

**McLEOD COUNTY  
BOARD OF COMMISSIONERS  
PROPOSED MEETING AGENDA  
OCTOBER 16, 2012**

**1 9:00 CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**2 9:05 CONSIDERATION OF AGENDA ITEMS \***

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

- A. October 2, 2012 County Board Meeting Minutes and Synopsis.
- B. September 28, 2012 Auditor's Warrants.
- C. October 5, 2012 Auditor's Warrants.
- D. Approve the Emergency Management Performance Grant (EMPG) grant agreement which is received every year. Grant amount this year is \$23,879.
- E. Approve McLeod Treatment Program contract for McLeod County to provide registered nursing services from January 1, 2013 through December 31, 2013.

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

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

**6 9:15 MCLEOD FOR TOMORROW YELLOW RIBBON/LEADERSHIP PROGRAM – Glencoe Silver Lake School Superintendent Chris Sonju**

- A. Update on McLeod for Tomorrow Yellow Ribbon/Leadership Program.

**7 9:20 SHERIFFS OFFICE – Sheriff Scott Rehmann**

- A. Update on ARMER sales tax and other counties that have been granted an exemption.

**8 9:25 BUILDING SERVICES – Building Maintenance Supervisor Wayne Rosenfeld**

- A. Consider approval to have installation of flooring and trim in the County Boardroom from Bergmann's Country Interiors (Glencoe, MN) for a total of \$1,297.00 with funding coming from the 2012 budget.\*

Additional quote received: Fashion Interiors (Glencoe, MN) in the amount of \$1,979.00.

**9 9:30 AUDITOR -TREASURER – Auditor-Treasurer Cindy Schultz**

- A. Consider approval to transfer \$10,000.00 from the 25-807 Designated for Capital Assets special revenue fund to the Designated for GIS Aerial Photos 25-109 special revenue fund.\*

- B. Consider adoption of Resolution 12-CB-32 to establish a Corporate MasterCard program with PFM Financial Services.\*
- C. Consider approval to award the bid of 2011 Financial Statement.\*

**10 9:45 TEN-MINUTE RECESS**

**11 10:00 PLANNING AND ZONING – Zoning Administrator Larry Gasow**

- A. Consider approval of Conditional Use Permit 12-17 for Dann Morris in order to construct an addition on to an accessory structure greater than 2,400 square feet to be used for a home occupation on a platted lot or a parcel that is less than 10 acres in size and located within the Agricultural District.\*

This request was originally held on the October 2, 2012 County Board agenda. The Board placed this item on hold until Mr. Morris informs the Board of Sumter Township of the change in size of the office addition. The County Board would like Sumter Township to have the opportunity to provide their recommendation. The McLeod County Board of Commissioners does hereby act based on the findings of fact by both Sumter Township and the McLeod County Planning Commission.

The size of the requested attached office addition was originally 24' X 14'. The change in size is now a 30' X 28' office addition.

The Planning Advisory Committee unanimously recommended approval at their August 22, 2012 meeting with one condition with the condition that Mr. Morris contact the Township with the added office addition request and allow for the opportunity to comment.

Sumter Township Board approved of the original request as presented at their regular scheduled meeting on September 13, 2012.

Sumter Township Board will review and provide recommendation of the change in size of the office addition at their regular scheduled meeting on October 10, 2012.

**12 10:10 PARKS – Director Al Koglin**

- A. Determine responsibility for current need to repair collapsed tile at Swan Lake Park.\*

A representative from Department of Natural Resources, McLeod County Highway Department and Environmental Services will be in attendance.

The tile drains water out of the lake through the park and then enters the county ditch system. The problem is the tile has collapsed between County Road 79 and the Swan Lake fishing pier. The park has put a fence around the hole and has asked who is responsible for the upkeep. No one has taken ownership of the tile.

**13 10:30 CLOSED SESSION - Full Board**

- A. Discuss EEOC claim that has been filed against McLeod County.

**14 COUNTY ADMINISTRATION**

- Review of Commissioners Calendar
- Commissioner reports of committee meetings attended since October 2, 2012.

- A. Consider October 9, 2012 Staffing Request Recommendations.\*  
B. Consider approval for Group Vision Care Plan renewable through Avesis.\*  
C. Consider approval to end the current new position hiring freeze.\*  
D. Consider approval for Solid Waste to purchase refreshments for an America Recycles Day Open House on November 15<sup>th</sup> not to exceed \$300.00.\*

This is a public event which will increase awareness of County Solid Waste Programs.

- E. Luce Line Trail Meeting to be held Tuesday, November 13 at 9:30 AM in County Board Room.

**OTHER**

Open Forum  
Press Relations

**RECESS**

Next board meeting October 30, 2012 at 9:00 a.m. in the County Boardroom.

**McLEOD COUNTY  
BOARD OF COMMISSIONERS  
PROPOSED MEETING MINUTES – October 2, 2012**

**CALL TO ORDER**

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

**PLEDGE OF ALLEGIANCE**

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

**CONSIDERATION OF AGENDA ITEMS**

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

**CONSENT AGENDA**

- A) September 18, 2012 County Board Meeting Minutes and Synopsis.
- B) September 14, 2012 Auditor's Warrants.
- C) September 21, 2012 Auditor's Warrants.
- D) Approve Conditional Use Permit 12-19 for Christopher Buckentin in order to construct an accessory structure greater than 2,400 square feet on a parcel less than 10 acres in size within the Agricultural District to be utilized for cold storage of personal property.
- E) Approve Highway Department 2011 Annual Report.
- F) Approve proposed 2012 and 2013 Teamsters Highway Contact.
- G) Approve proposed 2012 and 2013 AFSCME Contact.

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

**PAYMENT OF BILLS – COMMISSIONER WARRANT LIST**

General Revenue	\$203,641.66
Road & Bridge	\$50,636.15
Solid Waste	\$16,743.71
County Ditch Fund	\$2,395.00
Special Revenue Fund	\$39,794.75

**Wright/Nies motion carried unanimously to approve payment of bills totaling \$313,211.27 from the aforementioned funds.**

**ROAD AND BRIDGE – Maintenance Superintendent Elvis Voigt**

- A) Elvis Voigt requested approval to purchase a 2013 Chevrolet 1 ton crew cab pickup from Ranger GM (Hibbing, MN) for \$28,159.81 plus applicable tax and license which is in the 2012 budget. This is state contract #37908.

Truck will replace a 1997 Chevrolet pickup with 165,000 miles. New truck is larger so it can be used for pulling the roller or skid loader trailer. The plow package is added because it includes switches and wiring for strobe lights, wiring for trailer brakes, heavier front axle and larger alternator. The remote mirrors are added to give better visibility around a loaded trailer.

**Nies/Bayerl motion carried unanimously to approve the purchase of a 2013 Chevrolet 1 ton crew cab pickup from Ranger GM (Hibbing, MN) for \$28,159.81 plus applicable tax and license which is in the 2012 budget.**

**SHERIFFS OFFICE – Chief Deputy Sheriff Tim Langenfeld**

- A) Tim Langenfeld requested approval to enter into an agreement with the City of Stewart for policing services for the years of 2013 and 2014 for a cost of \$97,831.73 for 2013 which equates to an hourly rate of \$47.03 and \$99,529.56 for 2014 which equates to an hourly rate of \$47.85.

Agreement is for 40 hours of contract policing per week and includes the Sheriff's Office covering calls for the City at all other times.

**Bayerl/Wright motion carried unanimously to approve entering into an agreement with the City of Stewart for policing services for the years of 2013 and 2014 for a cost of \$97,831.73 for 2013 and \$99,529.56 for 2014.**

**ENVIRONMENTAL SERVICES – Technician Mary Creech**

- A) Mary Creech requested approval of an amendment to septic loan agreement SRF0214 (Working Together to Improve Water Quality Continuation Project) to increase loan award from \$300,000 to \$327,589.

The low interest loan money is for failing septic systems in the Crow River and Buffalo Creek Watersheds. Money is transferred from Sibley County with the amount of \$27,589.00 to be used by the end of this grant period of December 9, 2012.

**Terlinden/Bayerl motion carried unanimously to amend septic loan agreement SRF0214 increasing the total by \$27,589 bringing award totals up from \$300,000 to \$327,589.**

**JAIL – Administrator Kate Jones**

- A) Kate Jones requested approval for early renewal of inmate phone system contract with Securus Technologies (Dallas, TX) for an additional 5 years. The early renewal will allow for the introduction of new technology opportunities.

The early renewal will include the addition of Secure Instant Email and Remote Video Visitation for the inmate population. It will also provide a technology called Threads which is a tool used to aid in investigative and data analysis applications and an upgrade to the Jail's Guard Watch System.

The only funding needed to implement these new technologies will be to add electric and connectivity lines for the visitation module which will come from the Inmate Canteen Fund.

**Nies/Wright motion carried unanimously to approve early renewal of inmate phone system contract with Securus Technologies (Dallas, TX) for an additional 5 years.**

- B) Kate Jones requested approval for early renewal of Inmate Canteen Service Agreement with Turnkey Corrections for an additional 3 years.

**Wright/Bayerl motion carried unanimously to approve early renewal of Inmate Canteen Service Agreement with Turnkey Corrections for an additional 3 years.**

**CENTRAL SERVICES – Coordinator Betty Werth**

- A) Betty Werth requested approval to purchase a 2013 Ford Escape SE, utilizing Minnesota State Contract number 35458, from Midway Ford (Roseville, MN) with total costs for vehicle and delivery not to exceed \$22,000.00, plus tax and license fees which is in the 2012 budget.

The vehicle will be placed into the employee motor pool at Social Services. Vehicles will be relocated from their existing locations dependent on past usage and current mileage. This will remove older, unreliable vehicles from motor pool and replace with vehicle less apt to have high maintenance and repair costs.

**Bayerl/Wright motion carried unanimously to approve the purchase of a 2013 Ford Escape SE, utilizing Minnesota State Contract number 35458, from Midway Ford (Roseville, MN) with total costs for vehicle and delivery not to exceed \$22,000.00, plus tax and license fees which is in the 2012 budget.**

- B) Betty Werth requested approval to sell a 1999 Chevy Malibu VIN: 1GIND52M6X6235252 currently located at the Social Services building on the upcoming GovDeals county auction.

Due to the vehicle's age, it is unreliable for motor pool use.

**Terlinden/Bayerl motion carried unanimously to approve the sale of a 1999 Chevy Malibu VIN: 1GIND52M6X6235252 currently located at the Social Services building on the upcoming GovDeals county auction.**

#### **PLANNING AND ZONING – Zoning Administrator Larry Gasow**

- A) Larry Gasow requested approval of Conditional Use Permit 12-17 for Dann Morris in order to construct an addition on to an accessory structure greater than 2,400 square feet to be used for a home occupation on a platted lot or a parcel that is less than 10 acres in size and located within the Agricultural District.

Also included in this request is the addition of an office attached on to the shed, which was decided upon after Mr. Morris attended the Township meeting on August 8, 2012.

The Planning Advisory Committee unanimously recommended approval at their August 22, 2012 meeting with the condition that Mr. Morris contact the Township with the added office addition request and allow for the opportunity to comment.

Recommendation was made by the Board that Mr. Morris signs a waiver and request to be on the next Sumter Township Board agenda for approval of the additional request for an office attached to the shed.

**Nies/Wright motion carried unanimously to table the issue until 10:00 at the October 16 McLeod County Board Meeting. This will allow Mr. Morris to present his additional request for an office attached to the shed to Sumter Township Board for approval.**

#### **PARKS – Director Al Koglin**

- A) Al Koglin requested approval to replace 5 doors at the fairgrounds.

Al Koglin would like to table this request until he has had more time to research other options. He will bring this item back in front of the board once his research is complete.

- B) Al Koglin requested approval to upgrade electrical system at Piepenburg Park. This upgrade would include the following: Remove existing 100 AMP service panel at Caretakers house and replace with a 100 AMP 30-circuit panel board, replace existing metering in campground area with CT enclosure and establish

two new 200 AMP 120/140 Volt services, extend the two new 200 AMP circuits from the main service area, remove and dispose of the existing campground pedestals, concrete and wood and replace with combination of standard 50 AMP 4-wire, 30 AMP 110 Volt 3-wire and 20 AMP GFCI receptacles.

Quotes for the project include: Quade Electric, Inc. (Hutchinson, MN) \$28,810.00 and Jeff's Electric (Hutchinson, MN) \$35,200.00

**Nies/Wright motion carried unanimously to award upgrading of the electrical system at Piepenburg Park to Quade Electric, Inc. (Hutchinson, MN) for \$28,810.00 with funding coming from Capital Projects.**

**PUBLIC HEARING – 2013 Ditch Assessments**

A) Cindy Schultz presented recommendations to the County Board for setting the 2013 ditch assessment amounts. Some modifications were made with Commissioners input during the meeting. McLeod County Board of Commissioners hereby orders the County Auditor to place an assessment on the following drainage systems for the said amount of years beginning for taxes payable in 2013 pursuant to Minnesota Statutes via Resolution 12-CB-31.

NO.	DITCH NAME	ASSESSMENT PAY 2013	NO. OF YEARS
622	CD #8	\$60,000	6
623	CD #10	\$50,000	6
624	CD #11	\$2,500	1
625	CD #12A	\$2,500	1
626	CD #13	\$10,000	1
627	CD #15A	\$3,000	1
629	CD #16 Red	\$15,000	1
631	CD #18	\$70,000	7
632	CD #19 A	\$4,000	1
633	CD #20	\$5,000	2
636	CD #25	\$120,000	12
639	CD #28	\$15,000	3
640	CD #29	\$3,000	1
644	CD #35	\$40,000	4
646	CD #36	\$40,000	4
649	CD #40	\$25,000	5
650	CD #63	\$25,000	1
662	JD #3A SCMc	\$780	1
663	JD #4 CWMc	\$2,200	1
664	JD #4 McR	\$6,000	1
665	JD #5 CMc	\$1,800	1
666	JD #5 SMc	\$640	1
667	JD #8 McS	\$40,000	4
669	JD #9 Mc	\$155,000	10
671	JD #11 McW Red	\$4,000	1



674	JD #MMc	\$2,000	1
675	JD #14 WMcM	\$2,000	1
676	JD #15 McM	\$5,000	1
677	JD #15 McS	\$2,000	1
679	JD #17 McS	\$5,000	1
680	JD #18 SMc	\$25,000	3
681	JD #19 SMc	\$5,000	1
682	JD #24 SMcR	\$5,000	1

**Nies/Wright motion carried unanimously to adopt Resolution 12-CB-31 to order the County Auditor to place an assessment on the aforementioned drainage systems.**

Interest rates have remained at 0% for the past 2 years and it was recommended to implement a 1% interest rate for 5 years to be reviewed at the end of those 5 years.

**Bayerl/Nies motion passed to approve the installment rate of 1% interest on the ditch levy assessments for 5 years to be reviewed at the end of those 5 years.**

**Roll Call Vote: Bayerl - Yes, Nies - Yes, Terlinden - Yes, Wangerin - No, Wright – Yes**

## **COUNTY ADMINISTRATION**

- A) Pat Melvin led discussion on the upcoming AMC Annual Conference conflicting with the December 4, 2012 Board Meeting. It was determined that the December 4, 2012 Board Meeting would be rescheduled to 9:00 am on Wednesday, December 5, 2012. An additional Board Meeting was also added for 9:00 am on Thursday, December 27, 2012 at 9:00 am.
- B) Mary Jo Wieseler requested approval of contract to offer Long-term and Short-term Disability Insurance with Madison National Life Insurance Company of Madison, WI (MNL). Current carrier, Assurant, had proposed increases of 8.73% for 2013. MNL is offering a 3 year rate guarantee for long-term disability and 2 year rate guarantee for short-term disability with premium savings of 15-180%.

**Nies/Bayerl motion carried unanimously to approve contract to offer Long-term and Short-term Disability Insurance with Madison National Life Insurance Company of Madison, WI (MNL).**

- C) Mary Jo Wieseler requested approval of title change only of Central Support Manager to Information Technology Director (grade 27) and Information Systems Assistant to Information Technology Assistant (grade 15).

**Bayerl/Terlinden motion carried unanimously to approve title change only of Central Support Manager to Information Technology Director (grade 27) and Information Systems Assistant to Information Technology Assistant (grade 15).**

- D) Mary Jo Wieseler requested approval of revised Agreement to Pooled Self-Funded Health Insurance Program and Establish a Joint Health Insurance Advisory Committee contract.

Changes include: add a Trailblazer Transit representative to the committee and to define the terms of the Chairman, Vice-Chairman and Secretary of the Committee.

**Terlinden/Bayerl motion carried unanimously to approve revised Agreement to Pooled Self-Funded Health Insurance Program and Establish a Joint Health Insurance Advisory Committee contract.**

- E) Mary Jo Wieseler gave an update of new activities for the McLeod for Tomorrow Leadership Program. McLeod County, in collaboration with the University of Minnesota Extension, is again providing residents with an opportunity to develop leadership skills and tour some of the successful county businesses.

The program is in its 5<sup>th</sup> year and has 21 participants currently enrolled. Donna Rickeman from Administration will be the new coordinator for the program beginning this year. Several new initiatives are currently being undertaken which include:

- Graduate Program this fall which will involve half day classes four times a year.
- Winter Carnival is being planned for February 2, 2013 at the Hutchinson Fairgrounds to increase the awareness in the program, plus raise revenue to help support future programming.
- Program alumni are also involved in a community service project involving gardens and picnic tables at the Courthouse.

**Nies/Bayerl motion carried unanimously to recess at 11:46 a.m. until 9:00 a.m. October 16, 2012 in the County Boardroom.**

ATTEST:

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

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

McLEOD COUNTY  
BOARD OF COMMISSIONERS  
SYNOPSIS – October 2, 2012

1. Commissioners Wangerin, Bayerl, Terlinden, Wright and Nies were present.
2. Bayerl/Terlinden motion carried unanimously to approve the agenda with no revisions.
3. Nies/Wright motion approved the consent agenda including September 18, 2012 Board Meeting Minutes and Synopsis; September 14, 2012 Auditor's Warrants; September 21, 2012 Auditor's Warrants; Approve Conditional Use Permit 12-19 for Christopher Buckentin in order to construct an accessory structure greater than 2,400 square feet on a parcel less than 10 acres in size within the Agricultural District to be utilized for cold storage of personal property; Approve Highway Department 2011 Annual Report; Approve proposed 2012 and 2013 Teamsters Highway Contact and approve the proposed 2012 and 2013 AFSCME Contact.
4. Wright/Nies motion approved payment of bills totaling \$313,211.27 from the following funds: General Revenue \$203,641.66; Road & Bridge \$50,636.15; Solid Waste \$16,743.71; County Ditch Fund \$2,395.00 and Special Revenue Fund \$39,794.75.
5. Nies/Bayerl motion carried unanimously to approve the purchase of a 2013 Chevrolet 1 ton crew cab pickup from Ranger GM (Hibbing, MN) for \$28,159.81 plus applicable tax and license which is in the 2012 budget.
6. Bayerl/Wright motion carried unanimously to approve entering into an agreement with the City of Stewart for policing services for the years of 2013 and 2014 for a cost of \$97,831.73 for 2013 and \$99,529.56 for 2014.
7. Terlinden/Bayerl motion carried unanimously to amend septic loan agreement SRF0214 increasing the total by \$27,589 bringing award totals up from \$300,000 to \$327,589.
8. Nies/Wright motion carried unanimously to approve early renewal of inmate phone system contract with Securus Technologies (Dallas, TX) for an additional 5 years.
9. Wright/Bayerl motion carried unanimously to approve early renewal of Inmate Canteen Service Agreement with Turnkey Corrections for an additional 3 years.
10. Bayerl/Wright motion carried unanimously to approve the purchase of a 2013 Ford Escape SE, utilizing Minnesota State Contract number 35458, from Midway Ford (Roseville, MN) with total costs for vehicle and delivery not to exceed \$22,000.00, plus tax and license fees which is in the 2012 budget.
11. Terlinden/Bayerl motion carried unanimously to approve the sale of a 1999 Chevy Malibu VIN: 1GIND52M6X6235252 currently located at the Social Services building on the upcoming GovDeals county auction.
12. Nies/Wright motion carried unanimously to table the issue until 10:00 at the October 16 McLeod County Board Meeting. This will allow Mr. Morris to present his additional request for an office attached to the shed to Sumter Township Board for approval.

13. Nies/Wright motion carried unanimously to award upgrading of the electrical system at Piepenburg Park to Quade Electric, Inc. (Hutchinson, MN) for \$28,810.00 with funding coming from Capital Projects.
14. Nies/Wright motion carried unanimously to adopt Resolution 12-CB-31 to order the County Auditor to place an assessment on the aforementioned drainage systems.
15. Bayerl/Nies motion passed to approve the installment rate of 1% interest on the ditch levy assessments for 5 years to be reviewed at the end of those 5 years. Roll Call Vote: Bayerl - Yes, Nies - Yes, Terlinden - Yes, Wangerin - No, Wright - Yes
16. Nies/Bayerl motion carried unanimously to approve contract to offer Long-term and Short-term Disability Insurance with Madison National Life Insurance Company of Madison, WI (MNL).
17. Bayerl/Terlinden motion carried unanimously to approve title change only of Central Support Manager to Information Technology Director (grade 27) and Information Systems Assistant to Information Technology Assistant (grade 15).
18. Terlinden/Bayerl motion carried unanimously to approve revised Agreement to Pooled Self-Funded Health Insurance Program and Establish a Joint Health Insurance Advisory Committee contract.

Complete minutes are on file in the County Administrator's Office. The meeting recessed at 11:46 a.m. until October 16, 2012.

Attest:

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Beverly Wangerin, Board Chair

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Patrick Melvin, County Administrator



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

Explode Dist. Formulas Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
0	DEPT			...		
2811	CNA GROUP LONG TERM CARE 01-000-000-0000-2048		330.49	LONG TERM CARE GENERAL FD 10/01/2012 10/31/2012	1115634	Long Term Care Payable
2811	CNA GROUP LONG TERM CARE		330.49	1 Transactions		
0	DEPT Total:		330.49	...	1 Vendors	1 Transactions
75	DEPT			Central Services - Charge Backs		
2469	SAMS CLUB 01-075-000-0000-6402		134.41	JAIL SUPPLIES	423134	Office Supplies
2469	SAMS CLUB		134.41	1 Transactions		
1440	VISA 01-075-000-0000-6402		10.98	COBORNS		Office Supplies
	01-075-000-0000-6402		27.60	SHOPKO		Office Supplies
1440	VISA		38.58	2 Transactions		
379	WRIGHT EXPRESS FSC 01-075-000-0000-6338		1,945.27	MOTOR POOL FUEL CARDS	30656640	Motor Pool Expenses
379	WRIGHT EXPRESS FSC		1,945.27	1 Transactions		
75	DEPT Total:		2,118.26	Central Services - Charge Backs	3 Vendors	4 Transactions
76	DEPT			Central Services - County Wide		
5906	CENTURYLINK 01-076-000-0000-6203		31.50	LOCAL SVC 09/18/2012 10/17/2012	313623769	Communications
	01-076-000-0000-6203		3,188.11	LOCAL SVC 09/18/2012 10/17/2012	314019358	Communications
5906	CENTURYLINK		3,219.61	2 Transactions		
76	DEPT Total:		3,219.61	Central Services - County Wide	1 Vendors	2 Transactions
101	DEPT			County Recorder's Office		
7320	CROW RIVER TITLE GUARANTY 01-101-000-0000-6810		138.00	3 MORTGAGE RELEASES		Refunds And Reimbursements



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
7320	CROW RIVER TITLE GUARANTY		138.00	1 Transactions		
101	DEPT Total:		138.00	County Recorder's Office	1 Vendors	1 Transactions
111	DEPT			Courthouse Building		
539	CENTER POINT ENERGY 01-111-000-0000-6255		125.00	GAS 07/31/2012 08/31/2012	5969231-9	Natural Gas
539	CENTER POINT ENERGY		125.00	1 Transactions		
111	DEPT Total:		125.00	Courthouse Building	1 Vendors	1 Transactions
112	DEPT			North Complex Building		
539	CENTER POINT ENERGY 01-112-000-0000-6255		300.00	GAS 07/31/2012 08/31/2012	5987110-3	Natural Gas
539	CENTER POINT ENERGY		300.00	1 Transactions		
112	DEPT Total:		300.00	North Complex Building	1 Vendors	1 Transactions
116	DEPT			Health And Human Services Building		
539	CENTER POINT ENERGY 01-116-000-0000-6255		61.12	GAS 07/31/2012 08/31/2012	6008184-1	Natural Gas
	01-116-000-0000-6255		13.99	GAS 07/31/2012 08/31/2012	7484082-8	Natural Gas
539	CENTER POINT ENERGY		75.11	2 Transactions		
116	DEPT Total:		75.11	Health And Human Services Building	1 Vendors	2 Transactions
201	DEPT			County Sheriff's Office		
83	AT&T MOBILITY 01-201-000-0000-6203		503.95	MCSO AIR SOURCE CARDS	287235616915	Communications
	01-201-000-9003-6350		153.35	GLENCOE PD AIR SOURCE CARDS	287235616915	Other Services & Charges-Glencoe Compu
	01-201-000-9004-6350		30.67	LP PD AIR SOURCE CARDS	287235616915	Other Services & Charges-Lp Computer
	01-201-000-9005-6350		61.34	WINSTED PD AIR SOURCE CARDS	287235616915	Other Services & Charges-Winsted Compu
	01-201-000-9006-6350		30.67	SL PD AIR SOURCE CARDS	287235616915	Other Services & Charges-Silver Lake

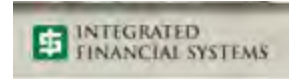


Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
83	AT&T MOBILITY		779.98	5 Transactions		
5906	CENTURYLINK					
	01-201-000-0000-6203		46.96	PHONE CHARGES	313138411	Communications
				09/18/2012 10/17/2012		
	01-201-000-0000-6203		1,001.98	LEC ARMER T1 TO NYA	313623769	Communications
5906	CENTURYLINK		1,048.94	2 Transactions		
201	DEPT Total:		1,828.92	County Sheriff's Office	2 Vendors	7 Transactions
251	DEPT			County Jail		
5175	FLEET SERVICES					
	01-251-000-0000-6455		957.03	FUEL	30650996	Motor Fuels And Lubrication
5175	FLEET SERVICES		957.03	1 Transactions		
251	DEPT Total:		957.03	County Jail	1 Vendors	1 Transactions
485	DEPT			County Public Health Nursing		
83	AT&T MOBILITY					
	01-485-472-0000-6203		30.67	WIRELESS USAGE	X09232012	Communications
	01-485-474-0000-6203		30.67	WIRELESS USAGE	X09232012	Communications
83	AT&T MOBILITY		61.34	2 Transactions		
261	WALMART COMMUNITY GEMB					
	01-485-000-0000-6402		65.57	SUPPLIES	006731	Office Supplies
	01-485-000-0000-6402		496.14	SUPPLIES	008060	Office Supplies
	01-485-000-0000-6364		97.41	SUPPLIES EMPLOYEE WELLNESS	008502&007445	County Employee Wellness Committee
261	WALMART COMMUNITY GEMB		659.12	3 Transactions		
485	DEPT Total:		720.46	County Public Health Nursing	2 Vendors	5 Transactions
520	DEPT			County Park's		
5906	CENTURYLINK					
	01-520-000-0000-6203		75.64	525 CARETAKER OFFICE PHONE	313540758	Communications
	01-520-000-0000-6203		53.57	525 SHOP	314102204	Communications
5906	CENTURYLINK		129.21	2 Transactions		



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

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Vendor	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
	<u>No.</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
520	DEPT Total:		129.21	County Park's	1 Vendors	2 Transactions
1	Fund Total:		9,942.09	General Revenue Fund		27 Transactions

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 9/28/12 2:14PM  
 3 Road & Bridge Fund

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
0	DEPT			...		
	2811 CNA GROUP LONG TERM CARE					
	03-000-000-0000-2048		21.06	LONG TERM CARE HWY FD	1115634	Long Term Care Payable
				10/01/2012 10/31/2012		
	2811 CNA GROUP LONG TERM CARE		21.06	1 Transactions		
0	DEPT Total:		21.06	...	1 Vendors	1 Transactions
310	DEPT			Highway Maintenance		
	5019 PEARSON BROS INC					
	03-310-000-0000-6531		375,342.26	#1 CP 12-000-02 SEAL COAT	1202-1	Sealcoating
	5019 PEARSON BROS INC		375,342.26	1 Transactions		
310	DEPT Total:		375,342.26	Highway Maintenance	1 Vendors	1 Transactions
340	DEPT			Highway Equipment Maintenance		
	5906 CENTURYLINK					
	03-340-000-0000-6203		78.61	TELEPHONE SL	3203272214110	Communications
	03-340-000-0000-6203		2.52	TELEPHONE SL	3203272214110	Communications
	03-340-000-0000-6203		77.67	TELEPHONE BROWNTON	3203285317183	Communications
	03-340-000-0000-6203		2.51	TELEPHONE BROWNTON	3203285317183	Communications
	03-340-000-0000-6203		79.12	TELEPHONE LP	3203952071067	Communications
	03-340-000-0000-6203		2.51	TELEPHONE LP	3203952071067	Communications
	5906 CENTURYLINK		242.94	6 Transactions		
340	DEPT Total:		242.94	Highway Equipment Maintenance	1 Vendors	6 Transactions
3	Fund Total:		375,606.26	Road & Bridge Fund		8 Transactions



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
391	DEPT			Solid Waste Tip Fee		
4007	DROP N GO SHIPPING 05-391-000-0000-6243		2,118.56	POSTAGE	98020	Public Education
4007	DROP N GO SHIPPING		2,118.56	1 Transactions		
391	DEPT Total:		2,118.56	Solid Waste Tip Fee	1 Vendors	1 Transactions
393	DEPT			Materials Recovery Facility		
4370	MCLEOD COUNTY ALUMINUM REDEMPT 05-393-000-0000-6411		3,123.70	REPLENISH CKS 29113-29172 09/10/2012 09/21/2012		Aluminum Recovery
4370	MCLEOD COUNTY ALUMINUM REDEMPT		3,123.70	1 Transactions		
4170	WASTE MANAGEMENT OF WI MN 05-393-000-0000-6257		187.95	RECYCLE RESIDUE GARBAGE	9368-1702-2	Sewer, Water And Garbage Removal
4170	WASTE MANAGEMENT OF WI MN		187.95	1 Transactions		
393	DEPT Total:		3,311.65	Materials Recovery Facility	2 Vendors	2 Transactions
5	Fund Total:		5,430.21	Solid Waste Fund		3 Transactions



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
420	DEPT		Income Maintenance		
	2811 CNA GROUP LONG TERM CARE				
	11-420-000-0000-2048		72.30	LONG TERM CARE WELFARE FD	1115634 Long Term Care Payable
				10/01/2012 10/31/2012	
	2811 CNA GROUP LONG TERM CARE		72.30	1 Transactions	
420	DEPT Total:		72.30	Income Maintenance	1 Vendors 1 Transactions
430	DEPT		Individual and Family Social Services		
	2811 CNA GROUP LONG TERM CARE				
	11-430-000-0000-2048		193.36	LONG TERM CARE INC MAINT FD	1115634 Long Term Care Payable
				10/01/2012 10/31/2012	
	2811 CNA GROUP LONG TERM CARE		193.36	1 Transactions	
430	DEPT Total:		193.36	Individual and Family Social Services	1 Vendors 1 Transactions
11	Fund Total:		265.66	Human Service Fund	2 Transactions

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



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9/28/12 2:14PM  
25 Special Revenue Fund

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
			Amount		
101	DEPT		County Recorder's Office		
	2329 ATRIX INTERNATIONAL INC		970.00	0056830-IN	Other Services & Charges
	25-101-000-0000-6350				
	2329 ATRIX INTERNATIONAL INC		970.00	09/01/2012 08/31/2013	1 Transactions
101	DEPT Total:		970.00	1 Vendors	1 Transactions
807	DEPT		Designated for Capital Assets		
	1424 ALPHA WIRELESS COMMUNICATIONS		240.47	657663	Capital - Over \$5,000 (Fixed Assets)
	25-807-000-0000-6610				
	1424 ALPHA WIRELESS COMMUNICATIONS		240.47	1 Transactions	
	1615 SCHATZ CONSTRUCTION INC		8,754.00	5527	Capital - Over \$5,000 (Fixed Assets)
	25-807-000-0000-6610				
	1615 SCHATZ CONSTRUCTION INC		8,754.00	1 Transactions	
807	DEPT Total:		8,994.47	2 Vendors	2 Transactions
25	Fund Total:		9,964.47	Special Revenue Fund	3 Transactions



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
852	DEPT		Project Harmony Mofas Grant		
963	MINNESOTA STATE AUDITOR 82-852-000-0000-6265		2011 AUDIT PROJECT HARMONY	62809	Professional Services
963	MINNESOTA STATE AUDITOR	975.00	1 Transactions		
2747	VIVID IMAGE INC 82-852-000-0000-6265	67.50	EMAIL SET UP & WEBSITE UPDATES	3374	Professional Services
2747	VIVID IMAGE INC	67.50	1 Transactions		
967	WICHMAN/KELSEY 82-852-000-0000-6121	52.50	RECOVERY COACH SERVICES		Personnel Wages
	82-852-000-0000-6335	25.53	MILEAGE FOR RECOVERY COACH		Mileage Expense
967	WICHMAN/KELSEY	78.03	2 Transactions		
852	DEPT Total:	1,120.53	Project Harmony Mofas Grant	3 Vendors	4 Transactions
853	DEPT		Local Public Health Grant		
741	MEEKER COUNTY PUBLIC HEALTH 82-853-000-0000-6402	216.21	IPAD 2 SUPPLIES		Office Supplies
	82-853-000-0000-6612	529.99	IPAD 2		Captial - \$100-\$5,000 (Inventory)
741	MEEKER COUNTY PUBLIC HEALTH	746.20	2 Transactions		
1628	MN COUNTIES INTERGOVERNMENTAL TI 82-853-000-0000-6350	25.00	RISK MANAGEMENT A FREIDRICHS 09/16/2012 09/16/2012	5436	Other Services & Charges
1628	MN COUNTIES INTERGOVERNMENTAL TI	25.00	1 Transactions		
853	DEPT Total:	771.20	Local Public Health Grant	2 Vendors	3 Transactions
862	DEPT		SHIP		
5576	BACHMAN/MARY 82-862-000-0000-6121	980.00	SHIP GRANT TIME		Personnel Wages
5576	BACHMAN/MARY	980.00	1 Transactions		
862	DEPT Total:	980.00	SHIP	1 Vendors	1 Transactions
872	DEPT		Child & Teen Checkups (C&TC)		
963	MINNESOTA STATE AUDITOR				

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9/28/12 2:14PM

82 Community Health Service

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	82-872-000-0000-6265		2011 AUDIT CTC	62809	Professional Services
963	MINNESOTA STATE AUDITOR		1 Transactions		
965	MJOLLNIR ENTERPRISES LLC				
	82-872-000-0000-6265		DATA RECOVERY SERVICE	1474	Professional Services
965	MJOLLNIR ENTERPRISES LLC		1 Transactions		
872	DEPT Total:		Child & Teen Checkups (C&TC)	2 Vendors	2 Transactions
82	Fund Total:		Community Health Service Fun		10 Transactions

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 9/28/12 2:14PM  
 84 Supporting Hands N F P Fu

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
490	DEPT		Supporting Hands Nurse Family Partner:		
5008	HOME INVENTORY LLC 84-490-000-0000-6402		SUPPLIES	7372	Office Supplies
5008	HOME INVENTORY LLC	159.60			
			1 Transactions		
968	INITIATIVE FOUNDATION 84-490-000-0000-6350		S/H BOOKLETS	204-4055	Other Services & Charges
968	INITIATIVE FOUNDATION	6.00			
			1 Transactions		
8564	OFFICE DEPOT INC 84-490-000-0000-6402		OFFICE SUPPLIES	625406980001	Office Supplies
	84-490-000-0000-6612	570.25	OFFICE SUPPLIES PRINTER	625406980001	Captial - \$100-\$5,000 (Inventory)
8564	OFFICE DEPOT INC	299.24			
		869.49			
			2 Transactions		
1440	VISA 84-490-000-0000-6402		TARGET.COM		Office Supplies
	84-490-000-0000-6402	20.61	TARGET.COM		Office Supplies
	84-490-000-0000-6402	135.71	PARENTS AS TEACHERS		Office Supplies
		106.09			
1440	VISA	262.41			
			3 Transactions		
490	DEPT Total:	1,297.50	Supporting Hands Nurse Family Partne	4 Vendors	7 Transactions
84	Fund Total:	1,297.50	Supporting Hands N F P Fund		7 Transactions



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



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9/28/12 2:14PM

86 Trust and 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
975	DEPT			DNR Clearing Account		
	509 MINNESOTA DNR 86-975-000-0000-6850		255.50	DNR 09/18/2012 09/24/2012		Collections For Other Agencies
	509 MINNESOTA DNR		255.50		1 Transactions	
975	DEPT Total:		255.50	DNR Clearing Account	1 Vendors	1 Transactions
976	DEPT			Game & Fish Clearing Account		
	509 MINNESOTA DNR 86-976-000-0000-6850		126.25	G & F 09/18/2012 09/24/2012		Collections For Other Agencies
	509 MINNESOTA DNR		126.25		1 Transactions	
976	DEPT Total:		126.25	Game & Fish Clearing Account	1 Vendors	1 Transactions
86	Fund Total:		381.75	Trust and Agency Fund		2 Transactions
	Final Total:		406,379.67	40 Vendors	62 Transactions	

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	9,942.09	General Revenue Fund	
	3	375,606.26	Road & Bridge Fund	
	5	5,430.21	Solid Waste Fund	
	11	265.66	Human Service Fund	
	25	9,964.47	Special Revenue Fund	
	82	3,491.73	Community Health Service Fund	
	84	1,297.50	Supporting Hands N F P Fund	
	86	381.75	Trust and Agency Fund	
	All Funds	406,379.67	Total	Approved by, .....
				.....
				.....

ROBECK  
10/5/12 2:21PM  
1 General Revenue Fund

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
0	DEPT			...		
3028	MINNESOTA CHILD SUPPORT PAYMENT					
	01-000-000-0000-2056		303.64	CHILD SUPPORT 10/03/2012 10/03/2012	001124208702	Child Support Garnishment Payable
	01-000-000-0000-2056		106.59	CHILD SUPPORT 10/03/2012 10/03/2012	001436294701	Child Support Garnishment Payable
	01-000-000-0000-2056		106.13	CHILD SUPPORT 10/03/2012 10/03/2012	001439921102	Child Support Garnishment Payable
	01-000-000-0000-2056		246.42	CHILD SUPPORT 10/03/2012 10/03/2012	001447664801	Child Support Garnishment Payable
	01-000-000-0000-2056		170.74	CHILD SUPPORT 10/03/2012 10/03/2012	001499730601	Child Support Garnishment Payable
3028	MINNESOTA CHILD SUPPORT PAYMENT		933.52	5 Transactions		
960	MINNESOTA REVENUE					
	01-000-000-0000-2055		218.88	GARNISHMENT K STIMLER 10/03/2012 10/03/2012	L1662208768	Garnishments Payable
960	MINNESOTA REVENUE		218.88	1 Transactions		
8714	UNION SECURITY INSURANCE COMPANY					
	01-000-000-0000-2041		802.80	STD PREMIUM GENERAL FUND 10/01/2012 10/31/2012		Short Term Disability Payable
	01-000-000-0000-2050		1,313.97	LTD PREMIUM GENERAL FUND 10/01/2012 10/31/2012		Long Term Disability Payable
8714	UNION SECURITY INSURANCE COMPANY		2,116.77	2 Transactions		
0	DEPT Total:		3,269.17	...	3 Vendors	8 Transactions
13	DEPT			Court Administrator's Office		
5485	DOHERTY SCHOOLER/TIFFANY					
	01-013-000-0000-6273		224.00	CT APPT JJ F0-03-1124	109	Court Appt Atty- Other
5485	DOHERTY SCHOOLER/TIFFANY		224.00	1 Transactions		
524	INTERPRETATIONS					
	01-013-000-0000-6350		110.00	INTERPRET BUSTOS CR-12-305	12-1087	Other Services & Charges
	01-013-000-0000-6350		100.00	INTERPRET BUSTOS CR-12-305	12-1098	Other Services & Charges
524	INTERPRETATIONS		210.00	2 Transactions		

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10/5/12 2:21PM  
1 General Revenue Fund

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

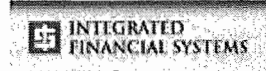


Audit List for Board AUDITOR'S VOUCHERS ENTRIES

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
13	DEPT Total:		Court Administrator's Office	2 Vendors	3 Transactions
31	DEPT		County Administrator's Office		
	1440 VISA				
	01- 031- 000- 0000- 6245	254.36	RUTTERS BAY MACA MCHRMA	MJ WIESELER	Dues And Registration Fees
	01- 031- 000- 0000- 6245	339.86	RUTTERS BAY MACA MCHRMA	P MELVIN	Dues And Registration Fees
	1440 VISA	594.22	2 Transactions		
31	DEPT Total:	594.22	County Administrator's Office	1 Vendors	2 Transactions
76	DEPT		Central Services - County Wide		
	11580 CENTURYLINK				
	01- 076- 000- 0000- 6203	1,359.19	LONG DISTANCE	320439462	Communications
	11580 CENTURYLINK	1,359.19	1 Transactions		
	5771 NU- TELECOM				
	01- 076- 000- 0000- 6203	2,105.26	T1 EXT PRI SW B1	80778656	Communications
	5771 NU- TELECOM	2,105.26	1 Transactions		
76	DEPT Total:	3,464.45	Central Services - County Wide	2 Vendors	2 Transactions
103	DEPT		County Assessor's Office		
	1440 VISA				
	01- 103- 000- 0000- 6241	100.00	MN ASSOC OF ASSESSORS JOB POST		Printing And Publishing
	1440 VISA	100.00	1 Transactions		
103	DEPT Total:	100.00	County Assessor's Office	1 Vendors	1 Transactions
117	DEPT		Fairgrounds		
	5771 NU- TELECOM				
	01- 117- 000- 0000- 6203	133.05	SEPTEMBER TELEPHONE	80778924	Communications
	5771 NU- TELECOM	133.05	1 Transactions		
117	DEPT Total:	133.05	Fairgrounds	1 Vendors	1 Transactions
201	DEPT		County Sheriff's Office		
	1160 MCLEOD COUNTY AUDITOR TREASURER				

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 10/5/12 2:21PM  
 1 General Revenue Fund

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	01-201-000-0000-6327		977 TRANSFER FEE		General Auto Maintenance
1160	MCLEOD COUNTY AUDITOR TREASURER				
		30.75			
		30.75	1 Transactions		
5771	NU- TELECOM				
	01-201-000-0000-6203		111- 2290 SPEC ACC VOICE	80778371	Communications
		145.56	10/01/2012 10/31/2012		
5771	NU- TELECOM				
		145.56	1 Transactions		
201	DEPT Total:	176.31	County Sheriff's Office	2 Vendors	2 Transactions
485	DEPT		County Public Health Nursing		
46489	MINNESOTA DEPARTMENT OF HEALTH				
	01- 485- 000- 0000- 6245	85.00	REG 2012 VIRAL HEPATITIS EH		Dues And Registration Fees
46489	MINNESOTA DEPARTMENT OF HEALTH	85.00		1 Transactions	
485	DEPT Total:	85.00	County Public Health Nursing	1 Vendors	1 Transactions
520	DEPT		County Park's		
5771	NU- TELECOM				
	01- 520- 000- 0000- 6203	40.98	PIEPENBURG 587- 2082	80778656	Communications
5771	NU- TELECOM	40.98		1 Transactions	
520	DEPT Total:	40.98	County Park's	1 Vendors	1 Transactions
1	Fund Total:	8,297.18	General Revenue Fund		21 Transactions

ROBECK  
 10/5/12 2:21PM  
 3 Road & Bridge Fund

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
0	DEPT		...		
3028	MINNESOTA CHILD SUPPORT PAYMENT 03-000-000-0000-2056		CHILD SUPPORT 10/03/2012 10/03/2012	001253574102	Child Support Garnishment Payable
3028	MINNESOTA CHILD SUPPORT PAYMENT		1 Transactions		
8714	UNION SECURITY INSURANCE COMPANY 03-000-000-0000-2041		STD PREMIUM HWY FUND 10/01/2012 10/31/2012		Short Term Disability Payable
	03-000-000-0000-2050		LTD PREMIUM HWY FUND 10/01/2012 10/31/2012		Long Term Disability Payable
8714	UNION SECURITY INSURANCE COMPANY		2 Transactions		
0	DEPT Total:		439.62 ...	2 Vendors	3 Transactions
320	DEPT		Highway Construction		
907	WRIGHT COUNTY HIGHWAY DEPARTME 03-320-000-0000-6641		#1 602-28 INITIAL	602-28-248	State Aid- Regular Construction
907	WRIGHT COUNTY HIGHWAY DEPARTME		1 Transactions		
1356	WSB & ASSOCIATES INC 03-320-000-0000-6265		PROF SVC JOB 1153 MILL & OVERL	3	Professional Services
	03-320-000-0000-6265		PROF SVC JOB 1153 ROUNDABOUT	3	Professional Services
1356	WSB & ASSOCIATES INC		2 Transactions		
320	DEPT Total:		132,891.49 Highway Construction	2 Vendors	3 Transactions
340	DEPT		Highway Equipment Maintenance		
32	CITY OF BROWNTON 03-340-000-0000-6253		ELECTRIC	1AVS000208	Electricity
	03-340-000-0000-6257		WATER SEWER	1AVS000208	Sewer, Water And Garbage Removal
32	CITY OF BROWNTON		2 Transactions		
2038	WASTE MANAGEMENT OF WI MN 03-340-000-0000-6257		GARBAGE REMOVAL SL	6282822-1593-6	Sewer, Water And Garbage Removal
	03-340-000-0000-6257		GARBABGE REMOVAL GLENCOE	6282823-1593-4	Sewer, Water And Garbage Removal
	03-340-000-0000-6257		GARBAGE REMOVAL LP	6282825-1593-9	Sewer, Water And Garbage Removal

ROBECK  
 10/5/12 2:21PM  
 3 Road & Bridge Fund

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
2038	WASTE MANAGEMENT OF WI MN		93.50			
				3 Transactions		
340	DEPT Total:		246.26	Highway Equipment Maintenance	2 Vendors	5 Transactions
3	Fund Total:		133,577.37	Road & Bridge Fund		11 Transactions

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10/5/12 2:21PM  
5 Solid Waste Fund

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



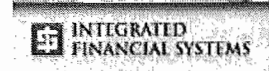
Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name <u>Account/Formula</u>	<u>Rpt</u> <u>Accr</u>	<u>Amount</u>	<u>Warrant Description</u> <u>Service Dates</u>	<u>Invoice #</u> <u>Paid On Bhf #</u>	<u>Account/Formula Description</u> <u>On Behalf of Name</u>
391	DEPT			Solid Waste Tip Fee		
	2038 WASTE MANAGEMENT OF WI MN					
	05-391-000-0000-6258		62.40	GSL SCHOOL RECYCLING	6282830-1593-9	School Recycling
	05-391-000-0000-6258		80.74	LP SCHOOL RECYCLING	6282831-1593-7	School Recycling
	05-391-000-0000-6257		21.11	ORGANCIS DISPOSAL	6282832-1593-5	Sewer, Water And Garbage Removal
	2038 WASTE MANAGEMENT OF WI MN		164.25	3 Transactions		
391	DEPT Total:		164.25	Solid Waste Tip Fee	1 Vendors	3 Transactions
393	DEPT			Materials Recovery Facility		
	555 SCHMELING OIL COMPANY INC					
	05-393-000-0000-6350		27.10	FUEL	133781	Other Services & Charges
	555 SCHMELING OIL COMPANY INC		27.10	1 Transactions		
	8714 UNION SECURITY INSURANCE COMPANY					
	05-393-000-0000-2041		18.30	STD PREMIUM MRF FUND		Short Term Disability Payable
				10/01/2012 10/31/2012		
	05-393-000-0000-2050		13.08	LTD PREMIUM SW FUND		Long Term Disability Payable
				10/01/2012 10/31/2012		
	8714 UNION SECURITY INSURANCE COMPANY		31.38	2 Transactions		
	3223 WASTE MANAGEMENT INC					
	05-393-000-0000-6412		4,919.45	2ND QTR 2012 COMMERCIAL OCC		Fiber Recovery
	05-393-000-0000-6412		1,915.65	3RD QTR 2012 COMMERCIAL OCC		Fiber Recovery
	3223 WASTE MANAGEMENT INC		6,835.10	2 Transactions		
393	DEPT Total:		6,893.58	Materials Recovery Facility	3 Vendors	5 Transactions
397	DEPT			Household Hazardous Waste		
	8714 UNION SECURITY INSURANCE COMPANY					
	05-397-000-0000-2050		9.15	LTD PREMIUM HHW FUND		Long Term Disability Payable
				10/01/2012 10/31/2012		
	8714 UNION SECURITY INSURANCE COMPANY		9.15	1 Transactions		
397	DEPT Total:		9.15	Household Hazardous Waste	1 Vendors	1 Transactions
5	Fund Total:		7,066.98	Solid Waste Fund		9 Transactions



ROBECK  
 10/5/12 2:21PM  
 11 Human Service Fund

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

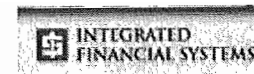


Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
420	DEPT		Income Maintenance		
8714	UNION SECURITY INSURANCE COMPANY				
	11- 420- 000- 0000- 2041		365.20	STD PREMIUM INC MAINT FUND	Short Term Disability Payable
				10/01/2012 10/31/2012	
	11- 420- 000- 0000- 2050		440.69	LTD PREMIUM INC MAINT FUND	Long Term Disability Payable
				10/01/2012 10/31/2012	
	8714 UNION SECURITY INSURANCE COMPANY		805.89	2 Transactions	
420	DEPT Total:		805.89	Income Maintenance	1 Vendors 2 Transactions
430	DEPT		Individual and Family Social Services		
3028	MINNESOTA CHILD SUPPORT PAYMENT				
	11- 430- 000- 0000- 2056		289.80	CHILD SUPPORT	Child Support Garnishment Payable
				10/03/2012 10/03/2012	
	3028 MINNESOTA CHILD SUPPORT PAYMENT		289.80	1 Transactions	
	8714 UNION SECURITY INSURANCE COMPANY				
	11- 430- 000- 0000- 2041		375.90	STD PREMIUM WELFARE FUND	Short Term Disability Payable
				10/01/2012 10/31/2012	
	11- 430- 000- 0000- 2050		708.50	LTD PREMIUM WELFARE FUND	Long Term Disability Payable
				10/01/2012 10/31/2012	
	8714 UNION SECURITY INSURANCE COMPANY		1,084.40	2 Transactions	
430	DEPT Total:		1,374.20	Individual and Family Social Services	2 Vendors 3 Transactions
11	Fund Total:		2,180.09	Human Service Fund	5 Transactions

ROBECK  
 10/5/12 2:21PM  
 25 Special Revenue Fund

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

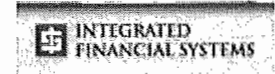


Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
15	DEPT		Law Library		
6	MATTHEW BENDER & CO INC 25-015-000-0000-6451		166.83	LAW BKS DUNN MN DIG 5E	36759392 Books
6	MATTHEW BENDER & CO INC		166.83	1 Transactions	
358	WEST PAYMENT CENTER 25-015-000-0000-6451		833.65	LAW BOOKS	825672372 Books
358	WEST PAYMENT CENTER		833.65	1 Transactions	
15	DEPT Total:		1,000.48	Law Library	2 Vendors 2 Transactions
32	DEPT		McLeod For Tomorrow		
974	JUST/JASON 25-032-000-0000-6350		57.34	MCLEOD FOR TOMORROW 09/27/2012 09/27/2012	Leadership Program Expenses
974	JUST/JASON		57.34	1 Transactions	
32	DEPT Total:		57.34	McLeod For Tomorrow	1 Vendors 1 Transactions
101	DEPT		County Recorder's Office		
5211	HOUSTON ENGINEERING INC 25-101-000-0000-6350		8,887.50	PROGRAM CPI ARCGIS TOOLBAR	12817 Other Services & Charges
5211	HOUSTON ENGINEERING INC		8,887.50	1 Transactions	
101	DEPT Total:		8,887.50	County Recorder's Office	1 Vendors 1 Transactions
227	DEPT		Mounted Posse		
902	MEEKER COUNTY SHERIFFS OFFICE 25-227-000-0000-6245		150.00	P TORWARDSON MT PATROL CLINIC	Dues And Registration Fees
	25-227-000-0000-6245		150.00	M SCHNOBRICH MT PATROL CLINIC	Dues And Registration Fees
902	MEEKER COUNTY SHERIFFS OFFICE		300.00	2 Transactions	
227	DEPT Total:		300.00	Mounted Posse	1 Vendors 2 Transactions
252	DEPT		Jail Canteen Account		
5771	NU- TELECOM 25-252-000-0000-6460		89.77	CABLE	80777335 Jail Supplies

ROBECK  
 10/5/12 2:21PM  
 25 Special Revenue Fund

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
5771	NU- TELECOM				
		89.77		1 Transactions	
252	DEPT Total:	89.77	Jail Canteen Account	1 Vendors	1 Transactions
285	DEPT		E- 911 System Maintenance - Grant		
5771	NU- TELECOM				
	25- 285- 000- 0000- 6203	628.79	587- 0405 E- 911	80778918	Communications - Telephone Equipment
			10/01/2012 10/31/2012		
5771	NU- TELECOM	628.79		1 Transactions	
285	DEPT Total:	628.79	E- 911 System Maintenance - Grant	1 Vendors	1 Transactions
807	DEPT		Designated for Capital Assets		
971	EDGEWAVE				
	25- 807- 000- 0000- 6610	21,311.20	I PRISM ASSET 7257	129319	Capital - Over \$5,000 (Fixed Assets)
971	EDGEWAVE	21,311.20		1 Transactions	
807	DEPT Total:	21,311.20	Designated for Capital Assets	1 Vendors	1 Transactions
25	Fund Total:	32,275.08	Special Revenue Fund		9 Transactions

ROBECK  
 10/5/12 2:21PM  
 82 Community Health Service

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
853 DEPT		Local Public Health Grant		
222 MEEKER COUNTY TREASURER 82- 853- 000- 0000- 6859		1,664.55	AUG 2012 MCH	Mch
222 MEEKER COUNTY TREASURER		1,664.55	1 Transactions	
314 SIBLEY COUNTY TREASURER 82- 853- 000- 0000- 6859		1,098.32	AUG 2012 MCH	Mch
314 SIBLEY COUNTY TREASURER		1,098.32	1 Transactions	
853 DEPT Total:		2,762.87	Local Public Health Grant	2 Vendors 2 Transactions
856 DEPT		FPSP		
4006 FAMILY PHARMACY SOUTH 82- 856- 000- 0000- 6439		13.90	PRESCRIPTION	RX #16079369 Prescriptions
82- 856- 000- 0000- 6439		13.90	PRESCRIPTION	RX #6002071 Prescriptions
4006 FAMILY PHARMACY SOUTH		27.80	2 Transactions	
2412 GLENCOE REGIONAL HEALTH SERVICES 82- 856- 000- 0000- 6261		49.00	EXAMS MMS CHS	ACCT 42806 Physical Examinations
2412 GLENCOE REGIONAL HEALTH SERVICES		49.00	1 Transactions	
137 HUTCHINSON LEADER 82- 856- 000- 0000- 6241		49.86	PUBLISH NEED AFFORDABLE BC	#300916 Printing And Publishing
137 HUTCHINSON LEADER		49.86	1 Transactions	
321 HUTCHINSON MEDICAL CENTER PA 82- 856- 000- 0000- 6261		112.25	EXAMS MMS CHS	Physical Examinations
321 HUTCHINSON MEDICAL CENTER PA		112.25	1 Transactions	
658 MCLEOD PUBLISHING INC 82- 856- 000- 0000- 6241		66.60	PUBLISH NEED AFFORDABLE BC	Printing And Publishing
658 MCLEOD PUBLISHING INC		66.60	1 Transactions	
1251 MEDICINE SHOPPE 82- 856- 000- 0000- 6439		9.97	PRESCRIPTION	RX #699852 Prescriptions
1251 MEDICINE SHOPPE		9.97	1 Transactions	
6206 MEEKER MEMORIAL HOSPITAL 82- 856- 000- 0000- 6260		160.00	STD TESTING CHLAMYDIA	ACCT 23223 Std Testing

ROBECK  
 10/5/12 2:21PM  
 82 Community Health Service

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
6206	MEEKER MEMORIAL HOSPITAL		160.00			
				1 Transactions		
856	DEPT Total:		475.48	FPSP	7 Vendors	8 Transactions
857	DEPT			HEALTHY HOMES		
6242	MVTL LABORATORIES INC					
	82- 857- 000- 0000- 6350		370.00	WELL WATER TEST KITS	623644	Other Services & Charges
	82- 857- 000- 0000- 6350		370.00	WELL WATER TEST KITS	623645	Other Services & Charges
	82- 857- 000- 0000- 6350		740.00	WELL WATER TEST KITS	623907	Other Services & Charges
	82- 857- 000- 0000- 6350		740.00	WELL WATER TEST KITS	623908	Other Services & Charges
6242	MVTL LABORATORIES INC		2,220.00			
				4 Transactions		
857	DEPT Total:		2,220.00	HEALTHY HOMES	1 Vendors	4 Transactions
862	DEPT			SHIP		
718	BUERKLE/RHONDA					
	82- 862- 000- 0000- 6121		1,920.00	SHIP GRANT TIME		Personnel Wages
	82- 862- 000- 0000- 6335		51.52	SHIP GRANT MILEAGE		Mileage Expense
718	BUERKLE/RHONDA		1,971.52			
				2 Transactions		
862	DEPT Total:		1,971.52	SHIP	1 Vendors	2 Transactions
82	Fund Total:		7,429.87	Community Health Service Fun		16 Transactions

ROBECK  
 10/5/12 2:21PM  
 84 Supporting Hands N F P Fu

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
490	DEPT		Supporting Hands Nurse Family Partner:			
5069	MORRIS ELECTRONICS INC					
	84- 490- 000- 0000- 6265		70.00	TECH SUPPORT	20118693	Professional Services
				09/06/2012	09/06/2012	
	84- 490- 000- 0000- 6265		70.00	TECH SUPPORT	20118771	Professional Services
				09/11/2012	09/11/2012	
	84- 490- 000- 0000- 6265		77.00	TECH SUPPORT	20118790	Professional Services
				09/13/2012	09/13/2012	
5069	MORRIS ELECTRONICS INC		217.00			3 Transactions
973	NORTHERN STAR ORTONVILLE INDEPEN					
	84- 490- 000- 0000- 6241		324.00	OI HELP WANTED NURSE VISIT	43532	Printing And Publishing
973	NORTHERN STAR ORTONVILLE INDEPEN		324.00			1 Transactions
5249	POPE COUNTY TRIBUNE					
	84- 490- 000- 0000- 6241		213.60	HELP WANTED NURSE HOME VISIT	61070	Printing And Publishing
5249	POPE COUNTY TRIBUNE		213.60			1 Transactions
901	SWIFT COUNTY MONITOR NEWS					
	84- 490- 000- 0000- 6241		61.63	HELP WANTED NURSE HOME VISIT	162620	Printing And Publishing
901	SWIFT COUNTY MONITOR NEWS		61.63			1 Transactions
8714	UNION SECURITY INSURANCE COMPANY					
	84- 490- 000- 0000- 2041		143.50	STD PREMIUM SHNFP FUND		Short Term Disability Payable
				10/01/2012	10/31/2012	
	84- 490- 000- 0000- 2050		100.15	LTD PREMIUM SHNFP FUND		Long Term Disability Payable
				10/01/2012	10/31/2012	
8714	UNION SECURITY INSURANCE COMPANY		243.65			2 Transactions
490	DEPT Total:		1,059.88	Supporting Hands Nurse Family Partne	5 Vendors	8 Transactions
84	Fund Total:		1,059.88	Supporting Hands N F P Fund		8 Transactions

ROBECK  
 10/5/12 2:21PM  
 86 Trust and Agency Fund

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
				Paid On Bhf #	
833	DEPT		Mortgage Registry Tax		
1004	MINNESOTA DEPARTMENT OF REVENUE				
	86- 833- 000- 0000- 6850		45,728.72	SEPT 2012 MTG REG	Collections For Other Agencies
1004	MINNESOTA DEPARTMENT OF REVENUE		45,728.72	1 Transactions	
833	DEPT Total:		45,728.72	Mortgage Registry Tax	1 Vendors 1 Transactions
834	DEPT		Deed Tax		
1004	MINNESOTA DEPARTMENT OF REVENUE				
	86- 834- 000- 0000- 6850		28,277.23	SEPT 2012 DEED TAX	Collections For Other Agencies
1004	MINNESOTA DEPARTMENT OF REVENUE		28,277.23	1 Transactions	
834	DEPT Total:		28,277.23	Deed Tax	1 Vendors 1 Transactions
975	DEPT		DNR Clearing Account		
509	MINNESOTA DNR				
	86- 975- 000- 0000- 6850		78.00	DNR	Collections For Other Agencies
				09/25/2012 10/01/2012	
509	MINNESOTA DNR		78.00	1 Transactions	
975	DEPT Total:		78.00	DNR Clearing Account	1 Vendors 1 Transactions
86	Fund Total:		74,083.95	Trust and Agency Fund	3 Transactions
	Final Total:		265,970.40	55 Vendors	82 Transactions

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

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	8,297.18	General Revenue Fund	
	3	133,577.37	Road & Bridge Fund	
	5	7,066.98	Solid Waste Fund	
	11	2,180.09	Human Service Fund	
	25	32,275.08	Special Revenue Fund	
	82	7,429.87	Community Health Service Fund	
	84	1,059.88	Supporting Hands N F P Fund	
	86	74,083.95	Trust and Agency Fund	
All Funds		265,970.40	Total	Approved by, .....
				.....
				.....





<b>Minnesota Department of Public Safety ("State")</b> Homeland Security and Emergency Management Division 445 Minnesota Street, Suite 223 St Paul, Minnesota 55101	<b>Grant Program:</b> Emergency Management Performance Grant 2012  <b>Grant Agreement No.:</b> A-EMPG-2012- MCLEODCO-00048
<b>Grantee:</b> McLeod County 801 10th Street E Glencoe, Minnesota 55336	<b>Grant Agreement Term:</b> <b>Effective Date:</b> 1/1/2012 <b>Expiration Date:</b> 12/31/2012
<b>Grantee's Authorized Representative:</b> Kevin Mathews, Emergency Management Director 801 East 10th Street Glencoe, Minnesota 55336 Phone: (320) 864-1339 Email: kevin.mathews@co.mcleod.mn.us	<b>Grant Agreement Amount:</b> Original Agreement \$23,879.00 Matching Requirement \$23,879.00
<b>State's Authorized Representative:</b> Ann Kuzj, Grants Specialist Homeland Security and Emergency Management Division 445 Minnesota Street, Suite 223 St Paul, Minnesota 55101 Phone: 651-201-7422 Email: Ann.Kuzj@state.mn.us	Federal Funding: CFDA 97.042 State Funding: None Special Conditions: None

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant agreement.

**Term:** Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. § 16C.05, subd. 2, whichever is later. Once this grant agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee will:

Perform and accomplish such purposes and activities as specified herein and in the Grantee's approved Emergency Management Performance Grant 2012 Application ("Application") which is incorporated by reference into this grant agreement and on file with the State at 445 Minnesota Street, Suite 223, St Paul, Minnesota 55101. The Grantee shall also comply with all requirements referenced in the Emergency Management Performance Grant 2012 Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant agreement.

**Budget Revisions:** The breakdown of costs of the Grantee's Budget is contained in Exhibit A, which is attached and incorporated into this grant agreement. As stated in the Grantee's Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.

**Matching Requirements:** (If applicable.) As stated in the Grantee's Application, the Grantee certifies that the matching requirement will be met by the Grantee.

**Payment:** As stated in the Grantee's Application and Grant Program Guidance, the State will promptly pay the



Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

**Certification Regarding Lobbying:** (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

**1. ENCUMBRANCE VERIFICATION**

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

Signed: \_\_\_\_\_

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

**3. STATE AGENCY**

By: \_\_\_\_\_  
(with delegated authority)

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

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

Grant Agreement No. A-EMPG-2012-MCLEODCO-00048 / PO # 3000014387

**2. GRANTEE**

*The Grantee certifies that the appropriate person(s) have executed the grant agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.*

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

Title: McLeod County Board Chair

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

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

Title: McLeod County Auditor/Treasurer

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

Distribution: DPS/FAS  
Grantee  
State's Authorized Representative

Organization: McLeod County

A-EMPG-2012-MCLEODCO-00048

Budget Summary

EMPG: 2012 EMPG		
Budget Category	Award	Match
Planning		
Allowable Planning Item	\$0.00	\$0.00
Planning Requirements - Wages	\$23,879.00	\$23,879.00
<b>Total</b>	<b>\$23,879.00</b>	<b>\$23,879.00</b>
<b>Total</b>	<b>\$23,879.00</b>	<b>\$23,879.00</b>
<b>Allocation</b>	<b>\$23,879.00</b>	<b>\$23,879.00</b>
<b>Balance</b>	<b>\$0.00</b>	<b>\$0.00</b>

**2013**

Contract for Registered Nursing Services  
McLeod Treatment Programs

McLeod Treatment Programs and McLeod County Public Health Nursing hereby enter into this agreement to provide health care services to McLeod Treatment Programs (MTP) from January 1, 2013 to December 31, 2013 in accordance with the conditions outlined below:

A. Responsibilities of McLeod County Public Health Nursing:

1. McLeod County Public Health Nursing shall have on file documentation of credentials, current licensure, and satisfaction of qualifications of Registered Nurses.
2. McLeod County Public Health Nursing shall have on file proof of professional liability insurance coverage and shall disclose this information to MTP upon request.
3. Fulfill all requirements of MN Statute 144.057 (applicant background study).
4. Adhere to all MN Statutes regarding Maltreatment to Minors, Vulnerable Adults, and Mandatory Reporting Laws.
5. Provide MTP with protocol to contact the nurse for medication consultation and training.
6. Provide consultation and review of each MTP program's administration of medications at least monthly (average 2-4 hrs/wk) including a) review of medication procedures and policies; b) medication problems including errors and refusals; c) monitoring medication effects, side effects, contraindications; d) medication storage and inventory procedures; e) medication verification procedures; f) medication disposal procedures (the RN Contractor will be responsible for proper disposal of medications); g) documentation procedures and h) staff consultation. The RN Contractor will conduct an on-site consultation and review at each facility as agreed upon by MTP and RN Contractor.
7. The following will be reviewed by the RN Contractor at least annually: a) standing orders (in conjunction with the MTP Contracted Medical Consultant); b) MTP medication administration policy and necessary revisions including RN Contractor signature on policy.
8. Nurse(s) will communicate the need for specific supply items to MTP Program Manager.
9. Nurses will refer non-nursing problems, which have not already been addressed by others, to the appropriate resources.
10. Health Service policies shall be abided by in all respects, including written consent for data privacy, consent for medical treatment, and consent for release of information.
11. Nurses will make recommendations regarding special dietary and exercise needs of residents depending on their medical condition (diabetic diet, exercise, food allergies, or food contraindications) as requested.
12. Nurse(s) will prepare written documentation to Program Manager on weekly consultation content, hours of service, and questions/concerns.

13. Provide medication administration training to all MTP staff (1-2 times per year as MTP needs dictate for 4 hours each) and two (1 hour) medication refresher courses and provide certificates of completion to each MTP staff member attending.
14. Provide blood borne pathogens/infectious diseases training to all McLeod Treatment Programs, Inc. staff (1-2 times per year for 1.5 hours) and provide certificates of completion to each MTP staff member attending.
15. Provide child passenger safety training to all McLeod Treatment Programs, Inc. staff (1 time per year for 3 hours) and provide certificates of completion to each MTP staff member attending.
16. With prior approval of MTP management, offer health teaching to staff as need arises (diabetic instruction, nutrition, medication side effects, etc.).
17. Provide MTP management with training protocol 1 week prior to training.
18. Registered nurses of McLeod County Public Health Nursing Service will attend training on the procedures of MTP. It is the responsibility of MTP to provide this training.
19. Keep all information gained as a result of contact with MTP, residents or staff confidential and private.
20. Provide services within budget of \$7524.00. This budget for 2013 includes cost for medication consultation and review (\$6864.00) and medication administration, blood borne pathogens/infectious diseases and child passenger safety training (\$660.00).
21. Submit a detailed billing by the 10th day of each month for services provided the previous month.

B. Expectations of McLeod Treatment Programs:

1. Provide a private area of the residence to keep records and supplies.
2. Provide staff with necessary and appropriate equipment to perform their duties such as scale, stethoscope, sphygmomanometer, thermoscan thermometer, and usual and customary first aid equipment (tongue blades, alcohol wipes, tweezers, band aids, 1st aid cream, etc.), blood borne pathogen equipment with safety storage area.
3. MTP staff will be available to assist the nurse(s) and will maintain a safe work environment for the nurse(s).
4. Have available to the nurse any past history or records of residents that are relevant to his mental/medical health.
5. Have parent/guardian-sign the appropriate releases for access to information and medical consent.
6. MTP staff will be responsible for administering all medication and will communicate with the nurse(s) any medication that a resident is receiving and inform the nurse(s) of medication changes on a weekly basis.

7. MTP staff shall be responsible for following through on a recommendation or for making an arrangement in the event that a referral is made by the nurse. Findings should be communicated back to the nurse and documented on the resident's record.
8. MTP staff is responsible for providing transportation in the event that a referral is made.
9. MTP will have available to staff a Medical Consultant for consultation.
10. Provide educational opportunities, which will expand knowledge of nurses especially in the MTP population.
11. Provide administrative supervision and evaluation of RN contract services.
12. Inform McLeod County Public Health Nursing of any changes in licensure or policy that may affect RN Contractors services and contract.
13. Monitor and evaluate RN Contract budget, not to exceed \$7524.00 for 2013.
14. Reimburse the registered nurse at \$44.00 per hour for all services.
15. Remit contract fee within 30 days of receipt of the billing.
16. MTP will provide training to nurses of McLeod County Public Health Nursing Services in the procedures of MTP that pertain to medical concerns, release of information procedures, and parental contact.
17. McLeod Treatment Program, Inc. provides assurances to the Public Health Nursing service that it will comply with the Health Insurance Portability and Accountability Act (HIPAA) requirements necessary to protect individual identifying health information (IIHI). Use and disclosure will require that all IIHI be:

- \* Appropriately safeguarded:
- \* Any misuse of IIHI will be reported to the Public Health Nursing Service
- \* Secure satisfactory assurances from any subcontractor
- \* Grant individual clients/parents/legal guardians access and ability to amend their IIHI
- \* Make available an accounting of disclosures: release applicable records to the Department of Health or Department of Human Services if requested and
- \* Upon termination, return or destroy all IIHI in accordance with conventional record destruction practices.

C. Joint Responsibilities of Nursing and MTP:

1. Plan and coordinate health problems and concerns of all parties, including what may be feasible for resident's health care.
2. Jointly evaluate the services provided annually.

D. Terms of Contract:

1. This contract shall be effective on January 1, 2013 and shall remain in effect until December 31, 2013 or until canceled or terminated as provided herein.

E. Conditions of the parties' obligations:

1. This agreement may be canceled by either party at any time, with or without cause, upon thirty (30) day notice, in writing, delivered by mail or in person to the other party. In the event of such a notice, Public Health Nursing shall be entitled to payment for services and duties satisfactory performed.
2. Sixty (60) days prior to the termination date specified in this agreement, MTP may evaluate the performance of the Nursing Services in regard to the terms of this agreement to determine whether such performance merits renewal of this agreement.
3. No claim for service furnished by the RN Contractors, not specifically provided in the agreement, will be allowed by MTP unless the service is approved in writing by MTP. Such approval shall be considered to be a modification of or addendum to the agreement

Approved as to Form and Execution:


Dated:


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McLeod County Attorney

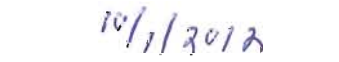
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Chair-McLeod County Board


  
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Chair-MTP Board of Directors

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Director-McLeod County PHN

  
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Executive Director-McLeod Treatment Programs

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# Quote

**Bergmann's Country Interiors LLC**  
 7416 80th Street  
 Glencoe MN 55336  
 320-864-6754 320-864-6100

Quote #  
 7378  
 Customer PO  
 Contract #  
 Date  
 10/10/2012  
 Sales Person1  
 Vicky Langan -  
 Sales Person2

**Acct # 258**  
**For: 320 864-1326 Fax**

**Ship To: 320 864-1326**

McLeod County Central Services  
 830 11th Street East  
 Glencoe, MN 55336

McLeod County Central Services / Comm  
 Food Prep Area  
 830 11th Street East  
 Glencoe, MN 55336

Type	Quantity	Product Description Labor Description	Color / Item Number Room	Price	Total
Luxury Vinyl Tile					
<i>Materials</i>	197.19SqFt	UniClic Luxury Vinyl Plank	TBD	\$3.98	\$784.82
<i>Labor</i>	197.19SqFt	Luxury Vinyl Tile - Comm Install		\$1.11	\$218.61
Freight					
<i>Materials</i>	1 Each	Freight - Mintor Co. LLC Trucking		\$68.75	\$68.75
Baseshoe					
<i>Materials</i>	54 LnFt	Baseshoe	TBD	\$1.24	\$66.96
<i>Labor</i>	54 L/FT	Base shoe - new install		\$1.56	\$84.44
Transition					
<i>Materials</i>	12 LnFt	Vinyl Insert - C Stem	TBD	\$0.79	\$9.48

Information

*Thanks Betty  
 for the opportunity  
 Vicky  
 Bruce*

Total

Labor	\$303.05
Materials	\$930.01
Sales Tax	\$63.94
<b>Grand Total</b>	<b>\$1,297.00</b>
Date	Ck#
Deposit	

REQUESTED INSTALLATION

DATE \_\_\_\_\_ INSTALLER \_\_\_\_\_

REQUESTED DELIVERY

DATE \_\_\_\_\_

I HEREBY ACCEPT AND AUTHORIZE WORK TO COMMENCE AS SPECIFIED.

Buyer \_\_\_\_\_ Date \_\_\_\_\_ Seller \_\_\_\_\_ Date \_\_\_\_\_



# Fashion Interiors

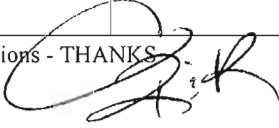
2108 10th Street E.  
 Glencoe, MN 55336  
 Phone (320)864-6664 Fax (320)864-4866

# Invoice

DATE
9/24/2012

BILL TO
McLeod County Court House 830 11th Street East Glencoe, MN 55336

TERMS
does not apply

DATE	QUANTITY	DESCRIPTION	PRICE	AMOUNT
9/24/2012	1	Mohawk UniClic Luxury Vinyl Planking Includes: Materials, Tax, & Installation New 1/4 round trim around cabinets 1/4 round or vinyl base around walls	1,904.00	1,904.00
9/24/2012	1	Shipping	45.00	45.00
9/24/2012	1	Install vinyl remnant under sink includes materials & labor	30.00	30.00
Location: Cafeteria/Lunch Room Contact: Betty Werth Or Wayne Rosenfeld				
Please call if you have any questions - THANKS 			<b>Total</b>	\$1,979.00

All claims and returned goods must be accompanied by this bill.  
 Finance charge of 1.5% per month.

## Procurement cards

are specialized credit cards issued to those employees who are responsible for purchasing materials and services. These highly secure cards empower employees to purchase goods and services directly. This eliminates the typical requisition, purchasing, receiving and accounts payable processes, not to mention the various time-consuming steps (and related costs) involved with each purchase.



Procurement Card Program  
(MasterCard) offered by:



### PFM Financial Services LLC

Airport Corporate Center  
One Corporate Drive  
Suite 101  
Bohemia, New York 11716

Tel: 800-356-5148  
Fax: 800-356-3188

[www.powercardpfm.com](http://www.powercardpfm.com)



## A Procurement Card Program (P-Card)

Sponsored by:



# P-Cards: Procurement in the 21st Century

## What are Procurement Cards?

- They look and operate similar to credit cards
- They DO NOT carry a revolving line of credit
- Usage and authorization parameters can be reviewed and managed via the Internet by district administration
- Individual card limits can be established
  - Per transaction
  - Per month
  - By vendor



## Procurement Card Objectives

- Obtain goods and services when needed
- Streamline the buying process
- Reduce acquisition expenses
- Control maverick purchases
- Control contractor/vendor usage
- Maintain an audit trail
- Cash rebates



## Who issues the P-Card?

Once a public entity signs up for the P-Card program, Harris Bank, IL will establish a monthly credit limit based on a two-month anticipation spending and issue individual MasterCards (in the name of the cardholders) with billing directly to the district.

## What are some ways the school districts can use the P-Card?

Districts can use the P-Card for community education, food services, supplies, leases, travel and expense claims, fleet usage, telephone usage, grants and utilities. Districts can offer payroll cards to seasonal, part-time and unbanked employees.

## What does the P-Card replace?

- Purchase orders
- Use of personal cards
- Travel and expense claims
- Petty cash
- Service orders



## Procurement Card Benefits: For the Cardholder

1. Cost-free payment mechanism
2. District purchasing card issued in the name of the cardholder and billed to the district
3. Ability to restrict merchant category codes and spending limits for each cardholder
4. Comprehensive on-line management reports
5. Improved access to suppliers and materials
  - Walk-in purchases
  - Telephone
  - Internet

6. Obtain goods and services when needed
7. Opportunity to save \$\$\$
8. On-line access to all cardholder's accounts 24/7
9. Rebate on 100% of dollars spent
10. MasterCard misuse insurance of \$100,000 per cardholder, per incident (minimum 5 cards)

## For the Suppliers

1. Receive payment within 48 hours of submitting the transaction to the bank.
2. Streamline their administrative functions via the elimination of invoices and the consolidation of receivables.
3. Meet the requests of their clients, differentiate themselves from their competitors, and build better partnerships with their customers. The result is additional sales revenues.



# Rebate Schedule



Annual Net Purchasing Volume* September 1, 2011 – August 31, 2012	Settlement Period “Net” 7 days Rebate %	Settlement Period “Net” 7 days Rebate Dollars
\$50,000 - \$99,999	0.25%	\$125 - \$250
\$100,000 - \$299,999	0.40%	\$400 - \$1,200
\$300,000 - \$799,999	0.45%	\$1,350 - \$3,600
\$800,000 - \$1,499,999	0.50%	\$4,000 - \$7,500
\$1,500,000 - \$3,499,999	0.60%	\$9,000 - \$21,000
\$3,500,000 - \$5,499,999	0.65%	\$22,750 - \$35,750
\$5,500,000 - \$7,499,999	0.85%	\$46,750 - \$63,750
\$7,500,000 - \$9,999,999	0.90%	\$67,500 - \$90,000
\$10,000,000 - \$12,499,999	0.95%	\$95,000 - \$118,750
\$12,500,000 - \$14,999,999	1.00%	\$125,000 - \$150,000
\$15,000,000 - \$17,499,999	1.05%	\$157,500 - \$183,750
\$17,500,000 - \$19,999,999	1.10%	\$192,500 - \$220,000
Over \$20,000,000	1.15%	\$230,000+

\*Annual Net Purchasing Volume is defined as the total of purchases less purchase credits, cash advances and fraud charges.



# County of McLeod

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

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**COMMISSIONER RAY BAYERL**

1st District  
Phone (320) 485-2181  
20778 Cable Avenue  
Lester Prairie, MN 55354  
[Ray.Bayerl@co.mcleod.mn.us](mailto:Ray.Bayerl@co.mcleod.mn.us)

**COMMISSIONER KERMIT D. TERLINDEN**

2nd District  
Phone (320) 864-3738  
1112 14th Street East  
Glencoe, MN 55336  
[Kermit.Terlinden@co.mcleod.mn.us](mailto:Kermit.Terlinden@co.mcleod.mn.us)

**COMMISSIONER PAUL WRIGHT**

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

**COMMISSIONER SHELDON A. NIES**

4th District  
Phone (320) 587-5117  
1118 Jefferson Street South  
Hutchinson, MN 55350  
[Sheldon.Nies@co.mcleod.mn.us](mailto:Sheldon.Nies@co.mcleod.mn.us)

**COMMISSIONER BEV WANGERIN**

5th District  
Phone (320) 587-6869 817 Colorado  
Street NW Hutchinson, MN 55350  
[Bev.Wangerin@co.mcleod.mn.us](mailto:Bev.Wangerin@co.mcleod.mn.us)

**COUNTY ADMINISTRATOR**

**PATRICK T. MELVIN**  
Phone (320) 864-1363  
830 11th Street East, Suite 110  
Glencoe, MN 55336  
[Pat.Melvin@co.mcleod.mn.us](mailto:Pat.Melvin@co.mcleod.mn.us)

## Resolution 12-CB-32

WHEREAS it is in the best interest of the McLeod County to enter into an arrangement with the Bank to provide the County with credit by way of a Corporate MasterCard account;

WHEREAS the County has the power and authority to borrow money and otherwise obtain credit and to grant security on its assets;

BE IT RESOLVED that the County Auditor-Treasurer is authorized to enter into an arrangement with the Bank to provide the County with credit by way of a Corporate MasterCard account in an amount of up to US\$250,000.00, or such greater amount as the Auditor-Treasurer may from time to time deem appropriate, under which arrangement employees of the County may be issued with Corporate Cards on the MasterCard corporate account of the County with the Bank and the County shall be responsible for the payment of all amounts, including fees and interest, charged to such corporate account, the whole substantially on the terms and conditions set forth in the Corporate MasterCard Program Member Account Agreement submitted to and hereby approved by the Board of County Commissioners;

This 16<sup>th</sup> day of October 2012.

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Beverly Wangerin, County Board Chair

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Patrick Melvin, County Administrator

**BMO ePURCHASING SOLUTIONS  
CORPORATE MASTERCARD PROGRAM  
MEMBER ACCOUNT AGREEMENT**

THIS AGREEMENT made as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_,  
Between \_\_\_\_\_ with its principal office at  
\_\_\_\_\_ (the “Member”) and BANK OF MONTREAL, a Canadian  
chartered bank with a branch at 115 South LaSalle Street, Chicago, IL 60603 (the “Bank”).

THE PARTIES AGREE AS FOLLOWS:

**SECTION 1. MEMBER ACCOUNT AND CARDS.**

The Bank has established a Corporate MasterCard program with PFM Financial Services LLC. (the “Association”) for its qualified members. The Association has requested that the Bank establish a MasterCard account for you and the Bank has agreed to do so.

This Agreement between the Member and the Bank and the Agreement between the Bank and the Association set forth the terms and conditions under which the Bank will make its Corporate MasterCard program available to the Member.

*Section 1.1.* The Bank will establish a MasterCard<sup>®\*</sup> account for the Member (the “Member Account”) under the Bank’s Corporate MasterCard program with the Association as indicated in Schedule 1 with the initial credit limit of U.S. \$\_\_\_\_\_ (the credit limit of the Member Account in effect at any time is herein called the “Member Credit Limit”). The Bank shall lend money to the Member and its Cardholders (as defined below) up to the Member Credit Limit by way of charges to the Member Account in accordance with this Agreement. The Bank reserves the right, in its sole discretion, to modify the Member Credit Limit and the Cardholder Credit Limits at any time.

The Member agrees that the Member Account is to be used for business purposes, and not for personal, family, or household purposes (non-business purposes). Member will notify its Cardholders of the prohibition against use for non-business purposes when the Card is issued and periodically thereafter during the term of this Agreement. Member agrees that regardless of the purposes for which the Member Account is used to make purchases, all such transactions, interest, fees and related charges shall be paid to the Bank by the Member in accordance with the terms of this Agreement.

*Section 1.2.* The Member may request the Bank to issue a MasterCard card or card numbers (“Cards”) on the Member Account to employees designated by the Member. Each such request (a “Request”) shall be in a form attached as Schedule “2” and shall be duly completed and signed by the designated employee and, on behalf of the Member, by a Program Administrator (as defined below) as required by the Bank from time to time and shall be submitted by a Program Administrator.

*Section 1.3.* Upon receipt by the Bank of a Request in respect of an employee, the Bank will issue a Card on the Member Account to the employee, embossed with the name of the employee (the “*Cardholder*”) and the Member’s name and/or identifier. The Bank may issue renewal, replacement or temporary replacement cards for any Card from time to time.

In addition, at the Member’s request, the Bank may issue each Cardholder a personal identification number (a “*PIN*”) enabling the Cardholder to use the Card at automated teller machines (“*ATMs*”) accessible with the Card to obtain cash advances and effect transactions on the Member Account. The Member shall instruct each Cardholder not to disclose the Cardholder’s PIN to any other person. Transaction records issued by an ATM are solely for the Member’s convenience and in the event of any dispute as to the accuracy of such records, the Bank’s internal records are presumptively correct and Member must establish by clear and convincing evidence that such records are in error.

*Section 1.4.* The Member shall establish and set out in each Request a credit limit for the Card (the “*Card Limit*”) to be issued to the employee designated in the Request, subject to limitations which may be set by the Bank. A portion of this Card Limit is available for Cash Advances. The aggregate of all Card Limits for issued Cards shall not exceed the Member Credit Limit.

## SECTION 2. CHARGES AND FEES.

*Section 2.1.* Subject to the provisions hereof, the Cardholder may use the Card to charge to the Member Account (a) the price of goods or services obtained from a merchant or supplier honoring the Card, by means of payment or settlement by the Bank to the merchant or supplier (a “*Purchase*”); or (b) cash advances obtained through the use of the Card either directly from the Bank, through use of an ATM, or through another financial institutions honoring the Card; or purchase a money order, travelers check or similar item (a “*Cash Advance*”); *provided*, each such Purchase and Cash Advance must be for a business purpose. Any such use of a Card which results in a Charge (as defined below) to the Member Account, whether or not the Card was presented to a merchant or supplier (such as Internet, mail or telephone order Purchases) or the Cardholder’s signature was obtained, or by use of a PIN, is herein called a “*Transaction*.”

*Section 2.2.* The Bank will maintain a sub-account of the Member Account for each Card (a “*Card Account*”). The Bank shall record all Transactions with respect to each Card, as well as all interest, fees, service charges, credits and adjustments relating to such Card or its use on the Card Account maintained for such Card. All Transactions, interest, fees and service charges posted to the Member Account, including by recording them on individual Card Accounts, shall constitute a charge to the Member Account (a “*Charge*”).

*Section 2.3.* The annual Card fee for each Card and the service charges set forth in Schedule 1 shall apply .

For each Cash Advance, the Bank adds an additional service charge as set forth in Schedule 1. This fee will be added to the Cash Advance balance. The amount of the Cash Advance also may include a surcharge that the ATM owner imposes.

*Section 2.4.* Upon receipt of a credit issued by a merchant or supplier for Purchases charged to the Member Account, the Bank shall post the credit to the Card Account. If the Bank does not receive the credit prior to the time the related charge is included in a monthly Card Account Statement (as defined below), the amount of the related charge shall be paid by the Payment Due Date.

*Section 2.5.* The Bank and MasterCard International convert any Card Transaction made in a currency other than U.S. dollars to U.S. dollars. MasterCard International uses the MasterCard International conversion rate in effect on the day the Transaction is posted to the Card Account (currently either a wholesale market rate or a government-mandated rate) and adds a MasterCard International conversion charge. The Bank then adds the Bank's current foreign exchange markup. The MasterCard International conversion rate and charge may not be the same as existed on the day of the Transaction. The amount of the Transaction after conversion (including foreign exchange markup) is shown on the Card Account Statement as either a Purchase or Cash Advance. However, if a foreign currency Transaction is refunded to a Card Account, the MasterCard conversion rate used to convert the refund to the currency of the card is the rate that the Bank pays to MasterCard International Inc. minus the markup percentage that the Bank discloses to the Customer from time to time. This rate may not be the same as the rate that existed on the date the Transaction was refunded. For these reasons, the amount that is credited to a Card Account for a refund of a foreign currency Transaction will, in most cases, be less than the amount that was originally charged to the Card for that Transaction.

### SECTION 3. STATEMENTS, PAYMENTS AND INTEREST.

*Section 3.1.* The Bank shall prepare monthly, as of the Monthly Billing Date, a Card Account statement (the "*Card Account Statement*") for each Card Account in which there is an outstanding balance as of the Monthly Billing Date or in which a Charge has been posted during the period commencing the day after the immediately preceding Monthly Billing Date and ending on the current Monthly Billing Date (the "*Billing Period*"). The Bank may upon request by the Member send to each Cardholder the Card Account Statement for such Cardholder's Card Account. The Card Account Statement will include the Transactions and the outstanding balance.

*Section 3.2.* The Bank will prepare monthly, as of the same date in each month (the "*Monthly Billing Date*"), and will send to the Member an invoice (the "*Member Account Statement*") showing the aggregate outstanding balance of the Member Account as of such Monthly Billing Date; if more than one invoice is sent, such aggregate outstanding balance will be the sum of all the invoices.

*Section 3.3.* Each month, the Member shall pay in full the aggregate outstanding balance of the Member Account shown on the Member Account Statement on or before the Payment Due Date in respect of such Member Account Statement, which Payment Due Date shall be the number of days after the Monthly Billing Date set out in Schedule 1. Payments must be made in U.S. Dollars. On the Payment Due Date, as agreed by the parties, the Bank shall either (i) debit the Member's specified U.S. dollar deposit account at Harris Trust and Savings Bank or one of



its affiliates; (ii) debit the Members Account with the Minnesota School District Liquid Asset Fund Plus; (iii) debit the Member's specified U.S. dollar deposit account at a U.S. financial institution; or (iv) Member shall pay in immediately available funds with a check or draft drawn on a U.S. financial institution for the balance shown on each Member Account Statement. Any amount not so paid on or before the applicable Payment Due Date shall be considered past due and such non-payment shall constitute a default by the Member.

*Section 3.4.* Interest shall be charged on the amount of all Purchases, fees and service charges from the date posted to the Member Account, and from the date of the advance for Cash Advances. Interest shall be charged at the annual rate(s) defined in Schedule 1 (the "*Card Rate(s)*"). Interest is calculated on a daily basis by multiplying each daily interest-bearing balance of Charges in each Card Account by a daily rate of interest. The daily rate of interest is equal to the applicable Card Rate divided by the actual number of days in the year (365 or 366, as the case may be).

*Section 3.5.* The Bank will waive the interest charges on Purchases, fees and service charges if the Bank receives payment in full at its MasterCard Payment Center of the aggregate outstanding balance of the Member Account on or before the Payment Due Date each month. The Bank will not waive interest charges on Cash Advances.

*Section 3.6.* If the Bank receives any payment in an amount less than the outstanding balance of the Member Account shown on a Member Account Statement, the Bank may apply such partial payment to the Card Accounts as the Bank elects. In respect of any Card Account, any payment will be applied towards Charges which have been included in a Member Account Statement in the following order: (a) interest, (b) fees and service charges, (c) Cash Advances (d) interest-bearing Purchases, (e) non-interest-bearing Purchases; the remainder, if any, will then be applied towards Charges which have not yet been included in a Card Account Statement in the same order as shown above. The Bank may accept payments that are marked with restrictive endorsements such as "payment in full" without losing any of its rights under this Agreement. Any payment tendered with a restrictive endorsement must be sent to the Bank's address for customer service to be effective in accordance with Section 3-311 of the Uniform Commercial Code.

*Section 3.7.* The Member shall pay all Charges included in a Member Account Statement notwithstanding that the Member or a Cardholder disputes with the Bank any Charge or other particular. In the event of any such dispute with the Bank, the Member will follow the Customer Service Procedures outlined in Schedule 1.

*Section 3.8.* The Member shall examine each monthly Member Account Statement, and shall ensure each Cardholder examines each monthly Card Account Statement, upon receiving it. If the Member does not notify the Bank of an error or omission with regard to any Charge to the Member Account included in or itemized on such monthly statements within sixty (60) days after the Monthly Billing Date in respect of such statement, the Member agrees that such Member Account Statement and related Card Account Statements shall be deemed presumptively to be correct and Member must establish by clear and convincing evidence that such Card Account Statement is in error.

*Section 3.9.* U.S. Internal Revenue Code (IRC) Section 1441 requires the withholding of tax on certain payments to foreign persons. For U.S. tax purposes, the Bank is a foreign person. However, IRC Regulation 1.1441-1(b)(2)(ii) provides that no withholding is required on payments made to a U.S. financial institution acting as agent for the foreign person. Harris Trust and Savings Bank, a wholly owned subsidiary of the Bank is receiving all payments made under this agreement as agent for the Bank. Harris Trust and Savings Bank will comply fully with all obligations to withhold under IRC Section 1441 and Regulation 1-1441-(1). Additionally, Harris Trust and Savings Bank as a U.S. financial institution will complete an IRS Form W-9, Request for Taxpayer Identification Number and Certification upon request.

#### SECTION 4. MEMBER AND CARDHOLDER LIABILITY.

*Section 4.1.* The Member shall be liable to the Bank for, and agrees to pay the Bank, all Charges to the Member Account, even if the aggregate of all outstanding Charges is in excess of the Member Credit Limit or in excess of any Card Limit, and even if as between the Member and a Cardholder any Charge resulted from improper use of a Card by the Cardholder.

*Section 4.2.* Notwithstanding 4.1, MasterCard currently provides MasterCoverage<sup>TM\*</sup> program for the benefit of issuers of corporate Cards and the corporate sponsors (such as the Member). Based on the MasterCoverage program, the Bank agrees to waive the Member's liability for certain wrongful Card transactions by Cardholders who are no longer employed by the Member. The type and amount of such Card transactions which qualify for such waiver of Company liability shall be determined by the MasterCoverage program and shall be governed by the terms, exclusions, and conditions of such programs as established from time to time by the underwriters, including but not limited to the condition that the Member meet all of its obligations to make a qualifying claim under the applicable program. The Member acknowledges having received from the Bank of the MasterCoverage Program description outlining such obligations of the Member and the current conditions, limitations, and exclusions applicable to such programs. The Bank may terminate this liability waiver at any time upon written notice to the Member in the event that the related MasterCoverage Program is terminated.

*Section 4.3.* In the event of possible loss, theft or unauthorized use of Card, the Member agrees to notify the Bank by phone at (800) 361-3361 or fax notice to the Bank at (888) 224-5393. Promptly following receipt of such notice, the Bank shall place a hold on the affected Cardholder Account and the Member shall have no further liability for unauthorized use of such Card or Cardholder Account which does not benefit the Member. The Member shall be liable for any unauthorized use of the Card prior to the time the Bank receives notice. Unauthorized use does not include use by a person whom the Member or Cardholder has given authority to use the Member Account. Member will be liable for all use by such a person. The Member will be liable for any use authorized by the Member or a Cardholder until the Member has sent the Bank written notice and destroyed and/or recovered and safeguarded the Card that the person was using. Member shall cooperate with Bank in its efforts to investigate unauthorized use.

However, in the event a Cardholder's PIN is disclosed to any unauthorised person, whether by a Cardholder's failure to maintain confidentiality of the PIN, failure to keep the PIN and the Card separate or otherwise, the Member shall be liable for all Transactions through use of the PIN whether or not incurred by the Cardholder.

SECTION 5. CERTAIN RIGHTS AND RESPONSIBILITIES OF THE BANK.

*Section 5.1.* The Bank shall have sole discretion over the management, operation, content and features of its Corporate MasterCard program and the Cards. Subject to the terms of this Agreement, the Bank may modify any aspect of its Corporate MasterCard program.

*Section 5.2.* The Bank shall provide the Member with management information as indicated in Schedule 1. Subject to payment of additional fees which may apply, the Bank shall provide the Member with such other management information as the Bank makes available under its Corporate MasterCard program and the Member requests from time to time.

SECTION 6. CERTAIN RIGHTS AND RESPONSIBILITIES OF THE MEMBER.

*Section 6.1.* The Member shall, and shall require its Cardholders to, abide by all written security instructions and directions (and telephone instructions in case of emergency) provided by the Bank from time to time.

*Section 6.2.* The Member designates each of the persons whose name, title, address and signature appear on Schedule 1 as its Program Administrator. A Program Administrator shall sign, on behalf of the Member, requests for the issuance of a Card, requests to cancel a Card, requests to modify Cardholder names, addresses, costs centers, departments etc., requests to adjust individual Card Limits ("*Requests*"), and other documentation in connection with the day-to-day operation and administration of the program under this Agreement. The Bank may deal with any Program Administrator in respect of all matters relating to the day-to-day operation and administration of the program under this Agreement, including requests for information the Bank may reasonably require for its management and operation of the program under this Agreement. All statements, invoices, management information, Cards and other correspondence which the Bank sends to the Member under this Agreement in connection with the day-to-day operation and administration of the program shall be sent to the attention of a Program Administrator. The Bank shall be entitled to rely without inquiry on any request or notice signed by any such Program Administrator and on any instructions, authorization or information received from such person. The Member may change the person or persons designated as Program Administrator by written notice to the Bank and any such change shall be effective upon receipt by the Bank of such notice.

*Section 6.3.* The Member shall be solely responsible for establishing and monitoring internal procedures or guidelines for its employees in respect of use of Cards by Cardholders. The Bank shall have no obligation to inquire or verify whether any use of a Card, or any Charge to the Member Account, is for business or non-business use or whether any Cardholder's use is in accordance with such internal procedures or guidelines regarding use of the Card.

*Section 6.4.* The Bank may allow a Program Administrator to submit Requests through the Internet, in which case the Bank will provide sign-in instructions, a user ID and a password to the Program Administrator. The Member shall protect the user ID and password from fraudulent use and shall immediately notify the Bank of any unauthorized disclosure of the user ID or password. Until such notification, the Bank may rely on any Request received using the user ID and password, and shall have no duty to confirm such Requests.

*Section 6.5.* The Bank may allow a Program Administrator to submit Requests through the Internet, in which case the Bank will provide sign-in instructions, a user ID and a password to the Program Administrator. If the Member appoints other Program Administrators from time to time, an existing Program Administrator may establish a user ID and password for the new Program Administrators. Program Administrators may change their passwords at any time, and will do so when required by the Bank. The Member shall protect each user ID and password from fraudulent use and shall immediately notify the Bank of any unauthorized disclosure of any user ID or password. Until such notification, the Bank may rely on any Request received using any user ID and password, and shall have no duty to confirm such Requests.

*Section 6.6.* The Member will provide its annual audited financial statements to the Bank within thirty (30) days of completion. The statements should be sent by U.S. mail or courier to:

Harris Bank  
111 W. Monroe, 2<sup>nd</sup> Floor West  
Chicago, IL 60690  
Attention: Institutional Group

#### SECTION 7. CARDS AND CANCELLATION OF CARDS.

*Section 7.1.* All Cards remain at all times the property of the Bank and cannot be transferred. All Cards shall be surrendered to the Bank upon demand. Notwithstanding any other provision in this Agreement, the Bank may cancel or suspend the right to use any Card if the Bank detects unusual or suspicious activity.

*Section 7.2.* The Member may direct the Bank to cancel any Card at any time for any reason by providing a written Request to the Bank. The written Request must include the Cardholder's last known business address, home address and phone number. The Member shall continue to be liable for Charges made through use of any such Card made prior to the time the Bank receives the written Request.

#### SECTION 8. TERM AND TERMINATION OF AGREEMENT.

*Section 8.1.* The term of this Agreement shall commence as of the date of this Agreement and shall continue until terminated by either party in accordance with the provisions hereof; *provided, however*, this Agreement shall terminate immediately upon termination of the Corporate MasterCard Program Agreement between the Bank and the Association.

*Section 8.2.* Either the Bank or the Member may, upon at least thirty (30) days prior written notice to the other, terminate this Agreement.

*Section 8.3.* The Member or the Bank may immediately terminate this Agreement, without notice, in the event of the bankruptcy or insolvency of the other party or if the other party fails to make any payment when due under this Agreement or if the other party is in default in the performance of any of its other obligations. However, except in the event of bankruptcy or insolvency and except in the event any party fails to make any payment when due under this Agreement, if the default is readily curable, the party having the right to terminate in respect of such default may only exercise such right if the default remains uncured for ten (10) days after written notice of the default is given to the defaulting party. The right to terminate is in addition to any other right the non-defaulting party may have in respect of the default.

*Section 8.4.* Upon termination of this Agreement:

(a) all outstanding Cards shall be cancelled and all rights or benefits of the Member or any Cardholder with respect to the Cards shall be revoked or withdrawn;

(b) The Member shall continue to be liable for, and to pay, the aggregate of all Charges on each Card Account whether or not then posted to the Card Account or Member Account, including without limitation charges not yet incurred, accrued fees and interest accrued or to accrue, and all such charges shall immediately be due and payable by the Member, and

(c) All Cards shall be immediately returned to the Bank or, alternatively, the Member shall provide the Bank with a certificate, signed by a Program Administrator, certifying and warranting that all Cards which had been issued have been destroyed

## SECTION 9. DISCLAIMERS.

*Section 9.1.* The Bank's Corporate MasterCard program including, without limitation, the management information reports provided to the Member is provided to the Member without representation or warranty as to accuracy of information provided.

The Member also acknowledges that some benefits or enhancements may be supplied by firms independent of the Bank and the Bank is not responsible or liable for anything in connection with those benefits or enhancements.

*Section 9.2.* The Bank is not liable for any claim made or loss or damages suffered by the Member arising directly or indirectly from the Member's use of the Bank's Corporate MasterCard program under this Agreement, except for damages which the Member suffers as a result of the Bank's gross negligence or willful misconduct related to the terms of this Agreement. In no event is the Bank liable for any special, indirect or consequential damages, including but not limited to, lost profits and lost revenues.

*Section 9.3.* The Bank always attempts to ensure that its Corporate MasterCard program will be operational, and to respect any available Card Limit or any available transaction limit per Card or per day or any other available limit requested by the Member. However, the Bank cannot warrant that the Corporate MasterCard program will be uninterrupted or error-free or that such limits will always be respected in each case, due to limitations of the Bank's authorization systems, systems management and ordinary stand-in processes, and of the MasterCard system including merchant set-up features. The Member therefore waives any and all claims that it may have against the Bank arising out of the use and performance of the Bank's Corporate MasterCard program under this Agreement, except for claims for damages referred to in section 9.2.

*Section 9.4.* The Bank is not responsible for any defects in or poor quality of the merchandise or services obtained by means of any Card. Any claim or dispute between the Member and a merchant or supplier, including with respect to the merchant's or supplier's right to compensation, will be the object of a direct settlement among the Member and the merchant or supplier and any such dispute shall not affect the Member's obligation to pay all Charges to the Member Account in full to the Bank in accordance with the terms of this Agreement.

#### SECTION 10. NOTICES.

*Section 10.1.* All requests, notices and other correspondence in connection with the day-to-day operation and administration of the Bank's Corporate MasterCard program under this Agreement shall be sent by the Bank to any Program Administrator at the address specified in Schedule 1 and, except as set out in section 6.4, shall be sent by the Member to the Bank at its address specified in Schedule 1.

*Section 10.2.* Any other notice or other written communication by one party to another under this Agreement shall be in writing and delivered by hand or sent by courier, by prepaid post or by fax or other similar form of instant telecommunication capable of confirming receipt of transmission, to the other party at the addresses set forth below and shall be deemed to have been received by the addressee (i) if delivered by hand or by courier, on the day delivered or, if not a business day, on the next business day, (ii) if sent by ordinary prepaid post, on the 4th business day after it was posted and (iii) if transmitted by fax or other such telecommunication and receipt is confirmed prior to 3:00 p.m. (local time) on a business day, on such business day or, in any other case, at 10:00 a.m. (local time) on the business day next following the date of transmission.

MEMBER:  
Address:  
Attention:  
Telephone:  
Fax:

BANK OF MONTREAL:

Address:

Attention:

Telephone:

Fax:

*Section 10.3.* A party may give notice of a change of address for the purposes of this Section in the manner provided above, and thereafter any notices or communication shall be given to that party at such changed address.

#### SECTION 11. AMENDMENT.

*Section 11.1.* The Bank may amend this Agreement at any time by giving written notice to Member not less than fifteen (15) days prior to the effective date of the amendment. The Bank may immediately modify the Member Credit Limit or any Card Limit upon written notice to Member. Any amendment or modification is effective as at a date stipulated in the notice.

#### SECTION 12. CARDS WITHOUT AN EMPLOYEE'S NAME.

*Section 12.1.* If the Member requests that the Bank issue a Card that will not bear an employee's name, such as a Card assigned to a department of the Customer or a MasterCard Corporate Fleet Card assigned to a vehicle instead of an individual employee, the following additional provisions shall apply: (a) notwithstanding Section 1.3, the Card shall be embossed with the name of the department or vehicle, as appropriate, and any person using the card from time to time shall be the "Cardholder" of the Card; (b) notwithstanding Section 4.3, the Member acknowledges that the Card will not have a Cardholder's signature, and agrees to be liable for all Purchases made with the Card (but in the case of a MasterCard Corporate Fleet Card assigned to a vehicle, only from merchants providing fuel and maintenance services), whether or not the Purchases were made by a duly authorized employee; (c) notwithstanding Sections 1.3 and 2.1, the Bank will not issue a PIN in connection with the Card and the Cardholder cannot obtain Cash Advances; and (d) notwithstanding Section 3.1, the Bank will send Card Account Statements for the Card to the Member.

*Section 12.2.* If the customer requests that the Fleet Card be assigned to a vehicle instead of an individual employee (a "Vehicle Card"), then the following additional provisions shall apply: (a) the operator of the vehicle from time to time shall be the "Cardholder" of the Vehicle Card; (b) notwithstanding Section 4.3, the Customer acknowledges that the Vehicle Card will not have a Cardholder's signature, and agrees to be liable for all Purchases made with the Vehicle Card from merchants providing fuel and maintenance services, whether or not the Purchases were made by a Cardholder; (c) notwithstanding Sections 1.3 and 2.1, the Bank will not issue a PIN in connection with the Vehicle Card and the Cardholder of the Vehicle Card cannot obtain Cash Advances; and (d) notwithstanding Section 3.1, the Bank will send Card Account Statements for the Vehicle Card to the Member.

SECTION 13. GENERAL.

*Section 13.1.* The Member shall provide the Bank with such financial information with respect to the Member as the Bank may from time to time reasonably request.

*Section 13.2.* No term or provision of this Agreement is deemed waived and no breach excused, unless the waiver or consent is in writing and signed by the party claimed to have waived or consented. Any consent by any party to, or waiver of, a breach by the other, whether express or implied, does not constitute a consent to, waiver of, or excuse for, any other different or subsequent breach.

*Section 13.3.* This Agreement constitutes the entire agreement between the parties with respect to the subject matter and supersedes all previous negotiations, proposals, commitments, writings and understandings of any nature whatsoever, whether oral or written, unless they have been expressly incorporated by additional reference in this Agreement.

*Section 13.4.* This Agreement may not be transferred or assigned by the Member, voluntarily or involuntarily, or otherwise, without the prior written consent of the Bank, which may be arbitrarily withheld. The amalgamation, merger or consolidation of the Member shall be deemed to be an assignment of this Agreement. If transferred or assigned without the Bank's prior written consent, this Agreement will be deemed to be terminated, unless the Bank agrees in writing otherwise.

*Section 13.5.* Any terms of this Agreement which by their nature continue after the Agreement terminates, will remain in effect and will apply to each party's successors and permitted assigns.

*Section 13.6.* References to this Agreement include all Schedules attached hereto, which Schedules are incorporated into and form part of this Agreement. The Member acknowledges that the Schedules have been expressly brought to its attention and it knows their content.

*Section 13.7.* The headings in this Agreement are for ease of reference only and are not to be used in interpreting this Agreement.

*Section 13.8.* If any provision of this Agreement is held to be unenforceable, invalid or void, all other provisions will nevertheless continue in full force and effect.

*Section 13.9.* This Agreement shall be binding upon and inure to the benefit of each party and its respective successors and permitted assigns.

*Section 13.10.* This Agreement shall be governed by and construed in accordance with the laws of the state of Minnesota and federal law applicable therein. The Member irrevocably submits to the jurisdiction of the courts of the state of Minnesota and the U.S. District Court, District of Minnesota and agrees that any legal action or proceeding with respect to this Agreement may be commenced in such courts. Member and the Bank each irrevocably waive any right to trial by jury in any proceeding related to this Agreement. Member and Bank shall



each bear all its fees and costs and the expenses of its own attorneys in connection with any proceeding under this Agreement.

**[SIGNATURE PAGE FOLLOWS]**

IN WITNESS WHEREOF the parties have executed this Agreement on the dates written below.

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

(MEMBER)

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

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

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

BANK OF MONTREAL

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

All services are provided by Bank of Montreal.

®\* Bank of Montreal is a licensed user of the registered trade-mark owned by MasterCard International Inc.

TM\* Trade-mark of MasterCard International Inc.

Bank of Montreal is a registered user.

® Registered trade-mark of Bank of Montreal.

TM Trade-mark of Bank of Montreal.

## SCHEDULE 1

SCHEDULE 1 to the BMO ePurchasing Solutions Corporate MasterCard Program Account Agreement dated as of \_\_\_\_\_ between Bank of Montreal and \_\_\_\_\_ (the "Agreement").

A. *Pricing Schedule.* The following fees and service charges are in effect as at the date of the Agreement. All fees are in U.S. dollars.

- (1) Annual Card Fee per Card: \$ 0.
- (2) ATM Cash Advance Fee.

<u>ATM</u>	<u>USD</u>
Cirrus <sup>®*</sup> Network (US)	3.50
Cirrus Network (Worldwide)	4.50
<u>Over the Counter</u>	
MasterCard bank (US)	5.00
MasterCard bank (Worldwide)	6.00

(3) Retrieval of a Sales Draft or issuance of any replacement statement or monthly report will be the Bank's standard service charge for such items at the time of the request.

- (4) Standard Report Fees: \$ 0.

(5) Custom Report Fees & Flat File Development: \$150/hour, subject to \$1,500 minimum charge per report/flat file. Charge will be waived if individual Member net transaction volume exceeds \$10,000,000 for any consecutive 12 month period.

(6) Foreign Currency Transaction Markup and Refund will be charged at a rate of 2.5%.

B. *Payment Due Date.* The Payment Due Date shall be seven (7) days after the Monthly Billing Date.

C. *Card Currencies and Card Rate(s).*

(1) *U.S. dollar.* The Card Rate for U.S. dollar Cards shall be the Bank's U.S. Prime Rate plus 7%. The U.S. Prime Rate is the rate announced by the Bank from time to time as its prime interest rate for U.S. dollar loans. The Card Rate shall change automatically upon a change in the U.S. Prime Rate, without notice to the Member.

D. *Program Administrator.* The Member hereby designates each of the persons whose name, title, address, numbers and signature appears below as its Program Administrator:

Name:  
Title:  
Address:  
Telephone number:  
Fax number:  
Signature of Program Administrator: \_\_\_\_\_

Name:  
Title:  
Address:  
Telephone number:  
Fax number:  
Signature of Program Administrator: \_\_\_\_\_

Name:  
Title:  
Address:  
Telephone number:  
Fax number:  
Signature of Program Administrator: \_\_\_\_\_

E. *Member Service Procedures.*

*Notices to the Bank and Authorization Procedures.* The Bank must be notified in writing when the Member wishes to amend the participation conditions of the Bank's Corporate MasterCard program under the Agreement. Documentation authorized by a Program Administrator must accompany requested changes to:

- add employees to the program;

- delete employees from the program;
- modify employees names, addresses, phone numbers, cost centers, departments, etc.;
- adjust individual employee Card Limits.

Requested changes, correspondence or enquiries concerning the day-to-day operation and administration of the Bank's Corporate MasterCard program under the Agreement are to be forwarded to:

BMO ePurchasing Solutions  
 3300 Bloor Street West  
 7th Floor, Center Tower  
 Toronto, Ontario  
 Canada M8X 2X3  
 Attn: Manager Corporate Clients  
 Telephone: U.S. & Canada Toll Free (800) 844-6445  
                   Outside U.S. & Canada (416) 232-0789  
 Fax: U.S. & Canada Toll Free (888) 677-5042  
                   Outside U.S. & Canada (416) 232-8469

*Lost or Stolen Card Procedure.* The Member and the Cardholder will notify the Bank as soon as it is aware that a Card is lost, stolen or missing and, if required, request a new Card, by phoning Member Services at:

U.S. & Canada Toll Free (800) 361-3361  
 Outside U.S. & Canada (416) 232-8020

Upon such notification, the Bank will cancel the missing Card.

*Disputed Charge Procedure.* Except for Purchases involving disputes between the Member or a Cardholder and a merchant or supplier, all Charges which the Member or a Cardholder disputes with the Bank will be reported immediately to the Bank by the Member or a Cardholder. The Member will pay all such disputed Charges. In the next Billing Period, such disputed Charges will then be removed from the Member Account. Upon investigation, any Charges requiring charge back to the Member Account will be subject to interest commencing on the date interest would have commenced had the Charge not been removed from the Member Account, subject in the case of a Purchase to the Bank providing a copy of the transaction slip, if requested by the Member or a Cardholder, within a reasonable time.

The Member or the Cardholder will notify the Bank of all Charges in dispute with the Bank in respect of the Member Account by phoning Member Service at:

U.S. & Canada Toll Free (800) 263-2263  
 Outside U.S. & Canada (416) 232-8440

F. *Online Management Reporting*. The Member may choose to enroll in BMO *details Online*<sup>®</sup> which provides a suite of standard reports accessible via Internet and available to the Member on demand.

ACKNOWLEDGED:

(MEMBER)

BANK OF MONTREAL

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

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

## STAFF REPORT

TO: McLeod County Planning Commission

Prepared By: Larry Gasow

Date: August 13, 2012

Permit: CUP #12-17 Meeting Date: August 22, 2012

.....

### GENERAL INFORMATION

Applicant: Dann Morris  
13935 Hwy 212  
Glencoe, MN 55336  
320/328-5245

PID 13.061.0010

Requested Action: Make application for a conditional use permit to construct an addition to an accessory structure greater than 2,400 sq. ft. on a platted lot or a parcel less than 10 acres in size within the Agricultural District to be used for a home occupation.

Purpose: To construct a proposed shed approximately 6,416 sq. ft. in size and will be used for storage, shop and office area with a bathroom. This building site was a farmstead which was split off of the farm and was platted into four residential lots.

Existing Zoning: Agricultural.

Location: Southpaw Lot 1, Blk 1 within the SW ¼ of Section 25, Sumter Township.

Size: 6,416 sq. ft. addition onto an existing 48' x 50' shed.

Existing Land Use: Former farmstead platted into four residential lots.

Surrounding Land Use & Zoning: Agricultural.

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

**MCLEOD COUNTY  
ENVIRONMENTAL SERVICES  
STAFF REPORT**

Prepared by: Roger Berggren

Date: August 14, 2012

Applicant: Dann Morris

Issue: CUP for to construct an accessory structure greater than 2,400 sq. ft.

**Information:**

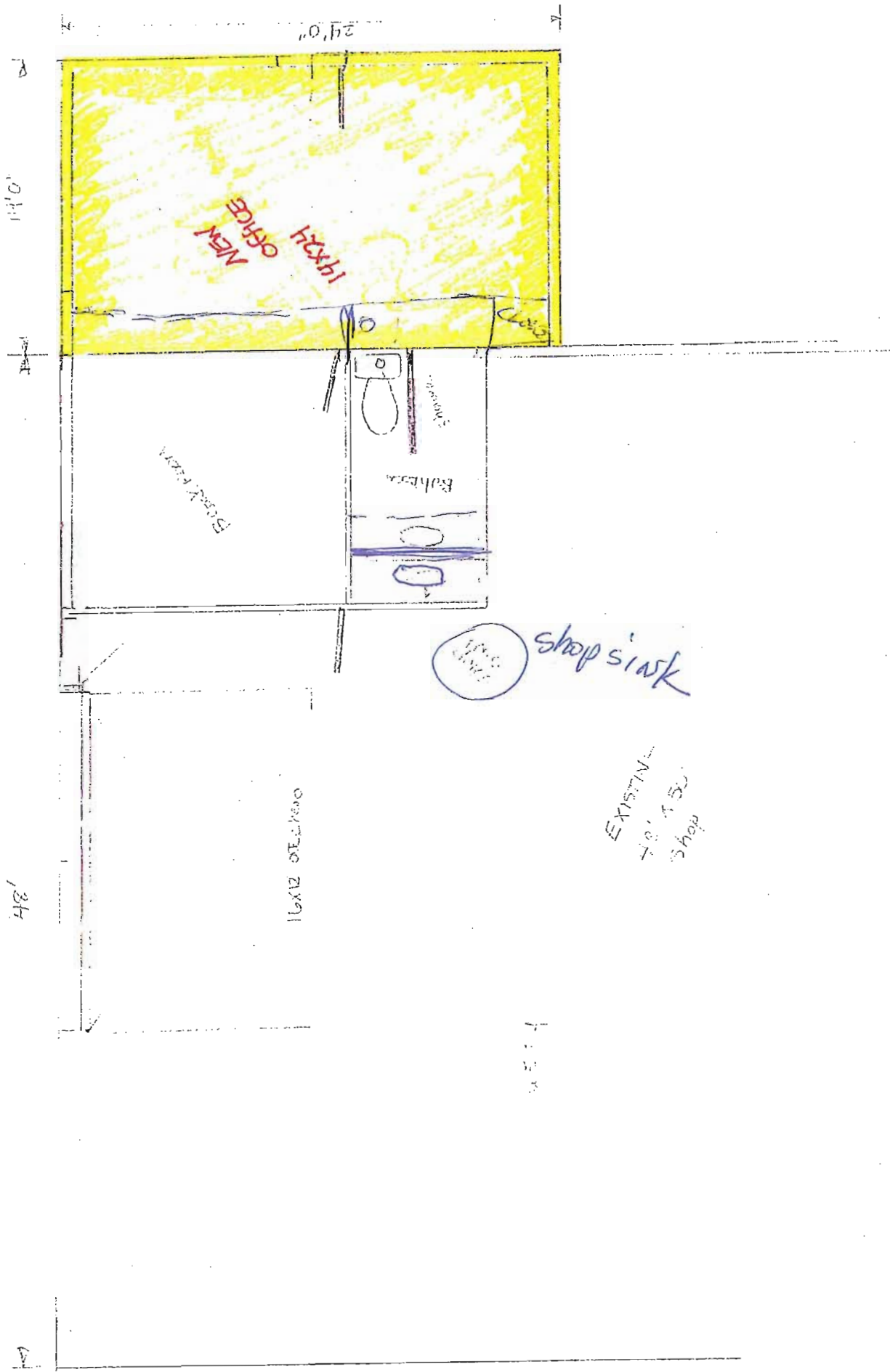
Applicant is building an accessory structure greater than 2,400 sq. ft. for the purpose of a home occupation. The structure will have an office space in it and a bathroom. There is no current septic system inspection for this property.

**Recommendations:**

I would recommend the following if approved:

- 1) The proposed bathroom must be connected to a complying septic system. Either a new septic system will have to be installed or a Certificate of Compliance will need to be issued on the current septic system at this site. This will need to be done in advance of the office spaced being used.





NEW OFFICE

shop sink

EXISTING  
16' x 12'  
Shop

Back room

Boiler

Stove

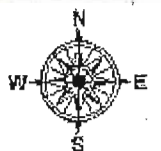
16'x12' DECK



# Dann Morris - Accy Addition



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



# Swan Lake Park



Disclaimer: McLeod County does not warrant or guarantee the accuracy of the data.  
The data is meant for reference purposes only and should not be used for official decisions.  
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Staffing Request Committee  
Tuesday, October 9, 2012  
North Complex

**AGENDA**

A) Consider hiring additional PT Snowplowers for Highway Dept.

**No recommendation. Contact current County employees to see if there is interest in being on-call for snow plowing.**

B) Discuss contract for Integra to provide software upgrade to our phone system (labor not included in contract).

**Recommendation: Approve contract with Integra to provide software upgrade to our phone system. The cost of \$3112.50 is just for the labor, there is no cost for the software.**

C) Consider hiring full-time Technical Specialist III (Payroll/Benefits Coordinator) in Auditor-Treasurer's Department due to resignation.

**Recommendation: Hire full-time Technical Specialist III (grade 14) in Auditor-Treasurer's Department due to resignation.**

D) Consider increasing hours of part-time Technical Specialist I in Auditor-Treasurer's Department from 14 hours to an average of 24 hours per week.

**Recommendation: Increase hours of part-time Technical Specialist I from 14 hours to an average of 24 hours per week to cover for other staff on vacation or at trainings.**

E) Consider volunteer position to act as an Intelligence Officer for the Sheriff Department.

**Recommendation: Approve volunteer to act as an Intelligence Officer for the Sheriff Department at no cost to the County.**

F) Consider hiring full-time Office Support Aide (grade 9) in Public Health due to resignation.

**Recommendation: Hire full-time Office Support Aide (grade 9) in Public Health due to resignation. Allow for increase in hours from 35 to 40 for Secretary II for recruitment period and for 2 weeks after new employee starts.**

G) Discuss further staffing studies/audits to be performed by Consultant Herb Trenz.

**Recommendation: Approve Consultant Herb Trenz to perform staffing studies/audits in the departments of Public Health and Solid Waste.**

**GROUP VISION CARE PLAN**

**RENEWAL AGREEMENT**

Renewal dates:  
January 1, 2013 through December 31, 2014

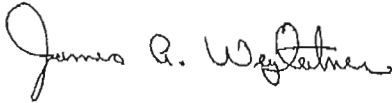
CURRENT RATES		PROPOSED RATES	
Employee	\$7.02	Employee	\$7.30
Employee + Dependent	\$12.29	Employee + Dependent	\$12.78
Employee + Family	\$18.26	Employee + Family	\$18.99

**FOR: McLeod County**

**BY: Avesis Incorporated**

*GROUP NUMBER: 50790-1310*

\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed or Printed Name

**Jim Wegleitner**  
\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Title

**Regional Vice President of Sales**  
\_\_\_\_\_  
Title