the Plan Administrator [**or Privacy Officer**] shall take or seek to have taken appropriate disciplinary action with respect to that employee, up to and including termination of employment as appropriate. The Plan Administrator [**or Privacy Officer**] shall also document the facts of the violation, actions that have been taken to discipline the offending party and the steps taken to prevent future violations.

- Certify to the Plan, prior to the Plan permitting disclosure of PHI to the Plan Sponsor, that the Plan Documents have been amended to incorporate the provisions in this Section III.

[Optional provision]:

IV. Participants Rights

Participants and their covered dependents will have the rights set forth in the Plan's or its dental and/or vision insurer's HIPAA Notice of Privacy Practices for Protected Health Information and any other rights and protections required under the HIPAA. The Notice may periodically be revised by the Plan or its dental and/or vision insurer.

[Optional provision]:

V. Privacy Complaints/Issues

All complaints or issues raised by Plan participants or their covered dependents in respect to the use of their PHI must be submitted in writing to the Plan Administrator [**or the Plan's appointed Privacy Officer**]. A response will be made within 30 days of the receipt of the written complaint. In the event more time is required to resolve any issues this period can be extended to 90 days. The affected participant must receive written notice of the extension and the resolution of their complaint. The Plan Administrator [**or Privacy Officer**] shall have full discretion in resolving the complaint and making any required interpretations and factual determinations. The decision of the Plan Administrator [**or Privacy Officer**] shall be final and be given full deference by all parties.

HIPAA REQUEST FORM

If you wish to include in your booklet certificate the HIPAA privacy language shown on the specimen "Sample Dental or Vision Booklet Certificate/SPD Language" provided to you by MetLife, please answer the following question(s), sign, and return this form to MetLife at the following address:

MetLife
4150 N. Mulberry Drive/Suite 300
Kansas City, MO 64116

Please provide the following information:

- a. Are there employees of the Plan Sponsor that may access PHI (Protected Health Information) provided by the Plan? If there are, please provide their title(s) or other identifiers below. Please do not provide their names, only title or other identifier.

County Administrator _____

Employee Relations Director _____

- b. Should the term "Privacy Officer" be included in Section III. (C) "Sharing of PHI with the Plan Sponsor" of the Dental and/or Vision Plan Document?

Yes No

- c. Should Section IV. "Participant's Rights" be included in the Dental and/or Vision Plan Document? (this is an optional section).

Yes No

- d. Should Section V. "Privacy Complaints/Issues" be included in the Dental and/or Vision Plan Document? (this is an optional section).

Yes No

As a duly authorized representative of the Customer named below and its group dental and/or vision plan, and consistent with such Customer's decision to amend its plan document to incorporate HIPAA privacy provisions, I hereby request that MetLife include in Customer's booklet certificate HIPAA privacy language reflecting Customer's choices on this form.

Customer Name County of McLeod _____

Customer Number _____

Authorized Signature _____

Date 10/16/2020 _____



New Group Submission Form

CUSTOMER INFORMATION

Legal Name of Company: _____

Legal Address of Company (No PO Boxes): _____

Address Line 2: _____

City, State, Zip: _____

Employer Tax Identification Number (TIN): _____

SIC Code used to Rate Group: _____ Year Company Founded: _____

Effective Date: _____ **Broker Due Date: Next Business Day**

Number of eligible employees: _____

Coverage(s) sold: Basic Life/AD&D PPO Dental Long Term Disability Vision
 Supplemental Life/AD&D DHMO Short Term Disability MetLife Legal Plans (must sell MetLife Dental or have MetLife Dental in-force)

Will MetLife be taking over voluntary elections from a prior carrier? If yes, a prior carrier's bill showing individual elections is required with submission. Yes No

Does this group have existing coverage with MetLife? If yes, please include the group #: _____

BROKER INFORMATION

Broker First and Last Name: _____

Social Security #: _____

Corporation Name: _____

Federal Tax ID: _____

Resident State: _____

Broker Address 1: _____

Broker Address 2: _____

Broker City, State, Zip: _____

Broker Contact Name: _____ Phone: _____ Email: _____

Is Broker Appointed with MetLife? Yes No If no or unsure, please contact your MetLife Implementation team.

Commissions Paid to: Writing Producer Brokerage

GENERAL AGENCY INFORMATION (IF APPLICABLE)

General Agency Name (must be different than Broker corporation name above): _____

General Agency Writing Producer's Name (must be different than Broker's name above): _____

General Agency Writing Producer's Social Security #: _____

GA Sales Office:¹ _____

General Agency Contact Name: _____ Phone: _____ Email: _____

¹ For GA's with multiple locations, please specify which GA sales office/location is attached to this sold case

Do you have an existing Broker or GA MetLink account? Yes (if yes, please provide the MetLink id) No

User First and Last Name: _____

User Email: _____

User Name: _____

TPA INFORMATION (IF APPLICABLE)

TPA Name : _____

TPA Writing Producer First and Last Name: _____

TPA Writing Producer's Social Security #: _____

TPA Sales Office:² _____

TPA Contact Name: _____ Phone: _____ Email: _____

² For TPA's with multiple locations, please specify which TPA sales office/location is attached to this sold case

THIRD PARTY ENTITY (TPE) (IF APPLICABLE — BENE ADMIN, ENROLLMENT FIRM, TECHNOLOGY, ETC.)

Third Party Entity Name: _____

Third Party Entity Writing Producer's Name: _____

Third Party Entity Producer's Social Security #: _____

Third Party Entity Contact Name: _____ Phone: _____ Email: _____

Which party is setting up the group on the TPE? General Agent Broker

METLIFE SALES INFORMATION

MetLife Local Office
(to be completed by MetLife): _____

MetLife RMAE
(to be completed by MetLife): _____

MetLife Small Market AE
(to be completed by MetLife): _____

PRIMARY CONTACT/BENEFIT ADMINISTRATOR INFORMATION

Contact First and Last Name: _____

Billing Address Line 1
(if different than legal address above): _____

Billing Address Line 2: _____

City, State, Zip: _____

Contact Email: _____

Contact Phone: _____

Should this contact have access to: MetLink® Yes No

MetLink® – Our Online administration system designed to make benefits administration easier. MetLink provides convenient, real-time access to MetLife's systems – enabling you to efficiently add or modify employees employee information and look up dental or disability claim status. You can also view your current bill on-line, looking up billing history and run a listing of employees that can be reviewed on-line or downloaded into a spreadsheet.

CUSTOMER EXECUTIVE CONTACT INFORMATION — Same as Above

Contact First and Last Name: _____

Contact Email: _____

Contact Phone/Fax: _____

Should this contact have access to MetLink®: Yes No**ADDITIONAL SUBSIDIARY / DIVISION / MULTIPLE LOCATION** (Legal Names only)

Add Location information if you have employees who are actively at work and are eligible for coverage at additional location(s). (Please do not re-enter HQ address.)

Legal Company Name: _____

Employer Fed Tax ID #: _____ # of participants at this at this location _____

Street Address _____

City _____ State _____ Zip _____

Separate Bill? Yes No

Legal Company Name: _____

Employer Fed Tax ID #: _____ # of participants at this at this location _____

Street Address _____

City _____ State _____ Zip _____

Separate Bill? Yes No**BILLING DETAIL** List Bill or SAP Bill (TPA business only)**DEPARTMENTAL BILLING** (Option to produce one bill with employees subtotaled by Location/Division) Yes No

Location/ Department Name _____ Department Code to be displayed on bill _____

Location/ Department Name _____ Department Code to be displayed on bill _____

Does this product have multiple classes?* Yes No

If One Class only, please complete the All Employees Eligibility Section below.

If Multiple Classes, please skip All Employees Eligibility section and complete eligibility info for Class 1 and Class 2.

*Multiple classes must be quoted by MetLife Underwriting

ELIGIBILITY INFORMATION — ALL EMPLOYEESClass Description: **All Active Full Time Employees** Number of hours worked: **30 hours****EMPLOYEE WAITING PERIODS**For Present Employees: _____ days/months Date Eligible First of the MonthFor Future Employees: _____ days/months Date Eligible First of the Month

PREMIUM CONTRIBUTIONS — ALL EMPLOYEES

Employer Contribution Percentage — If the employer pays 100% of the premium, all eligible employees must participate.

EMPLOYERS CONTRIBUTION ON BEHALF OF:	BASIC LIFE / AD&D	SUPPLEMENTAL LIFE/ADD	DENTAL PPO	DENTAL DHMO	VISION	LTD	STD
Employee	_____ %	_____ %	_____ %	_____ %	_____ %	_____ % <input type="checkbox"/> Pre Tax <input type="checkbox"/> Post Tax	_____ % <input type="checkbox"/> Pre Tax <input type="checkbox"/> Post Tax
Dependent	_____ %	_____ %	_____ %	_____ %	_____ %	n/a	n/a

ELIGIBILITY INFORMATION — CLASS 1

Class Description: _____ Number of hours worked: _____ hours

EMPLOYEE WAITING PERIODS

For Present Employees: _____ days/months Date Eligible First of the Month

For Future Employees: _____ days/months Date Eligible First of the Month

PREMIUM CONTRIBUTIONS — CLASS 1

Employer Contribution Percentage — If the employer pays 100% of the premium, all eligible employees must participate.

EMPLOYERS CONTRIBUTION ON BEHALF OF:	BASIC LIFE / AD&D	SUPPLEMENTAL LIFE/ADD	DENTAL PPO	DENTAL DHMO	VISION	LTD	STD
Employee	_____ %	_____ %	_____ %	_____ %	_____ %	_____ % <input type="checkbox"/> Pre Tax <input type="checkbox"/> Post Tax	_____ % <input type="checkbox"/> Pre Tax <input type="checkbox"/> Post Tax
Dependent	_____ %	_____ %	_____ %	_____ %	_____ %	n/a	n/a

ELIGIBILITY INFORMATION — CLASS 2

Class Description: _____ Number of hours worked: _____ hours

EMPLOYEE WAITING PERIODS

For Present Employees: _____ days/months Date Eligible First of the Month

For Future Employees: _____ days/months Date Eligible First of the Month

PREMIUM CONTRIBUTIONS — CLASS 2

Employer Contribution Percentage — If the employer pays 100% of the premium, all eligible employees must participate.

EMPLOYERS CONTRIBUTION ON BEHALF OF:	BASIC LIFE / AD&D	SUPPLEMENTAL LIFE/ADD	DENTAL PPO	DENTAL DHMO	VISION	LTD	STD
Employee	_____ %	_____ %	_____ %	_____ %	_____ %	_____ % <input type="checkbox"/> Pre Tax <input type="checkbox"/> Post Tax	_____ % <input type="checkbox"/> Pre Tax <input type="checkbox"/> Post Tax
Dependent	_____ %	_____ %	_____ %	_____ %	_____ %	n/a	n/a

Domestic Partners: If your state does not require domestic partner and you would like it removed, please check here. Please Remove Domestic Partner

Do you want to cover retirees? Yes No

Prior approval from MetLife Underwriting is required if retirees are to be considered eligible.

Open Class — present and future retirees

Closed Class — those retired prior to the effective date

EARNINGS DEFINITION (Required for Life and Disability Coverage's)

Basic Earnings Only W2 + Commissions + Bonus
 Average over 12 Months 24 Months 36 Months

ERISA INFORMATION

MetLife provides as a standard service for ERISA plans a document entitled "ERISA Information" that, together with your insurance certificate, can be used as your Summary Plan Description. This includes a grant of discretion to MetLife, as claims administrator. If you do not want MetLife to provide this "ERISA Information" please notify your broker so the appropriate modifications can be completed.

Section 125: Is your policy covered under Section 125? Yes No

LIFE, SHORT TERM DISABILITY OR LONG TERM DISABILITY COVERAGES:

Are there any significant health risks or pregnancies within this customer? Yes No

If "Yes", please provide details (do not include individual names):

Employees Not Actively At Work – Please list any current employees **not actively working** (excluding employees on vacation) as of the effective date. These employees must be disclosed and **are not eligible** for coverage until they return to work.

Name: _____ Reason: _____

Name: _____ Reason: _____

Name: _____ Reason: _____

DISABILITY ONLY

MetLife will issue W2's for LTD and STD Customer will issue W2's for LTD and STD

The employer will receive an Employer W2 report annually if MetLife issues the W2's.

Note: The benefits must be taxable or MetLife's system will not produce a W2

If you are using a payroll vendor, have you discussed with your Payroll Vendor who should be issuing W2s for taxable disability benefit payments (Third Party Sick Pay)? If you have not discussed this matter and obtained an agreement with your Payroll Vendor you may experience W2 and tax reporting issues at the end of the tax year.

Are there any individuals being covered that are FICA exempt or partially FICA exempt? Yes No

If you have both FICA exempt and non FICA exempt employees additional class structure may be required for your FICA exempt employees. Please identify all FICA exempt employees on your enrollment listing (census) and their exemption status (Social Security and/or Medicare)

Please check all that apply: Social Security Exempt Medicare Exempt Social Security & Medicare Exempt

Please explain why your employees are exempt from FICA (Social Security and/or Medicare):

Municipality Schools Religious Organization Other: _____

Do the FICA exemptions described above apply to all covered employees? Yes No

AUTHORIZATIONS

MetLife will deliver the group insurance policy and certificates to the company via e-mail as Adobe pdf documents and confirms that it is able to save them as electronic records and print them (if requested) for distribution to individuals who become covered under the group insurance policy.

HIPAA Information (Dental & Vision Only):

I am an authorized representative of the MetLife customer named above. By checking this box, I understand and confirm that access will be given to employee's Protected Health Information (PHI).

Do you wish for your GA/Broker to have MetLink access to your account? Yes No

This section is to be completed by the individual authorized by the company to sign the Application for Group Insurance or the Request for Participation in order to confirm that the company has requested or undertaken with respect to the implementation of MetLife insurance and/or service program(s). Please read carefully and complete by checking all boxes that apply.

By checking this box and signing below, I certify that I received a copy of the Intermediary Compensation Notice (included below)

By checking this box and signing below, I certify that the Privacy Notice (included with their document) has been distributed to all affected employees.

Signature of Executive Contact or Benefit Administrator

Date



Board Agenda Request Form
Board of County Commissioners

Requested Meeting Date: 10/20/2020

(Board meets the 1st and 3rd Tuesday after the first Monday of the Month)

Consent Agenda
Regular Agenda - Estimate Time Needed: 4 minutes
Approve/Deny Motion
Hold Public Hearing*
Discussion/Presentation
Direction Requested
Requested Agenda Time: Flexible

Submitted By: Will Department: Jail

Who will attend the meeting and be able to respond to questions if different from above?
Name and title:

Summary of Issue (include previous Board or Committee actions, applicable dates and copies of relevant Minutes):
The Jail is seeking approval to purchase an additional Cellsense Contraband Detection system. The additional system will be placed in the Work Release entrance. Staff will be able to utilize this system in place of hands on search to prevent contraband from entering the facility. Inmate's stand in front of the Cellsense unit and complete a 360 degree turn. If the light turns red the unit has detected metal or a cell phone or some other contraband.

Recommended Action/Motion:
Approve purchase of Cellsense Plus Contraband Detection System from metrasens (Lisle, IL) for \$10,190.00 with funds coming from the CARES Act.

Financial Impact:
Is there a cost associated with this request? Yes No
What is the total cost, with tax and shipping? \$ 10,190.00
Is this budgeted? Yes No
Fund & Department Number: ex: 01-031

Additional Information Attached:
Contract/Agreement
Minutes of Relevant Meeting(s)
Background Information, Handouts, Contracts, Agreements, Quotes, Bids, Invoices must be Attached
Approved by County Attorney's Office: Yes No
Number of Signed Documents:

Board Action: (for use by Administrative Assistant)
Approved: Denied:
Tabled: No Action:
Email Liz/Sheila Save Print



Metrasens Equipment Proposal

Account Name	McLeod County-MN	Created Date	7/9/2020
		Quote Number	00004542
Company Address	2150 Western Ct. Suite 360 Lisle, IL 60532 US	Delivery Terms	FOB Origin, Freight Prepaid & Add
		Expected Delivery	2-4 Weeks ARO
		Payment Terms	Net 30 Days
Prepared By	Andrew Holysz	Contact Name	Will Feltmann
Phone	847-809-5796	Phone	(320) 864-1481
Email	aholysz@metrasens.com	Email	will.feltmann@co.mcleod.mn.us
Bill To Name	McLeod County-MN	Ship To Name	McLeod County-MN
Bill To	801 E 10th St Glencoe, MN 55336		

Product	Description	Quantity	List Price	Sales Price	Total Price
Cellsense Plus® Contraband Detection System	- Cellsense Plus Detector Pole - Base with suction feet - Cellsense instruction manual - Battery charger with 3-pin DIN connector - Hard-sided transportation case - Two(2) year warranty	1.00	USD 12,995.00	USD 9,995.00	USD 9,995.00
On-Site Training (4 Hours, up to 8 Participants)	- Two-hour classroom instruction - Two-hour hands-on, on-the job training - Training conducted by certified Metrasens trainer - Certificate provided upon completion of training	1.00	USD 0.00	USD 0.00	USD 0.00
Wall-Mounting Kit		1.00	USD 195.00	USD 195.00	USD 195.00

Totals

Subtotal	USD 10,190.00
Grand Total	USD 10,190.00

All items are open market items unless otherwise specified. Metrasens' terms and conditions are hereby incorporated in this quotation. Any purchase order that may result from this quotation will be in acceptance with these terms and conditions. Metrasens' standard terms and conditions and warranty statement can be viewed at the following URL: <http://go.metrasens.com/security-warranty>. The information contained herein is exempt from disclosure under the Freedom of Information Act (5 U.S.C 552) under Exemption (b)(4), and its disclosure is prohibited under the Trade Secrets Act (18 U.S.C 1905) and FAR 24.202. Rights to use or disclose this proposal are governed by DFARS 252.227-7016 (June 1995). All items are open market items (non-GSA), unless otherwise explicitly stated in this quote. Prices do not include state sales tax, miscellaneous fees or import/export duties of any kind. Metrasens reserves the right to modify any terms and/or conditions stated in the above quotation. Tax ID #: 46-5010378 DUNS #: 03-746-0715



Board Agenda Request Form
Board of County Commissioners

Requested Meeting Date: 10/20/2020

(Board meets the 1st and 3rd Tuesday after the first Monday of the Month)

Consent Agenda
Regular Agenda - Estimate Time Needed: 2 minutes
Approve/Deny Motion
Hold Public Hearing*
Discussion/Presentation
Direction Requested
Requested Agenda Time: Flexible

Submitted By: Langenfeld
Department: Sheriff

Who will attend the meeting and be able to respond to questions if different from above?
Name and title: Sheriff Langenfeld

Summary of Issue (include previous Board or Committee actions, applicable dates and copies of relevant Minutes):
Approve payment of \$6,100 to LENCO Armored Vehicles of Pittsfield, PA for shipping costs associated with the delivery of the Armored Rescue Vehicle that was approved last year.

Recommended Action/Motion:
Approve payment for the shipping of the vehicle.

Financial Impact:
Is there a cost associated with this request? Yes No
What is the total cost, with tax and shipping? \$6,100.00
Is this budgeted? Yes No
Fund & Department Number: ex: 01-031

Additional Information Attached:
Contract/Agreement
Minutes of Relevant Meeting(s)
Background Information, Handouts, Contracts, Agreements, Quotes, Bids, Invoices must be Attached
Approved by County Attorney's Office: Yes No
Number of Signed Documents:

Board Action: (for use by Administrative Assistant)
Approved: Denied:
Tabled: No Action:
Email Liz/Sheila
Save
Print



Protecting Our Nation's Defenders™

10 Betnr Industrial Drive – Pittsfield, MA 01201
 PH (413) 443-7359 – FAX (413) 445-7865

Invoice 18144FR

Date: 10/07/2020

Tax ID #: 04-2719777

Bill To: McLeod County Sheriff's Office 801 10 th Street E Glencoe, MN 55336 Tim.Langenfeld@co.mcleod.mn.us	Ship To: McLeod County Sheriff's Office 801 10 th Street E Glencoe, MN 55336
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Customer	Ship Date	Ship Via	F.O.B.	Stock Number
MCLMN	12/2/20	Common Carrier	Glencoe, MN	6178
Purchase Order Number/	S/P	Terms		Vehicle ID Number
Verbal	JM	Net 30 Days/Transfer of MSO Upon Receipt of Payment		1FDAF5HT7KDA23071

Item:	Product #	Net Price
Freight Swat for BearCat from Pittsfield, MA to Glencoe, MN		\$6,100.00
	TOTAL	\$6,100.00

<i>Thank You for your order</i>	TOTAL ORDER AMOUNT USD	\$6,100.00
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LABOR AGREEMENT

between

The County of McLeod, Minnesota

and

**Law Enforcement Labor Services Local #297
Sheriff's Department Sergeants**

December 22nd, 2019 – December 17th, 2022



**Law Enforcement
Labor Services, Inc.**

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ARTICLE 1 – PURPOSE OF AGREEMENT

- 1.1 This Agreement is entered into between the County of McLeod, hereinafter called the Employer, and Law Enforcement Labor Services, Inc. local #297, hereinafter called the Union.
- 1.2 It is the intent and purpose of this Agreement to:
- a) Assure sound and mutually beneficial working and economic relationships between the parties hereto;
 - b) Establish procedures for the resolution of disputes concerning the Agreement's interpretation and/or application;
 - c) And, place in written form the parties' agreement as to terms and conditions of employment for the duration of this Agreement.
- 1.3 The Employer and the Union, through this Agreement, continue their dedication to the highest quality of public service. Both parties recognize that this Agreement is no intended to modify any of the authority vested in the County of McLeod by the statues of the State of Minnesota, except as provided in this Agreement.

ARTICLE 2 – RECOGNITION

- 2.1 The Employer recognizes the Union as the exclusive representative for McLeod County employees as follows:
- All essential licensed Sergeants employed by the McLeod County Sheriff's Department, Glencoe, Minnesota, who are public employees within the meaning of Minnesota Statute 179A.03 Subd. 14, excluding confidential employees.
- 2.2 Any dispute arising from either the inclusion or exclusion of a classification shall be resolved by submitting the dispute to the Bureau of Mediation Services.

ARTICLE 3 – DEFINITIONS

- 3.1 UNION: Law Enforcement Labor Services, Inc.
- 3.2 UNION MEMBER: A member of Law Enforcement Labor Services Local #297.
- 3.3 EMPLOYEE: A member of the recognized exclusive bargaining unit.
- 3.4 DEPARTMENT: The McLeod County Sheriff's Department.
- 3.5 EMPLOYER: County of McLeod and its authorized representative(s), including the Sheriff of designee.
- 3.6 SHERIFF: The McLeod County Sheriff
- 3.7 UNION OFFICER: Officer elected or appointed by Law Enforcement Labor Services, Inc.
- 3.8 Union Representative: Business Agent or Union Officers.
- 3.9 OFFICIAL BULLETIN BOARD: A bulletin board of the McLeod County Sheriff's Department shall be located in the staff area of the Sheriff's Department.
- 3.10 EMERGENCY: A situation or occurrence of a serious nature developing suddenly and unexpectedly and demanding immediate action as determined by the Employer.

- 3.11 LAYOFF: A reduction of the workforce for reasons other than discipline.
- 3.12 LEAVE OF ABSENCE: An approved absence from work duty during a scheduled work period without or without compensation.
- 3.13 PROBATIONARY PERIOD: The first twelve (12) months of service.

Article 4 – Employer Security

- 4.1 The Union agrees that during the life of this Agreement it will not cause, encourage, it will not cause, encourage, participate in or support any strike slowdown or other interruption of or interference with the normal functions of the Employer. In recognition of the provisions included in this Agreement for a grievance procedure providing for arbitration but e used for resolution of disputes, the Union agrees that neither the Union, its Officers or Agents, or any of the employees covered by this Agreement will engage in work stoppage, work slow-downs, sick-ins, or mass absenteeism. Any or all employees who violate the provisions of this Article will be subject to discharge or other discipline as appropriate under applicable rules and/or laws.

Article 5 – Employer Authority

- 5.1 The Employer retains the full and unrestricted right to operate and manage all manpower, facilities and equipment; to establish functions and programs; to establish and modify the organizational structure; to select, direct and determine the number of personnel; to establish work schedules and to perform any inherent managerial function not specifically limited by this Agreement.

Article 6 – Union Security

- 6.1 The Employer shall deduct form the wages of employees who authorize such a deduction in writing an amount necessary to cover monthly Union dues. Such monies shall be remitted directly to the Union.
- 6.2 The Union may designate one employee from the bargaining unit to act as a Steward and shall inform the Employer in writing of such choice and changes in the position of Steward.
- 6.3 The Steward shall be permitted reasonable time to perform and discharge the duties which are properly assigned under the terms of this Agreement. The steward shall be permitted reasonable time to process grievances without loss of time or pay during regular working hours in accordance with Article 7 of this Agreement.
- 6.4 The Employer shall make space available on the employee bulletin board for posting of Union notices and announcements.
- 6.5 The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders, or judgments brought or issued against the Employer as a result of any action taken or not taken by the Employer under the provisions of this Article.

Article 7 – Employee Rights – Grievance Procedure

- 7.1 Definition of a Grievance: A grievance is defined as a dispute or a disagreement as to the interpretation or application of the specific terms or conditions of this Agreement.

7.2 **Representatives:** The Employer will recognize one representative designated by the Union as the grievance representative of the bargaining unit having the duties and responsibilities established by this Article. The Union will notify the Employer in writing of the name of such Union representative and successor when so designated.

7.3 **Processing of a Grievance:** It is recognized and accepted by the Employer and the Union that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee and Union representative will be released from work, without loss in pay, to investigate a grievance and present the grievance to the Employer pursuant to this Article provided the employee and the Union representative have notified and received the approval of the Employer who has determined such absence is reasonable and would not be detrimental to the work programs of the Employer.

7.4 **Procedure:** Grievances, as defined by Section 7.1, shall be resolved in conformance with the following procedure:

Step 1: An employee claiming a violation concerning the interpretation or application of this contract shall, within fifteen (15) calendar days after such alleged violation has occurred, present such grievance to the employee's immediate supervisor. The supervisor will discuss and give an answer to such Step 1 grievance within ten (10) calendar days after receipt.

A grievance not resolved in Step 1 and appealed to Step 2 will be placed in writing setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of the contract allegedly violated, the remedy requested, and shall be appealed to Step 2 within ten (10) calendar days after the supervisor's final answer in Step 1. Any grievance not appealed in writing to Step 2 by the Union within ten (10) calendar days shall be considered waived.

Step 2: If appealed, the written grievance shall be presented by the Union and discussed with the Sheriff or the Sheriff's designee. The Sheriff or the Sheriff's designee shall give the Union the Employer's Step 2 answer in writing within ten (10) calendar days after receipt of such grievance.

A grievance not resolved in Step 2 may be appealed to Step 3 within ten (10) calendar days following the Sheriff or the Sheriff's designee's final Step 2 answer. Any grievance not appealed in writing to Step 3 by the Union within ten (10) calendar days shall be considered waived.

Step 3: If appealed, the written grievance shall be presented by the Union and discussed with the County Board or the Board's designee. The County Board, or its designee, shall give the Union the Employer's answer in writing within ten (10) calendar days after receipt of such Step 3 grievance.

A grievance not resolved in Step 3 may be appealed to Step 4 within ten (10) calendar days following the County Board, or their designee's, final answer in Step 3. Any grievance not appealed in writing to Step 4 by the Union within ten (10) calendar days shall be considered waived.

Step 3a: If the grievance is not resolved at Step 3 of the grievance procedure, the parties, by mutual agreement, may submit the matter to mediation with the Bureau of Mediation Services. Submitting the grievance to mediation preserves timelines

for Step 4 below. Any grievance not appealed in writing to Step 4 by the Union within ten (10) calendar days of mediation shall be considered waived.

Step 4: A grievance unresolved in Step 3 may be appealed to Step 4 within ten (10) calendar days following the County Board or designee's Step 3 answer. Any grievance not appealed in writing to Step 4 by the Union within ten (10) calendar days shall be considered waived. The selection of an arbitrator shall be made in accordance with the Rules Governing the Arbitration of Grievances as established by the Bureau of Mediation Services. Parties shall alternately strike names from a list of seven names provided by the Bureau of Mediation Services until only one name remains, and the remaining name shall be that of the designated arbitrator.

- 7.5 **Arbitrator's Authority:** The Arbitrator shall have no right to amend, modify, nullify, ignore, add to or subtract from the terms and conditions of this contract. The Arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and the Union and shall have no authority to decide on any other issue not so submitted. The Arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules, or regulations having the force and effect of law. The Arbitrator's decision shall be submitted in writing within thirty (30) days following close of the hearing or the submission of briefs by the parties, whichever is later, unless the parties agree to an extension. The decision shall be binding on both the Employer and the Union and shall be based solely on the Arbitrator's interpretation or application of the express terms of this contract and to the facts of the grievance presented.
- 7.6 **Arbitrator's Fees:** The fees and expenses for the arbitrator's services and proceedings shall be born equally by the Employer and the Union provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings it may cause such a record to be made, providing the requesting party pays for the record. If both parties desire a verbatim record of the proceedings the cost shall be shared equally.
- 7.7 **Waiver:** If a grievance is not presented within the time limits set forth above it shall be considered waived. If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the bases of the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits the Union may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit of each step may be extended by mutual agreement of the Employer and the Union.
- 7.8 **Choice of Remedy:** If as a result of the written Employer's response in Step 3 the grievance remains unresolved, and if the grievance involves the suspension, demotion, or discharge of an employee who has completed the required probationary period, the grievance may be appealed either to Step 4 of Article 7, or to a procedure such as Veteran's Preference, Human Rights, or Civil Service. If appealed to any procedure other than Step 4 the grievance is not subject to the Arbitration procedure as provided in Step 4. The aggrieved employee shall indicate in writing which procedure is to be utilized, Step 4 or another appeal procedure, and shall sign a statement to the effect that the choice of any other hearing precludes the aggrieved employee from making a subsequent appeal

through Step 4. *An employee pursuing a remedy pursuant to a statute under the jurisdiction of the United States Equal Employment Opportunity Commission may also pursue an appeal under the grievance procedure of this Agreement.* If a court of competent jurisdiction rules contrary to the ruling in *EEOC v. Board of Governors of State Colleges and Universities*, 957 F.2d 424 (7th

Cir.), cert. denied, 506 U.S. 906, 113 S. Ct. 299 (1992), or if Board of Governors is judicially or legislatively overruled the italicized portion of this section shall be deleted.

Article 8 – Savings Clause

- 8.1 This Agreement is subject to the laws of the United States and the State of Minnesota. In the event any provision of this Agreement shall be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, or administrative ruling or is in violation of legislation or administrative regulations, such provisions shall be void. All other provisions of this Agreement shall continue in full force and effect. The parties agree to immediately meet and negotiate a substitute for the invalidated provision.

Article 9 – Seniority

- 9.1 Total seniority shall be the length of continuous full-time employment with the Employer which shall be used solely for the purpose of determining vacation accrual.
- 9.2 Departmental seniority shall be the continuous length of time in the Sheriff's Department.
- 9.3 Classification seniority shall be the length of continuous full-time employment in the employee's current classification.
- 9.4 Continuous employment shall be unceasing service from the employee's last date of hire, including approved leaves of absence and periods of layoff if return was upon recall.
- 9.5 The Sheriff or designee shall post a departmental seniority list annually.
- 9.6 Shifts shall be assigned by the Sheriff or designee by January 31st of each year. Employees may voluntarily switch shifts with the approval of the Employer.
- 9.7 Vacation periods shall be selected on the basis of total seniority until June 1st of each year.
- 9.8 A reduction of work force will be accomplished on the basis of classification seniority.
- 9.9 An employee on lay-off shall have an opportunity to return to work within one (1) year of the time of the employee's layoff before any new employee is hired, except that any employee on layoff who is notified by registered mail to return to work and fails to do so within twelve (12) workdays shall be considered to have voluntarily terminated employment with the employer.

Article 10 – Discipline

- 10.1 The Employer will discipline employees who have completed the probationary period for cause only. Discipline will be in one or more of the following forms:
- a) Oral Reprimand
 - b) Written Reprimand
 - c) Suspension
 - d) Demotion
 - e) Discharge
- 10.2 Written reprimands, suspensions, demotions, and discharges will be in written form.
- 10.3 Written reprimands, notices of suspension, and notice of discharge which are to become part of an employee's personnel file shall be read and acknowledged by signature of the Employee. The

employee and the Union will receive a copy of such reprimands and/or notices. If the employee refuses to acknowledge receipt of the notice or is not available, this shall be noted by the supervisor in place of the signature and a certified copy of the notice will be sent to the last known address of the employee.

- 10.4 Employees may examine their own individual personnel files at reasonable times under the direct supervision of the Employer.
- 10.5 Employees will not be questioned concerning a matter that may lead to disciplinary action unless the employee has been given an opportunity to have a Union representative present at such questioning.
- 10.6 Grievances relating to a written reprimand, suspension, demotion, or discharge will be initiated by the Union at Step 2 of the grievance procedure under Article 7.
- 10.7 During the probationary period the Employer may return a promoted employee to the employee's previous classification. Such return shall be made to the same classification and wage as held prior to promotion. Such action shall not be subject to the grievance procedure.

Article 11 – Probationary Period

- 11.1 All newly hired employees shall be required to serve a twelve (12) month period of job probation. Any employee who has passed probation in one position and moves to a different position shall be required to serve a six (6) month probationary period in the new position.

Article 12 – Overtime

- 12.1 Employees will be compensated at one and one-half (1.5) times the employee's regular base pay rate for hours worked in excess of the employee's regularly scheduled shift. Voluntary changes of shifts do not qualify an employee for overtime under this Article.
- 12.2 Employees shall not work overtime unless authorized to do so by the appropriate supervisor.
- 12.3 For the purpose of computing overtime compensation, overtime hours worked shall not be pyramided, compounded, or paid twice for the same hours worked.
- 12.4 Employees may accrue up to fifty (50) hours of compensatory time. Compensatory time is to be taken at a time that does not disrupt the normal working pattern of the Sheriff's Department. Any compensatory time accumulated must be used by December 31st of the calendar year or, at the Employer's discretion, employee may cash out the compensation time at the employee's current rate of pay. Requests for the use of compensatory time must be made two weeks prior to their use. This requirement may be waived by the department head/supervisor.

Article 13 – Court Time and Call Back

- 13.1 Effective the first day of the first payroll period following County Board approval of this Agreement, an employee who is required to appear in court during the employee's scheduled off-duty time shall receive, at the employee's option, a minimum of three (3) hours compensatory time or pay at one and one-half (1.5) times the employee's base pay rate. An extension or early report to a regularly scheduled shift for court appearance does not qualify the employee for the three (3) hour minimum.
- 13.2 Effective the first day of the first payroll period following County Board approval of this Agreement, an employee who is called to duty during the employee's scheduled off-duty time

shall receive a minimum of three (3) hour spay at one and one-half (1.5) times the employee's base pay rate.

Article 14 – Vacation and Sick Leave

- 14.1 All full-time employees shall be eligible for vacation leave benefits at their current base pay rate. Employees shall not accrue vacation or sick leave during a period of a leave of absence without pay.
- 14.2 Permanent full-time employees shall accrue vacation benefit in accordance with the following schedule, provided that vacation leave shall only accrue when an employee is on compensated payroll status:

Years of Tenure	Hours Per Month	Days Per Year
0 - 5	8	12
6 - 10	10	15
11 - 15	12	18
16 and Beyond	14.66	22

- 14.3 Employees shall accrue vacation time from their date of hire, but it shall be available for use after the first six (months) of continuous employment.
- 14.4 No employee may carry more than two hundred forty (240) hours of vacation at any time.
- 14.5 Employees shall earn sick leave from their date of hire at the rate of eight (8) hours for each completed month worked. Employees working less than full-time shall earn sick leave at a proportionate rate.
- 14.6 The Sheriff or designee may require a doctor's statement showing the nature of an injury, illness, and/or an evaluation of necessity directly related to such absence. Any additional expense incurred in obtaining this statement shall be the responsibility of the Employer.
- 14.7 Employees shall make requests for sick leave by telephone or in writing before, or as soon as possible before their scheduled reporting time.
- 14.8 If an employee becomes ill or disabled while on vacation the employee's vacation shall be changed to sick leave for the period of the illness or disability upon presentation of a doctor's statement to the employee's supervisor. Notice shall be given to the supervisor as soon as possible when the illness or disability occurs.
- 14.9 Each employee shall earn eight (8) hours of sick leave for each month worked. Sick leave shall accumulate up to 900 hours. All employees hired prior to October 21st, 1997, upon retirement or termination and unless terminated for just cause, shall be entitled to fifty-five percent (55%) of the unused sick leave up to 900 hours as severance pay. Employees who were hired on or after October 21st, 1997 will not be eligible for the severance benefit set forth above and will be limited to a maximum sick leave balance of 900 hours.
- 14.10 Employees hired prior to October 21st, 1997 will be paid in January of each year for the hours in excess of 900 at the straight time pay for which they are normally compensated. Employees hired on or after October 21st, 1997 will not be eligible to cash in sick leave as provided above.
- 14.11 The Sheriff or designee may approve the use of accumulated sick leave by an employee who is unable to work for reason of illness, injury, or pregnancy; who would expose fellow employees or the public to contagious or infectious disease; for required medical or dental care; or to make arrangements for care necessary for a member of the employee's immediate family who is

seriously ill. Immediate family shall include all listed in Minnesota Statute 181.9413: the employee's child, adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, and stepparent.

Article 15 – Leaves for Death in the Family

- 15.1 Funeral leave up to a maximum of four (4) days not to be taken from sick leave may be authorized by the Sheriff or designee in case of a death in the immediate family that is spouse, children, brothers, sisters, parents, and grandparents of either the employee or spouse. Each request will be considered individually by the Department Head and circumstances such as travel time involved, responsibility of the employee for funeral arrangements, and administration of the estate, will be considered. The Sheriff or designee may authorize additional use of sick leave or vacation leave as necessary.

Article 16 – Leave of Absence

- 16.1 The Sheriff or the Sheriff's designee may approve the absence of an employee without pay not to exceed two weeks for justifiable reasons. Any absence of more than two weeks, with or without pay, shall be approved by the County Board in advance. Where appropriate, the County Board may grant an official leave of absence in order to preserve the employee's rights under applicable retirement programs.
- 16.2 Paternity/Maternity Leave: An unpaid maternity/paternity leave of absence of up to six (6) months shall be granted to pregnant or adopting employees with probationary or permanent status when requested.

The Sheriff or designee may require prior notice to determine the commencement date and duration of maternity/paternity leaves, the Sheriff or designee shall review each on its individual merits, taking into consideration individual duties, efficiency, health and welfare of the employee or child, or other relevant criteria. Following childbirth or upon receiving the child when adopting and upon signifying the employee's intent to return with at least two weeks' notice and within the six months leave of absence period, employee shall be reinstated to their original job or to a position of like status and pay. The Sheriff or designee may require that the employee produce medical certification that the employee is fit for work before returning to the job.

- 16.3 Court Duty: Any employee subpoenaed as a witness for County related business or called and selected for jury duty shall receive the employee's regular compensation and other benefits for such duty. Pay received for jury duty must be given to the County by the employee. Pay for expenses shall be kept by the employee.
- 16.4 Military leave shall be provided in accordance with Federal and State Statutes.
- 16.5 If an employee files for the office of Sheriff the employee must take a leave of absence upon candidacy or date of filing. Employees shall notify the Commission in writing fourteen (14) days prior to the filing date. IN the event an employee fails to provide the fourteen (14) day notice as set forth herein, the employee will forfeit accrued vacation time up to fourteen (14) days. An employee on such leave of absence shall use accrued action and/or compensatory time before going on a un-paid status. Insurance benefits may be continued during period of unpaid leave with the employee paying for the full cost. If the employee, after being on unpaid leave, ceases to be a candidate the employee shall be reinstated immediately after the primary election.
- 16.6 Time spent on an unpaid leave of absence shall not count towards an employee's seniority except as stated in Article 16.4.

- 16.7 Employees working the minimum requirement pursuant to the Family and Medical Leave Act will be eligible for leaves of absence pursuant to County policy.

Article 17 – Reinstatement

- 17.1 A former employee who is re-employed in the employee's old class within one (1) year will have only the following items reinstated: The same salary as when the employee left, seniority credit, non-probationary status, and vacation accumulation rate as of the date of prior separation from employment.

Article 18 – Holidays

- 18.1 The following days will be recognized as holidays:

New Year's Day	Labor Day
Martin Luther King Day	Presidents Day
Veterans Day	Memorial Day
Thanksgiving Day	Day after Thanksgiving
Independence Day	Christmas Eve*
Christmas Day	

The Christmas Eve holiday is a 4-hour paid holiday for scheduled employees. If an employee is unable to take 4 hours off due to Employer staffing requirements, they will receive an additional 4 hours of regular holiday time pay.

A floating holiday is one (1) regularly scheduled shift during the present calendar year to be taken on a date determined by the employee with approval of the Sheriff or the Sheriff's designee. In order to be eligible for the floating holiday the employee must be employed on or before July 1st of the year in question.

Article 19 – Injury on Duty

- 19.1 In all cases when an employee is injured in the course of employment a leave of absence of up to twenty-four (24) months with pay ay be granted according of the following provisions:
- a) The request for the leave of absence will be herd by the three (3) members of the Workers' Compensation Board, consisting of the Steward of the Union, a representative of the County's choice, and a third party agreed on by both the Steward and the Employer's representative.
 - b) The above Board will determine the length of leave of absence. The employee shall receive supplementary payments (not charged to sick leave) to make up the difference between Worker's Compensation payments and the employee's normal rate of pay.
 - c) The Board's decision shall be by majority vote and shall be final and binding on both the employee and the Employer. Leaves of absence specified in this section shall be made based on the salary at the time of the injury and for a period not to exceed twenty-four (24) months. The employee shall accumulate seniority while on a leave of absence covered by this Article.

Article 20 – Clothing Allowance and Maintenance

- 20.1 Employees shall be allowed a clothing allowance payable in January. The clothing allowance will be eight hundred twenty-five dollars (\$825.00). Employees assigned to ERU shall receive one hundred dollars (\$100.00) in addition to the regular allowance.
- 20.2 The clothing allowance shall be used for the purpose of replacing items of initial issue by the Sheriff's Department, including leather. At the discretion of the Sheriff or designee the items replaced may be required to be returned to the Department.
- 20.4 Initial issue for all newly hired employees, which remains the property of the County, shall consist of the following:

Initial Issue Items:

- 3 pairs of pants
- 3 long sleeve shirts
- 3 short sleeve shirts
- 2 ties
- 1 winter jacket
- 1 winter cap
- 1 glove holder
- 1 stocking cap
- 1 felt campaign style hat
- 1 vinyl cover for campaign hat
- 2 name tags
- 1 raincoat
- 2 badges (2 regular, 1 hat)
- 1 cold weather snow pants
- 1 set of BDUs
- 1 Kevlar helmet
- 1 bullet resistant vest with trauma plate to be replaced by the County upon expiration

Duty Gear Issued:

- 1 Department issued handgun, make and model to be decided by the Sheriff
 - 1 garrison belt (inner belt)
 - 1 duty belt
 - 1 double magazine holder
 - 1 holster to fit issued handgun
 - 1 radio, radio holder, and charger
 - 1 baton and holder
 - 1 can of mace and holder
 - 1 flashlight holder
 - 4 belt keepers
 - 2 pairs of handcuffs and one double handcuff holder, or two single handcuff holders
 - 1 medical glove holder
 - 1 key holder
- 20.5 The Employer agrees to replace handguns, prescription eyeglasses, and hearing aids of the employees that are lost or damaged in the line of duty through all but negligence on the part of

the employee. At the discretion of the Sheriff or designee uniform items as listed in Article 20.4 damaged in a unique situation will be replaced by the County.

- 20.6 If an employee is terminated after receiving the full uniform allowance and before service the full twelve (12) month period (January to December), the pro-rated share of unearned uniforms shall be deducted from the final paycheck.
- 20.7 The County shall provide the initial clothing upon employment for all newly hired employees. On the first anniversary of employment the employee shall receive a pro-rated clothing allowance for that calendar year.

Article 21 – Insurance

- 21.1 The Employer agrees to provide all full-time employees with a hospital, medical, and surgical benefit plan. The Employer contribution for single coverage shall be \$793.00 in 2020.

Effective prior to January 1st, 2021 and January 1st, 2022 the County and the Union agree to re-open the Agreement only for the purpose of determining the amount of Employer contribution for these health insurance premiums.

- 21.2 Full-time employees shall have the option of insuring their dependents in a hospital, medical, and surgical benefit plan. The Employer will contribute \$1,326.00 per month toward the cost of such family coverage in 2020. Any additional cost for single or family coverage shall be paid by the employee through payroll deduction.

Effective prior to January 1st, 2021 and January 1st, 2022 the County and the Union agree to re-open the Agreement only for the purpose of determining the amount of Employer contribution for these health insurance premiums.

- 21.3 The Employer agrees to provide all full-time employees with life insurance with double indemnity payments for line of duty or accidental death according to the following schedule:

a) \$25,000.00 per employee

- 21.4 Employees who retire from the Sheriff's Department shall have the option of remaining in the provided group insurance programs, provided the employee pays the applicable County group insurance rate for the specific insurance desired until age 65 or in accordance with applicable State and Federal Statutes.

- 21.5 The Union agrees that during the course of this contrast they shall not enroll in any health benefit plan not authorized by the Employer.

- 21.6 Affordable Care Act: In the event of the health insurance provisions of this Agreement fail to meet the requirements of the Affordable Care Act and its related regulations or cause the Employer to be subject to a penalty, tax or fine, the Union and the Employer will meet immediately to bargain over alternative provisions so as to comply with the Act and avoid, minimize, or reduce any penalties, taxes, or fines for the Employer.

- 21.7 The County's new health insurance cooperative offers up to five hundred dollars (\$500.00) in wellness credits for plan for participants for 2020 (to be issued through HSAA or VEBA distribution).

Article 22 – Hours of Work

- 22.1 This Article is intended only to define the normal hours of work.
- 22.2 The normal work year shall be based on two thousand eighty (2,080) hours.

Article 23 – Third Party Claims Against Employees

- 23.1 Pursuant to Minnesota Statutes, the Employer will defend, save harmless, or indemnify the employee against any claim or demand, whether groundless or otherwise arising out of an alleged act or omission occurring in the performance and scope of the employee's duties.

Article 24 – Wages and Training

- 24.1 Employees shall receive compensation in accordance with Appendix A.
- 24.1.1 The salary range consisting of a minimum and maximum salary set forth in Appendix A will apply. In no event will an employee's base salary exceed the salary range maximum.

Effective December 22nd, 2019 eligible employees will receive a three and one-half percent (3.5%) increase within the salary schedule. The salary schedule will increase one and one-half percent (1.5%) from 2019 to 2020.

Effective December 20th, 2020 eligible employees will receive a three percent (3.0%) increase within the salary schedule. The salary schedule will increase one and one-half percent (1.5%) from 2020 to 2021.

Effective December 19th, 2021 eligible employees will receive a three percent (3.0%) increase within the salary schedule. The salary schedule will increase one and one-half percent (1.5%) from 2021 to 2022.

The Employer may elect to hire new employees in a classification with the salary range.

- 24.2 Each employee shall receive a minimum of sixteen (16) job-related and P.O.S.T. approved credit hours per year which shall be at the choice of the employee. If there is a change in statutory requirements each employee shall receive a minimum equal to the requirement. The Employer retains the authority to approve or deny any schooling request. The Employer will pay the cost of the P.O.S.T. License fee and renewal fee.
- 24.3 The County will pay for training which is authorized by the County at tie and one-half the regular rate of pay if in excess of their regularly scheduled shift. This includes travel time to and from training. Any additional training is at the discretion of the Sheriff or the Sheriff's designee.

- 24.4 An employee's failure to maintain the required license shall constitute just cause for discipline under Article 10 of this contract. Circumstances beyond the employee's control will be considered by the Employer in determination of any disciplinary action.
- 24.5 Employees assigned as Detective/Investigator Sergeant shall receive three hundred dollars (\$300.00) per month in addition to their regular wage.
- 24.6 Employees assigned as Field Training Officer shall receive two dollars (\$2.00) per hour in addition to their regular wage for all hours worked in this capacity.
- 24.7 Employees who work the majority of their shift between the hours of 6:00 p.m. and 6:00 a.m. shall receive one dollar (\$1.00) per hour in addition to their regular wage for the entire shift, and all hours worked between Friday at 6:00 p.m. and Monday at 6:00 a.m. Shift differential shall apply to hours worked only and shall not apply to compensatory time, vacation leave, sick leave, or other situations other than hours worked.
- 24.8 The Employer will provide a meal allowance up to forty dollars (\$40.00) for all-day training or business outside of the County. The maximum meal allowance for one-half day training or business out of the County shall be twenty dollars (\$20.00). The employee will be required to provide the County with receipts for their meals.
- 24.9 Performance reviews shall be conducted by department head or supervisor for all employee's performance, and the employee shall have an opportunity to discuss performance with the department head or supervisor. During an employee's performance review, it will be the individual's total performance as related to stated responsibilities of their position that will be evaluated. An employee who receives a rating of one (1), which means "needs improvement" in two or more performance review categories, or an overall rating of 24 or less will not be eligible for the upcoming range movement for that year. Employees may appeal their performance review to the County Administrator. The performance review is intended to inform the employee of their level of performance, to stimulate improved performance and personal development, and to determine how the employee views responsibilities and communicates with the department head or supervisor. Performance reviews will be conducted at least annually.

Article 25 – Voluntary Termination

- 25.1 An employee voluntarily terminating employment shall submit in writing the effective date of termination to the department head not less than thirty (30) days prior to the effective date of resignation. The department head may grant a shorter notice if circumstances warrant it.

Article 26 – Waiver of Bargaining

- 26.1 Any and all prior agreements, resolutions, policies, rule, and regulations regarding terms and conditions of employment to the extent inconsistent with the provisions of this Agreement are hereby superseded.

26.2 The parties mutually acknowledge that during the negotiations which have resulted in this Agreement had the unlimited right and opportunity to make demands and proposals with respect to terms and conditions of employment not remove from law by bargaining. All

agreements and understandings arrived at by the parties are fully set forth in this Agreement. The Employer and the Union each voluntarily and unqualifiedly wave the right to meet and negotiate regarding any and all terms and conditions of employment not specifically referenced to or covered by this Agreement. Even though such terms or conditions shall not have been within the knowledge or contemplation of either or both of the parties at the time of this Agreement was negotiated or executed the parties may, upon mutual agreement, amend or modify any provision of this Agreement.

Article 27 – Duration

27.1 This Agreement would be effective as of December 22nd, 2019 and shall remain in full force and effect until December 17th, 2022, or until a new Agreement is adopted by the parties. Retroactive pay and benefits, if agreed to, shall be paid only to employees employed as of the date of the Union ratification of the successor collective bargaining Agreement.

IN WITNESS WHEREOF, the parties have hereto executed this agreement on the _____ day of _____, 2020.

COUNTY OF MCLEOD

LELS LOCAL #297

Board Chair

Business Agent

County Administrator

Union Steward

Appendix A – Wage Schedule

	2020 Salary Structure			
Grade	Grade Min	Grade Mid	Grade Max	
190	\$ 27.71	\$ 34.66	\$ 41.56	

	2021 Salary Structure			
Grade	Grade Min	Grade Mid	Grade Max	
190	\$ 28.13	\$ 35.18	\$ 42.19	

	2022 Salary Structure			
Grade	Grade Min	Grade Mid	Grade Max	
190	\$ 28.55	\$ 35.71	\$ 42.82	

Appendix B – Post Retirement Health Care Savings Plan

Members of the McLeod County Sheriff's Office Sergeants Union, Law Enforcement Labor Services Local #297, are eligible to participate in the Minnesota Post Employment Health Care Savings Plan (HCSP) established under Minnesota Statutes, section 352.98 (Minn. Supp. 2001) and as outlined in the Minnesota State Retirement System's Trust and Plan Documents. All funds collected by the employer on the behalf of the employee will be deposited into the employee's post-employment health care savings plan account.

Method(s) of Contribution:

Effective as soon as practical following the drafting of this Appendix (June 16th, 2020) All LELS Local #297 members shall contribute 2% of wages to be deposited into the employee's Minnesota State Retirement System Health Care Savings Plan with each County payroll cycle.

HEALTH INSURANCE ADDENDUM

This Addendum is entered into between the County of McLeod (hereafter "County") and the Law Enforcement Labor Services Local #297 Sheriff's Department Sergeants (hereafter "Union"), representing the Licensed Sergeants of McLeod County.

WHEREAS, the County and the Union are parties to a collective bargaining agreement in effect from December 22, 2019 through December 17, 2022; and

WHEREAS, pursuant to Article 21, Sections 21.1 and 21.2, the County and the Union agreed to reopen the collective bargaining agreement to negotiate the amount of the Employer contribution for health insurance for 2021 and 2022.

NOW, THEREFORE, the parties hereto agree as follows:

1. Effective January 1, 2021, the Employer contribution for single coverage shall be \$828.69 per month for the employer sponsored individual plan participants.
2. Effective January 1, 2021, the Employer will contribute \$1385.67 per month toward the cost of employer sponsored family coverage for participants.
3. Effective January 1, 2021, the Employer will contribute \$235.13 to eligible participants who opt-out of coverage.
4. The remaining provisions of the Insurance Article shall remain the same.

IN WITNESS WHEREOF, the parties hereto have caused this Addendum to be executed, this _____ day of _____, ____.

LELS LOCAL #297 SHERIFF'S OFFICE
LICENSED SERGEANTS

COUNTY OF MCLEOD

 LELS

Sue Schulz Evaluation Summary

McLeod County Board Meeting – Closed Session

September 15, 2020

Sue Schulz is the appointed County Assessor at McLeod County. During the current appointment period, there have been concerns expressed by some members of the County Board, along with cities and townships within our County who utilize the services or interact with our Assessor's Office. Prior to reappointment, the Board Chair (Joe Nagel) and Vice Chair (Doug Krueger), requested that County Administrator Sheila Murphy assist in conducting a Performance Evaluation with the full County Board at closed session on September 15, 2020.

In the closed session, concerns were discussed with Sue that were brought forth to the Board of Commissioners from townships and cities for review. Most items which were addressed were previous events with which Sue was familiar, and discussion was held for resolution. These issues included handling of public complaints, processes in the office, and the Board of Equalization and Appeals meeting events.

Commissioners shared information regarding concerns brought to them (by cities and townships) with the Assessor's Office and practices during this evaluation.

In regards to her supervisory duties in the Assessor's office, Sue's team has provided positive feedback throughout the appointment period. Sue provides adequate supervision and support to her team in a timely manner, no issues have been reported by her team members.

Sue and Sheila will meet regularly to assure support is provided and that any ongoing issues are addressed, and also to complete the Assessor's Policy update for McLeod County.