

**APRIL 17, 2018  
MCLEOD COUNTY  
BOARD MEETING  
WILL BE HELD AT  
THE GLENCOE  
CITY CENTER  
1107 11<sup>TH</sup> STREET  
GLENCOE, MN**

**McLEOD COUNTY  
BOARD OF COMMISSIONERS  
PROPOSED MEETING AGENDA  
APRIL 17, 2018**

**1 9:00 CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

Recognition of Student Government Day and review of schedule.

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

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

- A. April 3, 2018 Meeting Minutes and Synopsis.
- B. March 29, 2018 Auditor's Warrants.
- C. March 30, 2018 Auditor's Warrants.
- D. April 5, 2018 Auditor's Warrants.
- E. April 6, 2018 Auditor's Warrants.
- F. Approve contract with the City of Lester Prairie for a mobile computer for a total cost of \$5,600 to be spread over a 4 year payment plan. This will allow the Lester Prairie Police Department to continue with access to the Sheriff's Office mobile computing and records management system.
- G. Approve Confession of Judgment for Thomas S. & Ruth F. Zanoth for Property ID 05.035.1200 in the Township of Hale.
- H. Approve Confession of Judgment for Terrence L. & Janet Schlueter for Property ID 19.086.0010 in the City of Silver Lake.
- I. Approve Confession of Judgment for Terrence L. & Janet Schlueter for Property ID 19.086.0020 in the City of Silver Lake.
- J. Approve annual contract with SafeAssure Consultants Inc. (Willmar, MN) for safety training, written procedures, and general services for a total cost of \$3,825.65 with funding coming from the 2018 Safety budget.
- K. Approve annual contract/agreement with SafeAssure Consultants, Inc. (Willmar, MN) for annual safety training for a lump sum cost of \$5,512.98 with funding coming from the 2018 Public Works budget.
- L. Consider approval of the following agreements with GIS Workshop (Lincoln, NE). Rowemap and SimpleSigns are sign management software used by the Highway Department. Annual support for the product is \$400/year.
  - Rowemap End User License Agreement
  - SimpleSigns End User License Agreement
  - Maintenance and Support Services Agreement
- M. Approve proclamation to declare May 2018 as Mental Health Awareness Month.
- N. Approve proclamation to declare May 10, 2018 as Children's Mental Health Awareness Day.

- O. Approve Conditional Use Permit 18-02 requested by Kerry Krueger to construct a pole shed (accessory structure) on property more than 660 feet from his primary residence, to be used for maintenance and as a warming area when selling Christmas trees. This parcel does not have a dwelling and is operating as a tree farm. The legal description is: 40.00 AC – SW ¼ NW ¼ of Section 27 in Acoma Township. The Acoma Township Board unanimously recommended approval on March 8, 2018. The Planning Advisory Committee unanimously recommended approval on March 28, 2018.
- P. Approve Conditional Use Permit 18-03 requested by Robert & Joanne Keilen to construct an accessory building in a front yard area on platted property for the purpose of garage and cold storage. This property is described as follows: Lots 1 & 2 North High Subdivision of Section 7 in Hutchinson Township. The Board of Hutchinson Township recommended approval on March 13, 2018. The Planning Advisory Committee recommended approval on March 28, 2018.
- Q. Approve Conditional Use Permit 18-04 requested by Mathew Fleck for the purpose of a second farm dwelling to be constructed on property owned by Charmaine Picha in order to continue assisting with his Grandmother's farming operation. This property is described as follows: 124.00 AC of the E ½ of the NE ¼ & E ½ of the W ½ of Section 4 in Glencoe Township. The Board of Glencoe Township unanimously recommended approval on March 8, 2018. The Planning Advisory Committee recommended approval on March 28, 2018 with the following conditions:
  - 1) The 2<sup>nd</sup> farm dwelling shall be a modular or manufactured dwelling.
  - 2) The 2<sup>nd</sup> farm dwelling shall be removed or the existing farm dwelling will need to be removed once the assistance is no longer needed.

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

#### **5 9:03 CONTEGRITY – Construction Manager Sam Lauer**

A. Construction Update.

#### **6 9:05 SHERIFFS OFFICE –Sheriff Scott Rehmann**

- A. Consider approval to remodel the old jail kitchen into an employee break room by Bauer Companies (Brownton, MN) at a cost not to exceed \$24,000.\*

Other quotes included: Myron Schuette Construction (Glencoe, MN) \$24,700 and Contegrity (Little Falls, MN) \$26,594.

The space was vacated when phase 1 of the jail/courthouse project was completed. Only viable use of the vacated space is to turn it into an employee break room. This will allow us to use the current break/meeting space as a dedicated meeting room and allow us to avoid scheduling issues with employee break times.

- B. Consider approval of Sex Trafficking Investigations and Training 2018 Grant Agreement in the amount of \$1,790.\*

This grant will allow a McLeod County Deputy to receive training on how to investigate sex trafficking which may be occurring in McLeod County and will run from 1/1/18-12/31/18.

**7 9:10 PLANNING AND ZONING – Administrator Larry Gasow and Assistant Administrator Marc Telecky**

- A. Consider approval of an Independent Contractor Professional Service Agreement between County of McLeod, through McLeod County Planning, Zoning and Environmental Services Department with Duane Radtke, d/b/a Radtke Sewer Service for 2018 Subsurface Sewage Treatment Systems services.\*

Newly hired Environmental Technician, Jacob McLain, is working on achieving his SSTS Certification which will be completed toward the end of calendar year.

- B. Consider approval of an Independent Contractor Professional Service Agreement between County of McLeod, through McLeod County Planning, Zoning and Environmental Services Department with Kendall Kubasch, d/b/a Kubasch Excavating for 2018 Subsurface Sewage Treatment Systems services.\*

Contractor Duane Radtke requires review and approval from a License Inspector on septic designs in which he prepares and to have a backup Inspector when needed.

- C. Consider approval McLeod County's Annual Feedlot Performance Report.\*

Michelle Oie, County Feedlot Program Development Lead, and Sara Pollution Control Specialist, Feedlot Section, both at Minnesota Pollution Control Agency, reviewed and recommended approval on March 27, 2018.

Dana Leibfried, Environmental Specialist 2, Feedlot Division at Minnesota Pollution Control Agency, reviewed and approved on April 3, 2018.

**8 9:15 PUBLIC WORKS – Director John Brunkhorst**

- A. Consider proposal from Evergreen Land Services (Richfield, MN) for Right of Way acquisition work associated with SP 43-615-13, CSAH 15 (Morningside) project in Glencoe, costs based on hourly rates, not to exceed \$25,200 with funding coming from City and State Aid.\*

Other proposals include: WSB (Minneapolis, MN) - \$45,970 and Wilson Development (Chaska, MN) - \$39,200.



This work involves appraisals, acquisition, and relocation for various parcels along the CSAH 15 corridor.

- B. Consider participation in a MnDOT led comprehensive Transportation Study for Glencoe at a cost not to exceed \$7,500 with funding coming from the 2018 Public Works budget.\*

Estimated cost of the study is \$150,000. MnDOT requires local partners contribute a 10% match. City and County staff recommend a 50/50 split for the matching funds.

The goal of the study is to identify a road map for future transportation infrastructure. Areas of focus will include:

- TH 22 connectivity to US 212
- US 212 intersection safety in Glencoe area
- Review of City and County routes for potential jurisdictional transfers
- Review of the transportation infrastructure as a whole in the community

The study will involve public engagement including open houses. The study should begin around July and take approximately 1 year.

- C. Consider bids for Fairgrounds pavilion construction bid pack 1 (everything except structural steel, electrical, and miscellaneous).\*

<b>Contractor</b>	<b>Base Bid</b>	<b>Alt 2</b>	<b>Alt 3</b>	<b>Alt 4</b>
Alliance Building Corporation (Sauk Rapids, MN)	\$246,300	\$(1,200)	\$(3,100)	\$(6,800)
Chester Contracting Inc. (Willmar, MN)	\$333,000	\$(1,208)	\$(21,000)	\$(6,804)
Gopher State Contractors, Inc. (Rice, MN)	\$267,290	\$(1,208)	\$5,300	\$(6,804)
Rice Companies (Glencoe, MN)	\$324,750	\$(1,304)	\$(5,245)	\$(7,348)
Vos Construction, Inc. (Green Isle, MN)	\$370,355	\$(1,825)	\$(45,000)	\$0

- D. Consider quote of \$68,249 plus applicable tax from Ben's Structural Fabrication, Inc. (Waite Park, MN) for structural steel for the pavilion construction.\*

Additional quote: Central Minnesota Fabricating, Inc. (Brooklyn Park, MN) quoted \$78,129.19 plus applicable tax.

- E. Authorize Public Works Director to approve other Pavilion related expenses, not to exceed \$50,000.\*
- Purchase CEE and ZEE steel required for construction; not included on structural steel quote. Estimated cost ~\$5,000.
  - Hiring Quade Electric (Hutchinson, MN) to perform electrical related services on pavilion. (Quade Electric has done the majority of electrical work at the Fairgrounds over the years and has thorough knowledge of the facilities). Estimated cost ~\$15,000 to \$25,000.
  - Purchase of LED light fixtures and related items. Estimated cost ~\$15,000 to \$25,000.

- Approval of change orders and miscellaneous changes that may come up. Costs unknown.

Public Works recommends award to low bidder with no alternates and acceptance of low steel quote.

**9 9:30 MEDICAL EXAMINER'S OFFICE – Chief Medical Examiner Dr. A. Quinn Strobl**

A. 2017 McLeod County Medical Examiner's Annual Report.

**10 9:45 ATTORNEYS OFFICE – Attorney Mike Junge**

A. 2017 Annual Report.

**11 10:00 SOCIAL SERVICES – Director Gary Sprynczynatyk**

- A. Consider approval of Service Agreement with Hutchinson School District 423 for the transportation of children and youth in foster care placement.\*
- B. Consider approval of Service Agreement with Glencoe-Silver Lake School District 2859 for the transportation of children and youth in foster care placement.\*
- C. Consider approval of Service Agreement with Howard Lake Waverly Winsted School District 2687 for the transportation of children and youth in foster care placement.\*
- D. Consider approval of Service Agreement with Lester Prairie School District 424 for the transportation of children and youth in foster care placement.\*
- E. Consider approval of Speaking Engagement Agreement with Jerri Sebesta for the Social Services all staff training and appreciation day for a cost of \$1,000 with funding coming from the 2018 Social Service budget.\*

**12 10:05 HUMAN RESOURCES – Deputy Administrator Sheila Murphy**

- A. Consider approval to hire a Communications Officer (Grade 140) due to vacancy.\*

**13 COUNTY ADMINISTRATION**

- Review of Commissioners Calendar
- Commissioner reports of committee meetings attended since April 3, 2018.

- A. Consider approval to consolidate two county departments Planning, Zoning and Environmental Services with Solid Waste effective May 1, 2018. The new title of the combined departments shall be Environmental Services.\*
- B. Consider approval to write new job description for the Environmental Services Director and move forward to fill this position.\*
- C. Consider adoption of Resolution 18-CB-17 appointment of McLeod County Auditor-Treasurer to complete four year term.\*
- D. Notification of upcoming workshop on May 8, 2018.

## **OTHER**

Open Forum  
Press Relations

## **RECESS**

Next board meeting May 8, 2018 at 9:00 a.m. at the Glencoe City Center.

**McLEOD COUNTY  
BOARD OF COMMISSIONERS  
PROPOSED MEETING MINUTES – April 3, 2018**

**CALL TO ORDER**

The regular meeting of the McLeod County Board of Commissioners was called to order at 9:00 a.m. by Chair Joe Nagel at the Glencoe City Center. Commissioners Shimanski, Pohlmeier, Wright and Krueger were present. Administrative Assistant Donna Rickeman, County Attorney Michael Junge and County Auditor-Treasurer Cindy Ford were also present.

**PLEDGE OF ALLEGIANCE**

**CONSIDERATION OF AGENDA ITEMS**

- A) Add under Public Works item E: Consider quote of \$18,389.40 from Allstates Pavement Recycling and Stabilization (Rogers, MN) for micro milling County Road 54 (Tagus Avenue) between CR 87 and Sunset Circle.
- B) Remove item B from Human Resources: Consider approval to hire a second Human Resource Generalist position with a focus on Communications. This matches the plan previously approved by the board to fully staff the Human Resources Department.

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

**CONSENT AGENDA**

- A) March 20, 2018 Meeting Minutes and Synopsis.
- B) March 16, 2018 Auditor's Warrants.
- C) March 23, 2018 Auditor's Warrants.
- D) Approve the Hazardous Materials Emergency Preparedness (HMEP) grant which will be used to hold a class on Managing the HAZMAT Incident. The amount of the grant is \$1,000 and will cover instructor and course expenses; there is a 20% soft match which will be met by using salaries for those that attend the training.
- E) Accept payment from Nelson Auto Center of Fergus Falls MN to correct overpayments made to them over the last several years. The audit conducted by the State of MN found that McLeod County was over billed a total of \$279 over several years.

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

## **PAYMENT OF BILLS – COMMISSIONER WARRANT LIST**

Special Revenue Fund

\$66,211.66

**Shimanski/Krueger motion carried unanimously to approve payment of bills totaling \$66,211.66 from the aforementioned funds.**

### **PUBLIC WORKS – Director John Brunkhorst**

- A) John Brunkhorst requested award of the following projects to Scott Construction (Lake Delton, WI) with a low bid of \$386,214.04 (2.84% under the engineers estimate):
- CP 18-000-01, Countywide pavement marking
  - CP 18-000-02, Countywide seal coat project
  - Fairgrounds parking lots fog sealing

Other bids included: Fahrner Asphalt Sealers, LLC (Eau Claire, WI) \$412,167.20 (3.69% over estimate); Astech Corp. (St. Cloud) \$417,011.99 (4.91% over estimate); Allied Blacktop Co. (Maple Grove) \$446,018.91 (12.21% over estimate).

**Shimanski/Pohlmeier motion carried unanimously to award CP 18-000-01, Countywide pavement marking, CP 18-000-02, Countywide seal coat project and fairgrounds parking lots fog sealing to Scott Construction (Lake Delton, WI) with a low bid of \$386,214.04.**

- B) John Brunkhorst requested approval to hire Haugen Architecture, Inc. (Hutchinson, MN) to design the new 80'x100' show arena expansion at a cost not to exceed \$8,000.

**Nagel/Wright motion carried unanimously to hire Haugen Architecture, Inc. (Hutchinson, MN) to design the new 80'x100' show arena expansion at a cost not to exceed \$8,000.**

- C) John Brunkhorst requested approval to advertise for bids for Show Arena Expansion.

**Wright/Pohlmeier motion carried unanimously to advertise for bids for Show Arena Expansion.**

- D) John Brunkhorst requested adoption of Resolution 18-CB-16 that supports projects on U.S. Highway 212 within McLeod County that were submitted for MnDOT's Corridors of Commerce (COC) Program. McLeod County Board of Commissioners supports the following U.S. Highway 212 projects:

- The Highway 212 project submitted by Jeremy LeBlanc to expand the highway from two-lanes to four-lanes from three miles east of Granite Falls at Highway 23 North to Jonathan Carver Parkway west of Chaska.
- The Highway 212 project submitted by David Smiglewski to add a passing lane to the roadway between Brownton and Stewart.
- The Highway 212 project submitted by David Smiglewski to add a passing lane to the roadway between Buffalo Lake and Stewart.
- The Highway 212 project submitted by David Smiglewski to construct a large roundabout at the intersection of Highway 212 and Highway 15.

Statewide there is \$400 million that will be awarded for COC projects. The distribution is based on a scoring system; one of the scoring elements is based on a resolution of support from local government.

**Shimanski/Krueger motion carried unanimously to adopt Resolution 18-CB-16 that supports projects on U.S. Highway 212 within McLeod County that were submitted for MnDOT's Corridors of Commerce (COC) Program.**

- E) John Brunkhorst requested approval of quote for \$18,389.40 from Allstates Pavement Recycling and Stabilization (Rogers, MN) for micro milling about a mile of County Road 54 (Tagus Avenue) between CR 87 and Sunset Circle.

This segment of road has been a disappointment for area residents after an experimental prime-and-seal project, designed to give the gravel road somewhat of a tarred surface fell apart. A later cement stabilization project also had issues.

Micro milling this segment of road now will provide a better ride and give the public a sense of what kind of ride is anticipated on the next segment of CR 54. This process would create a surface that is about 8" thick. In the future, ride specifications will be included in the bid proposal.

An open house with the Contractor invited to speak about their process, show some pictures, answer some questions, etc. is scheduled for Wednesday, April 18<sup>th</sup> from 5-7pm at Hutchinson Area Transportation Services (HATS).

**Wright/Pohlmeier motion carried unanimously to approve quote for \$18,389.40 from Allstates Pavement Recycling and Stabilization (Rogers, MN) for micro milling about a mile of County Road 54 (Tagus Avenue) between CR 87 and Sunset Circle.**

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

- A) Adam Leske requested approval of quote for CD #11 Project #2018-006 from Luedtke Contracting (Hutchinson, MN) for repair of embankment-East of Dairy Avenue at a cost of \$9,930.

Other quotes received: Rickert Excavating (Glencoe, MN) \$11,020.05 and Wuetherich Drainage, Inc. (Norwood Young America) \$12,950.

**Shimanski/Krueger motion carried unanimously to approve quote for CD #11 Project #2018-006 from Luedtke Contracting (Hutchinson, MN) for repair of embankment-East of Dairy Avenue at a cost of \$9,930.**

- B) Adam Leske requested approval of quote for CD #64 Project #2018-007 from Tree Top Clearing, Inc. (Delano, MN) tree removal and treatment of stumps at a cost of \$8,680.

No other quotes were received.

**Wright/Pohlmeier motion carried unanimously to approve quote for CD #64 Project #2018-007 from Tree Top Clearing, Inc. (Delano, MN) tree removal and treatment of stumps at a cost of \$8,680.**

- C) Adam Leske requested approval of quote for CD #37 Project #2018-008 from Ewert Tiling (Hutchinson, MN) for inspection pipe camera work at a cost of \$3,050.

No other quotes were received.

**Shimanski/Krueger motion carried unanimously to approve quote for CD #37 Project #2018-008 from Ewert Tiling (Hutchinson, MN) for inspection pipe camera work at a cost of \$3,050.**

- D) Adam Leske requested approval of quote for CD #35 Project #2018-009 from Wuetherich Drainage, Inc. (Norwood Young America) for two (2) spill pipe installs at a cost not to exceed \$9,450.

No other quotes received.

**Shimanski/Krueger motion carried unanimously to approve quote for CD #35 Project #2018-009 from Wuetherich Drainage, Inc. (Norwood Young America) for two (2) spill pipe installs at a cost not to exceed \$9,450.**

## **HUMAN RESOURCES – Deputy Administrator Sheila Murphy**

- A) Sheila Murphy requested approval to change Solid Waste (Office Aide) to Administrative Assistant, grade 130, effective 4/3/18. Office Aide has been performing the job duties at a level of Administrative Assistant after the Green Forest contract and changes; this is in response to position duties currently in place.

**Wright/Krueger motion carried unanimously to change Solid Waste (Office Aide) to Administrative Assistant, grade 130, effective 4/3/18 with the understanding that if restructuring takes place position could revert back to Office Aide.**

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

- A) Sue Schulz requested approval of reduction from \$201,800 to \$155,300 for parcel 22.069.0090 that filed tax court petition for taxes payable in 2018.

**Wright/Krueger motion carried unanimously to approve tax court petition for taxes payable in 2018 reducing from \$201,800 to \$155,300 on parcel 22.069.0090 and authorize Michael Junge to sign settlement agreement on behalf of the County.**

## **ATTORNEYS OFFICE – Attorney Mike Junge**

- A) Mike Junge requested appointment of Ann Goering, attorney with Ratwik, Roszak & Maloney P.A. to assist with an employee investigation and litigation at a cost not to exceed \$10,000.

**Nagel/Pohlmeier motion carried unanimously to appoint Ann Goering, attorney with Ratwik, Roszak & Maloney P.A. to assist with an employee investigation and litigation at a cost not to exceed \$10,000.**

## **DEPARTMENT OF NATURAL RESOURCES – Assistant Regional Wildlife Manager Joe Stangel**

- A) Joe Stangel notified the board that Pheasants Forever has received an appropriation from the Legislature as recommended by the Lessard-Sams Outdoor Heritage Council to purchase a 107.45-acre tract of land in McLeod County as State Wildlife Management Area (WMA). The land will be donated to the state and become part of the Spiering Wildlife Management Area.

State of Minnesota Payments in Lieu of Taxes (PILT) payments will be made to McLeod County when this parcel becomes state WMA land. The 2017



property taxes were \$2,894.00; the annual PILT payment from the State to McLeod County on this land would be \$5,641.13.

## COUNTY ADMINISTRATION

- A) Commissioner Nagel requested approval to govern the Meeker-McLeod-Sibley Community Health Services by delegation, rather than full integration of the three counties' health services department into one agency. Primary reasoning's being a desire for local control and to keep the three counties together.

Commissioner Nagel prefaced the discussion by noting that commissioners from each of the three counties had attended a 2 ½ hour workshop to discuss the advantages and disadvantages of governing the coalition by delegation as opposed to full integration. Under the current delegation system each county appoints commissioners as delegates to a community health services board, which then brings back recommendations for full board approval from each of the county boards.

**Wright/Krueger motion carried to govern the Meeker-McLeod-Sibley Community Health Services by delegation, rather than full integration of the three counties' health services department into one agency.**

**Roll Call: Pohlmeier – Yes, Nagel – Yes, Shimanski – No, Krueger – Yes, Wright – Yes.**

- B) Cindy Ford requested approval to purchase a Ricoh MP C4504EX from Metro Sales Inc. (Minneapolis, MN) for a cost of \$10,567 with funding coming from Capital Equipment Notes.

**Nagel/Pohlmeier motion carried unanimously to approve the purchase of a Ricoh MP C4504EX from Metro Sales Inc. (Minneapolis, MN) for a cost of \$10,567 with funding coming from Capital Equipment Notes.**

- C) Commissioner Nagel requested acceptance of resignation for Cindy Schultz Ford as County Auditor-Treasurer.

**Pohlmeier/Krueger motion carried unanimously to accept resignation of Cindy Schultz Ford as County Auditor-Treasurer.**

- D) Cindy Ford requested adoption of Resolution 18-CB-15 to appoint Connie Kurtzweg as Interim County Auditor-Treasurer.

**Krueger/Shimanski motion carried unanimously to adopt Resolution 18-CB-15 to appoint Connie Kurtzweg as Interim County Auditor-Treasurer.**

- E) Sheila Murphy notified the board of the upcoming Student Government Day which will take place on April 17<sup>th</sup>. Schedule of events include: students to attend board meeting, tour of the courthouse and jail, lunch at the courthouse and attend Courtroom 3 dedication and Tudhope Family plaque dedication.

**Wright/Pohlmeier motion carried unanimously to recess at 10:22 a.m. until 9:00 a.m. April 17, 2018 at the Glencoe City Center.**

ATTEST:

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Joe Nagel, Board Chair

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Cindy Schultz Ford, Interim County  
Administrator

McLEOD COUNTY  
BOARD OF COMMISSIONERS  
SYNOPSIS – April 3, 2018

1. Commissioners Nagel, Krueger, Pohlmeier, Wright and Shimanski were present.
2. Krueger/Pohlmeier motion carried unanimously to approve the agenda as revised.
3. Shimanski/Pohlmeier motion carried unanimously to approve the consent agenda including March 20, 2018 Meeting Minutes and Synopsis; March 16, 2018 Auditor's Warrants; March 23, 2018 Auditor's Warrants; Approve the Hazardous Materials Emergency Preparedness (HMEP) grant which will be used to hold a class on Managing the HAZMAT Incident; Accept payment from Nelson Auto Center of Fergus Falls MN to correct overpayments made to them over the last several years.
4. Shimanski/Krueger motion carried unanimously to approve payment of bills totaling \$66,211.66 from the aforementioned funds.
5. Shimanski/Pohlmeier motion carried unanimously to award CP 18-000-01, Countywide pavement marking, CP 18-000-02, Countywide seal coat project and fairgrounds parking lots fog sealing to Scott Construction (Lake Delton, WI) with a low bid of \$386,214.04.
6. Nagel/Wright motion carried unanimously to hire Haugen Architecture, Inc. (Hutchinson, MN) to design the new 80'x100' show arena expansion at a cost not to exceed \$8,000.
7. Wright/Pohlmeier motion carried unanimously to advertise for bids for Show Arena Expansion.
8. Shimanski/Krueger motion carried unanimously to adopt Resolution 18-CB-16 that supports projects on U.S. Highway 212 within McLeod County that were submitted for MnDOT's Corridors of Commerce (COC) Program.
9. Wright/Pohlmeier motion carried unanimously to approve quote for \$18,389.40 from Allstates Pavement Recycling and Stabilization (Rogers, MN) for micro milling about a mile of County Road 54 (Tagus Avenue) between CR 87 and Sunset Circle.
10. Shimanski/Krueger motion carried unanimously to approve quote for CD #11 Project #2018-006 from Luedtke Contracting (Hutchinson, MN) for repair of embankment-East of Dairy Avenue at a cost of \$9,930.
11. Wright/Pohlmeier motion carried unanimously to approve quote for CD #64 Project #2018-007 from Tree Top Clearing, Inc. (Delano, MN) tree removal and treatment of stumps at a cost of \$8,680.
12. Shimanski/Krueger motion carried unanimously to approve quote for CD #37 Project #2018-008 from Ewert Tiling (Hutchinson, MN) for inspection pipe camera work at a cost of \$3,050.

13. Shimanski/Krueger motion carried unanimously to approve quote for CD #35 Project #2018-009 from Wuetherich Drainage, Inc. (Norwood Young America) for two (2) spill pipe installs at a cost not to exceed \$9,450.
14. Wright/Krueger motion carried unanimously to change Solid Waste (Office Aide) to Administrative Assistant, grade 130, effective 4/3/18 with the understanding that if restructuring takes place position could revert back to Office Aide.
15. Wright/Krueger motion carried unanimously to approve tax court petition for taxes payable in 2018 reducing from \$201,800 to \$155,300 on parcel 22.069.0090 and authorize Michael Junge to sign settlement agreement on behalf of the County.
16. Nagel/Pohlmeier motion carried unanimously to appoint Ann Goering, attorney with Ratwik, Roszak & Maloney P.A. to assist with an employee investigation and litigation at a cost not to exceed \$10,000.
17. Wright/Krueger motion carried to govern the Meeker-McLeod-Sibley Community Health Services by delegation, rather than full integration of the three counties' health services department into one agency. Roll Call: Pohlmeier – Yes, Nagel – Yes, Shimanski – No, Krueger – Yes, Wright – Yes.
18. Nagel/Pohlmeier motion carried unanimously to approve the purchase of a Ricoh MP C4504EX from Metro Sales Inc. (Minneapolis, MN) for a cost of \$10,567 with funding coming from Capital Equipment Notes.
19. Pohlmeier/Krueger motion carried unanimously to accept resignation of Cindy Schultz Ford as County Auditor-Treasurer.
20. Krueger/Shimanski motion carried unanimously to adopt Resolution 18-CB-15 to appoint Connie Kurtzweg as Interim County Auditor-Treasurer.

Complete minutes are on file in the County Administrator's Office. The meeting recessed at 10:22 a.m. until April 17, 2018.

Attest:

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Joe Nagel, Board Chair

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Cindy Schultz Ford, Interim County  
Administrator

POOL  
3/29/18 8:43AM

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



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

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



POOL

3/29/18 8:43AM

1 GENERAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 2

Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
143	DEPT			LICENSE BUREAU		
	147 BUREAU OF CRIMINAL APPREHENSION					
6	01-143-000-0000-6350		32.00	BACKGROUND CHECK	B POOL	OTHER SERVICES & CHARGES
2	01-143-000-0000-6350		32.00	BACKGROUND CHECK	C DONNAY	OTHER SERVICES & CHARGES
1	01-143-000-0000-6350		32.00	BACKGROUND CHECK	C POPELKA	OTHER SERVICES & CHARGES
8	01-143-000-0000-6350		32.00	BACKGROUND CHECK	D THUNSTROM	OTHER SERVICES & CHARGES
3	01-143-000-0000-6350		32.00	BACKGROUND CHECK	J BETSINGER	OTHER SERVICES & CHARGES
5	01-143-000-0000-6350		32.00	BACKGROUND CHECK	K HAUSLADEN	OTHER SERVICES & CHARGES
4	01-143-000-0000-6350		32.00	BACKGROUND CHECK	L REINITZ	OTHER SERVICES & CHARGES
7	01-143-000-0000-6350		32.00	BACKGROUND CHECK	S BUCKENTIN	OTHER SERVICES & CHARGES
	147 BUREAU OF CRIMINAL APPREHENSION		256.00	8 Transactions		
143	DEPT Total:		256.00	LICENSE BUREAU	1 Vendors	8 Transactions
1	Fund Total:		256.00	GENERAL REVENUE FUND		8 Transactions
	Final Total:		256.00	1 Vendors	8 Transactions	

POOL  
3/29/18

8:43AM

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

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Page 3

Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	256.00	GENERAL REVENUE FUND
All Funds	256.00	Total

Approved by, .....

.....

.....

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES



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

Explode Dist. Formulas Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N



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1 GENERAL REVENUE FUND

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	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
0	DEPT			...		
16	4187 COAST PROFESSIONAL INC					
	01-000-000-0000-2055		323.45	GARNISHMENT		GARNISHMENTS PAYABLE
				03/04/2018 03/17/2018		
	4187 COAST PROFESSIONAL INC		323.45	1 Transactions		
171	3754 MCLEOD SIBLEY HEALTH INSURANCE					
	01-000-000-0000-2045		113,068.89	MEDICAL PREMIUM		HEALTH IINSURANCE PAYABLE
				04/01/2018 04/30/2018		
170	01-000-000-0000-2052		3,311.00	MEDICAL PREMIUM		COBRA HEALTH INSURANCE PAYABLE
				04/01/2018 04/30/2018		
	3754 MCLEOD SIBLEY HEALTH INSURANCE		116,379.89	2 Transactions		
184	4388 METLIFE					
	01-000-000-0000-2049		1,014.60	MARCH PREMIUM-CRITICAL ILLNESS	0200948	LIFE INSURANCE PAYABLE
185	01-000-000-0000-2049		101.40	MARCH PREMIUM-CRITICAL ILLNESS	0200948	LIFE INSURANCE PAYABLE
186	01-000-000-0000-2049		275.06	MARCH PREMIUM ACCIDENT	0200948	LIFE INSURANCE PAYABLE
187	01-000-000-0000-2049		610.26	MARCH PREMIUM HOSPITAL	0200948	LIFE INSURANCE PAYABLE
188	01-000-000-0000-2049		1,014.60	APRIL PREMIUM CRITICAL ILLNESS	0200948	LIFE INSURANCE PAYABLE
189	01-000-000-0000-2049		101.40	APRIL PREMIUM CRITICAL ILLNESS	0200948	LIFE INSURANCE PAYABLE
190	01-000-000-0000-2049		275.06	APRIL PREMIUM ACCIDENT	0200948	LIFE INSURANCE PAYABLE
191	01-000-000-0000-2049		610.26	APRIL PREMIUM HOSPITAL	0200948	LIFE INSURANCE PAYABLE
	4388 METLIFE		4,002.64	8 Transactions		
86	3028 MINNESOTA CHILD SUPPORT PAYMENT					
	01-000-000-0000-2056		317.48	CHILD SUPPORT	001124208702	CHILD SUPPORT GARNISHMENT PAYABLE
				03/04/2018 03/17/2018		
89	01-000-000-0000-2056		384.40	CHILD SUPPORT	001412297601	CHILD SUPPORT GARNISHMENT PAYABLE
				03/04/2018 03/17/2018		
85	01-000-000-0000-2056		257.96	CHILD SUPPORT	001447664801	CHILD SUPPORT GARNISHMENT PAYABLE
				03/04/2018 03/17/2018		
87	01-000-000-0000-2056		130.13	CHILD SUPPORT	001499730601	CHILD SUPPORT GARNISHMENT PAYABLE
				03/04/2018 03/17/2018		
88	01-000-000-0000-2056		329.48	CHILD SUPPORT	001530953002	CHILD SUPPORT GARNISHMENT PAYABLE
				03/04/2018 03/17/2018		
	3028 MINNESOTA CHILD SUPPORT PAYMENT		1,419.45	5 Transactions		
205	4381 RELIANCE STANDARD					
	01-000-000-0000-2041		1,547.92	STD PREMIUM		SHORT TERM DISABILITY PAYABLE

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
216	01-000-000-0000-2049		03/01/2018 03/31/2018 LIFE PREMIUM		LIFE INSURANCE PAYABLE
193	01-000-000-0000-2050		03/01/2018 03/31/2018 LTD PREMIUM		LONG TERM DISABILITY PAYABLE
215	01-000-000-0000-2053		03/01/2018 03/31/2018 LIFE PREMIUM		COBRA LIFE INSURANCE PAYABLE
4381	RELIANCE STANDARD		03/01/2018 03/31/2018 4 Transactions		
0	DEPT Total:	127,091.95	...	5 Vendors	20 Transactions
3	DEPT		COUNTY WIDE		
5281	TASC				
135	01-003-000-0000-6350	447.10	HSA PLAN ADMINISTRATION 05/01/2018 05/31/2018	IN1237697	OTHER SERVICES & CHARGES
136	01-003-000-0000-6350	428.56	FSA ADMINISTRATION 05/01/2018 05/31/2018	IN1237697	OTHER SERVICES & CHARGES
137	01-003-000-0000-6350	88.00	FSA CLAIM CARD FEES 05/01/2018 05/31/2018	IN1237697	OTHER SERVICES & CHARGES
5281	TASC	963.66	3 Transactions		
3	DEPT Total:	963.66	COUNTY WIDE	1 Vendors	3 Transactions
13	DEPT		COURT ADMINISTRATOR'S		
3146	MELCHERT HUBERT SJODIN PLLP				
50	01-013-000-0000-6273	7.50	COURT APPT AA PR-16-350	137019	COURT APPT ATTY-OTHER
51	01-013-000-0000-6272	210.00	COURT APPT LN/ZK/SP JV-17-188	137020	COURT APPT ATTY-DEP/NEG/TER
52	01-013-000-0000-6272	82.50	COURT APPT DS/WS JV-17-212	137021	COURT APPT ATTY-DEP/NEG/TER
53	01-013-000-0000-6272	285.00	COURT APPT AF/GF JV-17-282	137027	COURT APPT ATTY-DEP/NEG/TER
60	01-013-000-0000-6272	15.00	COURT APPT RH/LH/JV-12-2015	137133	COURT APPT ATTY-DEP/NEG/TER
54	01-013-000-0000-6272	240.00	COURT APPT SV/KV JV-15-68	137138	COURT APPT ATTY-DEP/NEG/TER
55	01-013-000-0000-6272	30.00	COURT APPT NJ JV-16-84/17-277	137145	COURT APPT ATTY-DEP/NEG/TER
56	01-013-000-0000-6272	165.00	COURT APPT JR/MR JV-16-118	137149	COURT APPT ATTY-DEP/NEG/TER
57	01-013-000-0000-6272	180.00	COURT APPT IR JV-17-233	137168	COURT APPT ATTY-DEP/NEG/TER
58	01-013-000-0000-6272	82.50	COURT APPT BH/NC JV-17-256	137169	COURT APPT ATTY-DEP/NEG/TER
59	01-013-000-0000-6272	562.50	COURT APPT JB/DB/LK JV-17-257	137170	COURT APPT ATTY-DEP/NEG/TER
49	01-013-000-0000-6273	255.00	COURT APPT DL PR-18-32	137175	COURT APPT ATTY-OTHER
71	01-013-000-0000-6272	450.00	COURT APPT HM/AJ/JB JV-16-201	137271	COURT APPT ATTY-DEP/NEG/TER

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
72	01-013-000-0000-6272		COURT APPT HM/AJ/JB JV-16-201	137272	COURT APPT ATTY-DEP/NEG/TER
61	01-013-000-0000-6273		COURT APPT BGS FA-14-1088	137276	COURT APPT ATTY-OTHER
62	01-013-000-0000-6273		COURT APPT DP FA-13-373	137277	COURT APPT ATTY-OTHER
73	01-013-000-0000-6272		COURT APPT AH/CV/JP JV-17-63	137279	COURT APPT ATTY-DEP/NEG/TER
74	01-013-000-0000-6272		COURT APPT AC/JS JV-17-67	137281	COURT APPT ATTY-DEP/NEG/TER
63	01-013-000-0000-6273		COURT APPT JL FA-09-1622	137282	COURT APPT ATTY-OTHER
75	01-013-000-0000-6272		COURT APPT AD/MS/GM JV-17-203	137285	COURT APPT ATTY-DEP/NEG/TER
76	01-013-000-0000-6272		COURT APPT RB/DJ/JL JV-17-230	137286	COURT APPT ATTY-DEP/NEG/TER
64	01-013-000-0000-6273		COURT APPT JB F3-06-50039	137287	COURT APPT ATTY-OTHER
65	01-013-000-0000-6273		COURT APPT MS FA-11-170	137290	COURT APPT ATTY-OTHER
66	01-013-000-0000-6273		COURT APPT JC PR-18-124	137291	COURT APPT ATTY-OTHER
67	01-013-000-0000-6273		COURT APPT AZ FA-17-1281	137293	COURT APPT ATTY-OTHER
68	01-013-000-0000-6273		COURT APPT BE FA-09-1164	137294	COURT APPT ATTY-OTHER
69	01-013-000-0000-6273		COURT APPT MM FA-18-196	137295	COURT APPT ATTY-OTHER
70	01-013-000-0000-6273		COURT APPT BB PR-18-319	137299	COURT APPT ATTY-OTHER
3146	MELCHERT HUBERT SJODIN PLLP		28 Transactions		
377	THE LAW OFFICE OF TROY A SCOTTING				
141	01-013-000-0000-6273		COURT APPOINT	F1-06-983	COURT APPT ATTY-OTHER
145	01-013-000-0000-6273		COURT APPOINT	FA-13-1410	COURT APPT ATTY-OTHER
146	01-013-000-0000-6273		COURT APPOINT	FA-15-858	COURT APPT ATTY-OTHER
147	01-013-000-0000-6273		COURT APPOINT	FA-17-1281	COURT APPT ATTY-OTHER
142	01-013-000-0000-6273		COURT APPOINT	FA-17-1505	COURT APPT ATTY-OTHER
144	01-013-000-0000-6273		COURT APPOINT	FA-17-1720	COURT APPT ATTY-OTHER
143	01-013-000-0000-6273		COURT APPOINT	FA-18-165	COURT APPT ATTY-OTHER
154	01-013-000-0000-6272		COURT APPOINT SG/ES	JV-16-161	COURT APPT ATTY-DEP/NEG/TER
153	01-013-000-0000-6272		COURT APPOINT KR/RB/SS	JV-16-227	COURT APPT ATTY-DEP/NEG/TER
152	01-013-000-0000-6272		COURT APPONT LN/ZK/SP	JV-17-188	COURT APPT ATTY-DEP/NEG/TER
150	01-013-000-0000-6272		COURT APPONT IR	JV-17-233	COURT APPT ATTY-DEP/NEG/TER
149	01-013-000-0000-6272		COURT APPOINT JB/DB/LK	JV-17-257	COURT APPT ATTY-DEP/NEG/TER
148	01-013-000-0000-6272		COURT APPOINT AS/DB/JJ	JV-17-95	COURT APPT ATTY-DEP/NEG/TER
151	01-013-000-0000-6272		COURT APPOINT BC/JP/PR	JV-18-25	COURT APPT ATTY-DEP/NEG/TER
377	THE LAW OFFICE OF TROY A SCOTTING		14 Transactions		
13	DEPT Total:		COURT ADMINISTRATOR'S	2 Vendors	42 Transactions
31	DEPT		COUNTY ADMINISTRATOR'S		
908	MINNESOTA COUNTIES INTERGOVERN				
94	01-031-000-0000-6245		LAW ENFORCEMENT SEMINAR-SM	SEM636	DUES AND REGISTRATION FEES

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<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>		<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
95	01-031-000-0000-6245		65.00	LAW ENFORCEMENT SEMINAR-KJ	SEM636	DUES AND REGISTRATION FEES
	908 MINNESOTA COUNTIES INTERGOVERN		130.00	2 Transactions		
31	DEPT Total:		130.00	COUNTY ADMINISTRATOR'S	1 Vendors	2 Transactions
76	DEPT			CENTRAL SERVICES-COUNTY WIDE		
	5918 CENTURY LINK					
14	01-076-000-0000-6203		55.78	CIRCUIT CHARGE	66XCD6-S-18074	COMMUNICATIONS
	5918 CENTURY LINK		55.78	1 Transactions		
	5906 CENTURYLINK					
12	01-076-000-0000-6203		307.47	LOCAL SERVICE	313623769	COMMUNICATIONS
				03/18/2018 04/17/2018		
11	01-076-000-0000-6203		2,461.51	LOCAL SERVICE	314019358	COMMUNICATIONS
				03/18/2018 04/17/2018		
	5906 CENTURYLINK		2,768.98	2 Transactions		
	3652 ELITE LOCK & KEY					
25	01-076-000-0000-6338		105.00	KEYS/KEYLESS ENTRY	18014	MOTOR POOL EXPENSES
26	01-076-000-0000-6338		32.50	SERVICE FEE	18014	MOTOR POOL EXPENSES
	3652 ELITE LOCK & KEY		137.50	2 Transactions		
	1857 METRO SALES INC					
82	01-076-000-0000-6321		181.31	COPIER MAINT MPC4504-JAIL	INV1036542	MAINTENANCE AGREEMENTS
83	01-076-000-0000-6321		444.27	COPIER MAINT MPC6004-A/T	INV1036542	MAINTENANCE AGREEMENTS
	1857 METRO SALES INC		625.58	2 Transactions		
76	DEPT Total:		3,587.84	CENTRAL SERVICES-COUNTY WIDE	4 Vendors	7 Transactions
91	DEPT			COUNTY ATTORNEY'S		
	902 MEEKER COUNTY SHERIFFS OFFICE					
47	01-091-000-0000-6350		70.00	SVC OF DOC	2018-101	OTHER SERVICES & CHARGES
	902 MEEKER COUNTY SHERIFFS OFFICE		70.00	1 Transactions		
	60963 SEVEN COUNTY PROCESS SERVERS LLC					
122	01-091-000-0000-6350		55.00	SVC OF DOC	20150510	OTHER SERVICES & CHARGES
	60963 SEVEN COUNTY PROCESS SERVERS LLC		55.00	1 Transactions		

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<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
91	DEPT Total:		COUNTY ATTORNEY'S	2 Vendors	2 Transactions
103	DEPT		COUNTY ASSESSOR'S		
8564	OFFICE DEPOT INC				
105	01-103-000-0000-6402	61.95	OFFICE SUPPLIES	114065539001	OFFICE SUPPLIES
8564	OFFICE DEPOT INC	61.95		1 Transactions	
103	DEPT Total:	61.95	COUNTY ASSESSOR'S	1 Vendors	1 Transactions
111	DEPT		COURTHOUSE BUILDING		
3652	ELITE LOCK & KEY				
24	01-111-000-0000-6425	687.51	DOOR CLOSURES	18014	REPAIR AND MAINTENANCE SUPPLIES
27	01-111-000-0000-6425	32.50	SERVICE FEE	18014	REPAIR AND MAINTENANCE SUPPLIES
3652	ELITE LOCK & KEY	720.01		2 Transactions	
561	FASHION INTERIORS				
28	01-111-000-0000-6425	733.16	PAINT/SUPPLIES PROBATION OFF		REPAIR AND MAINTENANCE SUPPLIES
561	FASHION INTERIORS	733.16		1 Transactions	
3375	FOSTER MECHANICAL				
30	01-111-000-0000-6303	989.60	REPLACED SHOWER VALVE	10809	REPAIR AND MAINTENANCE SERVICES
3375	FOSTER MECHANICAL	989.60		1 Transactions	
3819	PAAPE COMPANIES INC				
106	01-111-000-0000-6303	1,511.20	BOILER REPAIR	51934	REPAIR AND MAINTENANCE SERVICES
3819	PAAPE COMPANIES INC	1,511.20		1 Transactions	
111	DEPT Total:	3,953.97	COURTHOUSE BUILDING	4 Vendors	5 Transactions
116	DEPT		HEALTH AND HUMAN SERVICES BUILDII		
3375	FOSTER MECHANICAL				
29	01-116-000-0000-6303	102.64	RESET TOILET HHS	10811	REPAIR AND MAINTENANCE SERVICES
3375	FOSTER MECHANICAL	102.64		1 Transactions	
869	HILLYARD HUTCHINSON				
37	01-116-000-0000-6415	879.27	CLEANING SUPPLIES	602918773	CLEANING SUPPLIES
36	01-116-000-0000-6415	79.32	TOWEL/WORXWELL	602920010	CLEANING SUPPLIES

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Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
869	HILLYARD HUTCHINSON		958.59	2 Transactions		
116	DEPT Total:		1,061.23	HEALTH AND HUMAN SERVICES BUIL	2 Vendors	3 Transactions
201	DEPT			COUNTY SHERIFF'S OFFICE		
1242	ASSOCIATION OF TRAINING					
4	01-201-206-0000-6360		500.00	FTO BASICS-REYNOLDS	107689630	TRAINING - PATROL
				05/07/2018 05/11/2018		
1242	ASSOCIATION OF TRAINING		500.00	1 Transactions		
337	GALLS AN ARAMARK COMPANY					
31	01-201-000-0000-6145		49.60	UNIFORM-A LIEPOLD	009479800	UNIFORM ALLOWANCE
32	01-201-000-0000-6145		46.28	UNIFORM-A LIEPOLD	009510933	UNIFORM ALLOWANCE
337	GALLS AN ARAMARK COMPANY		95.88	2 Transactions		
1502	KEEPRS INC					
43	01-201-000-0000-6145		117.02	INITILA UNIFORM-JURGENSEN	372100-01	UNIFORM ALLOWANCE
1502	KEEPRS INC		117.02	1 Transactions		
566	LAW ENFORCEMENT TECHNOLOGY GRO					
44	01-201-000-0000-6321		2,700.00	2 MOBILE LICENSES	INV326	MAINTENANCE AGREEMENTS
566	LAW ENFORCEMENT TECHNOLOGY GRO		2,700.00	1 Transactions		
4333	MEEKER-MCLEOD-SIBLEY CHS					
48	01-201-000-0000-6241		15.00	BOOTH FOR WALK OF LIFE		PRINTING AND PUBLISHING
				03/20/2018 03/20/2018		
4333	MEEKER-MCLEOD-SIBLEY CHS		15.00	1 Transactions		
908	MINNESOTA COUNTIES INTERGOVERN					
96	01-201-201-0000-6360		65.00	LAW ENFORCEMENT SEMINAR-TL	SEM636	TRAINING - ADMINISTRATION
908	MINNESOTA COUNTIES INTERGOVERN		65.00	1 Transactions		
2006	RIDGEWATER COLLEGE					
112	01-201-206-0000-6360		34.00	EMR REFRESHER-D CATURIA	00221380	TRAINING - PATROL
				03/14/2018 03/14/2018		
113	01-201-206-0000-6360		34.00	EMR REFRESHER-A DEMEYER	00221380	TRAINING - PATROL
				03/14/2018 03/14/2018		
114	01-201-206-0000-6360		34.00	EMR REFRESHER-B STILES	00221380	TRAINING - PATROL
				03/14/2018 03/14/2018		

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<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>		<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
115	01-201-206-0000-6360		34.00	EMR REFRESHER-D OLSON 03/14/2018 03/14/2018	00221380	TRAINING - PATROL
116	01-201-206-0000-6360		34.00	EMR REFRESHER-S WAWRZYNIAK 03/14/2018 03/14/2018	00221380	TRAINING - PATROL
117	01-201-206-0000-6360		34.00	EMR REFRESHER-C ROSSOW 03/14/2018 03/14/2018	00221380	TRAINING - PATROL
2006	RIDGEWATER COLLEGE		204.00	6 Transactions		
4246	TASER INTERNATIONAL					
138	01-201-000-0000-6361		1,300.00	TASER CARTRIDGES	SI-1526695	USE OF FORCE TRAINING EXPENSES
4246	TASER INTERNATIONAL		1,300.00	1 Transactions		
201	DEPT Total:		4,996.90	COUNTY SHERIFF'S OFFICE	8 Vendors	14 Transactions
251	DEPT			COUNTY JAIL		
869	HILLYARD HUTCHINSON					
38	01-251-000-0000-6415		164.76	LAUNDRY DETERGENT/BLEACH	602918772	CLEANING SUPPLIES
869	HILLYARD HUTCHINSON		164.76	1 Transactions		
908	MINNESOTA COUNTIES INTERGOVERN					
97	01-251-000-0000-6360		65.00	LAW ENFORCEMENT SEMINAR-SR	SEM636	TRAINING
908	MINNESOTA COUNTIES INTERGOVERN		65.00	1 Transactions		
116	TWIN CITIES ORTHOPEDICS					
155	01-251-000-0000-6268		82.00	OFFICE VISIT-C STUMP 02/26/2018 02/26/2018	72702705	MEDICAL AID TO PRISONERS
116	TWIN CITIES ORTHOPEDICS		82.00	1 Transactions		
6424	YOUNGS					
157	01-251-000-0000-6425		167.99	DEADBOLTS & CASTERS	623866	REPAIR AND MAINTENANCE SUPPLIES
6424	YOUNGS		167.99	1 Transactions		
251	DEPT Total:		479.75	COUNTY JAIL	4 Vendors	4 Transactions
255	DEPT			COUNTY COURT SERVICES		
231	MINNESOTA DEPARTMENT OF CORRECT					
192	01-255-000-0000-6265	DTG 6	123,650.16	2ND HALF 2017 SALARIES	468229	PROFESSIONAL SERVICES

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
231	MINNESOTA DEPARTMENT OF CORRECT		1 Transactions		
255	DEPT Total:	123,650.16	COUNTY COURT SERVICES	1 Vendors	1 Transactions
485	DEPT		COUNTY PUBLIC HEALTH NURSING		
4330	POEPPING/RON				
107	01-485-490-0000-6047	15.04	CHORE SERVICE ID#817101.01		CHORE SERVICES
			01/28/2018 02/03/2018		
108	01-485-490-0000-6047	18.80	CHORE SERVICE ID#817101.01		CHORE SERVICES
			02/18/2018 02/24/2018		
109	01-485-490-0000-6047	7.52	CHORE SERVICE ID#817101.01		CHORE SERVICES
			03/04/2018 03/10/2018		
4330	POEPPING/RON	41.36	3 Transactions		
485	DEPT Total:	41.36	COUNTY PUBLIC HEALTH NURSING	1 Vendors	3 Transactions
520	DEPT		COUNTY PARK'S		
5906	CENTURYLINK				
159	01-520-000-0000-6203	76.59	525 CARETAKER OFFICE PHONE	313540758	COMMUNICATIONS
			03/18/2018 04/17/2018		
158	01-520-000-0000-6203	66.32	525 SHOP	314102204	COMMUNICATIONS
			03/18/2018 04/17/2018		
5906	CENTURYLINK	142.91	2 Transactions		
4593	GUGGUSBERG/HEIDI				
160	01-520-000-0000-6810	46.78	REFUND CAMPING	2754	REFUNDS AND REIMBURSEMENTS
4593	GUGGUSBERG/HEIDI	46.78	1 Transactions		
869	HILLYARD HUTCHINSON				
34	01-520-000-0000-6425	25.00	CORD SET	602923556	REPAIR AND MAINTENANCE SUPPLIES
869	HILLYARD HUTCHINSON	25.00	1 Transactions		
5555	L & P SUPPLY COMPANY INC				
162	01-520-000-0000-6425	44.00	REPAIR TO MOWER	189582	REPAIR AND MAINTENANCE SUPPLIES
5555	L & P SUPPLY COMPANY INC	44.00	1 Transactions		
1160	MCLEOD COUNTY AUDITOR TREASURER				
167	01-520-000-0000-6350	1,342.00	#524 TAX PAYMENT	01.015.1100	OTHER SERVICES & CHARGES



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1 GENERAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
166	01-520-000-0000-6350		1,503.61	#525 TAX PAYMENT	03.001.0200	OTHER SERVICES & CHARGES
165	01-520-000-0000-6350		579.79	#522 TAX PAYMENT	05.019.1400	OTHER SERVICES & CHARGES
164	01-520-000-0000-6350		10.46	#522 TAX PAYMENT	05.030.0500	OTHER SERVICES & CHARGES
163	01-520-000-0000-6350		910.22	#521 TAX PAYMENT	07.054.0030	OTHER SERVICES & CHARGES
1160	MCLEOD COUNTY AUDITOR TREASURER		4,346.08	5 Transactions		
268	QUADE ELECTRIC INC					
168	01-520-000-0000-6303		1,700.00	5 REPLACEMENT PEDESTAL	7894	REPAIR AND MAINTENANCE SERVICES
268	QUADE ELECTRIC INC		1,700.00	1 Transactions		
1818	SRF CONSULTING GROUP INC					
169	01-520-000-0000-6350		4,637.20	DAKOTA TRAIL ENGINEERING STUDY	10897.00-6	OTHER SERVICES & CHARGES
1818	SRF CONSULTING GROUP INC		4,637.20	1 Transactions		
520	DEPT Total:		10,941.97	COUNTY PARK'S	7 Vendors	12 Transactions
603	DEPT			COUNTY EXTENSION		
6009	INNOVATIVE OFFICE SOLUTIONS LLC					
39	01-603-000-0000-6402		49.84	PAPER/ENVELOPES/BATTERIES	IN1974736	OFFICE SUPPLIES
6009	INNOVATIVE OFFICE SOLUTIONS LLC		49.84	1 Transactions		
5900	REGENTS OF THE UNIVERSITY OF MINNE					
111	01-603-000-0000-6245		300.00	2018 FAIR ENTRY SUBSCRIPTION	300019820	DUES AND REGISTRATION FEES
5900	REGENTS OF THE UNIVERSITY OF MINNE		300.00	1 Transactions		
3769	UMN EXTENSION REGIONAL OFFICE					
156	01-603-000-0000-6403		20.38	REGIONAL CAMP BROCHURES		PRINTED PAPER SUPPLIES
3769	UMN EXTENSION REGIONAL OFFICE		20.38	1 Transactions		
603	DEPT Total:		370.22	COUNTY EXTENSION	3 Vendors	3 Transactions
1	Fund Total:		288,544.71	GENERAL REVENUE FUND		122 Transactions

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3 ROAD & BRIDGE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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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			...		
172	3754 MCLEOD SIBLEY HEALTH INSURANCE		20,491.00	MEDICAL PREMIUM		HEALTH INSURANCE PAYABLE
	03-000-000-0000-2045			04/01/2018 04/30/2018		
	3754 MCLEOD SIBLEY HEALTH INSURANCE		20,491.00	1 Transactions		
90	3028 MINNESOTA CHILD SUPPORT PAYMENT		174.43	CHILD SUPPORT	001555467301	CHILD SUPPORT GARNISHMENT PAYABLE
	03-000-000-0000-2056			03/04/2018 03/17/2018		
	3028 MINNESOTA CHILD SUPPORT PAYMENT		174.43	1 Transactions		
206	4381 RELIANCE STANDARD		116.40	STD PREMIUM		SHORT TERM DISABILITY PAYABLE
	03-000-000-0000-2041			03/01/2018 03/31/2018		
217	03-000-000-0000-2049		524.34	LIFE PREMIUM		LIFE INSURANCE PAYABLE
				03/01/2018 03/31/2018		
194	03-000-000-0000-2050		205.88	LTD PREMIUM		LONG TERM DISABILITY PAYABLE
				03/01/2018 03/31/2018		
	4381 RELIANCE STANDARD		846.62	3 Transactions		
0	DEPT Total:		21,512.05	...	3 Vendors	5 Transactions
310	DEPT			HIGHWAY MAINTENANCE		
	3333 CARGILL INC					
10	03-310-000-0000-6505		1,831.65	WINTER SALT 4243 LSATS 23.68T	2904017620	WINTER SALT
9	03-310-000-0000-6505		1,866.46	WINTER SALT 4243 LSATS 24.13T	2904020311	WINTER SALT
8	03-310-000-0000-6505		1,864.91	WINTER SALT 4243 LSATS 24.11T	2904022754	WINTER SALT
	3333 CARGILL INC		5,563.02	3 Transactions		
310	DEPT Total:		5,563.02	HIGHWAY MAINTENANCE	1 Vendors	3 Transactions
320	DEPT			HIGHWAY CONSTRUCTION		
	9825 SHORT ELLIOTT HENDRICKSON INC					
121	03-320-000-0000-6265		5,695.75	PRELIM ENG JOB #0159	347215	PROFESSIONAL SERVICES
	9825 SHORT ELLIOTT HENDRICKSON INC		5,695.75	1 Transactions		
320	DEPT Total:		5,695.75	HIGHWAY CONSTRUCTION	1 Vendors	1 Transactions

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3 ROAD & BRIDGE FUND

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
330	DEPT		HIGHWAY ADMINISTRATION		
291	SOUTHWEST CHAPTER MSPE				
134	03-330-000-0000-6245	240.00	REGISTRATION FEES		DUES AND REGISTRATION FEES
			03/23/2018 03/23/2018		
291	SOUTHWEST CHAPTER MSPE	240.00	1 Transactions		
330	DEPT Total:	240.00	HIGHWAY ADMINISTRATION	1 Vendors	1 Transactions
340	DEPT		HIGHWAY EQUIPMENT MAINTENANCE		
7216	ARNOLDS OF GLENCOE INC				
2	03-340-000-0000-6610	12,000.00	2018 KUHN DISK MOWER	58091	CAPITAL - OVER \$5,000 (FIXED ASSETS)
3	03-340-000-0000-6610	4,700.00-	TRADE IN #6426	58091	CAPITAL - OVER \$5,000 (FIXED ASSETS)
7216	ARNOLDS OF GLENCOE INC	7,300.00	2 Transactions		
2825	MENARDS HUTCHINSON				
77	03-340-000-0000-6590	6.99	GLENCOE SHOP SUPPLIES IN#31097	ACCT#31550277	TOOLS & SHOP MATERIALS
78	03-340-000-0000-6590	27.99	MECH SHOP SUPPLIS INV#30553	ACCT#31550277	TOOLS & SHOP MATERIALS
79	03-340-000-0000-6590	34.96	MECH SHOP SUPPLIS INV#30770	ACCT#31550277	TOOLS & SHOP MATERIALS
80	03-340-000-0000-6590	12.22	SLATS SHOP SUPPLIES INV#31028	ACCT#31550277	TOOLS & SHOP MATERIALS
81	03-340-000-0000-6590	40.85	SLATS SHOP SUPPLIES INV#31136	ACCT#31550277	TOOLS & SHOP MATERIALS
2825	MENARDS HUTCHINSON	123.01	5 Transactions		
5253	NORTH CENTRAL INTERNATIONAL				
102	03-340-000-0000-6303	1,567.50	LABOR	25545	REPAIR AND MAINTENANC SERVICES
101	03-340-000-0000-6425	4,164.73	PARTS	25545	REPAIR AND MAINTENANCE SUPPLIES
5253	NORTH CENTRAL INTERNATIONAL	5,732.23	2 Transactions		
1746	NUSS TRUCK & EQUIPMENT				
103	03-340-000-0000-6425	159.82	PARTS	2178056P	REPAIR AND MAINTENANCE SUPPLIES
1746	NUSS TRUCK & EQUIPMENT	159.82	1 Transactions		
1087	O REILLY AUTOMOTIVE INC				
104	03-340-000-0000-6425	92.28	PARTS	1522-468592	REPAIR AND MAINTENANCE SUPPLIES
1087	O REILLY AUTOMOTIVE INC	92.28	1 Transactions		
7118	RUNNINGS SUPPLY INC				
118	03-340-000-0000-6590	171.72	HATS SHOP SUPPLIES	4531922	TOOLS & SHOP MATERIALS
119	03-340-000-0000-6425	30.00	TRUCK BOX EXCHANGE	4537375	REPAIR AND MAINTENANCE SUPPLIES

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3 ROAD & BRIDGE FUND

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Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
7118	RUNNINGS SUPPLY INC		201.72	2 Transactions		
340	DEPT Total:		13,609.06	HIGHWAY EQUIPMENT MAINTENANCE	6 Vendors	13 Transactions
3	Fund Total:		46,619.88	ROAD & BRIDGE FUND		23 Transactions

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5 SOLID WASTE FUND

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	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
391	DEPT			SOLID WASTE TIP FEE		
	869 HILLYARD HUTCHINSON					
35	05-391-000-0000-6415		33.20	LINERS 12-16 GAL	602923555	CLEANING SUPPLIES
	869 HILLYARD HUTCHINSON		33.20	1 Transactions		
	3754 MCLEOD SIBLEY HEALTH INSURANCE					
173	05-391-000-0000-2045		1,262.00	MEDICAL PREMIUM		HEALTH INSURANCE PAYABLE
				04/01/2018 04/30/2018		
	3754 MCLEOD SIBLEY HEALTH INSURANCE		1,262.00	1 Transactions		
	4381 RELIANCE STANDARD					
218	05-391-000-0000-2049		81.22	LIFE PREMIUM		LIFE INSURANCE PAYABLE
				03/01/2018 03/31/2018		
195	05-391-000-0000-2050		18.40	LTD PREMIUM		LONG TERM DISABILITY PAYABLE
				03/01/2018 03/31/2018		
	4381 RELIANCE STANDARD		99.62	2 Transactions		
391	DEPT Total:		1,394.82	SOLID WASTE TIP FEE	3 Vendors	4 Transactions
393	DEPT			MATERIALS RECOVERY FACILITY		
	3754 MCLEOD SIBLEY HEALTH INSURANCE					
174	05-393-000-0000-2045		0.01-	MEDICAL PREMIUM		HEALTH INSURANCE PAYABLE
				04/01/2018 04/30/2018		
	3754 MCLEOD SIBLEY HEALTH INSURANCE		0.01-	1 Transactions		
	4381 RELIANCE STANDARD					
219	05-393-000-0000-2049		1.32	LIFE PREMIUM		LIFE INSURANCE PAYABLE
				03/01/2018 03/31/2018		
	4381 RELIANCE STANDARD		1.32	1 Transactions		
393	DEPT Total:		1.31	MATERIALS RECOVERY FACILITY	2 Vendors	2 Transactions
397	DEPT			HOUSEHOLD HAZARDOUS WASTE		
	4435 ACCOUNT CONTROL TECHNOLOGY INC					
1	05-397-000-0000-2055		60.70	GARNISHMENT		GARNISHMENTS PAYABLE
				03/04/2018 03/17/2018		
	4435 ACCOUNT CONTROL TECHNOLOGY INC		60.70	1 Transactions		

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5 SOLID WASTE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
3754	MCLEOD SIBLEY HEALTH INSURANCE					
175	05-397-000-0000-2045		121.12	MEDICAL PREMIUM		HEALTH INSIRANCE PAYABLE
				04/01/2018 04/30/2018		
3754	MCLEOD SIBLEY HEALTH INSURANCE		121.12	1 Transactions		
3028	MINNESOTA CHILD SUPPORT PAYMENT					
91	05-397-000-0000-2056		268.57	CHILD SUPPORT	001492611501	CHILD SUPPORT GARNISHMENT PAYABLE
				03/04/2018 03/17/2018		
3028	MINNESOTA CHILD SUPPORT PAYMENT		268.57	1 Transactions		
4381	RELIANCE STANDARD					
207	05-397-000-0000-2041		49.20	STD PREMIUM		SHORT TERM DISABILITY PAYABLE
				03/01/2018 03/31/2018		
220	05-397-000-0000-2049		50.62	LIFE PREMIUM		LIFE INSURANCE PAYABLE
				03/01/2018 03/31/2018		
196	05-397-000-0000-2050		11.50	LTD PREMIUM		LONG TERM DISABILITY PAYABLE
				03/01/2018 03/31/2018		
4381	RELIANCE STANDARD		111.32	3 Transactions		
397	DEPT Total:		561.71	HOUSEHOLD HAZARDOUS WASTE	4 Vendors	6 Transactions
5	Fund Total:		1,957.84	SOLID WASTE FUND		12 Transactions

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11 HUMAN SERVICE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf # On Behalf of Name
420	DEPT		INCOME MAINTENANCE		
6009	INNOVATIVE OFFICE SOLUTIONS LLC				
41	11-420-600-0010-6402		12.07	PAPER	IN1968897 OFFICE SUPPLIES
42	11-420-600-0010-6402		5.35	PAPER	IN1972933 OFFICE SUPPLIES
6009	INNOVATIVE OFFICE SOLUTIONS LLC		17.42	2 Transactions	
3754	MCLEOD SIBLEY HEALTH INSURANCE				
176	11-420-000-0000-2045		17,290.74	MEDICAL PREMIUM 04/01/2018 04/30/2018	HEALTH INSURANCE PAYABLE
3754	MCLEOD SIBLEY HEALTH INSURANCE		17,290.74	1 Transactions	
12138	REDUCED RATE LONG DISTANCE LLC				
110	11-420-600-0010-6203		8.70	REDUCED RATE	159483 COMMUNICATIONS/POSTAGE
12138	REDUCED RATE LONG DISTANCE LLC		8.70	1 Transactions	
4381	RELIANCE STANDARD				
208	11-420-000-0000-2041		270.57	STD PREMIUM 03/01/2018 03/31/2018	SHORT TERM DISABILITY PAYABLE
221	11-420-000-0000-2049		497.43	LIFE PREMIUM 03/01/2018 03/31/2018	LIFE INSURANCE PAYABLE
197	11-420-000-0000-2050		175.47	LTD PREMIUM 03/01/2018 03/31/2018	LONG TERM DISABILITY PAYABLE
4381	RELIANCE STANDARD		943.47	3 Transactions	
2589	SHI INTERNATIONAL CORP				
123	11-420-600-0010-6612		253.50	DOCKING STATIONS	B07843352 CAPITAL - \$100-\$5,000 (INVENTORY)
124	11-420-600-0010-6612		8,655.00	DESKTOPS	B07860771 CAPITAL - \$100-\$5,000 (INVENTORY)
125	11-420-600-0010-6612		346.20	DESKTOPS	B07860771 CAPITAL - \$100-\$5,000 (INVENTORY)
126	11-420-600-0010-6612		173.10	DESKTOPS	B07867391 CAPITAL - \$100-\$5,000 (INVENTORY)
127	11-420-600-0010-6612		1,189.50	NOTEBOOKS	B07868970 CAPITAL - \$100-\$5,000 (INVENTORY)
2589	SHI INTERNATIONAL CORP		10,617.30	5 Transactions	
420	DEPT Total:		28,877.63	INCOME MAINTENANCE	5 Vendors 12 Transactions
430	DEPT			INDIVIDUAL AND FAMILY SOCIAL SERVI	
6009	INNOVATIVE OFFICE SOLUTIONS LLC				
41	11-430-700-0010-6402		28.18	PAPER	IN1968897 OFFICE SUPPLIES
42	11-430-700-0010-6402		12.50	PAPER	IN1972933 OFFICE SUPPLIES

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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
6009	INNOVATIVE OFFICE SOLUTIONS LLC		40.68		2 Transactions	
3754	MCLEOD SIBLEY HEALTH INSURANCE					
177	11-430-000-0000-2045		45,012.26	MEDICAL PREMIUM		HEALTH INSURANCE PAYABLE
				04/01/2018	04/30/2018	
3754	MCLEOD SIBLEY HEALTH INSURANCE		45,012.26		1 Transactions	
3028	MINNESOTA CHILD SUPPORT PAYMENT					
93	11-430-000-0000-2056		230.73	CHILD SUPPORT	001486828601	CHILD SUPPORT GARNISHMENT PAYABLE
				03/04/2018	03/17/2018	
92	11-430-000-0000-2056		1,337.65	CHILD SUPPORT	001553354801	CHILD SUPPORT GARNISHMENT PAYABLE
				03/04/2018	03/17/2018	
3028	MINNESOTA CHILD SUPPORT PAYMENT		1,568.38		2 Transactions	
12138	REDUCED RATE LONG DISTANCE LLC					
110	11-430-700-0010-6203		20.29	REDUCED RATE	159483	COMMUNICATIONS/POSTAGE
12138	REDUCED RATE LONG DISTANCE LLC		20.29		1 Transactions	
4381	RELIANCE STANDARD					
209	11-430-000-0000-2041		846.49	STD PREMIUM		SHORT TERM DISABILITY PAYABLE
				03/01/2018	03/31/2018	
222	11-430-000-0000-2049		1,757.21	LIFE PREMIUM		LIFE INSURANCE PAYABLE
				03/01/2018	03/31/2018	
198	11-430-000-0000-2050		456.93	LTD PREMIUM		LONG TERM DISABILITY PAYABLE
				03/01/2018	03/31/2018	
4381	RELIANCE STANDARD		3,060.63		3 Transactions	
2589	SHI INTERNATIONAL CORP					
128	11-430-700-0010-6612		136.50	DOCKING STATION	B07843352	CAPITAL - \$100-\$5,000 (INVENTORY)
129	11-430-700-0010-6612		807.80	DESKTOPS	B07860771	CAPITAL - \$100-\$5,000 (INVENTORY)
130	11-430-700-0010-6612		1,731.00	DESKTOPS	B07860771	CAPITAL - \$100-\$5,000 (INVENTORY)
131	11-430-700-0010-6612		403.90	DESKTOPS	B07867391	CAPITAL - \$100-\$5,000 (INVENTORY)
132	11-430-700-0010-6612		640.50	NOTEBOOK	B07868970	CAPITAL - \$100-\$5,000 (INVENTORY)
133	11-430-700-0010-6612		915.00	NOTEBOOK	B07869013	CAPITAL - \$100-\$5,000 (INVENTORY)
2589	SHI INTERNATIONAL CORP		4,634.70		6 Transactions	
430	DEPT Total:		54,336.94	INDIVIDUAL AND FAMILY SOCIAL SER	6 Vendors	15 Transactions

450 DEPT

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11 HUMAN SERVICE FUND

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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
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3754	MCLEOD SIBLEY HEALTH INSURANCE					
178	11-450-000-0000-2045		8,018.00	MEDICAL PREMIUM		HEALTH INSURANCE PAYABLE
				04/01/2018	04/30/2018	
3754	MCLEOD SIBLEY HEALTH INSURANCE		8,018.00		1 Transactions	
4381	RELIANCE STANDARD					
210	11-450-000-0000-2041		316.00	STD PREMIUM		SHORT TERM DISABILITY PAYABLE
				03/01/2018	03/31/2018	
223	11-450-000-0000-2049		450.16	LIFE PREMIUM		LIFE INSURANCE PAYABLE
				03/01/2018	03/31/2018	
199	11-450-000-0000-2050		96.38	LTD PREMIUM		LONG TERM DISABILITY PAYABLE
				03/01/2018	03/31/2018	
4381	RELIANCE STANDARD		862.54		3 Transactions	
450	DEPT Total:		8,880.54	TRI STAR	2 Vendors	4 Transactions
11	Fund Total:		92,095.11	HUMAN SERVICE FUND		31 Transactions

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21 SWCD FUND

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No.	Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
696	DEPT		SWCD		
3754	MCLEOD SIBLEY HEALTH INSURANCE				
179	21-696-000-0000-2045		2,805.00	MEDICAL PREMIUM	HEALTH INSURANCE PAYABLE
				04/01/2018 04/30/2018	
3754	MCLEOD SIBLEY HEALTH INSURANCE		2,805.00	1 Transactions	
4381	RELIANCE STANDARD				
224	21-696-000-0000-2049		35.78	LIFE PREMIUM	LIFE INSURANCE PAYABLE
				03/01/2018 03/31/2018	
200	21-696-000-0000-2050		8.50	LTD PREMIUM	LONG TERM DISABILITY PAYABLE
				03/01/2018 03/31/2018	
4381	RELIANCE STANDARD		44.28	2 Transactions	
696	DEPT Total:		2,849.28	SWCD	2 Vendors 3 Transactions
697	DEPT		DRAINAGE INSPECTOR		
3754	MCLEOD SIBLEY HEALTH INSURANCE				
180	21-697-000-0000-2045		520.00	MEDICAL PREMIUM	HEALTH INSURANCE PAYABLE
				04/01/2018 04/30/2018	
3754	MCLEOD SIBLEY HEALTH INSURANCE		520.00	1 Transactions	
4381	RELIANCE STANDARD				
211	21-697-000-0000-2041		37.70	STD PREMIUM	SHORT TERM DISABILITY PAYABLE
				03/01/2018 03/31/2018	
225	21-697-000-0000-2049		34.80	LIFE PREMIUM	LIFE INSURANCE PAYABLE
				03/01/2018 03/31/2018	
201	21-697-000-0000-2050		22.62	LTD PREMIUM	LONG TERM DISABILITY PAYABLE
				03/01/2018 03/31/2018	
4381	RELIANCE STANDARD		95.12	3 Transactions	
697	DEPT Total:		615.12	DRAINAGE INSPECTOR	2 Vendors 4 Transactions
21	Fund Total:		3,464.40	SWCD FUND	7 Transactions

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25 SPECIAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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	<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
15	DEPT				LAW LIBRARY		
	6	MATTHEW BENDER & CO INC					
46		25-015-000-0000-6451		271.00	LAW BOOKS	1015761	Books
	6	MATTHEW BENDER & CO INC		271.00	1 Transactions		
15	DEPT Total:			271.00	LAW LIBRARY	1 Vendors	1 Transactions
225	DEPT				MCLEOD COUNTY SHERIFFS POSSE		
	4246	TASER INTERNATIONAL					
139		25-225-000-0000-6350		1,300.00	TASER CARTRIDGES	SI-1527103	Other Services & Charges
	4246	TASER INTERNATIONAL		1,300.00	1 Transactions		
225	DEPT Total:			1,300.00	MCLEOD COUNTY SHERIFFS POSSE	1 Vendors	1 Transactions
603	DEPT				COUNTY EXTENSION		
	6009	INNOVATIVE OFFICE SOLUTIONS LLC					
40		25-603-000-0000-6402		24.16	TISSUE	IN1974736	Office Supplies
	6009	INNOVATIVE OFFICE SOLUTIONS LLC		24.16	1 Transactions		
603	DEPT Total:			24.16	COUNTY EXTENSION	1 Vendors	1 Transactions
612	DEPT				SHORELAND-GRANT		
	3754	MCLEOD SIBLEY HEALTH INSURANCE					
181		25-612-000-0000-2045		26.00	MEDICAL PREMIUM		Health Insurance Payable
					04/01/2018	04/30/2018	
	3754	MCLEOD SIBLEY HEALTH INSURANCE		26.00	1 Transactions		
	4381	RELIANCE STANDARD					
212		25-612-000-0000-2041		1.26	STD PREMIUM		Short Term Disability Payable
					03/01/2018	03/31/2018	
202		25-612-000-0000-2050		0.22	LTD PREMIUM		Long Term Disability Payable
					03/01/2018	03/31/2018	
226		25-612-000-0000-2049		1.51	LIFE PREMIUM	LIFE PREMIUM	Life Insurance Payable
					03/01/2018	03/31/2018	
	4381	RELIANCE STANDARD		2.99	3 Transactions		

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf # On Behalf of Name
612 DEPT Total:		28.99	SHORELAND-GRANT	2 Vendors 4 Transactions
613 DEPT			WATER RESOURCE MANAGEMENT-GRANT	
3754 MCLEOD SIBLEY HEALTH INSURANCE				
182 25-613-000-0000-2045		104.00	MEDICAL PREMIUM	Health Insurance Payable
			04/01/2018 04/30/2018	
3754 MCLEOD SIBLEY HEALTH INSURANCE		104.00		1 Transactions
4381 RELIANCE STANDARD				
213 25-613-000-0000-2041		5.08	STD PREMIUM	Short Term Disability Payable
			03/01/2018 03/31/2018	
203 25-613-000-0000-2050		0.92	LTD PREMIUM	Long Term Disability Payable
			03/01/2018 03/31/2018	
227 25-613-000-0000-2049		5.36	LIFE PREMIUM	LIFE PREMIUM Life Insurance Payable
			03/01/2018 03/31/2018	
4381 RELIANCE STANDARD		11.36		3 Transactions
613 DEPT Total:		115.36	WATER RESOURCE MANAGEMENT-GRANT	2 Vendors 4 Transactions
614 DEPT			WETLANDS ADMINISTRATION-GRANT	
4381 RELIANCE STANDARD				
228 25-614-000-0000-2049		2.59-	LIFE PREMIUM	LIFE PREMIUM Life Insurance Payable
			03/01/2018 03/31/2018	
4381 RELIANCE STANDARD		2.59-		1 Transactions
614 DEPT Total:		2.59-	WETLANDS ADMINISTRATION-GRANT	1 Vendors 1 Transactions
807 DEPT			DESIGNATED FOR CAPITAL ASSETS	
3261 AUGUSTA ELECTRIC INC				
5 25-807-000-0000-6610		3,638.50	CONTRACT PAYMENT	APPLICATION 21 Capital - Over \$5,000 (Fixed Assets)
3261 AUGUSTA ELECTRIC INC		3,638.50		1 Transactions
3413 BARTLEY SALES COMPANY INC				
6 25-807-000-0000-6610		4,598.95	CONTRACT PAYMENT	APPLICATION005 Capital - Over \$5,000 (Fixed Assets)
3413 BARTLEY SALES COMPANY INC		4,598.95		1 Transactions
1174 BRAUN INTERTEC CORPORATION				
7 25-807-000-0000-6610		1,167.00	PROFESSIONAL SERVICES	B122066 Capital - Over \$5,000 (Fixed Assets)

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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
1174	BRAUN INTERTEC CORPORATION		1,167.00		1 Transactions	
5906	CENTURYLINK					
13	25-807-000-0000-6610		133.87	LOCAL SERVICE	454660690	Capital - Over \$5,000 (Fixed Assets)
				02/18/2018 03/17/2018		
5906	CENTURYLINK		133.87		1 Transactions	
3271	CONTEGRITY GROUP					
17	25-807-000-0000-6610		12,100.00	ON SITE SUPERVISION FEE	2018054	Capital - Over \$5,000 (Fixed Assets)
18	25-807-000-0000-6610		1,800.00	REIMBURSABLES	2018054	Capital - Over \$5,000 (Fixed Assets)
19	25-807-000-0000-6610		450.00	TEMP JOB OFFICE	2018054	Capital - Over \$5,000 (Fixed Assets)
20	25-807-000-0000-6610		425.80	GENERAL CONDITIONS	2018054	Capital - Over \$5,000 (Fixed Assets)
21	25-807-000-0000-6610		21.90	BLUEPRINTING	2018054	Capital - Over \$5,000 (Fixed Assets)
3271	CONTEGRITY GROUP		14,797.70		5 Transactions	
3886	CULINEX					
22	25-807-000-0000-6610		495.00	VACUUM/DRAIN	FWO#037	Capital - Over \$5,000 (Fixed Assets)
3886	CULINEX		495.00		1 Transactions	
1326	CULLIGAN WATER CONDITIONING					
23	25-807-000-0000-6610		9.80	WATER RENTAL	173-10758225-1	Capital - Over \$5,000 (Fixed Assets)
				03/01/2018 03/31/2018		
1326	CULLIGAN WATER CONDITIONING		9.80		1 Transactions	
3761	HEATER RENTAL SERVICES					
33	25-807-000-0000-6610		360.00	HEATER RENTAL	11538B	Capital - Over \$5,000 (Fixed Assets)
3761	HEATER RENTAL SERVICES		360.00		1 Transactions	
253	LIGHT & POWER COMMISSION					
45	25-807-000-0000-6610		259.00	ELECTRIC	06-811700-00	Capital - Over \$5,000 (Fixed Assets)
				02/01/2018 03/01/2018		
253	LIGHT & POWER COMMISSION		259.00		1 Transactions	
4117	MINI BIFF INC					
84	25-807-000-0000-6610		198.56	PORTA JOHN RENTAL/SERVICE	A-93940	Capital - Over \$5,000 (Fixed Assets)
				01/24/2018 02/20/2018		
4117	MINI BIFF INC		198.56		1 Transactions	
3673	MOLIN CONCRETE PRODUCTS					

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
100	25-807-000-0000-6610		CONTRACT PAYMENT	FINAL	Capital - Over \$5,000 (Fixed Assets)
3673	MOLIN CONCRETE PRODUCTS			1 Transactions	
1595	SCHWICKERTS TECTA AMERICA				
120	25-807-000-0000-6610	14,579.14	CONTRACT PAYMENT	14	Capital - Over \$5,000 (Fixed Assets)
1595	SCHWICKERTS TECTA AMERICA	14,579.14		1 Transactions	
2693	TECHNICAL SOLUTIONS OF MADISON LA				
140	25-807-000-0000-6610	465.00	RELOCATE MIC IN BOOKING	5234	Capital - Over \$5,000 (Fixed Assets)
2693	TECHNICAL SOLUTIONS OF MADISON LA	465.00		1 Transactions	
807	DEPT Total:	44,526.87	DESIGNATED FOR CAPITAL ASSETS	13 Vendors	17 Transactions
840	DEPT		JUVENILE RESTITUTION FUND		
11225	CHILSON FUNERAL HOME				
15	25-840-000-0000-6850	156.00	CSW HRS SL		Collections For Other Agenices
11225	CHILSON FUNERAL HOME	156.00		1 Transactions	
840	DEPT Total:	156.00	JUVENILE RESTITUTION FUND	1 Vendors	1 Transactions
886	DEPT		COUNTY FEEDLOT PROGRAM		
3754	MCLEOD SIBLEY HEALTH INSURANCE				
183	25-886-000-0000-2045	893.00	MEDICAL PREMIUM		Health Insurance Payable
			04/01/2018 04/30/2018		
3754	MCLEOD SIBLEY HEALTH INSURANCE	893.00		1 Transactions	
4381	RELIANCE STANDARD				
214	25-886-000-0000-2041	12.68	STD PREMIUM		Short Term Disability Payable
			03/01/2018 03/31/2018		
204	25-886-000-0000-2050	2.28	LTD PREMIUM		Long Term Disability Payable
			03/01/2018 03/31/2018		
229	25-886-000-0000-2049	9.64	LIFE PREMIUM	LIFE PREMIUM	Life Insurance Payable
			03/01/2018 03/31/2018		
4381	RELIANCE STANDARD	24.60		3 Transactions	
886	DEPT Total:	917.60	COUNTY FEEDLOT PROGRAM	2 Vendors	4 Transactions
25	Fund Total:	47,337.39	SPECIAL REVENUE FUND		34 Transactions

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86 TRUST & AGENCY FUND

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf # On Behalf of Name
956	DEPT		SALES TAX		
	4593 GUGGUSBERG/HEIDI				
161	86-956-000-0000-6810		3.22	REFUND TAX	2754 Refunds And Reimbursements
	4593 GUGGUSBERG/HEIDI		3.22	1 Transactions	
956	DEPT Total:		3.22	SALES TAX	1 Vendors 1 Transactions
975	DEPT			DNR CLEARING ACCOUNT	
	509 MINNESOTA DNR				
99	86-975-000-0000-6850		1,117.50	DNR	Collections For Other Agencies
				03/20/2018 03/27/2018	
	509 MINNESOTA DNR		1,117.50	1 Transactions	
975	DEPT Total:		1,117.50	DNR CLEARING ACCOUNT	1 Vendors 1 Transactions
976	DEPT			GAME & FISH CLEARING ACCOUNT	
	509 MINNESOTA DNR				
98	86-976-000-0000-6850		174.00	G & F	Collections For Other Agencies
				03/20/2018 03/27/2018	
	509 MINNESOTA DNR		174.00	1 Transactions	
976	DEPT Total:		174.00	GAME & FISH CLEARING ACCOUNT	1 Vendors 1 Transactions
86	Fund Total:		1,294.72	TRUST & AGENCY FUND	3 Transactions
	Final Total:		481,314.05	111 Vendors	232 Transactions

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Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
1	288,544.71	GENERAL REVENUE FUND	
3	46,619.88	ROAD & BRIDGE FUND	
5	1,957.84	SOLID WASTE FUND	
11	92,095.11	HUMAN SERVICE FUND	
21	3,464.40	SWCD FUND	
25	47,337.39	SPECIAL REVENUE FUND	
86	1,294.72	TRUST & AGENCY FUND	
All Funds	481,314.05	Total	Approved by, .....
			.....
			.....



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

Explode Dist. Formulas Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

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87 TAX & PENALTY FUND

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	Vendor Name		Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
	No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
984	DEPT				ADVANCE TAX COLLECTIONS		
	4517	ALGENE & DEBRA GILBERTS TRUST					
43		87-984-000-0000-6810		36.00	OVERPAYMENT OF TAXES	01.008.0100	Refunds And Reimbursements
	4517	ALGENE & DEBRA GILBERTS TRUST		36.00	1 Transactions		
	4485	AMANDA ENGELSMEIER TRUST					
33		87-984-000-0000-6810		32.00	OVERPAYMENT OF TAXES	24.438.0100	Refunds And Reimbursements
	4485	AMANDA ENGELSMEIER TRUST		32.00	1 Transactions		
	4607	ANDERSON/ G JOHN & DIANA					
1		87-984-000-0000-6810		38.00	OVERPAYMENT OF TAXES	23.274.0060	Refunds And Reimbursements
	4607	ANDERSON/ G JOHN & DIANA		38.00	1 Transactions		
	4579	ANDERSON/WAYNE					
2		87-984-000-0000-6810		18.00	OVERPAYMENT OF TAXES	23.094.0040	Refunds And Reimbursements
	4579	ANDERSON/WAYNE		18.00	1 Transactions		
	4582	BECKER/KEVIN & KARI					
4		87-984-000-0000-6810		2.00	OVERPAYMENT OF TAXES	06.059.0065	Refunds And Reimbursements
3		87-984-000-0000-6810		12.00	OVERPAYMENT OF TAXES	06.059.0070	Refunds And Reimbursements
	4582	BECKER/KEVIN & KARI		14.00	2 Transactions		
	4623	BECKER/LEROY					
5		87-984-000-0000-6810		26.00	OVERPAYMENT OF TAXES	23.296.0090	Refunds And Reimbursements
	4623	BECKER/LEROY		26.00	1 Transactions		
	4519	BEILKE FAMILY REV LIVING TRUST					
6		87-984-000-0000-6810		18.00	OVERPAYMENT OF TAXES	08.029.1700	Refunds And Reimbursements
	4519	BEILKE FAMILY REV LIVING TRUST		18.00	1 Transactions		
	4546	BESTICK/PATRICK					
8		87-984-000-0000-6810		30.00	OVERPAYMENT OF TAXES	23.383.0080	Refunds And Reimbursements
	4546	BESTICK/PATRICK		30.00	1 Transactions		
	4571	BLAZINSKI/LEONARD & HENRIETTA					
9		87-984-000-0000-6810		36.00	OVERPAYMENT OF TAXES	23.501.0050	Refunds And Reimbursements
	4571	BLAZINSKI/LEONARD & HENRIETTA		36.00	1 Transactions		
	4655	BLOM/DONALD & MARVEL					

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
10	87-984-000-0000-6810		OVERPAYMENT OF TAXES	23.231.0110	Refunds And Reimbursements
4655	BLOM/DONALD & MARVEL		1 Transactions		
5538	BONNIWELL/JACK & DIANE				
11	87-984-000-0000-6810	24.00	OVERPAYMENT OF TAXES	23.245.0010	Refunds And Reimbursements
5538	BONNIWELL/JACK & DIANE	24.00	1 Transactions		
4639	BONTE/BRIAN & BEVERLY				
12	87-984-000-0000-6810	6.00	OVERPAYMENT OF TAXES	23.231.0160	Refunds And Reimbursements
13	87-984-000-0000-6810	30.00	OVERPAYMENT OF TAXES	23.451.0315	Refunds And Reimbursements
4639	BONTE/BRIAN & BEVERLY	36.00	2 Transactions		
4633	BRADLEY/DEBRA & MICHAEL				
14	87-984-000-0000-6810	34.00	OVERPAYMENT OF TAXES	23.372.0030	Refunds And Reimbursements
4633	BRADLEY/DEBRA & MICHAEL	34.00	1 Transactions		
4603	BRECHT REVOCABLE LIVING TRUST				
15	87-984-000-0000-6810	24.00	OVERPAYMENT OF TAXES	09.002.0500	Refunds And Reimbursements
4603	BRECHT REVOCABLE LIVING TRUST	24.00	1 Transactions		
4614	BROSE/MICHAEL				
19	87-984-000-0000-6810	10.00	OVERPAYMENT OF TAXES	23.255.0200	Refunds And Reimbursements
4614	BROSE/MICHAEL	10.00	1 Transactions		
4509	CHAD N GUGGEMOS REV TRUST NO 2				
45	87-984-000-0000-6810	4.00	OVERPAYMENT OF TAXES	14.010.2600	Refunds And Reimbursements
46	87-984-000-0000-6810	16.00	OVERPAYMENT OF TAXES	21.010.0900	Refunds And Reimbursements
47	87-984-000-0000-6810	12.00	OVERPAYMENT OF TAXES	21.122.0140	Refunds And Reimbursements
4509	CHAD N GUGGEMOS REV TRUST NO 2	32.00	3 Transactions		
4489	CHARLES E & DONNA BELANGER TRUST				
7	87-984-000-0000-6810	366.00	OVERPAYMENT OF TAXES	21.011.0200	Refunds And Reimbursements
4489	CHARLES E & DONNA BELANGER TRUST	366.00	1 Transactions		
4659	CLARK/JACK				
21	87-984-000-0000-6810	10.00	OVERPAYMENT OF TAXES	04.031.0700	Refunds And Reimbursements
22	87-984-000-0000-6810	2.00	OVERPAYMENT OF TAXES	04.032.0100	Refunds And Reimbursements
4659	CLARK/JACK	12.00	2 Transactions		

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
23	4487 CORRIGAN/MICHAEL				
	87-984-000-0000-6810		16.00	OVERPAYMENT OF TAXES	06.034.0700 Refunds And Reimbursements
	4487 CORRIGAN/MICHAEL		16.00	1 Transactions	
24	4565 CROSS/TIMOTHY & KARLA				
	87-984-000-0000-6810		36.00	OVERPAYMENT OF TAXES	23.108.0050 Refunds And Reimbursements
	4565 CROSS/TIMOTHY & KARLA		36.00	1 Transactions	
39	4671 DADALDO LLC				
	87-984-000-0000-6810		16.00	OVERPAYMENT OF TAXES	08.004.1050 Refunds And Reimbursements
	4671 DADALDO LLC		16.00	1 Transactions	
25	4544 DAHL/SANDRA				
	87-984-000-0000-6810		36.00	OVERPAYMENT OF TAXES	23.308.0120 Refunds And Reimbursements
	4544 DAHL/SANDRA		36.00	1 Transactions	
27	4562 DAMMANN/DONALD & DARLENE				
	87-984-000-0000-6810		44.00	OVERPAYMENT OF TAXES	02.020.0350 Refunds And Reimbursements
	4562 DAMMANN/DONALD & DARLENE		44.00	1 Transactions	
28	2279 DEVRIES/CAROL				
	87-984-000-0000-6810		28.00	OVERPAYMENT OF TAXES	01.072.0080 Refunds And Reimbursements
	2279 DEVRIES/CAROL		28.00	1 Transactions	
30	251 DISC TR ART 5 STAMER RECOC TR				
	87-984-000-0000-6810		42.00	OVERPAYMENT OF TAXES	23.271.0015 Refunds And Reimbursements
	251 DISC TR ART 5 STAMER RECOC TR		42.00	1 Transactions	
29	4606 DITLEFSEN/JOHN				
	87-984-000-0000-6810		28.00	OVERPAYMENT OF TAXES	23.050.4270 Refunds And Reimbursements
	4606 DITLEFSEN/JOHN		28.00	1 Transactions	
51	4543 DONALD & VERONICA HANSEN				
	87-984-000-0000-6810		62.00	OVERPAYMENT OF TAXES	23.376.0080 Refunds And Reimbursements
	4543 DONALD & VERONICA HANSEN		62.00	1 Transactions	
32	4537 EGGERGLUESS/NEIL				
	87-984-000-0000-6810		8.00	OVERPAYMENT OF TAXES	07.002.1400 Refunds And Reimbursements

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
4537	EGGERGLUESS/NEIL		8.00	1 Transactions	
4496	ELAINE M SCHERPING REV TRUST				
153	87-984-000-0000-6810	70.00	OVERPAYMENT OF TAXES	21.096.0050	Refunds And Reimbursements
4496	ELAINE M SCHERPING REV TRUST	70.00	1 Transactions		
4527	ELBERT/RYAN				
31	87-984-000-0000-6810	42.00	OVERPAYMENT OF TAXES	23.327.0020	Refunds And Reimbursements
4527	ELBERT/RYAN	42.00	1 Transactions		
4484	ENGELSMEIER/KATHLEEN				
34	87-984-000-0000-6810	52.00	OVERPAYMENT OF TAXES	23.451.0370	Refunds And Reimbursements
4484	ENGELSMEIER/KATHLEEN	52.00	1 Transactions		
4492	EWERT/JOHN				
35	87-984-000-0000-6810	32.00	OVERPAYMENT OF TAXES	23.302.0090	Refunds And Reimbursements
4492	EWERT/JOHN	32.00	1 Transactions		
4634	FABEL FAMILY FARM TRUST				
37	87-984-000-0000-6810	16.00	OVERPAYMENT OF TAXES	02.025.0700	Refunds And Reimbursements
36	87-984-000-0000-6810	4.00	OVERPAYMENT OF TAXES	02.026.0775	Refunds And Reimbursements
4634	FABEL FAMILY FARM TRUST	20.00	2 Transactions		
4575	FRITSCH/MARK & BEVERLY				
38	87-984-000-0000-6810	38.00	OVERPAYMENT OF TAXES	23.433.0060	Refunds And Reimbursements
4575	FRITSCH/MARK & BEVERLY	38.00	1 Transactions		
4672	FROEMMING/DALE & HELEN				
26	87-984-000-0000-6810	14.00	OVERPAYMENT OF TAXES	23.246.0090	Refunds And Reimbursements
4672	FROEMMING/DALE & HELEN	14.00	1 Transactions		
4568	FUHR/MARILYN				
40	87-984-000-0000-6810	32.00	OVERPAYMENT OF TAXES	23.445.0010	Refunds And Reimbursements
4568	FUHR/MARILYN	32.00	1 Transactions		
4652	FURY/TIMOTHY & TIA				
41	87-984-000-0000-6810	18.00	OVERPAYMENT OF TAXES	21.105.0320	Refunds And Reimbursements
4652	FURY/TIMOTHY & TIA	18.00	1 Transactions		

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42	4503 GETZKE/MICHAEL				
	87-984-000-0000-6810		16.00	OVERPAYMENT OF TAXES	03.065.0020 Refunds And Reimbursements
	4503 GETZKE/MICHAEL		16.00	1 Transactions	
44	5450 GRANT/JEFFREY				
	87-984-000-0000-6810		8.00	OVERPAYMENT OF TAXES	03.054.0010 Refunds And Reimbursements
	5450 GRANT/JEFFREY		8.00	1 Transactions	
48	4483 GUTTERFF/CRAIG & JENNIFER				
	87-984-000-0000-6810		686.00	OVERPAYMENT OF TAXES	23.276.0010 Refunds And Reimbursements
	4483 GUTTERFF/CRAIG & JENNIFER		686.00	1 Transactions	
56	4531 HAARSTAD/SCOTT				
	87-984-000-0000-6810		34.00	OVERPAYMENT OF TAXES	23.302.0030 Refunds And Reimbursements
	4531 HAARSTAD/SCOTT		34.00	1 Transactions	
49	4581 HACKBARTH/BRAD & BENITA				
	87-984-000-0000-6810		12.00	OVERPAYMENT OF TAXES	23.455.0100 Refunds And Reimbursements
	4581 HACKBARTH/BRAD & BENITA		12.00	1 Transactions	
50	4524 HAGSTROM/JON				
	87-984-000-0000-6810		32.00	OVERPAYMENT OF TAXES	23.371.0130 Refunds And Reimbursements
	4524 HAGSTROM/JON		32.00	1 Transactions	
52	6318 HANSEN/RONALD				
	87-984-000-0000-6810		44.00	OVERPAYMENT OF TAXES	09.005.0600 Refunds And Reimbursements
53			30.00	OVERPAYMENT OF TAXES	23.001.1400 Refunds And Reimbursements
54			16.00	OVERPAYMENT OF TAXES	23.176.0170 Refunds And Reimbursements
	6318 HANSEN/RONALD		90.00	3 Transactions	
55	4577 HANSEN/SCOTT & JENNIFER				
	87-984-000-0000-6810		48.00	OVERPAYMENT OF TAXES	23.439.0240 Refunds And Reimbursements
	4577 HANSEN/SCOTT & JENNIFER		48.00	1 Transactions	
58	4553 HAUKOS/JAN				
	87-984-000-0000-6810		2.00	OVERPAYMENT OF TAXES	11.022.0300 Refunds And Reimbursements
57			2.00	OVERPAYMENT OF TAXES	11.053.0010 Refunds And Reimbursements
59			30.00	OVERPAYMENT OF TAXES	11.053.0020 Refunds And Reimbursements

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4553	HAUKOS/JAN		3 Transactions		
		34.00			
4525	HECKER/MICHAEL & IRIS				
61	87-984-000-0000-6810	2.00	OVERPAYMENT OF TAXES	07.011.1150	Refunds And Reimbursements
60	87-984-000-0000-6810	10.00	OVERPAYMENT OF TAXES	07.012.0700	Refunds And Reimbursements
4525	HECKER/MICHAEL & IRIS	12.00	2 Transactions		
4490	HEPOLA/RONALD				
62	87-984-000-0000-6810	28.00	OVERPAYMENT OF TAXES	07.072.0030	Refunds And Reimbursements
4490	HEPOLA/RONALD	28.00	1 Transactions		
4627	HLAVKA/LEROY & JANICE				
63	87-984-000-0000-6810	24.00	OVERPAYMENT OF TAXES	23.322.0020	Refunds And Reimbursements
4627	HLAVKA/LEROY & JANICE	24.00	1 Transactions		
4570	HOCHSPRUNG/TERRY & JOYCE				
65	87-984-000-0000-6810	4.00	OVERPAYMENT OF TAXES	06.001.0150	Refunds And Reimbursements
64	87-984-000-0000-6810	44.00	OVERPAYMENT OF TAXES	09.030.0100	Refunds And Reimbursements
4570	HOCHSPRUNG/TERRY & JOYCE	48.00	2 Transactions		
4564	HOEFT/VICKI				
66	87-984-000-0000-6810	32.00	OVERPAYMENT OF TAXES	23.286.0050	Refunds And Reimbursements
4564	HOEFT/VICKI	32.00	1 Transactions		
4488	HOME STATE BANK				
67	87-984-000-0000-6810	220.00	OVERPAYMENT OF TAXES	23.036.4500	Refunds And Reimbursements
4488	HOME STATE BANK	220.00	1 Transactions		
4618	HOVERSTEN/CHRISTIAN & LEAH				
68	87-984-000-0000-6810	50.00	OVERPAYMENT OF TAXES	23.223.0030	Refunds And Reimbursements
4618	HOVERSTEN/CHRISTIAN & LEAH	50.00	1 Transactions		
4676	JAMES A BRODD FAMILY TRUST				
18	87-984-000-0000-6810	24.00	OVERPAYMENT OF TAXES	23.050.4630	Refunds And Reimbursements
4676	JAMES A BRODD FAMILY TRUST	24.00	1 Transactions		
6073	JANE M LARTER TRUST				
97	87-984-000-0000-6810	14.00	OVERPAYMENT OF TAXES	02.062.0040	Refunds And Reimbursements
98	87-984-000-0000-6810	2.00	OVERPAYMENT OF TAXES	02.062.0050	Refunds And Reimbursements

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6073	JANE M LARTER TRUST		16.00	2 Transactions	
4608	JASKOWIAK/ GERALD & CONNIE				
70	87-984-000-0000-6810	14.00	OVERPAYMENT OF TAXES	05.067.0040	Refunds And Reimbursements
4608	JASKOWIAK/ GERALD & CONNIE	14.00	1 Transactions		
4511	JENSEN/NEIL				
69	87-984-000-0000-6810	90.00	OVERPAYMENT OF TAXES	23.085.0010	Refunds And Reimbursements
4511	JENSEN/NEIL	90.00	1 Transactions		
4551	JOHN W KORNGIEBLE TRUST				
84	87-984-000-0000-6810	6.73	OVERPAYMENT OF TAXES	01.053.0300	Refunds And Reimbursements
4551	JOHN W KORNGIEBLE TRUST	6.73	1 Transactions		
4591	JOHNSON/DERON & SALLY				
71	87-984-000-0000-6810	16.00	OVERPAYMENT OF TAXES	23.423.0030	Refunds And Reimbursements
4591	JOHNSON/DERON & SALLY	16.00	1 Transactions		
4533	JOHNSON/MERRILL & DONNA				
72	87-984-000-0000-6810	34.00	OVERPAYMENT OF TAXES	23.473.0100	Refunds And Reimbursements
4533	JOHNSON/MERRILL & DONNA	34.00	1 Transactions		
4660	KABES/CHAD & ERICA				
73	87-984-000-0000-6810	46.00	OVERPAYMENT OF TAXES	23.428.0260	Refunds And Reimbursements
4660	KABES/CHAD & ERICA	46.00	1 Transactions		
4687	KALENBERG/LINDA & JOHN				
74	87-984-000-0000-6810	8.00	OVERPAYMENT OF TAXES	08.009.0800	Refunds And Reimbursements
75	87-984-000-0000-6810	34.00	OVERPAYMENT OF TAXES	08.016.0300	Refunds And Reimbursements
4687	KALENBERG/LINDA & JOHN	42.00	2 Transactions		
4493	KEATING/JOSEPH				
76	87-984-000-0000-6810	34.00	OVERPAYMENT OF TAXES	21.097.0070	Refunds And Reimbursements
4493	KEATING/JOSEPH	34.00	1 Transactions		
4534	KELLY/DONAVON				
77	87-984-000-0000-6810	22.00	OVERPAYMENT OF TAXES	02.025.0600	Refunds And Reimbursements
4534	KELLY/DONAVON	22.00	1 Transactions		



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4666	KIRKPATRICK/VIVIAN					
79	87-984-000-0000-6810		4.00	OVERPAYMENT OF TAXES	23.159.0030	Refunds And Reimbursements
78	87-984-000-0000-6810		36.00	OVERPAYMENT OF TAXES	23.159.0040	Refunds And Reimbursements
4666	KIRKPATRICK/VIVIAN		40.00	2 Transactions		
4550	KLOSS/THOMAS					
80	87-984-000-0000-6810		28.00	OVERPAYMENT OF TAXES	23.469.0020	Refunds And Reimbursements
4550	KLOSS/THOMAS		28.00	1 Transactions		
4612	KOCH/JAMES & JANET					
81	87-984-000-0000-6810		22.00	OVERPAYMENT OF TAXES	14.018.0275	Refunds And Reimbursements
4612	KOCH/JAMES & JANET		22.00	1 Transactions		
4670	KOCH/JEFFREY					
82	87-984-000-0000-6810		12.00	OVERPAYMENT OF TAXES	21.055.1200	Refunds And Reimbursements
4670	KOCH/JEFFREY		12.00	1 Transactions		
4526	KOEHNEN/JOSHUA					
83	87-984-000-0000-6810		30.00	OVERPAYMENT OF TAXES	23.050.4320	Refunds And Reimbursements
4526	KOEHNEN/JOSHUA		30.00	1 Transactions		
4555	KRAMER/KEVIN & CONNIE					
85	87-984-000-0000-6810		584.00	OVERPAYMENT OF TAXES	04.031.0750	Refunds And Reimbursements
87	87-984-000-0000-6810		4.00	OVERPAYMENT OF TAXES	04.032.0150	Refunds And Reimbursements
86	87-984-000-0000-6810		8.00	OVERPAYMENT OF TAXES	04.032.0300	Refunds And Reimbursements
4555	KRAMER/KEVIN & CONNIE		596.00	3 Transactions		
4601	KRAMER/TIMOHTY & PAMELA					
88	87-984-000-0000-6810		44.00	OVERPAYMENT OF TAXES	23.308.0210	Refunds And Reimbursements
4601	KRAMER/TIMOHTY & PAMELA		44.00	1 Transactions		
957	KRCIL/MARK & MICHELLE					
91	87-984-000-0000-6810		30.00	OVERPAYMENT OF TAXES	06.078.0020	Refunds And Reimbursements
957	KRCIL/MARK & MICHELLE		30.00	1 Transactions		
4539	KREIE/ROBERT & JANET					
89	87-984-000-0000-6810		4.00	OVERPAYMENT OF TAXES	16.050.0590	Refunds And Reimbursements
90	87-984-000-0000-6810		14.00	OVERPAYMENT OF TAXES	16.060.0060	Refunds And Reimbursements

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4539	KREIE/ROBERT & JANET		18.00	2 Transactions	
92	4563 KUEHL/JAMES				
	87-984-000-0000-6810	46.00	OVERPAYMENT OF TAXES	23.378.0040	Refunds And Reimbursements
	4563 KUEHL/JAMES	46.00	1 Transactions		
93	4611 KURTH/DONALD & BETTY				
	87-984-000-0000-6810	20.00	OVERPAYMENT OF TAXES	23.157.0130	Refunds And Reimbursements
	4611 KURTH/DONALD & BETTY	20.00	1 Transactions		
95	5617 LAMBERT/ROGER & CONNIE				
	87-984-000-0000-6810	30.00	OVERPAYMENT OF TAXES	09.015.1700	Refunds And Reimbursements
	5617 LAMBERT/ROGER & CONNIE	30.00	1 Transactions		
94	3781 LAMPRECHT/DORIS & DURWOOD				
	87-984-000-0000-6810	6.00	OVERPAYMENT OF TAXES	16.059.0100	Refunds And Reimbursements
	3781 LAMPRECHT/DORIS & DURWOOD	6.00	1 Transactions		
96	4494 LANGENFELD/RICHARD				
	87-984-000-0000-6810	26.00	OVERPAYMENT OF TAXES	21.096.0030	Refunds And Reimbursements
	4494 LANGENFELD/RICHARD	26.00	1 Transactions		
99	4566 LENNES/RICHARD & SANDRA				
	87-984-000-0000-6810	42.00	OVERPAYMENT OF TAXES	23.428.0440	Refunds And Reimbursements
	4566 LENNES/RICHARD & SANDRA	42.00	1 Transactions		
100	4515 LEWANDOWSKI/MARK				
	87-984-000-0000-6810	34.00	OVERPAYMENT OF TAXES	23.270.0230	Refunds And Reimbursements
	4515 LEWANDOWSKI/MARK	34.00	1 Transactions		
102	4529 LICKFELT/RYAN				
	87-984-000-0000-6810	22.00	OVERPAYMENT OF TAXES	23.394.0050	Refunds And Reimbursements
101		316.00	OVERPAYMENT OF TAXES	23.482.0050	Refunds And Reimbursements
	4529 LICKFELT/RYAN	338.00	2 Transactions		
103	3951 LONCORICH/STEVEN				
	87-984-000-0000-6810	12.00	OVERPAYMENT OF TAXES	03.036.0800	Refunds And Reimbursements
	3951 LONCORICH/STEVEN	12.00	1 Transactions		

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4532	LUDOWESE/MARK				
105	87-984-000-0000-6810	26.00	OVERPAYMENT OF TAXES	23.176.0040	Refunds And Reimbursements
4532	LUDOWESE/MARK	26.00	1 Transactions		
5618	LUDOWESE/MARK & JOYCE				
104	87-984-000-0000-6810	38.00	OVERPAYMENT OF TAXES	09.015.0750	Refunds And Reimbursements
5618	LUDOWESE/MARK & JOYCE	38.00	1 Transactions		
4486	MACKENTHUN/JANET M				
106	87-984-000-0000-6810	46.00	OVERPAYMENT OF TAXES	06.034.0550	Refunds And Reimbursements
4486	MACKENTHUN/JANET M	46.00	1 Transactions		
5927	MAGNUSON /BRUCE & BARBARA				
107	87-984-000-0000-6810	4.05	OVERPAYMENT OF TAXES	04.017.1300	Refunds And Reimbursements
5927	MAGNUSON /BRUCE & BARBARA	4.05	1 Transactions		
4694	MALLAK/CHRISTINE				
108	87-984-000-0000-6810	150.00	OVERPAYMENT OF TAXES	05.010.0750	Refunds And Reimbursements
4694	MALLAK/CHRISTINE	150.00	1 Transactions		
4578	MARGARET J OLSON LIVING TRUST				
120	87-984-000-0000-6810	46.00	OVERPAYMENT OF TAXES	23.382.0120	Refunds And Reimbursements
4578	MARGARET J OLSON LIVING TRUST	46.00	1 Transactions		
4576	MCCORMICK/EILEEN				
109	87-984-000-0000-6810	34.00	OVERPAYMENT OF TAXES	23.193.0100	Refunds And Reimbursements
4576	MCCORMICK/EILEEN	34.00	1 Transactions		
4599	MCKAY/DANIEL & SARAH				
110	87-984-000-0000-6810	24.00	OVERPAYMENT OF TAXES	23.112.1270	Refunds And Reimbursements
4599	MCKAY/DANIEL & SARAH	24.00	1 Transactions		
4536	MCKAY/JAMES				
111	87-984-000-0000-6810	24.00	OVERPAYMENT OF TAXES	23.133.0360	Refunds And Reimbursements
4536	MCKAY/JAMES	24.00	1 Transactions		
4552	MCKIMM/MICHAEL & RENAE				
112	87-984-000-0000-6810	88.00	OVERPAYMENT OF TAXES	23.327.0200	Refunds And Reimbursements

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4552	MCKIMM/MICHAEL & RENAE		88.00	1 Transactions	
4548	MCNAB/JOHN				
113	87-984-000-0000-6810	20.00	OVERPAYMENT OF TAXES	23.106.0160	Refunds And Reimbursements
4548	MCNAB/JOHN	20.00	1 Transactions		
3807	MIELKE/DONALD W				
114	87-984-000-0000-6810	6.00	OVERPAYMENT OF TAXES	02.036.0400	Refunds And Reimbursements
3807	MIELKE/DONALD W	6.00	1 Transactions		
4595	MIKOLICHEK/DEAN & KAREN				
116	87-984-000-0000-6810	7.51	OVERPAYMENT OF TAXES	05.011.1400	Refunds And Reimbursements
115	87-984-000-0000-6810	16.68	OVERPAYMENT OF TAXES	05.012.0600	Refunds And Reimbursements
4595	MIKOLICHEK/DEAN & KAREN	24.19	2 Transactions		
4588	MUELLER/MICHAEL				
117	87-984-000-0000-6810	38.00	OVERPAYMENT OF TAXES	23.270.0140	Refunds And Reimbursements
4588	MUELLER/MICHAEL	38.00	1 Transactions		
3239	NATHE/MICHAEL G & MARIA E				
118	87-984-000-0000-6810	20.00	OVERPAYMENT OF TAXES	21.097.0130	Refunds And Reimbursements
3239	NATHE/MICHAEL G & MARIA E	20.00	1 Transactions		
4641	NELSON/DEETTA				
119	87-984-000-0000-6810	36.00	OVERPAYMENT OF TAXES	23.311.0040	Refunds And Reimbursements
4641	NELSON/DEETTA	36.00	1 Transactions		
4586	PAULSON/CALEB & CAROLINE				
121	87-984-000-0000-6810	10.00	OVERPAYMENT OF TAXES	23.308.0050	Refunds And Reimbursements
4586	PAULSON/CALEB & CAROLINE	10.00	1 Transactions		
4508	PEDERSEN/DAVID				
122	87-984-000-0000-6810	6.00	OVERPAYMENT OF TAXES	03.013.1500	Refunds And Reimbursements
4508	PEDERSEN/DAVID	6.00	1 Transactions		
886	POKORNOWSKI TRUCKING				
123	87-984-000-0000-6810	8.00	OVERPAYMENT OF TAXES	11.056.0010	Refunds And Reimbursements
886	POKORNOWSKI TRUCKING	8.00	1 Transactions		

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4412	POKORNOWSKI/ROGER & KIM				
124	87-984-000-0000-6810		OVERPAYMENT OF TAXES	05.011.0350	Refunds And Reimbursements
125	87-984-000-0000-6810		OVERPAYMENT OF TAXES	05.011.0550	Refunds And Reimbursements
4412	POKORNOWSKI/ROGER & KIM		2 Transactions		
4695	POLLOACK/WILLIAM & TRISHA				
126	87-984-000-0000-6810		OVERPAYMENT OF TAXES	21.111.0030	Refunds And Reimbursements
4695	POLLOACK/WILLIAM & TRISHA		1 Transactions		
4567	POPP/RANDALL & CONNIE				
127	87-984-000-0000-6810		OVERPAYMENT OF TAXES	01.011.0400	Refunds And Reimbursements
4567	POPP/RANDALL & CONNIE		1 Transactions		
4657	PROESCHEL/VICTOR				
128	87-984-000-0000-6810		OVERPAYMENT OF TAXES	25.056.0320	Refunds And Reimbursements
4657	PROESCHEL/VICTOR		1 Transactions		
4605	PURCELL/MARY				
130	87-984-000-0000-6810		OVERPAYMENT OF TAXES	14.001.0650	Refunds And Reimbursements
129	87-984-000-0000-6810		OVERPAYMENT OF TAXES	14.001.0675	Refunds And Reimbursements
4605	PURCELL/MARY		2 Transactions		
5914	R & R EXCAVATING INC				
132	87-984-000-0000-6810		OVERPAYMENT OF TAXES	06.009.1050	Refunds And Reimbursements
131	87-984-000-0000-6810		OVERPAYMENT OF TAXES	09.004.0750	Refunds And Reimbursements
133	87-984-000-0000-6810		OVERPAYMENT OF TAXES	09.020.1000	Refunds And Reimbursements
5914	R & R EXCAVATING INC		3 Transactions		
4495	RACH/KELLY				
134	87-984-000-0000-6810		OVERPAYMENT OF TAXES	15.050.0030	Refunds And Reimbursements
4495	RACH/KELLY		1 Transactions		
4545	RAUENHORST/TIMOTHY				
135	87-984-000-0000-6810		OVERPAYMENT OF TAXES	23.423.0050	Refunds And Reimbursements
4545	RAUENHORST/TIMOTHY		1 Transactions		
4596	REINER/CHARLES				
136	87-984-000-0000-6810		OVERPAYMENT OF TAXES	23.050.3670	Refunds And Reimbursements

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4596	REINER/CHARLES		1 Transactions		
4679	REMUCAL/CHRIS				
137	87-984-000-0000-6810	108.00	OVERPAYMENT OF TAXES	23.418.027	Refunds And Reimbursements
4679	REMUCAL/CHRIS	108.00	1 Transactions		
4541	RETTKE/DOUGLAS				
140	87-984-000-0000-6810	12.00	OVERPAYMENT OF TAXES	08.035.2100	Refunds And Reimbursements
139	87-984-000-0000-6810	15.12	OVERPAYMENT OF TAXES	08.036.0800	Refunds And Reimbursements
141	87-984-000-0000-6810	14.00	OVERPAYMENT OF TAXES	23.050.4770	Refunds And Reimbursements
138	87-984-000-0000-6810	80.00	OVERPAYMENT OF TAXES	23.428.0030	Refunds And Reimbursements
142	87-984-000-0000-6810	6.00	OVERPAYMENT OF TAXES	23.428.0100	Refunds And Reimbursements
4541	RETTKE/DOUGLAS	127.12	5 Transactions		
56000	RICKERT/THEODORE & BECKY				
143	87-984-000-0000-6810	18.00	OVERPAYMENT OF TAXES	13.031.0300	Refunds And Reimbursements
56000	RICKERT/THEODORE & BECKY	18.00	1 Transactions		
4648	ROBINSON/TIMOTHY & PAMELA				
144	87-984-000-0000-6810	46.00	OVERPAYMENT OF TAXES	23.294.0020	Refunds And Reimbursements
4648	ROBINSON/TIMOTHY & PAMELA	46.00	1 Transactions		
1858	ROSTBERG/GRAYDON & SHARON				
145	87-984-000-0000-6810	50.00	OVERPAYMENT OF TAXES	23.376.0060	Refunds And Reimbursements
1858	ROSTBERG/GRAYDON & SHARON	50.00	1 Transactions		
4651	RUNCK/RUSSELL				
146	87-984-000-0000-6810	8.00	OVERPAYMENT OF TAXES	21.998.0230	Refunds And Reimbursements
4651	RUNCK/RUSSELL	8.00	1 Transactions		
4610	RUSCH/JERRY & LUANN				
147	87-984-000-0000-6810	386.00	OVERPAYMENT OF TAXES	23.306.0010	Refunds And Reimbursements
4610	RUSCH/JERRY & LUANN	386.00	1 Transactions		
4522	RUSCH/JUSTIN				
148	87-984-000-0000-6810	25.62	OVERPAYMENT OF TAXES	08.020.1200	Refunds And Reimbursements
4522	RUSCH/JUSTIN	25.62	1 Transactions		
4665	RUTLEDGE/DENNIS				

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
150	87-984-000-0000-6810		OVERPAYMENT OF TAXES	01.050.0120	Refunds And Reimbursements
149	87-984-000-0000-6810		OVERPAYMENT OF TAXES	01.050.0140	Refunds And Reimbursements
4665	RUTLEDGE/DENNIS		2 Transactions		
4619	SCHERPING/DENNIS				
152	87-984-000-0000-6810	10.00	OVERPAYMENT OF TAXES	21.050.0190	Refunds And Reimbursements
151	87-984-000-0000-6810	10.00	OVERPAYMENT OF TAXES	21.055.1190	Refunds And Reimbursements
4619	SCHERPING/DENNIS	20.00	2 Transactions		
4538	SCHERPING/GARY				
154	87-984-000-0000-6810	54.00	OVERPAYMENT OF TAXES	14.008.1400	Refunds And Reimbursements
4538	SCHERPING/GARY	54.00	1 Transactions		
4510	SCHERPING/RODNEY & REBECCA				
155	87-984-000-0000-6810	82.00	OVERPAYMENT OF TAXES	14.002.0375	Refunds And Reimbursements
4510	SCHERPING/RODNEY & REBECCA	82.00	1 Transactions		
4589	SCHERPING/THOMAS & KRISTIN				
156	87-984-000-0000-6810	62.00	OVERPAYMENT OF TAXES	14.001.0375	Refunds And Reimbursements
4589	SCHERPING/THOMAS & KRISTIN	62.00	1 Transactions		
4497	SCHLAGEL/ARTHUR				
159	87-984-000-0000-6810	28.00	OVERPAYMENT OF TAXES	11.002.0850	Refunds And Reimbursements
160	87-984-000-0000-6810	6.00	OVERPAYMENT OF TAXES	21.077.0280	Refunds And Reimbursements
4497	SCHLAGEL/ARTHUR	34.00	2 Transactions		
4674	SCHLAGEL/JAMES				
161	87-984-000-0000-6810	18.00	OVERPAYMENT OF TAXES	23.252.0180	Refunds And Reimbursements
4674	SCHLAGEL/JAMES	18.00	1 Transactions		
5514	SCHMIDT/RICK				
162	87-984-000-0000-6810	24.00	OVERPAYMENT OF TAXES	09.015.1500	Refunds And Reimbursements
5514	SCHMIDT/RICK	24.00	1 Transactions		
1191	SCHMOLL/DARLENE & FREDERICK				
157	87-984-000-0000-6810	30.00	OVERPAYMENT OF TAXES	09.059.0010	Refunds And Reimbursements
158	87-984-000-0000-6810	2.00	OVERPAYMENT OF TAXES	09.059.0020	Refunds And Reimbursements
1191	SCHMOLL/DARLENE & FREDERICK	32.00	2 Transactions		

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4530	SCHOLL/SHARON				
163	87-984-000-0000-6810	66.00	OVERPAYMENT OF TAXES	23.327.0150	Refunds And Reimbursements
4530	SCHOLL/SHARON	66.00	1 Transactions		
4647	SCHROEDER/RANDY & TRACY				
164	87-984-000-0000-6810	68.00	OVERPAYMENT OF TAXES	23.267.0010	Refunds And Reimbursements
4647	SCHROEDER/RANDY & TRACY	68.00	1 Transactions		
4698	SCHUMACI/STEPHEN				
166	87-984-000-0000-6810	108.00	OVERPAYMENT OF TAXES	23.056.1780	Refunds And Reimbursements
4698	SCHUMACI/STEPHEN	108.00	1 Transactions		
5928	SCHWARZE/JEFFREY				
165	87-984-000-0000-6810	2.00	OVERPAYMENT OF TAXES	13.023.0900	Refunds And Reimbursements
5928	SCHWARZE/JEFFREY	2.00	1 Transactions		
4498	SETH/ERICHARD & KATHRYN				
168	87-984-000-0000-6810	4.00	OVERPAYMENT OF TAXES	02.067.0020	Refunds And Reimbursements
169	87-984-000-0000-6810	254.00	OVERPAYMENT OF TAXES	19.080.0560	Refunds And Reimbursements
170	87-984-000-0000-6810	30.00	OVERPAYMENT OF TAXES	19.080.0565	Refunds And Reimbursements
4498	SETH/ERICHARD & KATHRYN	288.00	3 Transactions		
4502	SHAW/KAREN				
171	87-984-000-0000-6810	28.00	OVERPAYMENT OF TAXES	23.451.0065	Refunds And Reimbursements
4502	SHAW/KAREN	28.00	1 Transactions		
4558	SIMMONS/WILLIAM & ANN				
172	87-984-000-0000-6810	26.00	OVERPAYMENT OF TAXES	23.423.0420	Refunds And Reimbursements
4558	SIMMONS/WILLIAM & ANN	26.00	1 Transactions		
4600	SOBIECH/LESLIE & DONALD				
173	87-984-000-0000-6810	18.00	OVERPAYMENT OF TAXES	21.116.0320	Refunds And Reimbursements
4600	SOBIECH/LESLIE & DONALD	18.00	1 Transactions		
4557	SPLICAL/ JOHN & DIANE				
174	87-984-000-0000-6810	32.00	OVERPAYMENT OF TAXES	23.451.0090	Refunds And Reimbursements
4557	SPLICAL/ JOHN & DIANE	32.00	1 Transactions		
4512	STAHL/BARBARA				



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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
175	87-984-000-0000-6810		13.54	OVERPAYMENT OF TAXES	14.016.1050	Refunds And Reimbursements
4512	STAHL/BARBARA		13.54	1 Transactions		
2702	STAMER/JEFFREY					
176	87-984-000-0000-6810		116.00	OVERPAYMENT OF TAXES	23.418.0220	Refunds And Reimbursements
2702	STAMER/JEFFREY		116.00	1 Transactions		
4506	STIBAL/BRIAN					
177	87-984-000-0000-6810		20.00	OVERPAYMENT OF TAXES	11.004.0300	Refunds And Reimbursements
4506	STIBAL/BRIAN		20.00	1 Transactions		
4499	STIRAS/LAWRENCE					
178	87-984-000-0000-6810		36.00	OVERPAYMENT OF TAXES	24.439.0180	Refunds And Reimbursements
4499	STIRAS/LAWRENCE		36.00	1 Transactions		
4638	STRANDELL/JOHN & BARBARA					
179	87-984-000-0000-6810		22.00	OVERPAYMENT OF TAXES	08.101.0010	Refunds And Reimbursements
4638	STRANDELL/JOHN & BARBARA		22.00	1 Transactions		
4573	STRANG/HORACE & JANICE					
180	87-984-000-0000-6810		22.00	OVERPAYMENT OF TAXES	23.309.0230	Refunds And Reimbursements
4573	STRANG/HORACE & JANICE		22.00	1 Transactions		
6345	SWIFT/CELINE & DAVID					
181	87-984-000-0000-6810		4.00	OVERPAYMENT OF TAXES	13.058.0010	Refunds And Reimbursements
6345	SWIFT/CELINE & DAVID		4.00	1 Transactions		
4513	TELECKY/DOUGLAS					
182	87-984-000-0000-6810		12.00	OVERPAYMENT OF TAXES	21.060.0040	Refunds And Reimbursements
4513	TELECKY/DOUGLAS		12.00	1 Transactions		
4677	THIEM/PAMELA					
183	87-984-000-0000-6810		170.00	OVERPAYMENT OF TAXES	23.036.0600	Refunds And Reimbursements
4677	THIEM/PAMELA		170.00	1 Transactions		
4621	THIEMANN/BRANDON & JILLIAN					
184	87-984-000-0000-6810		54.00	OVERPAYMENT OF TAXES	23.270.0220	Refunds And Reimbursements
4621	THIEMANN/BRANDON & JILLIAN		54.00	1 Transactions		

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
4554	THOMAS A BURICH REV TRUST				
20	87-984-000-0000-6810	50.00	OVERPAYMENT OF TAXES	23.271.0010	Refunds And Reimbursements
4554	THOMAS A BURICH REV TRUST	50.00	1 Transactions		
2045	THOMAS L SEITZ TRUST				
167	87-984-000-0000-6810	10.00	OVERPAYMENT OF TAXES	13.029.0500	Refunds And Reimbursements
2045	THOMAS L SEITZ TRUST	10.00	1 Transactions		
4637	TROSEN/PAUL				
186	87-984-000-0000-6810	8.00	OVERPAYMENT OF TAXES	13.022.0300	Refunds And Reimbursements
185	87-984-000-0000-6810	16.00	OVERPAYMENT OF TAXES	23.120.0100	Refunds And Reimbursements
4637	TROSEN/PAUL	24.00	2 Transactions		
4569	TROSKA/DEANNE				
187	87-984-000-0000-6810	10.00	OVERPAYMENT OF TAXES	04.009.1900	Refunds And Reimbursements
4569	TROSKA/DEANNE	10.00	1 Transactions		
4630	VANORT/CAROL				
188	87-984-000-0000-6810	28.00	OVERPAYMENT OF TAXES	23.323.0010	Refunds And Reimbursements
4630	VANORT/CAROL	28.00	1 Transactions		
4668	WAGONER/DOUGLAS & LYNDA				
189	87-984-000-0000-6810	10.00	OVERPAYMENT OF TAXES	04.051.0140	Refunds And Reimbursements
190	87-984-000-0000-6810	4.00	OVERPAYMENT OF TAXES	04.054.0050	Refunds And Reimbursements
4668	WAGONER/DOUGLAS & LYNDA	14.00	2 Transactions		
4643	WENDLAND/CURTIS & JULIE				
191	87-984-000-0000-6810	31.00	OVERPAYMENT OF TAXES	08.027.1000	Refunds And Reimbursements
4643	WENDLAND/CURTIS & JULIE	31.00	1 Transactions		
4518	WENDORFF/ROBERT				
192	87-984-000-0000-6810	32.00	OVERPAYMENT OF TAXES	23.292.0050	Refunds And Reimbursements
4518	WENDORFF/ROBERT	32.00	1 Transactions		
4500	WHITTINGTON/JAMES				
197	87-984-000-0000-6810	30.00	OVERPAYMENT OF TAXES	23.439.0020	Refunds And Reimbursements
4500	WHITTINGTON/JAMES	30.00	1 Transactions		
4680	WIEHR/ROBERT				

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
193	87-984-000-0000-6810	14.10	OVERPAYMENT OF TAXES	23.249.0010	Refunds And Reimbursements
4680	WIEHR/ROBERT	14.10	1 Transactions		
4491	WILKENS/MARK H				
194	87-984-000-0000-6810	62.00	OVERPAYMENT OF TAXES	18.050.0370	Refunds And Reimbursements
4491	WILKENS/MARK H	62.00	1 Transactions		
4597	WILLEMSEN/CHRISTOPHER & JANEL				
195	87-984-000-0000-6810	40.00	OVERPAYMENT OF TAXES	03.067.0010	Refunds And Reimbursements
196	87-984-000-0000-6810	15.85	OVERPAYMENT OF TAXES	23.112.1530	Refunds And Reimbursements
4597	WILLEMSEN/CHRISTOPHER & JANEL	55.85	2 Transactions		
4559	WILLIAM & SUSAN BRICKSEN TRUST				
16	87-984-000-0000-6810	14.00	OVERPAYMENT OF TAXES	04.006.0300	Refunds And Reimbursements
17	87-984-000-0000-6810	4.00	OVERPAYMENT OF TAXES	04.007.0200	Refunds And Reimbursements
4559	WILLIAM & SUSAN BRICKSEN TRUST	18.00	2 Transactions		
4663	YUKEL/DALE & ROBERTA				
198	87-984-000-0000-6810	28.00	OVERPAYMENT OF TAXES	08.078.0010	Refunds And Reimbursements
4663	YUKEL/DALE & ROBERTA	28.00	1 Transactions		
4598	YUREK/MILAN & DEBRA				
199	87-984-000-0000-6810	36.00	OVERPAYMENT OF TAXES	23.423.0160	Refunds And Reimbursements
4598	YUREK/MILAN & DEBRA	36.00	1 Transactions		
3710	ZAJICEK/KEITH				
200	87-984-000-0000-6810	12.00	OVERPAYMENT OF TAXES	11.034.0225	Refunds And Reimbursements
3710	ZAJICEK/KEITH	12.00	1 Transactions		
4613	ZAJICEK/LAURINA				
202	87-984-000-0000-6810	17.24	OVERPAYMENT OF TAXES	11.034.0250	Refunds And Reimbursements
201	87-984-000-0000-6810	1.18	OVERPAYMENT OF TAXES	11.034.0570	Refunds And Reimbursements
4613	ZAJICEK/LAURINA	18.42	2 Transactions		
510	ZIMMERMAN/ALAN & KATHY				
203	87-984-000-0000-6810	26.00	OVERPAYMENT OF TAXES	13.007.1425	Refunds And Reimbursements
510	ZIMMERMAN/ALAN & KATHY	26.00	1 Transactions		
4661	ZIRBES/GLEN				

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
204	87-984-000-0000-6810		124.00	OVERPAYMENT OF TAXES	19.077.0240	Refunds And Reimbursements
4661	ZIRBES/GLEN		124.00	1 Transactions		
4681	ZIVKOVICH/ANN					
205	87-984-000-0000-6810		42.00	OVERPAYMENT OF TAXES	01.031.0900	Refunds And Reimbursements
4681	ZIVKOVICH/ANN		42.00	1 Transactions		
984	DEPT Total:		8,621.12	ADVANCE TAX COLLECTIONS	166 Vendors	205 Transactions
87	Fund Total:		8,621.12	TAX & PENALTY FUND		205 Transactions
	Final Total:		8,621.12	166 Vendors	205 Transactions	

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Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
87	8,621.12	TAX & PENALTY FUND
All Funds	8,621.12	Total

Approved by, .....

.....

.....

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

Explode Dist. Formulas Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

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	No.	Account/Formula	Accr		Amount	Service Dates	Paid On Bhf #	On Behalf of Name
0	DEPT					...		
	4322	RELIANCE STANDARD						
164		01-000-000-0000-2051			5,397.40	DENTAL PREMIUM 04/01/2018 04/30/2018		DENTAL INSURANCE PAYABLE
163		01-000-000-0000-2054			152.40	DENTAL PREMIUM 04/01/2018 04/30/2018		COBRA DENTAL INSURANCE PAYABLE
	4322	RELIANCE STANDARD			5,549.80	2 Transactions		
	4382	RELIANCE STANDARD						
152		01-000-000-0000-2044			476.05	VISION PREMIUM 04/01/2018 04/30/2018		VISION INSURANCE PAYABLE
	4382	RELIANCE STANDARD			476.05	1 Transactions		
0	DEPT Total:				6,025.85	...	2 Vendors	3 Transactions
3	DEPT					COUNTY WIDE		
	4917	CITY OF GLENCOE						
136		01-003-000-0000-6350			75.00	ROOM RENTAL-ASSIST FOR SENIORS		OTHER SERVICES & CHARGES
	4917	CITY OF GLENCOE			75.00	1 Transactions		
	1930	HERALD JOURNAL PUBLISHING INC						
141		01-003-000-0000-6241			32.22	FAIR GROUND PAVILION BIDS	32967	PRINTING AND PUBLISHING
	1930	HERALD JOURNAL PUBLISHING INC			32.22	1 Transactions		
	3645	HUTCHINSON EVENT CENTER						
142		01-003-000-0000-6350			60.00	ROOM RENTAL-SR LINKAGE		OTHER SERVICES & CHARGES
	3645	HUTCHINSON EVENT CENTER			60.00	1 Transactions		
3	DEPT Total:				167.22	COUNTY WIDE	3 Vendors	3 Transactions
5	DEPT					BOARD OF COUNTY COMMISSIONERS		
	1886	BMO						
190		01-005-000-0000-6245			80.00	MN TRANSPORTATION ALLIANCE	1627	DUES AND REGISTRATION FEES
191		01-005-000-0000-6336			840.40	INTERCONTINENTAL ST PAUL	1627	MEALS, LODGING, PARKING & MISCELLAN
192		01-005-000-0000-6336			402.89	INTERCONTINENTAL ST PAUL	1627	MEALS, LODGING, PARKING & MISCELLAN
193		01-005-000-0000-6336			840.40	INTERCONTINENTAL ST PAUL	1627	MEALS, LODGING, PARKING & MISCELLAN
194		01-005-000-0000-6336			384.89	INTERCONTINENTAL ST PAUL	1627	MEALS, LODGING, PARKING & MISCELLAN

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	<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>
	1886 BMO		2,548.58	5 Transactions		
19	4917 CITY OF GLENCOE 01-005-000-0000-6350		540.00	ROOM RENTAL 04/01/2018 06/30/2018		OTHER SERVICES & CHARGES
	4917 CITY OF GLENCOE		540.00	1 Transactions		
145	658 MCLEOD PUBLISHING INC 01-005-000-0000-6241		137.31	MEETING MINUTES		PRINTING AND PUBLISHING
	658 MCLEOD PUBLISHING INC		137.31	1 Transactions		
5	DEPT Total:		3,225.89	BOARD OF COUNTY COMMISSIONERS	3 Vendors	7 Transactions
13	DEPT			COURT ADMINISTRATOR'S		
128	11580 CENTURYLINK 01-013-000-0000-6203		36.54	LONG DISTANCE 03/21/2018 04/20/2018	320439462	COMMUNICATIONS
	11580 CENTURYLINK		36.54	1 Transactions		
13	DEPT Total:		36.54	COURT ADMINISTRATOR'S	1 Vendors	1 Transactions
31	DEPT			COUNTY ADMINISTRATOR'S		
195	1886 BMO 01-031-000-0000-6336		262.00	MN TRANSPORTATION ALLIANCE	1627	MEALS, LODGING, PARKING & MISCELLAN
	1886 BMO		262.00	1 Transactions		
144	658 MCLEOD PUBLISHING INC 01-031-000-0000-6241		685.60	HELP WANTED		PRINTING AND PUBLISHING
	658 MCLEOD PUBLISHING INC		685.60	1 Transactions		
31	DEPT Total:		947.60	COUNTY ADMINISTRATOR'S	2 Vendors	2 Transactions
41	DEPT			COUNTY AUDITOR-TREASURER'S		
21	4622 D & T VENTURES 01-041-000-0000-6350		661.50	APRIL 18 E-TAX INQUIRY SUPPORT	298633	OTHER SERVICES & CHARGES
	4622 D & T VENTURES		661.50	1 Transactions		
	4675 JAGUAR SOFTWARE					



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	<u>Vendor</u>	<u>Name</u>		<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No.</u>	<u>Account/Formula</u>		<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
50		01-041-000-0000-6269			1,350.00	MAINT CONTROL ON SOFTWARE	1804MCL0582	CONTRACTS
						04/10/2018 04/09/2019		
	4675	JAGUAR SOFTWARE			1,350.00	1 Transactions		
41	DEPT Total:				2,011.50	COUNTY AUDITOR-TREASURER'S	2 Vendors	2 Transactions
65	DEPT					INFORMATION TECHNOLOGY		
	4181	ALLSTREAM						
2		01-065-000-0000-6404			54.73	PHONE CORDS	120392269	COMPUTER SUPPLIES
	4181	ALLSTREAM			54.73	1 Transactions		
	5783	DATASPAN INC						
22		01-065-000-0000-6404			1,170.59	HP LT06 TAPES/LABELS	42438386	COMPUTER SUPPLIES
	5783	DATASPAN INC			1,170.59	1 Transactions		
65	DEPT Total:				1,225.32	INFORMATION TECHNOLOGY	2 Vendors	2 Transactions
76	DEPT					CENTRAL SERVICES-COUNTY WIDE		
	4181	ALLSTREAM						
3		01-076-000-0000-6350			390.00	PROGRAMMING CONFERENCE PHONE	120392402	OTHER SERVICES & CHARGES
	4181	ALLSTREAM			390.00	1 Transactions		
	1886	BMO						
268		01-076-000-0000-6402			315.00	JJ OBRIEN	2690	OFFICE SUPPLIES
267		01-076-000-0000-6205			201.00	USPS	9909	POSTAGE AND POSTAL BOX RENTAL
	1886	BMO			516.00	2 Transactions		
	11580	CENTURYLINK						
127		01-076-000-0000-6203			608.47	LONG DISTANCE	320439462	COMMUNICATIONS
						03/21/2018 04/20/2018		
	11580	CENTURYLINK			608.47	1 Transactions		
	1857	METRO SALES INC						
64		01-076-000-0000-6321			40.48	COPIER MAINT MP3054-CS	INV1038368	MAINTENANCE AGREEMENTS
66		01-076-000-0000-6321			246.24	COPIER MAINT MPC3503-ZONING	INV1041706	MAINTENANCE AGREEMENTS
	1857	METRO SALES INC			286.72	2 Transactions		
	5771	NU-TELECOM						

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
82	01-076-000-0000-6203		EXT/PRI/SW B1	82270870	COMMUNICATIONS
		1,554.79	04/01/2018 04/30/2018		
5771	NU-TELECOM	1,554.79	1 Transactions		
3752	STAR GROUP LLC				
111	01-076-000-0000-6338	33.48	WASHER FLUID	988288	MOTOR POOL EXPENSES
3752	STAR GROUP LLC	33.48	1 Transactions		
76	DEPT Total:	3,389.46	CENTRAL SERVICES-COUNTY WIDE	6 Vendors	8 Transactions
91	DEPT		COUNTY ATTORNEY'S		
1886	BMO				
207	01-091-000-0000-6245	250.00	MN COUNTY ATTORNEY ASSOC	1643	DUES AND REGISTRATION FEES
208	01-091-000-0000-6245	40.00	MINNESOTA DISTRICT COURT	1643	DUES AND REGISTRATION FEES
1886	BMO	290.00	2 Transactions		
6009	INNOVATIVE OFFICE SOLUTIONS LLC				
43	01-091-000-0000-6402	149.94	OFFICE SUPPLIES	IN1989259	OFFICE SUPPLIES
6009	INNOVATIVE OFFICE SOLUTIONS LLC	149.94	1 Transactions		
60963	SEVEN COUNTY PROCESS SERVERS LLC				
106	01-091-000-0000-6350	55.00	SVC OF DOC	20180558	OTHER SERVICES & CHARGES
107	01-091-000-0000-6350	55.00	SVC OF DOC	20180609	OTHER SERVICES & CHARGES
108	01-091-000-0000-6350	165.00	SVC OF DOC	20180610	OTHER SERVICES & CHARGES
60963	SEVEN COUNTY PROCESS SERVERS LLC	275.00	3 Transactions		
91	DEPT Total:	714.94	COUNTY ATTORNEY'S	3 Vendors	6 Transactions
103	DEPT		COUNTY ASSESSOR'S		
1886	BMO				
266	01-103-000-0000-6245	900.00	MAAO	9891	DUES AND REGISTRATION FEES
265	01-103-000-0000-6402	29.23	AMAZON	9891	OFFICE SUPPLIES
264	01-103-000-0000-6450	22.86	BEEN VERIFIED	9891	SUBSCRIPTIONS
1886	BMO	952.09	3 Transactions		
103	DEPT Total:	952.09	COUNTY ASSESSOR'S	1 Vendors	3 Transactions
107	DEPT		COUNTY PLANNING AND ZONING		

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
39	1930 HERALD JOURNAL PUBLISHING INC					
	01-107-000-0000-6241		80.55	PUBLICATIONS		PRINTING AND PUBLISHING
	1930 HERALD JOURNAL PUBLISHING INC		80.55	1 Transactions		
46	6009 INNOVATIVE OFFICE SOLUTIONS LLC					
	01-107-000-0000-6402		21.20	OFFICE SUPPLIES	IN1960514	OFFICE SUPPLIES
	6009 INNOVATIVE OFFICE SOLUTIONS LLC		21.20	1 Transactions		
107	DEPT Total:		101.75	COUNTY PLANNING AND ZONING	2 Vendors	2 Transactions
111	DEPT			COURTHOUSE BUILDING		
1	46 AKO ELECTRIC INC					
	01-111-000-0000-6303		276.15	ADD OUTLET/VIDEO CABLING	4413	REPAIR AND MAINTENANCE SERVICES
	46 AKO ELECTRIC INC		276.15	1 Transactions		
175	4917 CITY OF GLENCOE					
	01-111-000-0000-6350		40.00	FENCING PERMIT FOR RECYCLING		OTHER SERVICES & CHARGES
	4917 CITY OF GLENCOE		40.00	1 Transactions		
27	3375 FOSTER MECHANICAL					
	01-111-000-0000-6303		166.00	GARAGE DISPOSAL REPAIR	10852	REPAIR AND MAINTENANCE SERVICES
	3375 FOSTER MECHANICAL		166.00	1 Transactions		
32	5967 GLENCOE FLEET SUPPLY INC					
	01-111-000-0000-6425		8.58	SPRAY PAINT/SCREW BIT	34184	REPAIR AND MAINTENANCE SUPPLIES
33	01-111-000-0000-6425		4.49	LIGHT BULB	34282	REPAIR AND MAINTENANCE SUPPLIES
36	01-111-000-0000-6425		12.99	TROWEL	34448	REPAIR AND MAINTENANCE SUPPLIES
	5967 GLENCOE FLEET SUPPLY INC		26.06	3 Transactions		
38	5385 GOPHER STATE FIRE EQUIPMENT COMP/					
	01-111-000-0000-6303		33.50	ANNUAL FIRE EXTINGUISHER	112574	REPAIR AND MAINTENANCE SERVICES
	5385 GOPHER STATE FIRE EQUIPMENT COMP/		33.50	1 Transactions		
62	1202 MEI TOTAL ELEVATOR SOLUTIONS					
	01-111-000-0000-6303		135.14	ELEVATOR MAINT-CH	745259	REPAIR AND MAINTENANCE SERVICES
	1202 MEI TOTAL ELEVATOR SOLUTIONS		135.14	1 Transactions		
68	4703 MID-AMERICAN RESEARCH CHEMICAL					
	01-111-000-0000-6415		252.54	CLEANING SUPPLIES	631918-IN	CLEANING SUPPLIES

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4703	MID-AMERICAN RESEARCH CHEMICAL		252.54		1 Transactions	
74	4427 NEUBARTH LAWN CARE & LANDSCAPING					
	01-111-000-0000-6303		255.00	SALT-CH	12899	REPAIR AND MAINTENANCE SERVICES
				03/20/2018 03/26/2018		
	4427 NEUBARTH LAWN CARE & LANDSCAPING		255.00		1 Transactions	
111	DEPT Total:		1,184.39	COURTHOUSE BUILDING	8 Vendors	10 Transactions
112	DEPT			NORTH COMPLEX BUILDING		
	5967 GLENCOE FLEET SUPPLY INC					
30	01-112-000-0000-6425		14.45	ELECTRICAL HARDWARE	34164	REPAIR AND MAINTENANCE SUPPLIES
35	01-112-000-0000-6425		33.47	ELECTRICAL HARDWARE	34414	REPAIR AND MAINTENANCE SUPPLIES
	5967 GLENCOE FLEET SUPPLY INC		47.92		2 Transactions	
	869 HILLYARD HUTCHINSON					
40	01-112-000-0000-6415		1,211.37	CLEANING SUPPLIES	602926414	CLEANING SUPPLIES
	869 HILLYARD HUTCHINSON		1,211.37		1 Transactions	
	4427 NEUBARTH LAWN CARE & LANDSCAPING					
72	01-112-000-0000-6303		195.00	SALT-NC	12899	REPAIR AND MAINTENANCE SERVICES
				03/20/2018 03/26/2018		
	4427 NEUBARTH LAWN CARE & LANDSCAPING		195.00		1 Transactions	
	3057 VOSS LIGHTING					
116	01-112-000-0000-6425		96.96	LIGHT BULBS	15316434-00	REPAIR AND MAINTENANCE SUPPLIES
	3057 VOSS LIGHTING		96.96		1 Transactions	
112	DEPT Total:		1,551.25	NORTH COMPLEX BUILDING	4 Vendors	5 Transactions
116	DEPT			HEALTH AND HUMAN SERVICES BUILDING		
	5967 GLENCOE FLEET SUPPLY INC					
29	01-116-000-0000-6425		14.98	TOILET REPAIR PARTS	34003	REPAIR AND MAINTENANCE SUPPLIES
31	01-116-000-0000-6425		27.14	LED HEAD LIGHT	34172	REPAIR AND MAINTENANCE SUPPLIES
34	01-116-000-0000-6425		49.64	ELECTRICAL HARDWARE	34405	REPAIR AND MAINTENANCE SUPPLIES
	5967 GLENCOE FLEET SUPPLY INC		91.76		3 Transactions	
1202	MEI TOTAL ELEVATOR SOLUTIONS					

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
63	01-116-000-0000-6303	148.32	ELEVATOR MAINT-HHS	744858	REPAIR AND MAINTENANCE SERVICES
1202	MEI TOTAL ELEVATOR SOLUTIONS	148.32	1 Transactions		
4427	NEUBARTH LAWN CARE & LANDSCAPING				
73	01-116-000-0000-6303	300.00	SALT-HHS	12899	REPAIR AND MAINTENANCE SERVICES
			03/20/2018 03/26/2018		
4427	NEUBARTH LAWN CARE & LANDSCAPING	300.00	1 Transactions		
50840	OLSEN FIRE INSPECTION INC				
89	01-116-000-0000-6303	350.00	ANNUAL FIRE SPRINKLER-HHS	16968	REPAIR AND MAINTENANCE SERVICES
50840	OLSEN FIRE INSPECTION INC	350.00	1 Transactions		
116	DEPT Total:	890.08	HEALTH AND HUMAN SERVICES BUIL	4 Vendors	6 Transactions
117	DEPT		FAIRGROUNDS		
1886	BMO				
181	01-117-000-0000-6425	443.65	DOUGLAS INDUSTRIES	1700	REPAIR AND MAINTENANCE SUPPLIES
182	01-117-000-0000-6425	59.01	MENARDS	1700	REPAIR AND MAINTENANCE SUPPLIES
1886	BMO	502.66	2 Transactions		
5771	NU-TELECOM				
147	01-117-000-0000-6203	80.14	PHONE	82271073	COMMUNICATIONS
			04/01/2018 04/30/2018		
5771	NU-TELECOM	80.14	1 Transactions		
743	PLUNKETTS PEST CONTROL INC				
91	01-117-000-0000-6303	304.20	GENERAL PEST CONTROL	5888799	REPAIR AND MAINTENANCE SERVICES
743	PLUNKETTS PEST CONTROL INC	304.20	1 Transactions		
117	DEPT Total:	887.00	FAIRGROUNDS	3 Vendors	4 Transactions
143	DEPT		LICENSE BUREAU		
8564	OFFICE DEPOT INC				
86	01-143-000-0000-6402	18.58	ADDING PAPER	118186078001	OFFICE SUPPLIES
87	01-143-000-0000-6402	10.10	PEN REFILLS	118186078001	OFFICE SUPPLIES
88	01-143-000-0000-6402	69.65	TONER 49A	118186078001	OFFICE SUPPLIES
8564	OFFICE DEPOT INC	98.33	3 Transactions		

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<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
143	DEPT Total:		98.33	LICENSE BUREAU	1 Vendors	3 Transactions
201	DEPT			COUNTY SHERIFF'S OFFICE		
	4246 AXON ENTERPRISE INC					
125	01-201-000-0000-6361		1,300.00	TASER CARTRIDGES	SI-1526695	USE OF FORCE TRAINING EXPENSES
	4246 AXON ENTERPRISE INC		1,300.00		1 Transactions	
	1886 BMO					
215	01-201-000-0000-6402		82.81	AMAZON	1585	OFFICE SUPPLIES
219	01-201-000-0000-6402		459.16	AMSTERDAM PRINTING	1585	OFFICE SUPPLIES
220	01-201-000-0000-6402		75.95	AMAZON	1585	OFFICE SUPPLIES
218	01-201-000-0000-6403		481.28	OMG NATIONAL MARKETING	1585	PRINTED PAPER SUPPLIES
211	01-201-000-0000-6457		415.50	WESTERN SPRING	1585	ERU EXPENSES
216	01-201-206-0000-6360		75.00	BCA	1585	TRAINING - PATROL
217	01-201-206-0000-6360		75.00	BCA	1585	TRAINING - PATROL
221	01-201-206-0000-6360		75.00	BCA	1585	TRAINING - PATROL
210	01-201-000-0000-6327		13.83	WALMART	1601	GENERAL AUTO MAINTENANCE
	1886 BMO		1,753.53		9 Transactions	
	11580 CENTURYLINK					
129	01-201-000-0000-6203		78.83	LONG DISTANCE	320439462	COMMUNICATIONS
				03/21/2018 04/20/2018		
	11580 CENTURYLINK		78.83		1 Transactions	
	1953 JOHNSON MCBRIDE FUNERAL					
51	01-201-000-0000-6215		785.00	TRANSPORT OF DECEASED-JP		TRANSPORTATION EXPENSE FOR AUTOSF
				03/21/2018 03/21/2018		
	1953 JOHNSON MCBRIDE FUNERAL		785.00		1 Transactions	
	332 NATIONAL TACTICAL OFFICERS ASSOCI.					
71	01-201-000-0000-6245		150.00	2018 TEAM MEMBERSHIP	28927	DUES AND REGISTRATION FEES
	332 NATIONAL TACTICAL OFFICERS ASSOCI.		150.00		1 Transactions	
	5771 NU-TELECOM					
149	01-201-000-0000-6203		143.68	111-2290 SPEC ACC VOICE	82270706	COMMUNICATIONS
				04/01/2018 04/30/2018		
	5771 NU-TELECOM		143.68		1 Transactions	
	6060 POSITIVE PROMOTIONS INC					

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92	01-201-000-0000-6350		953.21	ACTIVITY BOOKS & PENCILS	05969337	OTHER SERVICES & CHARGES
6060	POSITIVE PROMOTIONS INC		953.21	1 Transactions		
900	STREICHERS INC					
112	01-201-000-0000-6145		744.50	VEST/TRAUMA PLATE	11303759	UNIFORM ALLOWANCE
113	01-201-000-0000-6145		153.49	CARRIER	11307403	UNIFORM ALLOWANCE
900	STREICHERS INC		897.99	2 Transactions		
201	DEPT Total:		6,062.24	COUNTY SHERIFF'S OFFICE	8 Vendors	17 Transactions
251	DEPT			COUNTY JAIL		
1886	BMO					
222	01-251-000-0000-6461		9.95	AMAZON	1528	INMATE SUPPLIES
212	01-251-000-0000-6415		37.17	MENARDS	1585	CLEANING SUPPLIES
1886	BMO		47.12	2 Transactions		
3652	ELITE LOCK & KEY					
23	01-251-000-0000-6303		325.00	LOCK WORK IN JAIL	18002	REPAIR AND MAINTENANCE SERVICES
3652	ELITE LOCK & KEY		325.00	1 Transactions		
4656	FILED TRAINING SOLUTIONS					
26	01-251-000-0000-6360		590.00	FTO BASIC COURSE (COX & DUENOW)	8580	TRAINING
4656	FILED TRAINING SOLUTIONS		590.00	1 Transactions		
52053	GOLDEN TONGUE CONSULTANTS INC					
37	01-251-000-0000-6270		80.00	INTERPRETED-LE LOPEZ-ALVARADO	108597	PROFESSIONAL SERVICES FOR INMATES
				03/23/2018 03/23/2018		
52053	GOLDEN TONGUE CONSULTANTS INC		80.00	1 Transactions		
2140	PHOENIX SUPPLY					
90	01-251-000-0000-6461		212.99	TOOTHBRUSHES/PASTE/LIP BALM	14227	INMATE SUPPLIES
2140	PHOENIX SUPPLY		212.99	1 Transactions		
251	DEPT Total:		1,255.11	COUNTY JAIL	5 Vendors	6 Transactions
281	DEPT			EMERGENCY MANAGEMENT		
1886	BMO					
213	01-281-000-0000-6336		207.34	TREASURE ISLAND RESORT	1585	MEALS, LODGING, PARKING & MISCELLAN

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1886	BMO		207.34	1 Transactions	
6009	INNOVATIVE OFFICE SOLUTIONS LLC				
44	01-281-000-0000-6402	85.79	DISPLAY BAG	IN1981065	OFFICE SUPPLIES
6009	INNOVATIVE OFFICE SOLUTIONS LLC	85.79	1 Transactions		
281	DEPT Total:	293.13	EMERGENCY MANAGEMENT	2 Vendors	2 Transactions
485	DEPT		COUNTY PUBLIC HEALTH NURSING		
1886	BMO				
254	01-485-000-0000-6245	16.62	EVENTBRITE	0730	DUES AND REGISTRATION FEES
257	01-485-000-0000-6245	400.00	EVENTBRITE	0730	DUES AND REGISTRATION FEES
262	01-485-000-0000-6364	25.06	COBORNS	0730	COUNTY EMPLOYEE WELLNESS COMMITT
256	01-485-000-0000-6402	2.20	AMAZON	0730	OFFICE SUPPLIES
258	01-485-000-0000-6402	56.31	STAPLES	0730	OFFICE SUPPLIES
259	01-485-000-0000-6402	115.13	WALMART	0730	OFFICE SUPPLIES
260	01-485-000-0000-6402	15.98	AMAZON	0730	OFFICE SUPPLIES
261	01-485-000-0000-6402	29.99	SHOPKO	0730	OFFICE SUPPLIES
263	01-485-000-0000-6402	48.36	AMAZON	0730	OFFICE SUPPLIES
255	01-485-000-0000-6451	49.02	AMAZON	0730	BOOKS
1886	BMO	758.67	10 Transactions		
11580	CENTURYLINK				
130	01-485-000-0000-6203	67.40	LONG DISTANCE	320439462	COMMUNICATIONS
			03/21/2018 04/20/2018		
11580	CENTURYLINK	67.40	1 Transactions		
4479	FALLON/MIKE				
24	01-485-490-0000-6047	52.64	CHORE SERVICES ID#817101.01		CHORE SERVICES
			02/04/2018 02/28/2018		
25	01-485-490-0000-6047	195.52	CHORE SERVICES ID#817101.01		CHORE SERVICES
			03/01/2018 03/28/2018		
4479	FALLON/MIKE	248.16	2 Transactions		
2862	GLENKNOLL PROPERTIES LLC				
28	01-485-000-0000-6350	436.27	LOT RENT & LIGHT/POWER BILL		OTHER SERVICES & CHARGES
2862	GLENKNOLL PROPERTIES LLC	436.27	1 Transactions		
4347	KUHLMAN/PATTY				



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52	01-485-490-0000-6047	110.64	CHORE SERVICES ID#817101.01	03/01/2018	CHORE SERVICES
	4347 KUHLMAN/PATTY	110.64	03/26/2018 03/26/2018		
			1 Transactions		
54	205 MARCO TECHNOLOGIES LLC	17.31	MONTHLY COST PER PRINT	INV5085148	PRINTED PAPER SUPPLIES
	01-485-000-0000-6403	17.31	03/15/2018 04/14/2018		
	205 MARCO TECHNOLOGIES LLC	17.31	1 Transactions		
104	1523 SANOFI PASTERU INC	26.01-	CREDIT MEMP 909128258		VACCINE
105	01-485-000-0000-6438	17.29-	CREDIT MEMO 909476980		VACCINE
103	01-485-000-0000-6438	142.12	TUBERSOL	909892409	VACCINE
	1523 SANOFI PASTERU INC	98.82	3 Transactions		
110	5772 SOUTH CENTRAL EP CONFERENCE	210.00	15TH ANNUAL REG EP CONF		DUES AND REGISTRATION FEES
	01-485-000-0000-6245	210.00	1 Transactions		
	5772 SOUTH CENTRAL EP CONFERENCE	210.00			
118	5451 WESTERN RESERVE DISTRIBUTING INC	92.28	CARSEAT LEVELERS	339013	OFFICE SUPPLIES
	01-485-000-0000-6402	92.28	1 Transactions		
	5451 WESTERN RESERVE DISTRIBUTING INC	92.28			
122	4378 ZAJIECK/KAREN	221.28	CHORE SERVICE ID #816567.01		CHORE SERVICES
	01-485-490-0000-6047	221.28	03/01/2018 03/30/2018		
123	01-485-490-0000-6047	221.28	CHORE SERVICE ID #816349.01		CHORE SERVICES
			03/01/2018 03/30/2018		
124	01-485-490-0000-6047	110.64	CHORE SERVICE ID #825343.01		CHORE SERVICES
			03/01/2018 03/30/2018		
	4378 ZAJIECK/KAREN	553.20	3 Transactions		
485	DEPT Total:	2,592.75	COUNTY PUBLIC HEALTH NURSING	10 Vendors	24 Transactions
520	DEPT		COUNTY PARK'S		
	1886 BMO				
183	01-520-000-0000-6203	60.94	NORTHLAND CONNECT	1684	COMMUNICATIONS
	1886 BMO	60.94	1 Transactions		

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53	5555 L & P SUPPLY COMPANY INC				
	01-520-000-0000-6612	5,000.00	ZEROTURN LAWN MOWER	189751	CAPITAL - \$100-\$5,000 (INVENTORY)
	5555 L & P SUPPLY COMPANY INC	5,000.00	1 Transactions		
180	5771 NU-TELECOM				
	01-520-000-0000-6203	41.55	PIEPENBURG 587-2082	82270870	COMMUNICATIONS
			04/01/2018 04/30/2018		
	5771 NU-TELECOM	41.55	1 Transactions		
520	DEPT Total:	5,102.49	COUNTY PARK'S	3 Vendors	3 Transactions
603	DEPT		COUNTY EXTENSION		
	1886 BMO				
184	01-603-000-0000-6351	16.00	DOLLAR TREE	1668	AFTER SCHOOL PROGRAM
185	01-603-000-0000-6351	111.65	WALMART	1668	AFTER SCHOOL PROGRAM
186	01-603-000-0000-6351	19.98	MENARDS	1668	AFTER SCHOOL PROGRAM
187	01-603-000-0000-6351	8.28	WALMART	1668	AFTER SCHOOL PROGRAM
188	01-603-000-0000-6351	626.95	ST CLOUD ESCAPE ROOM	1668	AFTER SCHOOL PROGRAM
189	01-603-000-0000-6351	5.15	WALMART	1668	AFTER SCHOOL PROGRAM
	1886 BMO	788.01	6 Transactions		
603	DEPT Total:	788.01	COUNTY EXTENSION	1 Vendors	6 Transactions
615	DEPT		ISTS COMMITTEE		
	1886 BMO				
269	01-615-000-0000-6245	310.00	U OF M LEARNING	3564	DUES AND REGISTRATION FEES
270	01-615-000-0000-6350	430.00	U OF M BOOKSTORES	3564	OTHER SERVICES & CHARGES
	1886 BMO	740.00	2 Transactions		
	6009 INNOVATIVE OFFICE SOLUTIONS LLC				
48	01-615-000-0000-6402	21.22	OFFICE SUPPLIES	IN1960514	OFFICE SUPPLIES
45	01-615-000-0000-6402	37.14	OFFICE SUPPLIES	IN1979490	OFFICE SUPPLIES
	6009 INNOVATIVE OFFICE SOLUTIONS LLC	58.36	2 Transactions		
	278 RADTKE/DUANE				
151	01-615-000-0000-6350	300.00	MARCH 2018 SSTS SVCS		OTHER SERVICES & CHARGES
	278 RADTKE/DUANE	300.00	1 Transactions		

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1 GENERAL REVENUE FUND

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES



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<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
615	DEPT Total:		1,098.36	ISTS COMMITTEE	3 Vendors 5 Transactions
1	Fund Total:		40,601.30	GENERAL REVENUE FUND	130 Transactions

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3 ROAD & BRIDGE FUND

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	<u>Vendor</u>	<u>Name</u>		<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No.</u>	<u>Account/Formula</u>		<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
0	DEPT					...		
	4322	RELIANCE STANDARD						
165		03-000-000-0000-2051			661.32	DENTAL PREMIUM		DENTAL INSURANCE PAYABLE
						04/01/2018	04/30/2018	
	4322	RELIANCE STANDARD			661.32		1 Transactions	
	4382	RELIANCE STANDARD						
153		03-000-000-0000-2044			64.92	VISION PREMIUM		VISION INSURANCE PAYABLE
						04/01/2018	04/30/2018	
	4382	RELIANCE STANDARD			64.92		1 Transactions	
0	DEPT Total:				726.24	...	2 Vendors	2 Transactions
310	DEPT					HIGHWAY MAINTENANCE		
	1886	BMO						
234		03-310-000-0000-6336			251.94	DELTA BY MARRIOTT	9937	MEALS, LODGING, PARKING & MISCELLAN
235		03-310-000-0000-6336			251.94	DELTA BY MARRIOTT	9937	MEALS, LODGING, PARKING & MISCELLAN
236		03-310-000-0000-6336			251.94	DELTA BY MARRIOTT	9937	MEALS, LODGING, PARKING & MISCELLAN
237		03-310-000-0000-6568			109.85	PAYPAL: HI-VIS SAFETY WEAR	9937	SAFETY CODE REGULATIONS
	1886	BMO			865.67		4 Transactions	
	4228	NORTH AMERICAN SAFETY						
76		03-310-000-0000-6145			287.50	UNIFORM SERVICES-TSHIRTS	16180	UNIFORM ALLOWANCE
77		03-310-000-0000-6145			57.50	UNIFORM SERVICES-TSHIRTS	16252	UNIFORM ALLOWANCE
	4228	NORTH AMERICAN SAFETY			345.00		2 Transactions	
310	DEPT Total:				1,210.67	HIGHWAY MAINTENANCE	2 Vendors	6 Transactions
320	DEPT					HIGHWAY CONSTRUCTION		
	1886	BMO						
232		03-320-000-0000-6501			83.19	GILSON	9937	ENGINEERING & SURVEYING SUPPLIES
	1886	BMO			83.19		1 Transactions	
	5537	BOLTON & MENK INC						
14		03-320-000-0000-6265			1,288.80	PRELIM ENG JOB 05016	215478	PROFESSIONAL SERVICES
	5537	BOLTON & MENK INC			1,288.80		1 Transactions	
	211	WEST CENTRAL INDUSTRIES INC						

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3 ROAD & BRIDGE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>		<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
117	03-320-000-0000-6501		266.72	LATH-ENGINEERING SUPPLIES	2508	ENGINEERING & SURVEYING SUPPLIES
211	WEST CENTRAL INDUSTRIES INC		266.72	1 Transactions		
320	DEPT Total:		1,638.71	HIGHWAY CONSTRUCTION	3 Vendors	3 Transactions
330	DEPT			HIGHWAY ADMINISTRATION		
1886	BMO					
233	03-330-000-0000-6245		450.00	U OF M REGISTRATATION	9937	DUES AND REGISTRATION FEES
231	03-330-000-0000-6336		105.96	ARROWWOOD RESORT	9937	MEALS, LODGING, PARKING & MISCELLAN
1886	BMO		555.96	2 Transactions		
4699	BUDGET BLINDS					
15	03-330-000-0000-6612		307.82	WINDOW ROLLER SHADES	59886	CAPITAL - \$100-\$5,000 (INVENTORY)
16	03-330-000-0000-6612		361.42	WINDOW ROLLER SHADES	59886	CAPITAL - \$100-\$5,000 (INVENTORY)
17	03-330-000-0000-6612		307.82	WINDOW ROLLER SHADES	59886	CAPITAL - \$100-\$5,000 (INVENTORY)
4699	BUDGET BLINDS		977.06	3 Transactions		
1857	METRO SALES INC					
65	03-330-000-0000-6321		82.68	COPIER MAINT MPC5503-HWY	INV1038369	MAINTENANCE AGREEMENTS
1857	METRO SALES INC		82.68	1 Transactions		
6263	PRECISE MRM LLC					
93	03-330-000-0000-6321		188.59	FEB DATA FOR GPS UNITS	IN200-1016385	MAINTENANCE AGREEMENTS
6263	PRECISE MRM LLC		188.59	1 Transactions		
330	DEPT Total:		1,804.29	HIGHWAY ADMINISTRATION	4 Vendors	7 Transactions
340	DEPT			HIGHWAY EQUIPMENT MAINTENANCE		
1505	AUTO VALUE					
7	03-340-000-0000-6425		32.97	PARTS	44086219	REPAIR AND MAINTENANCE SUPPLIES
8	03-340-000-0000-6425		11.97-	PARTS	44086220	REPAIR AND MAINTENANCE SUPPLIES
9	03-340-000-0000-6425		190.26	PARTS	44086646	REPAIR AND MAINTENANCE SUPPLIES
4	03-340-000-0000-6590		53.88	MECH SHOP SUPPLIES	44086650	TOOLS & SHOP MATERIALS
5	03-340-000-0000-6590		19.99	BROWNTON SHOP MAINT	44086650	TOOLS & SHOP MATERIALS
10	03-340-000-0000-6425		31.30	PARTS	44086728	REPAIR AND MAINTENANCE SUPPLIES
11	03-340-000-0000-6425		12.45	PARTS	44086758	REPAIR AND MAINTENANCE SUPPLIES
12	03-340-000-0000-6425		28.42	PARTS	44086953	REPAIR AND MAINTENANCE SUPPLIES
6	03-340-000-0000-6590		62.97-	BROWNTON SHOP MAINT	44087088	TOOLS & SHOP MATERIALS

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
13	03-340-000-0000-6425		81.10	PARTS	44087324	REPAIR AND MAINTENANCE SUPPLIES
1505	AUTO VALUE		375.43	10 Transactions		
134	CITY OF HUTCHINSON					
137	03-340-000-0000-6455		1,572.98	UNLEADED FUEL	0000042646	MOTOR FUELS AND LUBRICATION
				03/01/2018 03/31/2018		
138	03-340-000-0000-6455		19.27	MISC FUEL CAN	0000042646	MOTOR FUELS AND LUBRICATION
				03/01/2018 03/31/2018		
139	03-340-000-0000-6567		3,491.00	DIESEL FUEL	0000042646	DIESEL FUEL & TAX
				03/01/2018 03/31/2018		
140	03-340-000-0000-6567		22.60	MISC DIESEL FUEL CAN	0000042646	DIESEL FUEL & TAX
				03/01/2018 03/31/2018		
134	CITY OF HUTCHINSON		5,105.85	4 Transactions		
1326	CULLIGAN WATER CONDITIONING					
20	03-340-000-0000-6257		9.80	BOTTLED WATER RENTAL	173X01988304	SEWER, WATER AND GARBAGE REMOVAL
				04/01/2018 04/30/2018		
1326	CULLIGAN WATER CONDITIONING		9.80	1 Transactions		
4367	HOLT MOTORS INC					
41	03-340-000-0000-6425		129.85	PARTS	27751	REPAIR AND MAINTENANCE SUPPLIES
42	03-340-000-0000-6425		15.95	PARTS	27769	REPAIR AND MAINTENANCE SUPPLIES
4367	HOLT MOTORS INC		145.80	2 Transactions		
1746	NUSS TRUCK & EQUIPMENT					
78	03-340-000-0000-6425		251.99	PARTS	2178184P	REPAIR AND MAINTENANCE SUPPLIES
79	03-340-000-0000-6425		98.54	PARTS	2178310P	REPAIR AND MAINTENANCE SUPPLIES
80	03-340-000-0000-6425		35.62	PARTS	2178368P	REPAIR AND MAINTENANCE SUPPLIES
81	03-340-000-0000-6425		186.87	PARTS	2178464P	REPAIR AND MAINTENANCE SUPPLIES
1746	NUSS TRUCK & EQUIPMENT		573.02	4 Transactions		
1087	O REILLY AUTOMOTIVE INC					
83	03-340-000-0000-6425		59.98	PARTS	1522-469499	REPAIR AND MAINTENANCE SUPPLIES
84	03-340-000-0000-6425		99.08	PARTS	1522-469731	REPAIR AND MAINTENANCE SUPPLIES
85	03-340-000-0000-6590		34.57	PARTS	1522-470306	TOOLS & SHOP MATERIALS
1087	O REILLY AUTOMOTIVE INC		193.63	3 Transactions		
268	QUADE ELECTRIC INC					
94	03-340-000-0000-6425		61.90	LAMP FOR SLATS SHOP	96136	REPAIR AND MAINTENANCE SUPPLIES

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3 ROAD & BRIDGE FUND

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
268	QUADE ELECTRIC INC		61.90		1 Transactions	
7118	RUNNINGS SUPPLY INC					
101	03-340-000-0000-6590		19.11	SLATS SHOP SUPPLIES	4531366	TOOLS & SHOP MATERIALS
7118	RUNNINGS SUPPLY INC		19.11		1 Transactions	
432	SAMS TIRE SERVICE					
102	03-340-000-0000-6425		92.00	PARTS	139072	REPAIR AND MAINTENANCE SUPPLIES
432	SAMS TIRE SERVICE		92.00		1 Transactions	
1083	WEX BANK					
119	03-340-000-0000-6455		495.54	UNLEADED FUEL	53723256	MOTOR FUELS AND LUBRICATION
				03/01/2018 03/31/2018		
121	03-340-000-0000-6455		39.59-	MISC PREV PER REBATE	53723256	MOTOR FUELS AND LUBRICATION
				03/01/2018 03/31/2018		
120	03-340-000-0000-6567		2,242.05	DIESEL FUEL	53723256	DIESEL FUEL & TAX
				03/01/2018 03/31/2018		
1083	WEX BANK		2,698.00		3 Transactions	
340	DEPT Total:		9,274.54	HIGHWAY EQUIPMENT MAINTENANCE	10 Vendors	30 Transactions
3	Fund Total:		14,654.45	ROAD & BRIDGE FUND		48 Transactions

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5 SOLID WASTE FUND

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
391	DEPT			SOLID WASTE TIP FEE		
1886	BMO					
229	05-391-000-0000-6245		170.00	ISW REGS SWPP	2810	DUES AND REGISTRATION FEES
230	05-391-000-0000-6245		250.00	STORMWATER BMP	2810	DUES AND REGISTRATION FEES
1886	BMO		420.00	2 Transactions		
11580	CENTURYLINK					
131	05-391-000-0000-6203		0.82	LONG DISTANCE 03/21/2018 04/20/2018	320439462	COMMUNICATIONS
11580	CENTURYLINK		0.82	1 Transactions		
4427	NEUBARTH LAWN CARE & LANDSCAPING					
75	05-391-000-0000-6303		225.00	SALT-SW 03/20/2018 03/26/2018		REPAIR AND MAINTENANCE SERVICES
4427	NEUBARTH LAWN CARE & LANDSCAPING		225.00	1 Transactions		
4322	RELIANCE STANDARD					
166	05-391-000-0000-2051		76.44	DENTAL PREMIUM 04/01/2018 04/30/2018		DENTAL INSURANCE PAYABLE
4322	RELIANCE STANDARD		76.44	1 Transactions		
4382	RELIANCE STANDARD					
154	05-391-000-0000-2044		5.20	VISION PREMIUM 04/01/2018 04/30/2018		VISION INSURANCE PAYABLE
4382	RELIANCE STANDARD		5.20	1 Transactions		
4718	UHL COMPANY					
114	05-391-000-0000-6303		1,282.00	REPAIR/REPLACE ANANLOG	4713	REPAIR AND MAINTENANCE SERVICES
4718	UHL COMPANY		1,282.00	1 Transactions		
391	DEPT Total:		2,009.46	SOLID WASTE TIP FEE	6 Vendors	7 Transactions
393	DEPT			MATERIALS RECOVERY FACILITY		
11580	CENTURYLINK					
132	05-393-000-0000-6203		6.05	LONG DISTANCE 03/21/2018 04/20/2018	320439462	COMMUNICATIONS
11580	CENTURYLINK		6.05	1 Transactions		
4322	RELIANCE STANDARD					



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5 SOLID WASTE FUND

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Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
167	05-393-000-0000-2051		14.96	DENTAL PREMIUM		DENTAL INSURANCE PAYABLE
				04/01/2018 04/30/2018		
4322	RELIANCE STANDARD		14.96	1 Transactions		
393	DEPT Total:		21.01	MATERIALS RECOVERY FACILITY	2 Vendors	2 Transactions
397	DEPT			HOUSEHOLD HAZARDOUS WASTE		
1886	BMO					
253	05-397-000-0000-6245		650.00	CHMM CORSE	1544	DUES AND REGISTRATION FEES
1886	BMO		650.00	1 Transactions		
11580	CENTURYLINK					
133	05-397-000-0000-6203		0.48	LONG DISTANCE	320439462	COMMUNICATIONS
				03/21/2018 04/20/2018		
11580	CENTURYLINK		0.48	1 Transactions		
4322	RELIANCE STANDARD					
168	05-397-000-0000-2051		37.40	DENTAL PREMIUM		DENTAL INSURANCE PAYABLE
				04/01/2018 04/30/2018		
4322	RELIANCE STANDARD		37.40	1 Transactions		
4382	RELIANCE STANDARD					
155	05-397-000-0000-2044		3.94	VISION PREMIUM		VISION INSURANCE PAYABLE
				04/01/2018 04/30/2018		
4382	RELIANCE STANDARD		3.94	1 Transactions		
397	DEPT Total:		691.82	HOUSEHOLD HAZARDOUS WASTE	4 Vendors	4 Transactions
5	Fund Total:		2,722.29	SOLID WASTE FUND		13 Transactions

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
420	DEPT			INCOME MAINTENANCE		
	1886 BMO					
196	11-420-600-0007-6336		578.84	EMBASSY SUITES	9531	MEALS LODGING & PARKING-FINANCIAL
202	11-420-600-0010-6402		53.42	AMAZON	9531	OFFICE SUPPLIES
206	11-420-600-0010-6402		27.76	AMAZON	9531	OFFICE SUPPLIES
	1886 BMO		660.02	3 Transactions		
	11580 CENTURYLINK					
134	11-420-600-0010-6203		135.70	LONG DISTANCE 03/21/2018 04/20/2018	320439462	COMMUNICATIONS/POSTAGE
	11580 CENTURYLINK		135.70	1 Transactions		
	6009 INNOVATIVE OFFICE SOLUTIONS LLC					
49	11-420-600-0010-6402		52.23	STENO PADS/PENS/TAPE	IN1977228	OFFICE SUPPLIES
	6009 INNOVATIVE OFFICE SOLUTIONS LLC		52.23	1 Transactions		
	205 MARCO TECHNOLOGIES LLC					
60	11-420-600-0010-6402		48.24-	SHARP TONER/ DEVELOPER	CM 346895	OFFICE SUPPLIES
56	11-420-600-0010-6321	AP 4	35.18	MONTHLY PRINT CONTRACT	INV4872444	MAINTNENACE AGREEMENTS
55	11-420-640-0010-6321	AP 4	112.08	MONTHLY PRINT CONTRACT	INV4872444	MAINTENANCE AGREEMENTS
59	11-420-600-0010-6321		21.56	MONTHLY PRINT CONTRACT	INV5097078	MAINTNENACE AGREEMENTS
58	11-420-640-0010-6321		71.12	MONTHLY PRINT CONTRACT	INV5097078	MAINTENANCE AGREEMENTS
	205 MARCO TECHNOLOGIES LLC		191.70	5 Transactions		
	1857 METRO SALES INC					
67	11-420-600-0010-6321		80.53	RICOH MP6503SP IMU HALLWAY	INV1034517	MAINTNENACE AGREEMENTS
	1857 METRO SALES INC		80.53	1 Transactions		
	4322 RELIANCE STANDARD					
169	11-420-000-0000-2051		819.33	DENTAL PREMIUM 04/01/2018 04/30/2018		DENTAL INSURANCE PAYABLE
	4322 RELIANCE STANDARD		819.33	1 Transactions		
	4382 RELIANCE STANDARD					
156	11-420-000-0000-2044		55.05	VISION PREMIUM 04/01/2018 04/30/2018		VISION INSURANCE PAYABLE
	4382 RELIANCE STANDARD		55.05	1 Transactions		

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
420	DEPT Total:		INCOME MAINTENANCE	7 Vendors	13 Transactions
		1,994.56			
430	DEPT		INDIVIDUAL AND FAMILY SOCIAL SERVI		
	1886 BMO				
238	11-430-709-0000-6033	111.40	GLENCOE COOP	0940	MENTAL HLTH PILOT PROJECT-DISCRETI
248	11-430-709-0000-6033	110.00	MARY'S WISH	0940	MENTAL HLTH PILOT PROJECT-DISCRETI
239	11-430-709-0008-6245	16.62	EB 2018 SUICIDE TRAINING	0940	Dues and Registration Fees - MH Unit
240	11-430-709-0008-6245	16.62	EB 2018 SUICIDE TRAINING	0940	Dues and Registration Fees - MH Unit
241	11-430-709-0008-6245	16.62	EB 2018 SUICIDE TRAINING	0940	Dues and Registration Fees - MH Unit
242	11-430-741-4030-6071	16.84	AMAZON	0940	Client Outreach - CSP
243	11-430-741-4030-6071	22.42	CASHWISE CARIBOU	0940	Client Outreach - CSP
244	11-430-741-4030-6071	23.51	CASHWISE	0940	Client Outreach - CSP
245	11-430-741-4030-6071	10.57	WALMART	0940	Client Outreach - CSP
246	11-430-741-4030-6071	12.00	1010 SOUTH 7TH STREET	0940	Client Outreach - CSP
247	11-430-741-4030-6071	5.74	MENARDS	0940	Client Outreach - CSP
249	11-430-741-4030-6071	7.19	FAMILY VIDEO	0940	Client Outreach - CSP
250	11-430-741-4030-6071	17.18	SHOPKO	0940	Client Outreach - CSP
251	11-430-741-4030-6071	15.32	AMAZON	0940	Client Outreach - CSP
252	11-430-741-4030-6071	102.73	TARGET	0940	Client Outreach - CSP
224	11-430-709-0000-6245	33.24	SUICIDE & MN CONF	3758	REGISTRATION EXPENSE - CHILDRENS UN
228	11-430-710-1190-6056	25.00	MN DEPT OF HEALTH	3758	Court Ordered Children/Custody Studies
225	11-430-710-1980-6062	23.71	TARGET	3758	Foster Care Licensing & Resource Develop
226	11-430-710-1980-6062	16.04	TARGET	3758	Foster Care Licensing & Resource Develop
227	11-430-710-1980-6062	56.37	CASHWISE	3758	Foster Care Licensing & Resource Develop
223	11-430-720-2980-6062	70.84	TARGET	3758	Day Care Licensing & Resource Developm
199	11-430-700-0010-6245	16.62	EVENTBRITE	9531	DUES AND REGISTRATION FEES
200	11-430-700-0010-6245	16.62	EVENTBRITE	9531	DUES AND REGISTRATION FEES
201	11-430-700-0010-6245	16.62	EVENTBRITE	9531	DUES AND REGISTRATION FEES
203	11-430-700-0010-6245	80.00	EVENTBRITE	9531	DUES AND REGISTRATION FEES
204	11-430-700-0010-6245	80.00	EVENTBRITE	9531	DUES AND REGISTRATION FEES
205	11-430-700-0010-6245	80.00	EVENTBRITE	9531	DUES AND REGISTRATION FEES
197	11-430-709-0010-6245	16.62	EVENTBRITE	9531	Registration Expense - Adult Unit
198	11-430-709-0010-6245	16.62	EVENTBRITE	9531	Registration Expense - Adult Unit
	1886 BMO	1,053.06		29 Transactions	
11580	CENTURYLINK				
135	11-430-700-0010-6203	316.64	LONG DISTANCE	320439462	COMMUNICATIONS/POSTAGE
			03/21/2018 04/20/2018		

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
11580	CENTURYLINK		316.64	1 Transactions	
49	6009 INNOVATIVE OFFICE SOLUTIONS LLC				
	11-430-700-0010-6402	121.87	STENO PADS/PENS/TAPE	IN1977228	OFFICE SUPPLIES
	6009 INNOVATIVE OFFICE SOLUTIONS LLC	121.87	1 Transactions		
61	205 MARCO TECHNOLOGIES LLC				
	11-430-700-0010-6402	112.56-	SHARP TONER/ DEVELOPER	CM 346895	OFFICE SUPPLIES
57	11-430-700-0010-6321	0.07	MONTHLY PRINT CONTRACT	INV5097078	MAINTENANCE AGREEMENTS
	205 MARCO TECHNOLOGIES LLC	112.49-	2 Transactions		
170	4322 RELIANCE STANDARD				
	11-430-000-0000-2051	2,570.49	DENTAL PREMIUM		DENTAL INSURANCE PAYABLE
			04/01/2018 04/30/2018		
	4322 RELIANCE STANDARD	2,570.49	1 Transactions		
157	4382 RELIANCE STANDARD				
	11-430-000-0000-2044	107.11	VISION PREMIUM		VISION INSURANCE PAYABLE
			04/01/2018 04/30/2018		
	4382 RELIANCE STANDARD	107.11	1 Transactions		
430	DEPT Total:	4,056.68	INDIVIDUAL AND FAMILY SOCIAL SER	6 Vendors	35 Transactions
450	DEPT		TRI STAR		
171	4322 RELIANCE STANDARD				
	11-450-000-0000-2051	412.64	DENTAL PREMIUM		DENTAL INSURANCE PAYABLE
			04/01/2018 04/30/2018		
	4322 RELIANCE STANDARD	412.64	1 Transactions		
158	4382 RELIANCE STANDARD				
	11-450-000-0000-2044	58.64	VISION PREMIUM		VISION INSURANCE PAYABLE
			04/01/2018 04/30/2018		
	4382 RELIANCE STANDARD	58.64	1 Transactions		
450	DEPT Total:	471.28	TRI STAR	2 Vendors	2 Transactions
11	Fund Total:	6,522.52	HUMAN SERVICE FUND		50 Transactions

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



POOL

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20 COUNTY DITCH FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
629	DEPT		COUNTY DITCH #16 REDETERMINED		
	2272 RINGQUIST/RON				
98	20-629-000-0000-6302		REDETERMINATION HOURS 13	03032018	Construction And Repairs
99	20-629-000-0000-6302		REDETERMINATION MILES 175	03032018	Construction And Repairs
100	20-629-000-0000-6302		REDETERMINATION GIS TECH 3.5 H	03032018	Construction And Repairs
	2272 RINGQUIST/RON		3 Transactions		
629	DEPT Total:		1,748.38	COUNTY DITCH #16 REDETERMINED	1 Vendors 3 Transactions
649	DEPT		COUNTY DITCH #40		
	2272 RINGQUIST/RON				
95	20-649-000-0000-6302		REDETERMINATION HOURS 34.5	03032018	Construction And Repairs
96	20-649-000-0000-6302		REDETERMINATION MILES 462	03032018	Construction And Repairs
97	20-649-000-0000-6302		REDETERMINATION GIS TECH 3.5 H	03032018	Construction And Repairs
	2272 RINGQUIST/RON		3 Transactions		
649	DEPT Total:		3,839.79	COUNTY DITCH #40	1 Vendors 3 Transactions
661	DEPT		JOINT DITCH #1 RCMC		
	4770 RENVILLE COUNTY AUDITOR TREASURE				
178	20-661-000-0000-6302 DTG 6		2017 DITCH EXPENSES		Construction And Repairs
	4770 RENVILLE COUNTY AUDITOR TREASURE		1 Transactions		
661	DEPT Total:		453.72	JOINT DITCH #1 RCMC	1 Vendors 1 Transactions
669	DEPT		JUDICIAL DITCH #9 MCLEOD		
	9825 SHORT ELLIOTT HENDRICKSON INC				
109	20-669-000-0000-6302		ENGINEERING WORK JD #9	346642	Construction And Repairs
	9825 SHORT ELLIOTT HENDRICKSON INC		1 Transactions		
669	DEPT Total:		313.60	JUDICIAL DITCH #9 MCLEOD	1 Vendors 1 Transactions
673	DEPT		JOINT DITCH #11 SRMC		
	4770 RENVILLE COUNTY AUDITOR TREASURE				
179	20-673-000-0000-6302 DTG 6		2017 DITCH EXPENSES		Construction And Repairs
	4770 RENVILLE COUNTY AUDITOR TREASURE		1 Transactions		

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



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20 COUNTY DITCH FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
673	DEPT Total:		JOINT DITCH #11 SRMC	1 Vendors	1 Transactions
20	Fund Total:		COUNTY DITCH FUND		9 Transactions
		69.04			
		6,424.53			

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



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21 SWCD FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
696	DEPT			SWCD		
18	5906 CENTURYLINK					
	21-696-000-0000-6203		181.98	SERVICES	314187619	COMMUNICATIONS
				03/18/2018 04/17/2018		
	5906 CENTURYLINK		181.98	1 Transactions		
47	6009 INNOVATIVE OFFICE SOLUTIONS LLC					
	21-696-000-0000-6402		19.18	OFFICE SUPPLIES	IN1960514	OFFICE SUPPLIES
	6009 INNOVATIVE OFFICE SOLUTIONS LLC		19.18	1 Transactions		
143	253 LIGHT & POWER COMMISSION					
	21-696-000-0000-6253		19.12	ELECTRIC	11-829125-00	ELECTRICITY
	253 LIGHT & POWER COMMISSION		19.12	1 Transactions		
159	4382 RELIANCE STANDARD					
	21-696-000-0000-2044		14.52	VISION PREMIUM		VISION INSURANCE PAYABLE
				04/01/2018 04/30/2018		
	4382 RELIANCE STANDARD		14.52	1 Transactions		
696	DEPT Total:		234.80	SWCD	4 Vendors	4 Transactions
697	DEPT			DRAINAGE INSPECTOR		
172	4322 RELIANCE STANDARD					
	21-697-000-0000-2051		37.40	DENTAL PREMIUM		DENTAL INSURANCE PAYABLE
				04/01/2018 04/30/2018		
	4322 RELIANCE STANDARD		37.40	1 Transactions		
697	DEPT Total:		37.40	DRAINAGE INSPECTOR	1 Vendors	1 Transactions
21	Fund Total:		272.20	SWCD FUND		5 Transactions

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



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25 SPECIAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
117	DEPT			FAIRGROUNDS		
	1519 WIDSETH SMITH NOLTING & ASSOCIATE					
174	25-117-000-0000-6610		11,926.25	ENGINEER & ARCHITECT-PAVILION	122983	CAPITAL - OVER \$5,000 (FIXED ASSETS)
	1519 WIDSETH SMITH NOLTING & ASSOCIATE		11,926.25	1 Transactions		
117	DEPT Total:		11,926.25	FAIRGROUNDS	1 Vendors	1 Transactions
205	DEPT			CARRY CONCEAL PERMIT		
	1886 BMO					
214	25-205-000-0000-6350		110.98	AMAZON	1585	Other Services & Charges
	1886 BMO		110.98	1 Transactions		
205	DEPT Total:		110.98	CARRY CONCEAL PERMIT	1 Vendors	1 Transactions
224	DEPT			NEW CANINE ACCOUNT		
	1886 BMO					
209	25-224-000-0000-6360		206.24	COUNTRY INN & SUITES	1601	Training
	1886 BMO		206.24	1 Transactions		
224	DEPT Total:		206.24	NEW CANINE ACCOUNT	1 Vendors	1 Transactions
225	DEPT			MCLEOD COUNTY SHERIFFS POSSE		
	4246 AXON ENTERPRISE INC					
126	25-225-000-0000-6350		1,300.00	TASER CARTRIDGES	SI-1527103	Other Services & Charges
	4246 AXON ENTERPRISE INC		1,300.00	1 Transactions		
225	DEPT Total:		1,300.00	MCLEOD COUNTY SHERIFFS POSSE	1 Vendors	1 Transactions
252	DEPT			JAIL CANTEEN ACCOUNT		
	5771 NU-TELECOM					
150	25-252-000-0000-6460		113.39	CABLE	82269459	Jail Supplies
				04/01/2018 04/30/2018		
	5771 NU-TELECOM		113.39	1 Transactions		
252	DEPT Total:		113.39	JAIL CANTEEN ACCOUNT	1 Vendors	1 Transactions
285	DEPT			E-911 SYSTEM MAINTENANCE - GRANT		



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



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25 SPECIAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
5771	NU-TELECOM					
148	25-285-000-0000-6203		588.30	587-0405 E-911	82271069	Communications - Telephone Equipment
				04/01/2018	04/30/2018	
	5771 NU-TELECOM		588.30	1 Transactions		
285	DEPT Total:		588.30	E-911 SYSTEM MAINTENANCE - GRAM	1 Vendors	1 Transactions
612	DEPT			SHORELAND-GRANT		
4382	RELIANCE STANDARD					
160	25-612-000-0000-2044		0.39	VISION PREMIUM		Vision Insurance Payable
				04/01/2018	04/30/2018	
	4382 RELIANCE STANDARD		0.39	1 Transactions		
612	DEPT Total:		0.39	SHORELAND-GRANT	1 Vendors	1 Transactions
613	DEPT			WATER RESOURCE MANAGEMENT-GRAN		
4382	RELIANCE STANDARD					
161	25-613-000-0000-2044		1.56	VISION PREMIUM		Vision Insurance Payable
				04/01/2018	04/30/2018	
	4382 RELIANCE STANDARD		1.56	1 Transactions		
613	DEPT Total:		1.56	WATER RESOURCE MANAGEMENT-GR	1 Vendors	1 Transactions
807	DEPT			DESIGNATED FOR CAPITAL ASSETS		
4718	UHL COMPANY					
115	25-807-000-0000-6610		1,009.00	RUN WIRING KITCHEN DOOR	4827	Capital - Over \$5,000 (Fixed Assets)
	4718 UHL COMPANY		1,009.00	1 Transactions		
807	DEPT Total:		1,009.00	DESIGNATED FOR CAPITAL ASSETS	1 Vendors	1 Transactions
886	DEPT			COUNTY FEEDLOT PROGRAM		
3692	MACFO					
146	25-886-000-0000-6245		175.00	CONF REG JM		Dues And Registration Fees
	3692 MACFO		175.00	1 Transactions		
	4322 RELIANCE STANDARD					
173	25-886-000-0000-2051		38.22	DENTAL PREMIUM		Dental Insurance Payable
				04/01/2018	04/30/2018	

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



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25 SPECIAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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Vendor	Name		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
4322	RELIANCE STANDARD		38.22		1 Transactions	
4382	RELIANCE STANDARD					
162	25-886-000-0000-2044		3.90	VISION PREMIUM		Vision Insurance Payable
				04/01/2018 04/30/2018		
4382	RELIANCE STANDARD		3.90		1 Transactions	
886	DEPT Total:		217.12	COUNTY FEEDLOT PROGRAM	3 Vendors	3 Transactions
25	Fund Total:		15,473.23	SPECIAL REVENUE FUND		12 Transactions

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



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86 TRUST & AGENCY FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
975	DEPT			DNR CLEARING ACCOUNT		
	509 MINNESOTA DNR					
70	86-975-000-0000-6850		1,023.50	DNR		Collections For Other Agencies
				03/27/2018 04/02/2018		
	509 MINNESOTA DNR		1,023.50	1 Transactions		
975	DEPT Total:		1,023.50	DNR CLEARING ACCOUNT	1 Vendors	1 Transactions
976	DEPT			GAME & FISH CLEARING ACCOUNT		
	509 MINNESOTA DNR					
69	86-976-000-0000-6850		236.00	G & F		Collections For Other Agencies
				03/27/2018 04/02/2018		
	509 MINNESOTA DNR		236.00	1 Transactions		
976	DEPT Total:		236.00	GAME & FISH CLEARING ACCOUNT	1 Vendors	1 Transactions
86	Fund Total:		1,259.50	TRUST & AGENCY FUND		2 Transactions

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



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87 TAX & PENALTY FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
984	DEPT			ADVANCE TAX COLLECTIONS		
	4671 DADALDO LLC					
176	87-984-000-0000-6810		14.00	OVERPAYMENT OF TAXES	23.246.0090	Refunds And Reimbursements
	4671 DADALDO LLC		14.00	1 Transactions		
	4672 FROEMMING/DALE & HELEN					
177	87-984-000-0000-6810		16.00	OVERPAYMENT OF TAXES	08.004.1050	Refunds And Reimbursements
	4672 FROEMMING/DALE & HELEN		16.00	1 Transactions		
984	DEPT Total:		30.00	ADVANCE TAX COLLECTIONS	2 Vendors	2 Transactions
87	Fund Total:		30.00	TAX & PENALTY FUND		2 Transactions
	Final Total:		87,960.02	153 Vendors	271 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	40,601.30	GENERAL REVENUE FUND	
	3	14,654.45	ROAD & BRIDGE FUND	
	5	2,722.29	SOLID WASTE FUND	
	11	6,522.52	HUMAN SERVICE FUND	
	20	6,424.53	COUNTY DITCH FUND	
	21	272.20	SWCD FUND	
	25	15,473.23	SPECIAL REVENUE FUND	
	86	1,259.50	TRUST & AGENCY FUND	
	87	30.00	TAX & PENALTY FUND	
	All Funds	87,960.02	Total	Approved by, .....
				.....
				.....

## **Contract between McLeod County and the Lester Prairie Police Department**

Whereas, the Lester Prairie Police Department wishes to utilize McLeod County's mobile computing to facilitate officers' ability to use mobile computing from their squad cars and

Whereas, support from the McLeod County Information Systems may be necessary from time to time,

It is hereby agreed between the parties:

### **A. Standard Hardware and Software**

1. McLeod County will provide the computer hardware, air cards and software required that the Lester Prairie Police Department will be leasing to be part of the McLeod County Mobile Network. See Amendment A.
2. Lester Prairie Police Department will provide the squad hardware and installation specified by McLeod County that is required to support the mobile computing.
3. Lester Prairie Police Department will be held responsible for hardware repairs not covered under maintenance and/or warranty do to user's negligence or misuse.
4. If any unapproved hardware or software is installed on the laptop that causes conflict with the county applications, the county has the right to remove the program. Charges of \$95 per hour with a minimum of one hour for correcting the problems incurred will apply. If vendor assistance is required to solve the problem, Lester Prairie Police Department will cover the vendor's costs.
5. McLeod County will attempt to have a spare laptop available to loan to Lester Prairie Police Department in the event a laptop is out-of-service or being repaired.

### **B. Training**

1. McLeod County Information Systems will provide training to user for operation of the communications hardware and software in connecting to the county network.
2. McLeod County Sheriff's Office will provide training to a Lester Prairie PD trainer for operation of the mobile programs.

### **C. Technical Support and Services**

1. McLeod County Information Systems will provide support for all approved laptops and devices connected to the county. This involves maintaining the infrastructure for connecting to the county.
2. Network setup and configuration on an approved laptop to allow connection to the county will be completed by the proper county staff and will be fully supported. This includes installation and configuration within the connectivity software.
3. The county will install Symantec AntiVirus Corporate Edition software on all laptops connecting to the county.



4. It is the responsibility of each person operating a mobile laptop with county communications to ensure:
  - a. The Symantec software is enabled and running properly and that the installed software has received the most current virus definition files. McLeod County Information Systems will assist with this process as necessary.
  - b. The Mobile Update tool is run weekly from the Sheriff's Office parking lot.
5. Normal hours of operations for the McLeod County Information Systems are Monday through Friday, 8 a.m. to 4:30 p.m. with allowances for recognized holidays.
6. At the time of the contract, McLeod County Information Systems does not have on-call rotation shifts. If services are needed, every attempt will be made to contact the appropriate personnel. Users should be aware that McLeod County reserves the right to prioritize service calls. Individual device issues will not be addressed after hours.
7. Users from the Lester Prairie Police Department will contact McLeod County Communications for computer services. In the event McLeod County Communications requires aide, they will contact the appropriate personnel.
8. McLeod County will charge a monthly connection fee. This rate is subject to change as vendor dictates. See amendment A.
9. McLeod County Information Systems is not responsible for supporting non-county owned hardware, non-county operated software and will not provide user training for non-county employees beyond what is necessary to establish network connections.

D. Security

1. The Lester Prairie Police Department will keep all user ID's and passwords confidential and will hold McLeod County harmless for any liability incurred as result of improper disclosure of user ID's and/or passwords. Each user is responsible for the physical security of their portable communications equipment.
2. Any breach of security or suspected breach of security on any piece of equipment connected to the county network will be immediately reported to the McLeod County Information Systems or by notifying dispatch who will in turn notify IS.
3. Should there be any situation that occurs where the McLeod County Information Systems staff feels that a breach of security has occurred, staff have the right to immediately make any necessary configuration changes to cease the communications link for the user and/or the communications equipment. McLeod County Information Systems will notify the McLeod County Sheriff or designee and the Lester Prairie Police Chief of any such actions taken.

E. Acceptable Use Policy



1. McLeod County has in place an Acceptable Use Policy for Computer and Network Systems regarding computer, network, electronic mail, and internet access which was last revised and adopted December 27, 2016. A copy of the Acceptable Use Policy for Computer and Network Systems is attached to this agreement and the Lester Prairie Police Department agrees to abide by this policy, especially as it pertains to the user's responsibilities in computer usage, internet usage, and telecommuting. Each user must sign a copy stating they have read and accepted the terms and conditions in the policy.

F. Lester Prairie Police Department Staff/Equipment Changes

1. The Lester Prairie Police Department agrees to notify the McLeod County Sheriff's Office prior to any additions, replacements, and/or user authority changes so that the proper security changes can be made.
2. The Lester Prairie Police Department agrees to notify the McLeod County Sheriff's Office prior to any additions or replacements of equipment so that the support staff can be aware of any potential additional support needed.

G. Terms and Agreements

1. Lester Prairie Police Department agrees to abide by the payment plan found on Amendment B for Lester Prairie's unit.
2. The McLeod County Sheriff's Office reserves the right to modify and/or amend this agreement after a 90 day notification to the Lester Prairie Police Department.
3. In the event Lester Prairie Police Department should decide to terminate this contract, a 90 day advance notice must be given. If the Lester Prairie Police Department terminates this contract, it agrees to reimburse McLeod County for the outstanding balance owed on all hardware and software that was purchased for this project. McLeod County agrees to reimburse the Lester Prairie Police Department the pro-rated amount for any annual charges that had been paid in full.
4. At the end of this contract, the Lester Prairie Police Department may purchase the leased equipment for \$1.

H. Agreement Signatures

1. All mobile computing users of the Lester Prairie Police Department must provide a signed statement signifying their acceptance of this agreement before a user account will be created for them on the system.



I. Length of Contract

1. Contract will go into effect for four years from the date of the McLeod County Board Chair's signature.

Signature: Robert N. Carlson  
Lester Prairie Chief of Police

Date: 3-26-2018

Signature: Ed //  
Lester Prairie Mayor

Date: 4-2-18

Signature: \_\_\_\_\_  
McLeod County Sheriff

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

Signature: \_\_\_\_\_  
McLeod County Board Chair

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

# CONFESSION OF JUDGMENT FOR DELINQUENT REAL ESTATE TAXES

State of Minnesota  
McLeod County

District Court  
1st Judicial District

## TO THE ADMINISTRATOR OF THE DISTRICT COURT OF MCLEOD COUNTY:

I, **Thomas S. & Ruth F. Zanoth**, owner of the following described parcel of real property located in McLeod County, Minnesota, to-wit:

**Parcel ID #** 05.035.1200

**Municipality:**

Hale Township

**Legal Description:**

Section 35 Township 117 Range 028  
1.50 AC of NW 1/4 SW 1/4 NW 1/4

upon which there are delinquent taxes for the taxes payable year <sup>2017</sup>2012 and prior years, as follows:

Year	Taxes	Penalty	Interest*	Cost	Total
2006	1,112.00	111.20	1,377.87	20.00	2,631.42
2007	757.00	105.97	897.69	20.00	1,780.66
2008	1,596.00	223.44	1,686.15	20.00	3,525.59
2009	1,684.00	0.00	1,315.62	13.58	3,013.20
2010	409.89	0.00	80.89	12.12	502.90
2017	615.00	61.50	11.60	20.00	708.10
				<b>Total</b>	<b>\$ 12,161.87</b>

\*Interest Figured Through 02/28/2018

do hereby offer to confess judgment under M.S. 279.37 in the sum of **\$12,161.87** and waive all irregularities in the tax proceedings affecting such taxes and any defense or objections which I may have thereto, and direct judgment to be entered for the amount hereby confessed less the sum of **\$1,216.19** hereby tendered, being one-tenth of the amount of said delinquent taxes, penalties, interest, and costs.

I agree to pay the balance of such judgment in nine equal annual installments, with interest at the rate provided in M.S. 279.03 (**2018 equals 5%**) and payable annually on the installments remaining unpaid. Each annual installment is to be paid on or before December 31 of each year following the year in which this judgment is confessed.

I also agree to pay current taxes on said parcel each year before they become delinquent or within thirty days after final judgment in proceedings to contest such taxes under M.S. 278.01 to 278.13, inclusive.

Date

2-28-18

Owner Signature

Thomas S Zanoth  
Ruth F Zanoth

Address: 19696 Hamlet Ave

Silver Lake, MN 55381

Telephone No.: 320-296-2162

# CONFESSION OF JUDGMENT FOR DELINQUENT REAL ESTATE TAXES

State of Minnesota  
McLeod County

District Court  
1st Judicial District

## TO THE ADMINISTRATOR OF THE DISTRICT COURT OF MCLEOD COUNTY:

I, **Terrence L. & Janet Schlueter**, owner of the following described parcel of real property located in McLeod County, Minnesota, to-wit:

**Parcel ID #** 19.086.0010

**Municipality:** CITY OF SILVER LAKE

**Legal Description:** LOT 1, BLOCK 1  
RUZICKA'S ADD

upon which there are delinquent taxes for the taxes payable year **2017 and prior years**, as follows:

Year	Taxes	Penalty	Interest*	Cost	Total
2017	105.05	0.00	0.90	2.71	108.66
2016	1,812.00	181.20	234.87	20.00	2,248.07
2015	266.00	26.60	67.73	20.00	380.33
2014	278.00	27.80	103.17	20.00	428.97
				<b>Total</b>	<b>\$3,166.03</b>

\*Interest Figured Through **02/28/2018**

do hereby offer to confess judgment under M.S. 279.37 in the sum of **\$3,166.03** and waive all irregularities in the tax proceedings affecting such taxes and any defense or objections which I may have thereto, and direct judgment to be entered for the amount hereby confessed less the sum of **\$316.60** hereby tendered, being **one-tenth** of the amount of said delinquent taxes, penalties, interest, and costs.

I agree to pay the balance of such judgment in nine equal annual installments, with interest at the rate provided in M.S. 279.03 (**2018 equals 5%**) and payable annually on the installments remaining unpaid. Each annual installment is to be paid on or before December 31 of each year following the year in which this judgment is confessed.

I also agree to pay current taxes on said parcel each year before they become delinquent or within thirty days after final judgment in proceedings to contest such taxes under M.S. 278.01 to 278.13, inclusive.

2/26/18  
Date

Janet L Schlueter  
Owner Signature

Address: PO BOX 134

SILVER LAKE MN 55381-0134

Telephone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

# CONFESSION OF JUDGMENT FOR DELINQUENT REAL ESTATE TAXES

State of Minnesota  
McLeod County

District Court  
1st Judicial District

## TO THE ADMINISTRATOR OF THE DISTRICT COURT OF MCLEOD COUNTY:

I, **Terrence L. & Janet Schlueter**, owner of the following described parcel of real property located in McLeod County, Minnesota, to-wit:

**Parcel ID #** 19.086.0020

**Municipality:** CITY OF SILVER LAKE

**Legal Description:** LOT 2, BLOCK 1  
RUZICKA'S ADD

upon which there are delinquent taxes for the taxes payable year **2016 and prior years**, as follows:

Year	Taxes	Penalty	Interest*	Cost	Total
2016	270.00	27.00	36.98	20.00	353.98
2015	1,456.00	145.60	351.35	20.00	1,972.95
2014	1,518.00	151.80	535.10	20.00	2,224.90
				<b>Total</b>	<b>\$4,551.83</b>


\*Interest Figured Through **02/28/2018**

do hereby offer to confess judgment under M.S. 279.37 in the sum of **\$4,551.83** and waive all irregularities in the tax proceedings affecting such taxes and any defense or objections which I may have thereto, and direct judgment to be entered for the amount hereby confessed less the sum of **\$455.18** hereby tendered, being **one-tenth** of the amount of said delinquent taxes, penalties, interest, and costs.

I agree to pay the balance of such judgment in nine equal annual installments, with interest at the rate provided in M.S. 279.03 (**2018 equals 5%**) and payable annually on the installments remaining unpaid. Each annual installment is to be paid on or before December 31 of each year following the year in which this judgment is confessed.

I also agree to pay current taxes on said parcel each year before they become delinquent or within thirty days after final judgment in proceedings to contest such taxes under M.S. 278.01 to 278.13, inclusive.

2/26/18  
Date

  
Owner Signature

Address: PO BOX 134  
SILVER LAKE MN 55381-0134

Telephone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

The United States Department of Labor, Division of Occupational Safety and Health Administration and the Minnesota Department of Labor, Division of Occupational Safety and Health Administration require employers to have documented proof of employee training and written procedures for certain specific standards. **The attached addendum and training schedule clarifies written and training requirements.**

**The required standards that apply to McLeod County General Services are listed below:**

**A.W.A.I.R.**

**MN Statute 182.653**

*"An employer covered by this section must establish a written Work-place Accident & Injury program that promotes safe & healthful working conditions".*

**EMERGENCY ACTION PLAN**

**29 CFR 1910.35 THRU .38**

*"The emergency action plan shall be in writing and shall cover the designated actions employers & employees must take to insure employee safety from fire & other emergencies".*

**CONTROL OF HAZARDOUS ENERGY**

**29 CFR 1910.147 &**

**MN Statute 5207.0600**

*"Procedures shall be developed, documented & utilized for the control of potentially hazardous energy when employees are engaged in the activities covered by this section".*

**HAZARD COMMUNICATIONS**

**29 CFR 1910.1200 &**

**MN Statute 5206.0100 thru 5206.1200**

*"Evaluating the potential hazards of chemicals, and communicating information concerning hazards and appropriate protective measures to employees may include, but is not limited to, provision for: development & maintaining a written hazard communication program for the work-place..."*

**RECORDING AND REPORTING OCCUPATIONAL INJURIES AND ILLNESSES 29 CFR 1904**

*"Each employer shall maintain in each establishment a log and summary of all occupational injuries and illnesses for that establishment....."*

**CONFINED SPACE**

**29 CFR 1910.146**

*If the employer decides that its employees will enter permit spaces, the employer shall develop and implement a written permit space program.....*

**RESPIRATORY PROTECTION**

**29 CFR 1910.134**

*Written standard operating procedures governing the selection and use of respirators shall be established.*

**OCCUPATIONAL NOISE EXPOSURE**

**29 CFR 1910.95**

*The employer shall institute a training program for all employees who are exposed to noise at or above an 8-hour time weighted average of 85 decibels, and shall ensure employee participation in such a program.*

**BLOODBORNE PATHOGENS**

**29 CFR 1910.1030**

*Each employer having an employee(s) with occupational exposure as defined by paragraph (b) of this section shall establish a written Exposure Control Plan designed to eliminate or minimize employee exposure.*

**POWERED INDUSTRIAL TRUCKS**

**29 CFR 1910.178**

*"Only trained and authorized operators shall be permitted to operate a powered industrial truck. Methods shall be devised to train operators in the safe operation of Powered Industrial Trucks".*

## **GENERAL DUTY CLAUSE**

### **PL91-596**

*"Hazardous conditions or practices not covered in an O.S.H.A. Standard may be covered under section 5(a)(1) of the act, which states: Each employer shall furnish to each of {their} employees employment and a place of employment which is free from recognized hazards that are causing or are likely to cause death or serious physical harm to {their} employees."*

## **PERSONAL PROTECTIVE EQUIPMENT**

### **1926.95 a)**

*"Application." Protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.*

## **OVERHEAD CRANES**

### **1910.179(j)(3)**

*Periodic inspection. Complete inspections of the crane shall be performed at intervals as generally defined in paragraph (j)(1)(ii)(b) of this section, depending upon its activity.....*

## **ERGONOMICS**

### **29 CFR PART 1910.900 THRU 1910.944**

*"Training required for each employee and their supervisors must address signs and symptoms of MSD's, MSD hazards and controls used to address MSD hazards."*

## **MOBILE EARTHMOVING EQUIPMENT**

### **MN RULES 5207.1000**

*Mobile earth-moving equipment operators and all other employees working on the ground exposed to mobile earth-moving equipment shall be trained in the safe work procedures pertaining to mobile earth-moving equipment and in the recognition of unsafe or hazardous conditions.*

In the interest of Quality Safety Management, it may be recommended that written procedures and documented employee training also be provided for the following Subparts. (Subparts represent multiple standards)

### **1910 Subparts**

- Subpart D - Walking - Working Surfaces
- Subpart E - Means of Egress
- Subpart F - Powered Platforms, Man-lifts, and Vehicle-Mounted Work Platforms
- Subpart G - Occupational Health and Environmental Control
- Subpart H - Hazardous Materials
- Subpart I - Personal Protective Equipment
- Subpart J - General Environmental Controls
- Subpart K - Medical and First Aid
- Subpart L - Fire Protection
- Subpart M - Compressed Gas and Compressed Air Equipment
- Subpart N - Materials Handling and Storage
- Subpart O - Machinery and Machine Guarding
- Subpart P - Hand and Portable Powered Tools and Other Hand-Held Equipment.
- Subpart Q - Welding, Cutting, and Brazing.
- Subpart S - Electrical
- Subpart Z - Toxic and Hazardous Substances

### **1926 Subparts**

- Subpart C - General Safety and Health Provisions
- Subpart D - Occupational Health and Environmental Controls
- Subpart E - Personal Protective and Life Saving Equipment
- Subpart F - Fire Protection and Prevention
- Subpart G - Signs, Signals, and Barricades
- Subpart H - Materials Handling, Storage, Use, and Disposal
- Subpart I - Tools - Hand and Power
- Subpart J - Welding and Cutting
- Subpart K - Electrical
- Subpart L - Scaffolds
- Subpart M - Fall Protection
- Subpart N - Cranes, Derricks, Hoists, Elevators, and Conveyors
- Subpart O - Motor Vehicles, Mechanized Equipment, and Marine Operations
- Subpart P - Excavations
- Subpart V - Power Transmission and Distribution
- Subpart W - Rollover Protective Structures; Overhead Protection
- Subpart X - Stairways and Ladders
- Subpart Z - Toxic and Hazardous Substances
- Applicable MN OSHA 5205 Rules
- Applicable MN OSHA 5207 Rules
- Applicable MN OSHA 5206 Rules (Employee Right to Know)

All training on the programs written by SafeAssure Consultants, Inc. will meet or exceed State and/or Federal OSHA requirements.

These programs/policies and procedures listed on the addendum **do not** include the cost of hardware such as labels, signs, etc. and will be the responsibility of McLeod County General Services to obtain as required to comply with OSHA standards.

Our contract year will begin on the signing of this proposal/contract. Classroom training will be accomplished at a time convenient to most employees/management and so selected as to disrupt the workday as little as possible.

**All documents and classroom training produced by SafeAssure Consultants for McLeod County General Services are for the sole and express use by McLeod County General Services and its employees and not to be shared, copied, recorded, filmed or used by any division, department, subsidiary, or parent organization or any entity whatsoever, without prior written approval of SafeAssure Consultants.**

**It is always the practice of SafeAssure Consultants to make modifications and/or additions to your program when necessary to comply with changing OSHA standards/statutes. These changes or additions, when made during a contract year, will be made at no additional cost to McLeod County General Services.**

**All written programs/services that are produced by SafeAssure Consultants, Inc. are **guaranteed** to meet the requirements set forth by MNOSHA/OSHA. SafeAssure Consultants, Inc. will reimburse McLeod County General Services should MNOSHA/OSHA assess a fine for a deficient or inadequate written program that was produced by SafeAssure Consultants, Inc. SafeAssure Consultants, Inc. does not take responsibility for financial loss due to MNOSHA/OSHA fines that are unrelated to written programs mentioned above.**



**ADDENDUM**  
**SAFETY PROGRAM RECOMMENDATIONS**  
**McLeod County General Services**

**Written Programs & Training**

**A.W.A.I.R. (A Workplace Accident and Injury Reduction Act)**

- review/modify or write site specific program
- documented training of all personnel
- accident investigation
- simulated OSHA inspection

**Employee Right to Know/Hazard Communication**

- review/modify or write site specific program
- documented training of all personnel (general and specific training)
- various labeling requirements
- assist with installing and initiating DAMARCO Solutions, LLC, MSDS and data base program

**Lock Out/Tag Out (Control of Hazardous Energy)**

- review/modify or write site specific program
- documented training of all personnel

**Emergency Action Plan**

- review/modify or write site specific program
- documented training of all personnel

**Respiratory Protection**

- review/modify or write site specific program
- documented training of all personnel

**Bloodborne Pathogens**

- review/modify or write site specific program
- documented training of all personnel

**Cranes-Chains-Slings**

- review/modify or write site specific program
- documented training of all personnel (inspections)

**Hearing Conservation (Occupational Noise Exposure)**

- review/modify or write site specific program
- documented training of all personnel
- decibel testing and documentation

**Personal Protective Equipment**

- review/modify or write site specific program
- documented training of all personnel

**Confined Space**

- review/modify or write site specific program
- documented training of all personal

### **Powered Industrial Trucks/Forklifts**

- review/modify or write site specific program
- documented training of all personnel
- testing and licensing

### **Ergonomics**

- review/modify or write site specific program
- documented training of all personnel
  - job hazards-recognition
  - control steps
  - reporting
  - management leadership requirements
  - employee participation requirements

### **Mobile Earthmoving Equipment**

- review/modify or write site specific program
- documented training of all personal

### **General Safety Requirements**

- review/modify or write site specific program
- documented training of all personnel

### **The "SafeAssure Advantage"**

- On-Line training available for AWAIR, EAP, ERTK, ERGO, Bloodborne
- Safety Committee Advisor
- Employee Safety Progress Analysis
- SafeAssure "Client Discount Card" from Fastenal Stores or Catalogs (15% off any item)
- Job Hazard Analysis (JHA for more hazardous tasks/jobs)
- Training manual maintenance
- Safety manual maintenance
- Documented decibel testing
- Documented air quality readings-(CO2 testing in shops with 5 or more vehicle capacity)
- Documented foot-candle readings (if needed)
- OSHA recordkeeping
- General Duty Clause
- Assistance during an actual OSHA inspection
- General safety recommendations
- "ALERT" data base
- Unlimited consulting services

# Contract/ Agreement

THIS AGREEMENT is made this first day of May, 2018, between McLeod County General Services, Glencoe, Minnesota, herein referred to as McLeod County General Services and SafeAssure Consultants, Inc. 200 S.W. Fourth Street, Willmar, Minnesota, herein referred to as SafeAssure.

SafeAssure agrees to abide by all applicable federal and state laws including, but not limited to, OSHA regulations and local/state/national building codes. Additionally, SafeAssure will practice all reasonable and appropriate safety and loss control practices.

SafeAssure agrees to provide, at the time of execution of this contract/agreement, McLeod County General Services (upon request) with a current Certificate of Insurance with proper coverage lines and a **minimum** of **\$2,000,000.00** in insurance limits of general liability and statutory for workers' compensation insurance. SafeAssure is insured by "The Hartford" insurance companies.

SafeAssure further agrees that McLeod County General Services will not be held liable for any claims, injuries, or damages of whatever nature due to negligence, alleged negligence, acts or omissions of SafeAssure to third parties. SafeAssure expressly forever releases and discharges McLeod County General Services, its agents, members, officers, employees, heirs and assigns from any such claims, injuries, or damages. SafeAssure will also agree to defend, indemnify and hold harmless McLeod County General Services, its agents, members and heirs from any and all claims, injuries, or damages of whatever nature pursuant to the provisions of this agreement.

SafeAssure and its employees is an independent contractor of McLeod County General Services, and nothing in this agreement shall be considered to create the relationship of an employer/employee.

**In consideration** of this signed agreement/contract, for the period of **Twelve Months** from the signing month, SafeAssure Consultants, Inc. agrees to provide McLeod County General Services, the aforementioned features and services. These features and services include but are not limited to OSHA compliance recommendations and consultations, providing scheduled classroom-training sessions, writing and maintaining mandatory OSHA programs. These features and services will be prepared to meet the specific needs of McLeod County General Services.

**ANNUAL     \$3,825.65**

IN TESTIMONY WHEREOF, we agree to the day and year first above written and, if representing an organization or similar entity, further certify the undersigned are a duly authorized agent of said entity and authorized to sign on behalf of identified entity.

**TWELVE MONTH CONTRACT**



X \_\_\_\_\_  
**McLeod County General Services**

X \_\_\_\_\_  
**McLeod County General Services**

X  \_\_\_\_\_ **040318**  
**SafeAssure Consultants, Inc.**

The United States Department of Labor, Division of Occupational Safety and Health Administration and the Minnesota Department of Labor, Division of Occupational Safety and Health Administration require employers to have documented proof of employee training and written procedures for certain specific standards. **The attached addendum and training schedule clarifies written and training requirements.**

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Applicable MN OSHA 5207 Rules

Applicable MN OSHA 5206 Rules (Employee Right to Know)

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Federal OSHA requirements.

These programs/policies and procedures listed on the addendum **do not** include the cost of hardware such as labels, signs, etc. and will be the responsibility of McLeod County Highway Dept. to obtain as required to comply with OSHA standards.

Our contract year will begin on the signing of this proposal/contract. Classroom training will be accomplished at a time convenient to most employees/management and so selected as to disrupt the workday as little as possible.

**All documents and classroom training produced by SafeAssure Consultants for McLeod County Highway Dept. are for the sole and express use by McLeod County Highway Dept. and its employees and not to be shared, copied, recorded, filmed or used by any division, department, subsidiary, or parent organization or any entity whatsoever, without prior written approval of SafeAssure Consultants.**

**It is always the practice of SafeAssure Consultants to make modifications and/or additions to your program when necessary to comply with changing OSHA standards/statutes. These changes or additions, when made during a contract year, will be made at no additional cost to McLeod County Highway Dept..**

**All written programs/services that are produced by SafeAssure Consultants, Inc. are **guaranteed** to meet the requirements set forth by MNOSHA/OSHA. SafeAssure Consultants, Inc. will reimburse McLeod County Highway Dept. should MNOSHA/OSHA assess a fine for a deficient or inadequate written program that was produced by SafeAssure Consultants, Inc. SafeAssure Consultants, Inc. does not take responsibility for financial loss due to MNOSHA/OSHA fines that are unrelated to written programs mentioned above.**

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- Job Hazard Analysis (JHA for more hazardous tasks/jobs)
- Training manual maintenance
- Safety manual maintenance
- Documented decibel testing
- Documented air quality readings-(CO2 testing in shops with 5 or more vehicle capacity)
- Documented foot-candle readings (if needed)
- OSHA recordkeeping
- General Duty Clause
- Assistance during an actual OSHA inspection
- General safety recommendations
- “ALERT” data base
- Unlimited consulting services

# Contract/ Agreement

THIS AGREEMENT is made this first day of May, 2018 between McLeod County Highway Dept., Hutchinson, Minnesota, herein referred to as McLeod County Highway Dept. and SafeAssure Consultants, Inc. 200 S.W. Fourth Street, Willmar, Minnesota, herein referred to as SafeAssure.

SafeAssure agrees to abide by all applicable federal and state laws including, but not limited to, OSHA regulations and local/state/national building codes. Additionally, SafeAssure will practice all reasonable and appropriate safety and loss control practices.

SafeAssure agrees to provide, at the time of execution of this contract/agreement, McLeod County Highway Dept. (upon request) with a current Certificate of Insurance with proper coverage lines and a **minimum of \$2,000,000.00** in insurance limits of general liability and statutory for workers' compensation insurance. SafeAssure is insured by "The Hartford" insurance companies.


SafeAssure further agrees that McLeod County Highway Dept. will not be held liable for any claims, injuries, or damages of whatever nature due to negligence, alleged negligence, acts or omissions of SafeAssure to third parties. SafeAssure expressly forever releases and discharges McLeod County Highway Dept., its agents, members, officers, employees, heirs and assigns from any such claims, injuries, or damages. SafeAssure will also agree to defend, indemnify and hold harmless McLeod County Highway Dept., its agents, members and heirs from any and all claims, injuries, or damages of whatever nature pursuant to the provisions of this agreement.

SafeAssure and its employees is an independent contractor of McLeod County Highway Dept., and nothing in this agreement shall be considered to create the relationship of an employer/employee.

**In consideration** of this signed agreement/contract, for the period of **Twelve Months** from the signing month, SafeAssure Consultants, Inc. agrees to provide McLeod County Highway Dept., the aforementioned features and services. These features and services include but are not limited to OSHA compliance recommendations and consultations, providing scheduled classroom-training sessions, writing and maintaining mandatory OSHA programs. These features and services will be prepared to meet the specific needs of McLeod County Highway Dept.

ANNUAL CONTRACT	\$ 5,512.98
MSDS ON-LINE SERVICES	\$ included
<b>ANNUAL</b>	<b>\$5,512.98</b>

IN TESTIMONY WHEREOF, we agree to the day and year first above written and, if representing an organization or similar entity, further certify the undersigned are a duly authorized agent of said entity and authorized to sign on behalf of identified entity.

<b>TWELVE MONTH CONTRACT</b> 	X _____ <b>McLeod County Highway Dept.</b>
	X _____ <b>McLeod County Highway Dept.</b>

X  \_\_\_\_\_ **040318**  
**SafeAssure Consultants, Inc.**



## RoweMap™ END USER LICENSE AGREEMENT

This end user license agreement (this "Agreement") is made effective January 1, 2017, (the "Effective Date") by and between GIS Workshop, LLC, a Delaware limited liability company ("GIS Workshop"), and McLeod County, MN 0735-002 ("Client").

**IMPORTANT – READ CAREFULLY!** THIS IS A LEGAL AGREEMENT BETWEEN CLIENT, THE PERSON OR BUSINESS PURCHASING THIS PRODUCT ("CLIENT"), AND GIS WORKSHOP, LLC ("GISW"). BY OPENING THIS DOCUMENT CLIENT ARE AGREEING TO BE BOUND BY THE TERMS OF THIS AGREEMENT. IF CLIENT DO NOT AGREE TO THESE TERMS CLIENT MAY RETURN THIS UNSIGNED DOCUMENT TO GISW WITHIN TWENTY (20) DAYS OF PURCHASE FOR A FULL REFUND.

1. Copyright Protection. The RoweMap software and all accompanying documentation and materials (the "Software" and "Materials") are protected by copyright laws and international copyright treaties, as well as other intellectual property laws and treaties. The Software and Materials are licensed, not sold. All rights not specifically granted in this Agreement are reserved to GISW and its licensor(s).

2. Grant of License. GISW grants Client a personal, non-exclusive, nontransferable or sublicenseable license to use and install the Software, in executable code only, on the number of computer workstations ("Seats") set forth in the Statement of Work supplied by GISW. This license includes the right to use the Software to create maps or similar documents ("Maps"), to copy the Maps and provide the Maps to third parties. However, all right, title and interest in and to any Maps created by Client, as well as all intellectual property rights embodied therein or related thereto, and all improvements, derivative works, enhancements, modifications and changes made thereto shall belong exclusively to GISW; provided, however, that GISW hereby grants to Client a limited, non-exclusive license to use the Maps as authorized hereunder. This license also includes the right to make up to the same number of copies of the Materials as the number of Seats licensed under the Statement of Work, and to make a single copy of the Software for archival or back-up purposes only.

3. Limitations.

- a. Client may not reverse engineer, decompile, disassemble, or otherwise alter the Software, except and only to the extent such activity is expressly permitted by applicable law notwithstanding this limitation.
- b. Client may install the Software on one

additional computer for the purpose of monitoring the use of the primary Software user, and to produce reports and maps.

- c. Client may not install the Software on a central computer server or any other device allowing access by multiple individual computer workstations.
- d. Client may not transfer, sublicense, assign, time-share, lend or lease, or rent the Software or Materials, or otherwise allow any third party to access or use the Software or Materials. Client agrees to use reasonable efforts to protect the Software and Materials from unauthorized use, reproduction, distribution or publication.
- e. Client may not remove any proprietary notices, labels, or marks from the Software or any Materials. If Client copies any Materials as permitted by this Agreement, Client must include all proprietary notices, including copyright and trademark notices.

4. Limited Warranty and Remedy. GISW warrants that for a period of ninety (90) days from the date of sale of the Software to Client, the media on which the Software is furnished will, under normal use, be free from defects in materials and workmanship. GISW's entire liability and Client's exclusive remedy under this warranty (which is subject to Client returning the Software to GISW within ninety (90) days from the date of sale) will be, at GISW's option, to replace the media or to refund the purchase price and terminate this Agreement.

5. NO OTHER WARRANTIES. EXCEPT FOR THE EXPRESS LIMITED WARRANTIES ABOVE, GISW MAKES, AND CLIENT RECEIVE, NO OTHER WARRANTIES OR CONDITIONS, EXPRESS,



IMPLIED, STATUTORY, OR OTHERWISE, AND GISW SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTIES OF MERCHANTABILITY, NONINFRINGEMENT AND FITNESS FOR A PARTICULAR PURPOSE. GISW DOES NOT WARRANT THAT THE PRODUCT WILL MEET CLIENT'S REQUIREMENTS OR THAT THE OPERATION OF THE PRODUCT WILL BE UNINTERRUPTED OR ERROR FREE. SOME STATES DO NOT ALLOW THE EXCLUSION OF IMPLIED WARRANTIES SO THAT THE ABOVE EXCLUSIONS MAY NOT APPLY TO CLIENT. THIS WARRANTY GIVES CLIENT SPECIFIC LEGAL RIGHTS. CLIENT MAY ALSO HAVE OTHER RIGHTS WHICH VARY FROM STATE TO STATE.

6. DATA SPECIFIC DISCLAIMER. IN ADDITION TO THE FOREGOING DISCLAIMER, CLIENT ACKNOWLEDGE AND AGREE THAT ALTHOUGH THE DATA CONTAINED IN THE SOFTWARE HAS BEEN OBTAINED FROM SOURCES BELIEVED TO BE RELIABLE, THE ACCURACY AND COMPLETENESS OF SUCH DATA IS NOT GUARANTEED. DATA MAY CONTAIN NONCONFORMITIES, DEFECTS, ERRORS, OR OMISSIONS. GISW AND ITS LICENSORS MAKE NO WARRANTY WITH RESPECT TO ANY DATA. CLIENT SHOULD ALWAYS VERIFY ACTUAL DATA, INCLUDING BUT NOT LIMITED TO MAP, SPATIAL, RASTER, AND TABULAR INFORMATION.

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8. Indemnification. Client agree to indemnify, defend and hold harmless GISW and its affiliates and its and their respective officers, directors, employees, agents, successors and assigns from and against any and all

losses, damages, liabilities, deficiencies, claims, actions, judgments, settlements, interest, awards, penalties, fines, costs, or expenses of whatever kind, including reasonable attorneys' fees, arising from or relating to Client's use or misuse of the Software or Materials, or Client's breach of this Agreement.

9. Confidentiality. During the term of this Agreement, GISW may provide Client with certain confidential and proprietary information (the "Confidential Information"). Client acknowledges that the Confidential Information constitutes valuable trade secrets and proprietary information. Confidential Information includes, without limitation, the licenses, source code and documentation for the Software and Materials, the terms of this Agreement and all information relating to GISW's operations, services, products, research or development. Confidential Information shall not include information that (a) is publicly known at the time of its disclosure; (b) is lawfully received by Client from a third party not under an obligation of confidentiality to GISW, or (c) is published or otherwise made known to the public by GISW. Client will not use the Confidential Information except as expressly permitted by this Agreement. Client will not disclose, or permit to be disclosed, any Confidential Information, directly or indirectly, to any third party without GISW's prior written consent, which consent may be granted or withheld in GISW's sole and absolute discretion, except as required by a governmental agency, a court or administrative subpoena, an order or other legal process or requirement of law. Client agrees to use not less than commercially reasonable efforts to protect the Confidential Information from unauthorized use and disclosure. In the event Client know or should reasonably know that any third party has gained unauthorized access to Confidential Information, Client shall immediately notify GISW in writing of the full particulars of such access or disclosure and cooperate to regain possession of the Confidential Information and prevent its further unauthorized access, disclosure or use. In the event of actual or threatened breach of the above provisions, GISW may have no adequate remedy at law and will, in addition to recovering damages, be entitled to immediate injunctive and other equitable relief.

10. Termination. This Agreement is effective until terminated. Client may terminate this Agreement at any time by deinstalling and destroying all copies of the Software and Materials. Unauthorized copying, use, or distribution of the Software or Materials or otherwise failing to comply with the terms and conditions of this Agreement will result in automatic termination of this Agreement and will make available to GISW other legal remedies. Upon termination of this Agreement, the license granted herein terminates and Client must immediately destroy and deinstall the Software and Materials, and provide a signed, written, certification to GISW of such destruction and deinstallation satisfactory to GISW in its sole discretion.



11. Export / Compliance with Laws. Client agree to comply fully with all relevant export laws and regulations of the United States ("Export Laws") to assure that neither the Software and Materials, nor any part thereof, are (a) exported, directly or indirectly, in violation of Export Laws, or (b) are intended to be used for any purposes prohibited by Export Laws.

12. Government Entities. Client's rights in the Software and Materials are strictly limited to rights specifically granted in this Agreement. In the event any court, arbitrator, or board holds that the U.S. Government has greater rights to any portion of the Software or Materials, such rights shall extend only to the portion(s) affected and use, duplication, or disclosure by the U.S. Government and is subject to restrictions as provided in DFARS §227.7202-1(a) and §227.7202-3(a) (1995), DFARS §252.227-7013(c)(1)(ii) (OCT 1988), FAR §12.212(a) (1995), FAR §52.227-19 (June 1987), or FAR §52.227-14 (ALT III) (June 1987), as applicable.

13. Taxes. Any and all sales, use and other taxes or duties of any kind, other than corporate income taxes payable by GISW based on or due as a result of any amounts paid to GISW under this Agreement and Statement of Work shall be paid by Client.

14. Verification. At GISW's written request, Client shall provide GISW with a signed statement verifying that the Software and Materials are being used pursuant to the provisions of this Agreement, and listing the number of Seats on which the Software is installed. GISW may, at its sole cost and expense, audit, or retain a third party to audit, Client's use of the Software and Materials. GISW shall provide Client with at least ten (10) business day advance notice of an audit. Any such audit shall be conducted during regular business hours at Client's facilities and shall not unreasonably interfere with Client's business activities. If an audit reveals that Client have underpaid fees and/or charges to GISW, Client shall be invoiced for such underpaid fees based on the then current prices in effect at the time the audit is completed. If the underpaid fees exceed 5% of the fees paid, then Client shall also pay GISW's reasonable costs of conducting the audit.

15. "Statement of Work" or "SOW" or "Maintenance and Support Services Agreement" shall mean any and all documents substantially in the form of Exhibit A, to include any addendums, signed by the parties, that sets forth the particular Services to be rendered and Deliverables to be developed by GIS Workshop, the schedule for the delivery of the Services and Deliverables, the respective obligations of the parties and other relevant information pertaining to the performance of Services and development of Deliverables by GIS Workshop.

16. Miscellaneous. This is the entire Agreement between the parties relating to the subject matter hereof and no waiver or modification of the Agreement shall be valid unless signed by each party. The waiver

of a breach of any term hereof shall in no way be construed as a waiver of any other term or breach hereof. If any provision of this Agreement shall be held by a court of competent jurisdiction to be contrary to law, the remaining provisions of this Agreement shall remain in full force and effect. GISW may assign this Agreement. Client may not assign this Agreement. This Agreement is governed by the laws of the State of Nebraska without reference to conflict of laws principles. All disputes arising out of this Agreement shall be subject to the exclusive jurisdiction of the state and federal courts located in Lancaster County, Nebraska, and the parties agree and submit to the personal and exclusive jurisdiction and venue of these courts. If Client desire to contact GISW, write to: GIS Workshop, LLC, 4949 NW 1<sup>st</sup> Street, Suite 1, Lincoln, Nebraska 68521. The following Paragraphs shall survive termination of this Agreement: 1, 5-10, 12-15, and this Paragraph 16.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement (McLeod County, MN 0735-002) as of the date first above written.

**GIS Workshop, LLC**

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

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

Name: Janelle Heuton

Its: Chief Operating Officer

Date: 01/01/18

Address: 4949 NW 1<sup>st</sup>, Ste. 1, Lincoln, NE 68521

**Licensee:**

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

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

Its: \_\_\_\_\_

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

Address: \_\_\_\_\_





**EXHIBIT A**  
**MAINTENANCE AND SUPPORT SERVICES AGREEMENT**  
**McLeod County, MN GISW Client Number: 0735-002**

This MAINTENANCE AND SUPPORT SERVICES AGREEMENT, entered into on the Support Commencement Date (as set forth below in "Section 3. Term") is by and between GIS Workshop, LLC ("GISW") and the McLeod County, MN 0735-002 ("CLIENT").

**1. Governing Provisions.**

- (a) This contract is pursuant to and governed by that certain SimpleSigns and RoweMap End User License Agreements 0735-002 (the "EULA") dated January 1, 2018, by and between GISW and CLIENT. This Exhibit sets forth the scope of the Services and Deliverables, responsibilities for all parties, and fees. Any capitalized terms used, but not defined herein shall have the meaning ascribed to it in the EULA.
- (b) This Contract may be terminated with respect to any Service or Deliverable by mutual agreement of the parties. Client shall pay GIS Workshop for all Services performed and Deliverables delivered up to and including the date of termination. Client will also be subject to an early termination fee which shall consist of the following: fifty percent (50%) of the annual subscription fees due for the remainder of the term. These post-termination obligations shall survive the termination of this Contract, to the extent applicable.

**2. Obligation of CLIENT.** CLIENT will provide documents, data, information and access to CLIENT servers as necessary for GISW to carry out its maintenance and support obligations to CLIENT.

**3. Maintenance and Support Services Deliverables.** Subject to the governing provisions set forth above, GISW shall provide the following GISW desktop software support services and maintenance:

- **GISW support services:**
  - Technical support via telephone, online, or email
- **GISW desktop software maintenance:**
  - GISW SimpleSigns & RoweMap

**4. Term.** This Support Agreement will commence on the Support Commencement Date: January 1, 2018 and continue in full force and effect, unless earlier terminated pursuant to the terms and conditions herein, for a period of one (1) year.

**5. Fees & Payment.** Customer will pay to GISW the fee of \$400 for the services/licensing described above for the Term described above. Payment is due upon receipt of invoice.

**Agreed to and Accepted by :**

**Client Contact Information:**

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

Address: \_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

CLIENT authorized signature: \_\_\_\_\_

CLIENT authorized name (print): \_\_\_\_\_

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

**GIS Workshop, LLC**

**Contact Information:**

Ms. Janelle Heuton  
4949 NW 1<sup>st</sup> Street Suite 1  
Lincoln, NE 68521  
TEL: 402-436-2150  
FAX: 402-436-2152  
EMAIL: Jbartels@gisworkshop.com

GISW authorized signature:   
GISW authorized name (print): Janelle Heuton

1/1/18

Job # 0735-002



## SimpleSigns™ END USER LICENSE AGREEMENT

This end user license agreement (this "Agreement") is made effective January 1, 2018, (the "Effective Date") by and between GIS Workshop, LLC, a Delaware limited liability company ("GIS Workshop"), and McLeod County, MN 0735-002 ("Client").

**IMPORTANT – READ CAREFULLY!** THIS IS A LEGAL AGREEMENT BETWEEN CLIENT, THE PERSON OR BUSINESS PURCHASING THIS PRODUCT ("CLIENT"), AND GIS WORKSHOP, LLC ("GISW"). BY OPENING THIS DOCUMENT CLIENT ARE AGREEING TO BE BOUND BY THE TERMS OF THIS AGREEMENT. IF CLIENT DO NOT AGREE TO THESE TERMS CLIENT MAY RETURN THIS UNSIGNED DOCUMENT TO GISW WITHIN TWENTY (20) DAYS OF PURCHASE FOR A FULL REFUND.

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2. Grant of License. GISW grants Client a personal, non-exclusive, nontransferable or sublicenseable license to use and install the Software, in executable code only, on the number of computer workstations ("Seats") set forth in the Statement of Work supplied by GISW. This license includes the right to use the Software to create maps or similar documents ("Maps"), to copy the Maps and provide the Maps to third parties. However, all right, title and interest in and to any Maps created by Client, as well as all intellectual property rights embodied therein or related thereto, and all improvements, derivative works, enhancements, modifications and changes made thereto shall belong exclusively to GISW; provided, however, that GISW hereby grants to Client a limited, non-exclusive license to use the Maps as authorized hereunder. This license also includes the right to make up to the same number of copies of the Materials as the number of Seats licensed under the Statement of Work, and to make a single copy of the Software for archival or back-up purposes only.

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access by multiple individual computer workstations.

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CLIENT'S REQUIREMENTS OR THAT THE OPERATION OF THE PRODUCT WILL BE UNINTERRUPTED OR ERROR FREE. SOME STATES DO NOT ALLOW THE EXCLUSION OF IMPLIED WARRANTIES SO THAT THE ABOVE

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IN WITNESS WHEREOF, the parties hereto have executed this Agreement (McLeod County, MN 0735-002) as of the date first above written.

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

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

Name: Janelle Heuton

Its: Chief Operating Officer

Date: 1/1/18

Address: 4949 NW 1<sup>st</sup>, Ste. 1, Lincoln, NE 68521

**Licensee:**

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

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

Its: \_\_\_\_\_

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

Address: \_\_\_\_\_



# Proclamation

## Mental Health Month 2018 "Fitness #4Mind4Body"

**WHEREAS**, mental health is essential to everyone's overall health and well-being; and

**WHEREAS**, all Americans experience times of difficulty and stress in their lives; and

**WHEREAS**, prevention is an effective way to reduce the burden of mental health conditions; and

**WHEREAS**, there is a strong research that diet, exercise, sleep, and stress management can help all Americans protect their health and well-being; and

**WHEREAS**, mental health conditions are real and prevalent in our nation; and

**WHEREAS**, with effective treatment, those individuals with mental health conditions can recover and lead full, productive lives; and

**WHEREAS**, each business, school, government agency, healthcare provider, organization, and citizen shares the burden of mental health problems and has a responsibility to promote mental wellness and support prevention efforts.

**THEREFORE**, I, Joe Nagel, Chairman of the McLeod County Board of Commissioners do hereby proclaim May 2018 as Mental Health Month in McLEOD COUNTY. As the Board of Commissioners Chairperson, I also call upon the citizens, government agencies, public and private institutions, businesses, and schools in McLeod County to recommit our community to increasing awareness and understanding of mental health, the steps our citizens can take to protect their mental health, and the need for appropriate and accessible services for all people with mental health conditions before Stage Four.

---

Signature, Date

Seal





PARTNERING FOR HEALTH AND HOPE  
FOLLOWING TRAUMA

**MAY 10, 2018**

## NATIONAL CHILDREN'S MENTAL HEALTH AWARENESS DAY 2018

### PROCLAMATION

**WHEREAS** addressing the complex mental health needs of children, youth, and families today is fundamental to the future of McLeod County;

**WHEREAS** the need for comprehensive, coordinated mental health services for children, youth, young adults, and families places upon our community a critical responsibility;

**WHEREAS** it is appropriate that a day should be set apart each year for the direction of our thoughts toward our children's mental health and well-being;

**WHEREAS** PACT for Families Collaborative, through its unique approach to serving children, youth, young adults, and young adults with mental health or substance use disorders, is effectively caring for the mental health needs of children, youth, young adults, and their families in our community;

**NOW, THEREFORE**, I, Joe Nagel, Chairperson of the McLeod County Board of Commissioners, do hereby proclaim May 10, 2018, to be **McLeod County Children's Mental Health Awareness Day** and urge our citizens and all agencies and organizations interested in meeting every child's mental health needs to unite on that day in the observance of such exercises as will acquaint the people of our community with the fundamental necessity of a year-round program for children, youth, and young adults with mental health or substance use disorders and their families.

\_\_\_\_\_  
Signature, Date

\_\_\_\_\_  
Seal

**MCLEOD COUNTY BOARD  
AGENDA REQUEST**

Board meeting date: <u>4/17/2018</u>	Originating department: <u>Planning &amp; Zoning</u>
Consent or regular agenda: <u>Consent</u>	Preferred agenda time: _____
Amount of time needed: _____	Funding source (if applicable): _____
Contact person for more info: <u>Marc Telecky</u>	Are funds in Dept. budget: _____
Representative (present at the meeting to discuss): <u>Marc Telecky, X-1213</u>	

---

**MOTION REQUESTED:**

Kerry Krueger requests approval of Conditional Use Permit 18-02 to construct a pole shed (accessory structure) on property more than 660 feet from his primary residence, to be used for maintenance and as a warming area when selling Christmas trees. This parcel does not have a dwelling and is operating as a tree farm. The legal description is: 40.00 AC - SW ¼ NW ¼ of Section 27 in Acoma Township.

---

**JUSTIFICATION FOR MOTION:**

The Acoma Township Board unanimously recommended approval on March 8, 2018. The Planning Advisory Committee unanimously recommended approval on March 28, 2018.

[Type text]

## McLeod County Planning Commission

**To:** McLeod County Planning Commission

**Prepared By:** Marc Telecky

**Application:** CUP 18-02

**Date:** March 16, 2018 – **Meeting Date:** March 28, 2018

### GENERAL INFORMATION

**Brief Description:** Kerry Krueger is requesting a conditional use permit to construct a pole shed (accessory building) on property more than 660 feet from his primary residence. This parcel does not have a dwelling and is operating as a tree farm.

**Applicant/Owner:** Kerry Krueger  
1733 Charleston Lane  
Waconia, MN 55387  
**P.L.D# 01.027.0300**

**Requested Action:** To construct an accessory building (ag structure) more than 660 from the applicants existing site or farmstead for a farm related business.

**Lot Size:** 40 acres SW  $\frac{1}{4}$  NW  $\frac{1}{4}$  Section 27 Acoma Township

**Existing Zoning:** "A" Agriculture

**Location:** SW  $\frac{1}{4}$  NW  $\frac{1}{4}$  Section 27 Acoma Twp.

**Existing Land Use:** Tree Farm, tillable acres

**Adjacent Land Use  
And Zoning:** "A" Agricultural

**Zoning History:** NA

**Applicable Ordinance** McLeod County Zoning Ordinance Section 7, Subd 3,  
Subp. 9 & 26

### SPECIAL INFORMATION



**Public Utilities:** McLeod Cooperative Power

**Public Services:** NA

**Transportation:** Vale Ave.

**Physical Characteristics:** 15 acres of the 40 acre parcel is being used for the tree farm operation. The remainder of the parcel is tillable acres used for crop production. The two uses are separated by a drainage ditch.



**Analysis:**

The applicant is requesting to construct an accessory building to use as a base for the tree farm operation. This building would store equipment and be utilized during the harvest of the trees.

**Recommendations:**

Staff does not have concerns with this request. If approved the board may wish to apply a condition related to the amount of outdoor storage allowed if any.

Cc: Kerry Krueger- applicant



# 01.027.0300 Map



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

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





**MCLEOD COUNTY BOARD  
AGENDA REQUEST**

Board meeting date:	<u>4/17/2018</u>	Originating department:	<u>Planning &amp; Zoning</u>
Consent or regular agenda:	<u>Consent</u>	Preferred agenda time:	_____
Amount of time needed:	_____	Funding source (if applicable):	_____
Contact person for more info:	<u>Marc Telecky</u>	Are funds in Dept. budget:	_____
Representative (present at the meeting to discuss):	<u>Marc Telecky, X-1213</u>		

---

**MOTION REQUESTED:**

Robert & Joanne Keilen request approval of Conditional Use Permit 18-03 to construct an accessory building in a front yard area on platted property for the purpose of garage and cold storage. This property is described as follows: Lots 1 & 2 North High Subdivision of Section 7 in Hutchinson Township.

---

**JUSTIFICATION FOR MOTION:**

The Board of Hutchinson Township recommended approval on March 13, 2018. The Planning Advisory Committee recommended approval on March 28, 2018.

## McLeod County Planning Commission

**To:** McLeod County Planning Commission

**Prepared By:** Marc Telecky

**Application:** CUP 18-03

**Date:** March 16, 2018 – **Meeting Date:** March 28, 2018

### GENERAL INFORMATION

**Brief Description:** Robert & Joanne Keilen are requesting to construct an accessory building in a front yard on platted property.

**Applicant/Owner:** Robert & Joanne Keilen  
18417 234<sup>th</sup> Cir.  
Hutchinson, MN 55350  
**P.I.D# 08.061.0090**

**Requested Action:** To construct an accessory building in a required front yard on platted property.

**Lot Size:** Lots 1 & 2 North High Subdivision

**Existing Zoning:** "R-1" Rural Residential

**Location:** NW 1/4 SE 1/4 Section 7 Hutchinson Twp

**Existing Land Use:** Rural Residential building site in a platted subdivision

**Adjacent Land Use  
And Zoning:** "A" Agricultural, "R-1" Rural Residential

**Zoning History:** NA

**Applicable Ordinance** McLeod County Zoning Ordinance Section 16, Subd 13,  
Subp. 3

### SPECIAL INFORMATION

**Public Utilities:** McLeod Cooperative Power

**Public Services:** SSTS, Well

**Transportation:** 234<sup>th</sup> St. (Township Road)

**Physical Characteristics:** The applicant's property abuts road on three sides, thus limiting the area of construction without the need for a conditional use permit. The grade change from the south side of the property to the north line is 5' in 375' of length. This lot is flat and does not appear to create any issues with drainage for the neighboring property owners. The Keilen's driveway is established on the north side of the property and the proposed location of this accessory building is reasonable.



**Analysis:**

The applicant is requesting to construct an accessory building for the purpose of cold storage. The applicants have personal items that they are storing/wintering off-site and they would like to keep these items on their property for various reasons.

**Recommendations:**

Staff does not have concerns with this request.

Cc: Robert & Joanne Keilen- applicant



# 08.061.0090 Keilen



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





**MCLEOD COUNTY BOARD  
AGENDA REQUEST**

Board meeting date: <u>4/17/2018</u>	Originating department: <u>Planning &amp; Zoning</u>
Consent or regular agenda: <u>Consent</u>	Preferred agenda time: _____
Amount of time needed: _____	Funding source (if applicable): _____
Contact person for more info: <u>Larry Gasow</u>	Are funds in Dept. budget: _____
Representative (present at the meeting to discuss): <u>Larry Gasow X-1218</u>	

---

**MOTION REQUESTED:**

Mathew Fleck requests approval of Conditional Use Permit 18-04 for the purpose of a second farm dwelling to be constructed on property owned by Charmaine Picha in order to continue assisting with his Grandmother's farming operation. This property is described as follows: 124.00 AC of the E ½ of the NE ¼ & E ½ of the W ½ of Section 44 in Glencoe Township.

---

**JUSTIFICATION FOR MOTION:**

The Board of Glencoe Township unanimously recommended approval on March 8, 2018. The Planning Advisory Committee recommended approval on March 28, 2018 with the following conditions:

- 1) The 2<sup>nd</sup> farm dwelling shall be a modular or manufactured dwelling.
- 2) The 2nd farm dwelling shall be removed or the existing farm dwelling will need to be removed once the assistance is no longer needed.

## McLeod County Planning Commission

**To:** McLeod County Planning Commission

**Prepared By:** Marc Telecky

**Application:** CUP18-04

**Date:** March 16, 2018 - **Meeting Date:** March 28, 2018

### GENERAL INFORMATION

**Brief Description:** Matthew Fleck is requesting to construct a 2<sup>nd</sup> farm dwelling on his grandmother's (Charmaine Picha) property to assist with the farming operation.

**Applicant:** Matthew Fleck/Charmaine Picha  
10102 125th St.  
**Applicant:** Glencoe, MN 55336  
**P.I.D# 04.004.0200**

**Requested Action:** **Conditional Use Permit** - To construct a 2<sup>nd</sup> farm dwelling on the above referenced property to continue operating the farm owned by his grandmother.

**Lot Size:** 124 acres E ½ NE ¼ & E ½ W ½ Section 44 Glencoe Twp.

**Lot Size:**  
**Existing Zoning:** "A" Agriculture

**Existing Zoning:** E ½ NE ¼ & E ½ W ½ Section 44 Glencoe Twp.  
**Location:** Section 44 Glencoe Twp.

**Location:**  
**Existing Land Use:** Rural building site/tillable acres

**Existing Land Use:**  
**Adjacent Land Use:** "A" Agricultural  
**Adjacent Land Use And Zoning:**

**Zoning History:** N/A

**Applicable Ordinance:** McLeod County Zoning Ordinance Section 7, Subd 3, Subp. 2

### SPECIAL INFORMATION

**Public Utilities:** McLeod Cooperative Power

**Public Services:** SSTS, Individual Well

**Transportation:** 125<sup>th</sup> St.

**Physical Characteristics:** Existing farm site. 9.4 acre building site sits in the southeast corner of the property. The property has a wooded area which is approx. 11.3 acres in the northwest corner which abuts 130<sup>th</sup> St. 103 tillable acres are separated by a ditch that runs east to west through the field. Applicant has requested a 2<sup>nd</sup> farm dwelling to continue operating his grandmother's farm.



**Analysis:**

McLeod County amended the Zoning Ordinance in 2006 to make 2<sup>nd</sup> farm dwellings a conditional use permit. This was done to ensure that placement of a 2<sup>nd</sup> farm dwelling would not create an undue hardship on a request to split the building site into two separate parcels via platting if needed. If the 2<sup>nd</sup> farm dwelling is approved and constructed in an area which represents difficulty splitting an existing farm building site, then a condition should be placed on the CUP which requires removal of the 2<sup>nd</sup> farm dwelling when the need ceases to exist.

**Recommendations:**

If approved, staff suggests the following conditions:

- 1) the 2<sup>nd</sup> farm dwelling shall be a modular or manufactured dwelling.
- 2) The 2<sup>nd</sup> dwelling shall be removed or the existing farm dwelling will need to be removed once the assistance is no longer needed.

Cc: Matthew Fleck- applicant



## An aerial photograph of a property. A red outline highlights a rectangular area on the left side of the image. The property is divided into several sections by a road or path. Various labels are visible on the image, including "040040300", "040040500", "040040600", "040040700", "040040800", "040040900", "040041000", "040041100", "040041200", "040041300", "040041400", "040041500", "040041600", "040041700", "040041800", "040041900", "040042000", "040042100", "040042200", "040042300", "040042400", "040042500", "040042600", "040042700", "040042800", "040042900", "040043000", "040043100", "040043200", "040043300", "040043400", "040043500", "040043600", "040043700", "040043800", "040043900", "040044000", "040044100", "040044200", "040044300", "040044400", "040044500", "040044600", "040044700", "040044800", "040044900", "040045000", "040045100", "040045200", "040045300", "040045400", "040045500", "040045600", "040045700", "040045800", "040045900", "040046000", "040046100", "040046200", "040046300", "040046400", "040046500", "040046600", "040046700", "040046800", "040046900", "040047000", "040047100", "040047200", "040047300", "040047400", "040047500", "040047600", "040047700", "040047800", "040047900", "040048000", "040048100", "040048200", "040048300", "040048400", "040048500", "040048600", "040048700", "040048800", "040048900", "040049000", "040049100", "040049200", "040049300", "040049400", "040049500", "040049600", "040049700", "040049800", "040049900", "040050000", "040050100", "040050200", "040050300", "040050400", "040050500", "040050600", "040050700", "040050800", "040050900", "040051000", "040051100", "040051200", "040051300", "040051400", "040051500", "040051600", "040051700", "040051800", "040051900", "040052000", "040052100", "040052200", "040052300", "040052400", "040052500", "040052600", "040052700", "040052800", "040052900", "040053000", "040053100", "040053200", "040053300", "040053400", "040053500", "040053600", "040053700", "040053800", "040053900", "040054000", "040054100", "040054200", "040054300", "040054400", "040054500", "040054600", "040054700", "040054800", "040054900", "040055000", "040055100", "040055200", "040055300", "040055400", "040055500", "040055600", "040055700", "040055800", "040055900", "040056000", "040056100", "040056200", "040056300", "040056400", "040056500", "040056600", "040056700", "040056800", "040056900", "040057000", "040057100", "040057200", "040057300", "040057400", "040057500", "040057600", "040057700", "040057800", "040057900", "040058000", "040058100", "040058200", "040058300", "040058400", "040058500", "040058600", "040058700", "040058800", "040058900", "040059000", "040059100", "040059200", "040059300", "040059400", "040059500", "040059600", "040059700", "040059800", "040059900", "040060000", "040060100", "040060200", "040060300", "040060400", "040060500", "040060600", "040060700", "040060800", "040060900", "040061000", "040061100", "040061200", "040061300", "040061400", "040061500", "040061600", "040061700", "040061800", "040061900", "040062000", "040062100", "040062200", "040062300", "040062400", "040062500", "040062600", "040062700", "040062800", "040062900", "040063000", "040063100", "040063200", "040063300", "040063400", "040063500", "040063600", "040063700", "040063800", "040063900", "040064000", "040064100", "040064200", "040064300", "040064400", "040064500", "040064600", "040064700", "040064800", "040064900", "040065000", "040065100", "040065200", "040065300", "040065400", "040065500", "040065600", "040065700", "040065800", "040065900", "040066000", "040066100", "040066200", "040066300", "040066400", "040066500", "040066600", "040066700", "040066800", "040066900", "040067000", "040067100", "040067200", "040067300", "040067400", "040067500", "040067600", "040067700", "040067800", "040067900", "040068000", "040068100", "040068200", "040068300", "040068400", "040068500", "040068600", "040068700", "040068800", "040068900", "040069000", "040069100", "040069200", "040069300", "040069400", "040069500", "040069600", "040069700", "040069800", "040069900", "040070000", "040070100", "040070200", "040070300", "040070400", "040070500", "040070600", "040070700", "040070800", "040070900", "040071000", "040071100", "040071200", "040071300", "040071400", "040071500", "040071600", "040071700", "040071800", "040071900", "040072000", "040072100", "040072200", "040072300", "040072400", "040072500", "040072600", "040072700", "040072800", "040072900", "040073000", "040073100", "040073200", "040073300", "040073400", "040073500", "040073600", "040073700", "040073800", "040073900", "040074000", "040074100", "040074200", "040074300", "040074400", "040074500", "040074600", "040074700", "040074800", "040074900", "040075000", "040075100", "040075200", "040075300", "040075400", "040075500", "040075600", "040075700", "040075800", "040075900", "040076000", "040076100", "040076200", "040076300", "040076400", "040076500", "040076600", "040076700", "040076800", "040076900", "0400770

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



POOL

4/11/18

2:31PM

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

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



POOL

4/11/18 2:31PM

1 GENERAL REVENUE FUND

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
201	DEPT			COUNTY SHERIFF'S OFFICE		
	2748 CDW GOVERNMENT INC					
1	01-201-000-0000-6612		36,550.00	TOUGHBOOKS/DVD DRIVES/LICENSE	MCW2684	CAPITAL - \$100-\$5,000 (INVENTORY)
3	01-201-000-0000-6612		1,700.00	TOUGHBOOKS/DVD DRIVES/LICENSE	MDV8458	CAPITAL - \$100-\$5,000 (INVENTORY)
2	01-201-000-0000-6612		950.00	TOUGHBOOKS/DVD DRIVES/LICENSE	MFP3964	CAPITAL - \$100-\$5,000 (INVENTORY)
	2748 CDW GOVERNMENT INC		39,200.00	3 Transactions		
201	DEPT Total:		39,200.00	COUNTY SHERIFF'S OFFICE	1 Vendors	3 Transactions
1	Fund Total:		39,200.00	GENERAL REVENUE FUND		3 Transactions
	Final Total:		39,200.00	1 Vendors	3 Transactions	

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	39,200.00	GENERAL REVENUE FUND
All Funds	39,200.00	Total

Approved by, .....

.....

.....



# ESTIMATE

## Bauer Companies



GLENCOE DRYWALL



& PAINTING

DATE: 2/25/18

WORK ORDER #: \_\_\_\_\_

JOB NAME: McLeod County

JOB SITE ADDRESS: Sheriff's Office (Break Room)

BILLING ADDRESS: \_\_\_\_\_

### SUMMARY OF WORK TO BE DONE:

- \* Remove all Stainless Steel equipment from former Kitchen Area
  - \* Remove & cap all unused Plumbing
  - \* Remove and disconnect all unused electrical as needed.
  - \* Clean & Prep walls and Ceilings for Paint and repaint all.
  - \* Clean & Prep floor and install Carpet in Serving Area.
  - \* Provide and install new Lighting in Break room.
  - \* Provide and install Lower base Cabinetry and Plumbing for new food prep area.
  - \* Repair and Paint Ceiling after Vent Hood is removed.
  - \* Install electrical Supply for TV location  
(Light fixture will be approved on site.)
- 
- \* Remove and dispose of all debris and Stainless equipment.

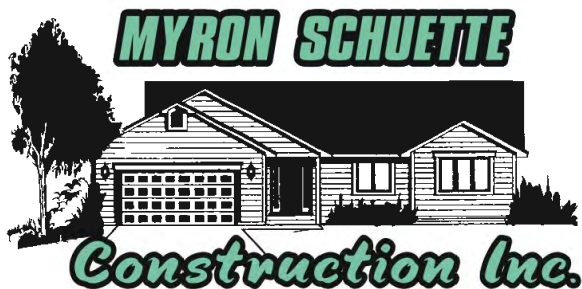
TOTAL ESTIMATE AMOUNT: \$ 24,000<sup>00</sup>  
(Not to Exceed)

12041 110<sup>TH</sup> STREET  
GLENCOE, MN 55336

KEN BAUER: (612) 756-1254

CLAYTON BAUER: (320) 510-1917

Myron Schuette Construction  
8818 Leaf Avenue  
Glencoe, MN 55336  
320-864-5610  
myronschuetteconstruction@gmail.com



## ESTIMATE

### ADDRESS

mcleod county jail  
801 East 10th St.  
Glencoe mn 55336

ESTIMATE # 1003

DATE 04/02/2018

SERVICE	QTY	RATE	AMOUNT
Plumbing and heating- disconnect existing and install new sink (Foster Mech)			
Ansel system- to be disconnected by summit fire protection			
Electrical- disconnect existing, install 8 new LED lights, new outlets, and 2 new sink area outlets (AKO Electric)			
Cabinets to be installed as discussed with sink (Schlangen Custom Cabinets)			
Commercial carpet squares with carpet base to be installed (fashion interiors)			
Labor to demo center concrete wall, sheetrock remaining walls, Tape, paint			
<b>Sales</b>			24,700.00

---

TOTAL **\$24,700.00**

Accepted By

Accepted Date

**MCLEOD COUNTY- 2016 SECURE ENTRY &  
JAIL ADDITION AND RENOVATION**

**PENDING PR's**

3/14/2018

78	2/6/2018	2/6/2018	Existing Kitchen Modifications						\$26,594.00	
			Yamry Construction	2/6/2018	03/02/18	2/22/2018			\$1,380.00	
			Schwicker's	2/6/2018	03/14/18	2/22/2018			\$6,850.00	
			R&H Drywall	2/6/2018	02/22/18	2/22/2018			\$2,100.00	
			Fransen Decorating	2/6/2018	02/15/18				\$9,750.00	
			MCI	2/6/2018	02/28/18	2/22/2018			\$3,522.00	
			Augusta Electric	2/6/2018	02/13/18				\$2,992.00	

3/14/2018

**MCLEOD COUNTY BOARD  
AGENDA REQUEST**

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

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

Board meeting date:	_____	Originating department:	_____
Consent or regular agenda:	<u>X</u>	Preferred agenda time:	_____
Amount of time needed:	_____	Funding source (if applicable):	_____
Contact person for more info:	<u>Sheriff Rehmann</u>	Are funds in Dept. budget:	_____
Representative (present at the meeting):	<u>Sheriff Rehmann</u>	Number of signed copies:	_____

---

**MOTION REQUESTED:**

Sign Sex Trafficking Investigations and Training 2018 grant agreement in the amount of \$1,790. The grant runs from 1/1/18 to 12/31/18.

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**JUSTIFICATION FOR MOTION:**

This grant will allow a MCSO deputy to receive training on how to investigate sex trafficking which may be occurring in McLeod County.

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

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

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





<b>Minnesota Department of Public Safety ("State")</b> Commissioner of Public Safety Office of Justice Programs 445 Minnesota Street, Suite 2300 St. Paul, MN 55101-2139	<b>Grant Program:</b> Sex Trafficking Investigations and Training 2018  <b>Grant Agreement No.:</b> A-STIT-2018-MCLEODSD-00037				
<b>Grantee:</b> McLeod County Sheriff's Department 801 East 10th Street Glencoe, Minnesota 55336	<b>Grant Agreement Term:</b> <b>Effective Date:</b> 1/1/2018 <b>Expiration Date:</b> 12/31/2018				
<b>Grantee's Authorized Representative:</b> Scott Rehmann, Sheriff McLeod County Sheriff's Department 801 East 10th Street Glencoe, Minnesota 55336 (320) 864-3134	<b>Grant Agreement Amount:</b> <table><tr><td>Original Agreement</td><td>\$1,790.00</td></tr><tr><td>Matching Requirement</td><td>\$0.00</td></tr></table>	Original Agreement	\$1,790.00	Matching Requirement	\$0.00
Original Agreement	\$1,790.00				
Matching Requirement	\$0.00				
<b>State's Authorized Representative:</b> Claire Cambridge, Grants Specialist Intermediate Office of Justice Programs 445 Minnesota Street Suite 2300 St Paul, Minnesota 55101 (651) 201-7307	Federal Funding: CFDA None State Funding: Minnesota Laws of 2017, Chapter 95, Article 1, Section 11, Subdivision 7 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. § 16B.98, subd. 7, 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 Sex Trafficking Investigations and Training 2018 Application ("Application") which is incorporated by reference into this grant agreement and on file with the State at 445 Minnesota Street, Suite 2300, St. Paul, Minnesota 55101-2139. The Grantee shall also comply with all requirements referenced in the Sex Trafficking Investigations and Training 2018 Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<http://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-STIT-2018-MCLEODSD-00037/3-51797

**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: [Signature]

Title: Sheriff

Date: 03-27-18

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

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

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

Distribution: DPS/FAS  
Grantee  
State's Authorized Representative



## Sex Trafficking Investigations and Training 2018

EXHIBIT A

Organization: McLeod County Sheriff's Department

A-STIT-2018-MCLEODSD-00037

## Budget Summary

STI Capacity Building : McLeod County Sheriffs Office				
Budget Category	Award			
Personnel				
Personnel	\$1,440.00			
Total	\$1,440.00			
Travel Expenses				
Mileage	\$300.00			
Total	\$300.00			
Training				
Training	\$50.00			
Total	\$50.00			
Total	\$1,790.00			

**MCLEOD COUNTY BOARD  
AGENDA REQUEST**

Board meeting date:	<u>4/17/2018</u>	Originating department:	<u>Planning &amp; Zoning</u>
Consent or regular agenda:	<u>Regular</u>	Preferred agenda time:	_____
Amount of time needed:	<u>5 minutes</u>	Funding source (if applicable):	_____
Contact person for more info:	<u>Larry Gasow</u>	Are funds in Dept. budget:	_____
Representative (present at the meeting to discuss):	<u>Larry Gasow X-1218</u>		

---

**MOTION REQUESTED:**

Larry Gasow requests approval of an Independent Contractor Professional Service Agreement between County of McLeod, through McLeod County Planning, Zoning and Environmental Services Department with Duane Radtke, d/b/a Radtke Sewer Service for 2018 Subsurface Sewage Treatment Systems services.

---

**JUSTIFICATION FOR MOTION:**

Newly hired Environmental Technician, Jacob McLain, is working on achieving his SSTS Certification which will be completed toward the end of calendar year 2018.

## **INDEPENDENT CONTRACTOR**

### **PROFESSIONAL SERVICE AGREEMENT**

THIS AGREEMENT is made and entered into by and between the County of McLeod, State of Minnesota, through McLeod County Planning & Zoning and Environmental Services Department (Department), McLeod County Courthouse, Glencoe, MN hereafter referred to as the "Department or County" and Duane Radtke, d/b/a Radtke Sewer Service, hereafter referred to as the "Contractor".

#### **RECITALS**

WHEREAS, the County, through the Department, wishes to purchase the services of Contractor as the secondary inspector of new subsurface sewage treatment systems (septic systems); and

WHEREAS, there are funds available for the purchase of these services;

NOW THEREFORE, in consideration of the mutual undertakings and agreements hereinafter set forth, the County, through the Department, and the Contractor agree as follows:

#### **1. TERM AND COST OF THE AGREEMENT**

The Contractor agrees to furnish services on behalf of the County during the period commencing February 6, 2018, and terminating December 31, 2018.

The Contractor shall be paid on a "per system" rate as set forth on Exhibit A.

#### **2. SERVICES TO BE PROVIDED**

The Contractor agrees to furnish services on behalf of the County as set forth on Exhibit B.

#### **3. PAYMENT FOR SERVICES**

Payment for services shall be made directly to the Contractor after completion of services and upon the presentation of a claim in the manner provided by law for payment of claims against the County.

If payment under this contract is dependent upon the availability of State or Federal funds and such funds are reduced or terminated, this contract

may be renegotiated or terminated at the sole discretion of the County. In the event of termination, Contractor shall be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

#### 4. INDEPENDENT CONTRACTOR

That at all times and for all purposes hereunder, Contractor shall be an independent contractor and is not an employee of the County for any purpose. No statement contained in this Agreement shall be construed so as to find Contractor to be an employee of the County, and Contractor shall not be entitled to any of the rights, privileges, or benefits of employees of the County of McLeod, including but not limited to, workers' compensation, health/death benefits, and indemnification for third-party personal injury/property damage claims;

Contractor acknowledges and agrees that no withholding or deduction for State or Federal income taxes, FICA, FUTA, or otherwise, will be made from payments due Contractor and that it is Contractor's sole obligation to comply with the applicable provisions of all Federal and State Tax laws;

Contractor shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provides services identified herein;

Contractor is responsible for hiring sufficient workers to perform the services/duties required by this contract, withholding their taxes, and paying all other employment tax obligations on their behalf;

#### 5. INDEMNIFICATION AND INSURANCE

The Contractor agrees it will defend, indemnify and hold harmless the County, its officers and employees against any and all liability, loss, costs, damages and expenses which the County, its officers or employees may hereafter sustain, incur, or be required to pay arising out of the Contractor's performance or failure to adequately perform its obligations pursuant to this Contract.

Contractor further agrees that in order to protect itself as well as the County under the indemnity provision set forth above, it will at all times during the term of this contract keep in force:

- a. Commercial General Liability Insurance Policy with minimum limits of \$1,500,000 combined single limit (CSL), with coverage pertaining to premises operations. In the event Combined Single Limits Coverage is not secured by the contractor, the following minimum limits apply:

\$1,500,000 Each Occurrence

\$1,500,000 Aggregate

\$ 5,000 Medical Expense

The policy should be written on an Occurrence basis and not a Claims-made basis.

- b. Automobile Liability Insurance including owned, non-owned, and hired vehicles in an amount not less than \$1,500,000 combined single limit (CSL) for total bodily injuries and/or damages arising from any one accident. If automobiles are not used, we must receive a letter from you stating this.
- c. Professional Liability Insurance (when required) in the ~~minimum~~ amount of \$1,500,000 combined single limit (CSL). In the event Combined Single Limits Coverage is not secured by the contractor, the following minimum limits apply:

\$500,000 per Wrongful Act or Occurrence

\$1,500,000 Aggregate

- d. Excess Umbrella Liability Policy in the amount of \$1,500,000 will be ~~additionally~~ required if any of the above policies have lower limits than ~~stated~~.
- e. Workers' Compensation Insurance as required by Minnesota statute.
- f. Prior to the effective date of this Contract, and as a condition ~~precedent~~ to this Contract, the Contractor will furnish the County with an original Certificate of Insurance listing the County as an "Additional Insured" in all coverage areas except Workers' Compensation.
- g. The following words must be on the certificate, "Thirty (30) days advance written notice of changes or cancellation of coverage will be given to the certificate holder." Any additional words such as "will endeavor to" or "failure to do so will impose no obligation" must be crossed off.

## 6. DATA PRACTICES

All data collected, created, received, maintained, or disseminated for any purposes by the activities of Contractor because of this Contract is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as amended, the Minnesota Rules implementing such Act now in force or as adopted, as well as Federal Regulations on data privacy.

## 7. RECORDS-AVAILABILITY AND RETENTION

Pursuant to Minnesota Statute 16C.05, Subd. 5, the Contractor agrees that the County, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, et., which are pertinent to the accounting practices and procedures of the Contractor and involve transactions relating to this Agreement. Contractor agrees to maintain these records for a period of six years from the date of termination of this Agreement.

## 8. MERGER AND MODIFICATION

It is understood and agreed that the entire Agreement between the parties is contained here and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement.

## 9. DEFAULT AND CANCELLATION

- a. If the Contractor fails to perform any of the provisions of this Agreement or so fails to administer the work as to endanger the performance of the Agreement, this shall constitute default.

Unless the Contractor's default is excused by the County, through the Department, the Department may, upon written notice to the Contractor's representative, cancel this agreement in its entirety as indicated below.

- b. This Agreement may be cancelled with or without cause by either party upon thirty days written notice.



- c. ~~Representatives~~ for each of the parties to this contract are as listed below.

<u>Contractor</u>	<u>County (Department)</u>
Duane Radtke	McLeod County Planning & Zoning and Environmental Services
d/b/a Radtke Sewer Service	Lary Gasow, Zoning Administrator
Duane Radtke, President	830 11 <sup>th</sup> Street East, Suite 113
1600 8 <sup>th</sup> Avenue SW	Glencoe, MN 55336
Hutchinson, MN 55350	Phone:
Phone:	320/864-1218
320/237-1983	

#### 10. SUBCONTRACTING AND ASSIGNMENT

Contractor shall not enter into any subcontract for performance of any services contemplated under this Contract nor assign any interest in the Contract without the Prior written approval of the County and subject to such conditions and provisions as the County may deem necessary. The Contractor shall be responsible for the performance of all Subcontractors.

#### 11. NONDISCRIMINATION

During the performance of this Agreement, the Contractor agrees to the following:

No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance status, criminal record, creed or national origin be excluded from full employment rights in, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable Federal and State laws against discrimination.

#### 12. HEALTH AND SAFETY

The contractor shall be solely responsible for the health and safety of its employees and subcontractors' employees in connection with the services performed in accordance with this Agreement. The Contractor shall ensure that all of the Contractor's employees, including those of all subcontractors, have received all of the training required to properly and safely perform services outlined in this Agreement. Such training is to include, but not be limited to, all applicable sections of the State and Federal Occupation, Safety and Health Administration (OSHA) laws, Superfund Amendments and Reauthorization Act (SARA), Comprehensive Environmental Response, Compensation and Liability Act

(CERCLA), Uniform Fire Code and/or any other applicable health and safety regulations. The Contractor shall provide copies of the training records for staff who perform services in accordance with this Agreement at the request of the Department or County.

13. AUTHORITY

Contractor having signed this contract, and the McLeod County Board of Commissioners having duly approved this contract, and pursuant to such approval and the proper County officials having signed this contract, the parties hereto agree to be bound by the provisions herein set forth.

Approved as to form  
and execution

\_\_\_\_\_  
County Attorney

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

COUNTY OF MCLEOD

By: \_\_\_\_\_  
County Board Chair

By: \_\_\_\_\_  
County Administrator

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

CONTRACTOR

Duane Radtke, d/b/a Duane Radtke Sewer  
Services

By: Duane Radtke  
President

Date: 1-29-2018

Exhibit A  
Cost

1. As compensation for inspection services of new subsurface sewage treatment systems (septic systems), Contractor shall receive \$175.00 per inspection not to exceed the sum of \$17,500 in the 2018 calendar year.
2. As compensation for soil verification services for the siting of new septic systems, Contractor shall receive \$125.00 per soil verification not to exceed the sum of \$12,500 in the 2018 calendar year.
3. As compensation for reviewing and issuing of new subsurface sewage treatment systems, Contractor shall receive \$100.00 per SSTS permit not to exceed the sum of \$10,000 in the 2018 calendar year.
4. For additional services, Contractor shall receive such compensation as is agreed between County and Contractor.

Exhibit B  
Services to be Provided

1. Contractor agrees to provide the inspection services as hereinafter provided. To the extent the county is unable or unwilling to provide the services; the contractor will provide the services.
2. Contractor agrees to provide inspection services of new subsurface sewage treatment systems (SSTS or septic systems) in accordance with Minnesota State Statutes ( M.S. §115.55 et. seq), Minnesota State Regulations (Rule 7080 et seq), and applicable county ordinances. (McLeod County SSTS Ordinance et. seq), as presented enacted, or as amended hereafter.
3. Contractor agrees to provide mentorship training services to McLeod County staff who are in the process of obtaining their SSTS licensure of inspection in accordance with Minnesota State Statutes (M.S. §115.55 et. seq), Minnesota State Regulations (Rule 7080 et seq), and applicable county ordinances (Minnesota County SSTS Ordinance et seq) as presented enacted, or as amended hereafter.
4. Contractor agrees only to use personnel who are licensed by the State of Minnesota.
5. Contractor shall provide such additional services as agreed to between County and Contractor.
6. Within the scope of this contract, Contractor shall attend County meetings as requested by the County, without additional compensation.
7. Contractor shall maintain adequate records regarding inspections and applications, together with other information deemed necessary by County and Contractor, and shall provide copies to County as requested.

8. Contractor will provide all necessary equipment and supplies to provide the services, and Contractor will not seek reimbursement from the County for out-of-pocket expenses including mileage.
9. Contractor agrees to abide by conflict of interest guidance set forth by the State of Minnesota, and must not inspect a system he installs and must not verify soils for his own designs.

**MCLEOD COUNTY BOARD  
AGENDA REQUEST**

Board meeting date:	<u>4/17/2018</u>	Originating department:	<u>Planning &amp; Zoning</u>
Consent or regular agenda:	<u>Regular</u>	Preferred agenda time:	_____
Amount of time needed:	<u>5 minutes</u>	Funding source (if applicable):	_____
Contact person for more info:	<u>Larry Gasow</u>	Are funds in Dept. budget:	_____
Representative (present at the meeting to discuss):	<u>Larry Gasow X-1218</u>		

---

**MOTION REQUESTED:**

Larry Gasow requests approval of an Independent Contractor Professional Service Agreement between County of McLeod, through McLeod County Planning, Zoning and Environmental Services Department with Kendall Kubasch, d/b/a Kubasch Excavating for 2018 Subsurface Sewage Treatment Systems services.

---

**JUSTIFICATION FOR MOTION:**

Newly hired Environmental Technician, Jacob McLain, is working on achieving his SSTS Certification which will be completed toward the end of calendar year 2018. Contractor Duane Radtke requires review and approval from a Licenses Inspector on septic designs in which he prepares and to have a backup Inspector when needed.

## **INDEPENDENT CONTRACTOR**

### **PROFESSIONAL SERVICE AGREEMENT**

THIS AGREEMENT is made and entered into by and between the County of McLeod, State of Minnesota, through McLeod County Planning & Zoning and Environmental Services Department (Department), McLeod County Courthouse, Glencoe, MN hereafter referred to as the "Department or County" and Kendell Kubasch, d/b/a Kubasch Excavating Inc., hereafter referred to as the "Contractor".

#### **RECITALS**

WHEREAS, the County, through the Department, wishes to purchase the services of Contractor as the secondary inspector of new subsurface sewage treatment systems (septic systems); and

WHEREAS, there are funds available for the purchase of these services;

NOW THEREFORE, in consideration of the mutual undertakings and agreements hereinafter set forth, the County, through the Department, and the Contractor agree as follows:

#### **1. TERM AND COST OF THE AGREEMENT**

The Contractor agrees to furnish services on behalf of the County during the period commencing April 3, 2018, and terminating December 31, 2018.

The Contractor shall be paid on a "per system" rate as set forth on Exhibit A.

#### **2. SERVICES TO BE PROVIDED**

The Contractor agrees to furnish services on behalf of the County as set forth on Exhibit B.

#### **3. PAYMENT FOR SERVICES**

Payment for services shall be made directly to the Contractor after completion of services and upon the presentation of a claim in the manner provided by law for payment of claims against the County.

If payment under this contract is dependent upon the availability of State or Federal funds and such funds are reduced or terminated, this contract



may be renegotiated or terminated at the sole discretion of the County. In the event of termination, Contractor shall be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

#### 4. INDEPENDENT CONTRACTOR

That at all times and for all purposes hereunder, Contractor shall be an independent contractor and is not an employee of the County for any purpose. No statement contained in this Agreement shall be construed so as to find Contractor to be an employee of the County, and Contractor shall not be entitled to any of the rights, privileges, or benefits of employees of the County of McLeod, including but not limited to, workers' compensation, health/death benefits, and indemnification for third-party personal injury/property damage claims;

Contractor acknowledges and agrees that no withholding or deduction for State or Federal income taxes, FICA, FUTA, or otherwise, will be made from payments due Contractor and that it is Contractor's sole obligation to comply with the applicable provisions of all Federal and State Tax laws;

Contractor shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provides services identified herein;

Contractor is responsible for hiring sufficient workers to perform the services/duties required by this contract, withholding their taxes, and paying all other employment tax obligations on their behalf;

#### 5. INDEMNIFICATION AND INSURANCE

The Contractor agrees it will defend, indemnify and hold harmless the County, its officers and employees against any and all liability, loss, costs, damages and expenses which the County, its officers or employees may hereafter sustain, incur, or be required to pay arising out of the Contractor's performance or failure to adequately perform its obligations pursuant to this Contract.

Contractor further agrees that in order to protect itself as well as the County under the indemnity provision set forth above, it will at all times during the term of this contract keep in force:

- a. Commercial General Liability Insurance Policy with minimum limits of \$1,500,000 combined single limit (CSL), with coverage pertaining to premises operations. In the event Combined Single Limits Coverage is not secured by the contractor, the following minimum limits apply:

**\$1,500,000 Each Occurrence**

**\$1,500,000 Aggregate**

**\$ 5,000 Medical Expense**

The policy should be written on an Occurrence basis and not a Claims-made basis.

- b. ~~Automobile Liability Insurance including owned, non-owned, and~~ hired vehicles in an amount not less than \$1,500,000 combined single limit (CSL) for total bodily injuries and/or damages arising from any one accident. If automobiles are not used, we must receive a letter from you stating this.
- c. Professional Liability Insurance (when required) in the ~~minimum~~ amount of \$1,500,000 combined single limit (CSL). In the event Combined Single Limits Coverage is not secured by the contractor, the following minimum limits apply:  
  
\$500,000 per Wrongful Act or Occurrence  
  
\$1,500,000 Aggregate
- d. Excess Umbrella Liability Policy in the amount of \$1,500,000 will be additionally required if any of the above policies have lower limits than stated.
- e. Workers' Compensation Insurance as required by Minnesota statute.
- f. Prior to the effective date of this Contract, and as a condition precedent to this Contract, the Contractor will furnish the County with an original Certificate of Insurance listing the County as an "Additional Insured" in all coverage areas except Workers' Compensation.
- g. The following words must be on the certificate, "Thirty (30) days advance written notice of changes or cancellation of coverage will be given to the certificate holder." Any additional words such as "will endeavor to" or "failure to do so will impose no obligation" must be crossed off.

## 6. DATA PRACTICES

All data collected, created, received, maintained, or disseminated for any purposes by the activities of Contractor because of this Contract is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as amended, the Minnesota Rules implementing such Act now in force or as adopted, as well as Federal Regulations on data privacy.

## 7. RECORDS-AVAIEABIETY AND RETENTION

Pursuant to Minnesota Statute 16C.05, Subd. 5, the Contractor agrees that the County, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, et., which are pertinent to the accounting practices and procedures of the Contractor and involve transactions relating to this Agreement. Contractor agrees to maintain these records for a period of six years from the date of termination of this Agreement.

## 8. MERGER AND MODIFICATION

It is understood and agreed that the entire Agreement between the parties is contained here and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement.

## 9. DEFAULT AND CANCELLATION

- a. If the Contractor fails to perform any of the provisions of this Agreement or so fails to administer the work as to endanger the performance of the Agreement, this shall constitute default.

Unless the Contractor's default is excused by the County, through the Department, the Department may, upon written notice to the Contractor's representative, cancel this agreement in its entirety as indicated below.

- b. This Agreement may be cancelled with or without cause by either party upon thirty days written notice.

- c. ~~Representatives~~ for each of the parties to this contract are as listed below.

<u>Contractor</u>	<u>County (Department)</u>
Kendell Kubasch d/b/a Kubasch Excavating, Inc. Kendell Kubasch, President 210 6 <sup>th</sup> Street North Winsted, MN 55395 Phone: (320)485-2640	McLeod County Planning & Zoning and Environmental Services Larry Gasow, Zoning Administrator 830 11 <sup>th</sup> Street East, Suite 113 Glencoe, MN 55336 Phone: <del>(320)864-1218</del>

#### 10. SUBCONTRACTING AND ASSIGNMENT

Contractor shall not enter into any subcontract for performance of any services contemplated under this Contract nor assign any interest in the Contract without the Prior written approval of the County and subject to such conditions and provisions as the County may deem necessary. The Contractor shall be responsible for the performance of all Subcontractors.

#### 11. NONDISCRIMINATION

During the performance of this Agreement, the Contractor agrees to the following:

No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance status, criminal record, creed or national origin be excluded from full employment rights in, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable Federal and State laws against discrimination.

#### 12. HEALTH AND SAFETY

The contractor shall be solely responsible for the health and safety of its employees and subcontractors' employees in connection with the services performed in accordance with this Agreement. The Contractor shall ensure that all of the Contractor's employees, including those of all subcontractors, have received all of the training required to properly and safely perform services outlined in this Agreement. Such training is to include, but not be limited to, all applicable sections of the State and Federal Occupation, Safety and Health Administration (OSHA) laws, Superfund Amendments and Reauthorization Act (SARA), Comprehensive Environmental Response, Compensation and Liability Act

(CERCLA), Uniform Fire Code and/or any other applicable health and safety regulations. The Contractor shall provide copies of the training records for staff who perform services in accordance with this Agreement at the request of the Department or County.

**13. AUTHORITY**

Contractor having signed this contract, and the McLeod County Board of Commissioners having duly approved this contract, and pursuant to such approval and the proper County officials having signed this contract, the parties hereto agree to be bound by the provisions herein set forth.

Approved as to form  
and execution

\_\_\_\_\_  
County Attorney

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

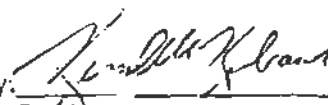
COUNTY OF MCLEOD

By: \_\_\_\_\_  
County Board Chair

By: \_\_\_\_\_  
County Administrator

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

**CONTRACTOR**  
Kendell Kubasch, d/b/a Kubasch  
Excavating, Inc.

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

Date: March 30 2018

**Exhibit A**  
**Cost**

1. As compensation for inspection services of new subsurface sewage treatment systems (septic systems), Contractor shall receive \$175.00 per inspection not to exceed the sum of \$8,750 in the 2018 calendar year.
2. As compensation for soil verification services for the siting of new septic systems, Contractor shall receive \$125.00 per soil verification not to exceed the sum of \$6,250 in the 2018 calendar year.
3. As compensation for reviewing and issuing of new subsurface sewage treatment systems, Contractor shall receive \$100.00 per SSTS permit not to exceed the sum of \$5,000 in the 2018 calendar year.
4. For additional services, Contractor shall receive such compensation as is agreed between County and Contractor.

**Exhibit B**  
**Services to be Provided**

1. Contractor agrees to provide the inspection services as hereinafter provided. To the extent the county is unable or unwilling to provide the services; the contractor will provide the services.
2. Contractor agrees to provide inspection services of new subsurface sewage treatment systems (SSTS or septic systems) in accordance with Minnesota State Statutes ( M.S. §115.55 et. seq), Minnesota State Regulations (Rule 7080 et seq), and applicable county ordinances. (McLeod County SSTS Ordinance et. seq), as presented enacted, or as amended hereafter.
3. Contractor agrees to provide mentorship training services to McLeod County staff who are in the process of obtaining their SSTS licensure of inspection in accordance with Minnesota State Statutes (M.S. §115.55 et. seq), Minnesota State Regulations (Rule 7080 et seq), and applicable county ordinances (Minnesota County SSTS Ordinance et seq) as presented enacted, or as amended hereafter.
4. Contractor agrees only to use personnel who are licensed by the State of Minnesota.
5. Contractor shall provide such additional services as agreed to between County and Contractor.
6. Within the scope of this contract, Contractor shall attend County meetings as requested by the County, without additional compensation.
7. Contractor shall maintain adequate records regarding inspections and applications, together with other information deemed necessary by County and Contractor, and shall provide copies to County as requested.



8. Contractor will provide all necessary equipment and supplies to provide the services, and Contractor will not seek reimbursement from the County for out-of-pocket expenses including mileage.
9. Contractor agrees to abide by conflict of interest guidance set forth by the State of Minnesota, and must not inspect a system he installs and must not verify soils for his own designs.

**MCLEOD COUNTY BOARD  
AGENDA REQUEST**

Board meeting date:	<u>4/17/2018</u>	Originating department:	<u>Planning &amp; Zoning</u>
Consent or regular agenda:	<u>Regular</u>	Preferred agenda time:	_____
Amount of time needed:	<u>5 Minutes</u>	Funding source (if applicable):	_____
Contact person for more info:	<u>Marc Telecky</u>	Are funds in Dept. budget:	_____
Representative (present at the meeting to discuss):	<u>Marc Telecky, 864-1213</u>		

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**MOTION REQUESTED:**

McLeod County Assistant Planning & Zoning Administrator, Marc Telecky, requests approval of McLeod County's 2017 Annual Feedlot Performance Report.

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**JUSTIFICATION FOR MOTION:**

Michelle Oie, County Feedlot Program Development Lead, and Sara Isebrand, Pollution Control Specialist, Feedlot Section, both at Minnesota Pollution Control Agency, reviewed and recommended approval on March 27, 2018.

Dana Leibfried, Environmental Specialist 2, Feedlot Division at Minnesota Pollution Control Agency, reviewed and approved on April 3, 2018.

Minnesota Pollution Control Agency Feedlot Program  
**2017 County Feedlot Officer (CFO) Annual Report**  
 (Data for the Period: January 1, 2017 - December 31, 2017)  
 Revised December 2017

County:	McLeod		
Contact Person:	Marc Telecky		
Phone Number:	320-864-1213		
E-Mail Address:	marc.telecky@co.mcleod.mn.us		
Signature:	_____ (Signature of County Board Commissioner)		_____ (Date)

All data must be entered in accordance with the Annual CFO Report Guidance Document.

Except where identified, this report addresses non-CAFO/NPDES/SDS sites required by 7020 telephone registration.			County Number	Previous Numbers	
REGISTRATION					
Lines 1-5 are for information purposes only	1	Feedlots in shoreland with 10 - 49 AU:	18	1	
	2	Feedlots with 50 - 299 AU:	282	35	
	3	Non-CAFO/NPDES/SDS ≥ 300 AU:	27	5	
	3a	CAFOs without NPDES or SDS permits 300-999 AU ("Gap Sites")			
	4	Feedlots with NPDES/SDS permits:	2	0	
	5	<b>Total - Feedlots required to be registered:</b>	<b>329</b>	<b>41</b>	
Total - Feedlots Eligible for Funding (FROM AGENCY BASE GRANT AWARD (NUMBER))			329		
PRODUCTION SITE INSPECTIONS (compliance or construction)				Number	
	6	Feedlots inspected in shoreland with 10 - 49 AU:		2	
	7	Feedlots inspected with 50 - 299 AU:		21	
	8	Non-CAFO/NPDES/SDS ≥ 300 AU inspected:		3	
	9	<b>Total - Non-CAFO/NPDES/SDS Feedlots inspected required to be registered:</b> FYI → 7% = 24		26	
	10	CAFO/NPDES/SDS sites inspected:		0	
	11	Inspected feedlots non-compliant with water quality discharge standards:		0	
LAND APPLICATION INSPECTIONS				Number	
Non-CAFO and non-NPDES/SDS	12	Feedlots ≥ 100 AU where Level 1 land app was conducted:		1	
	13	Feedlots ≥ 100 AU where Level 1 land app result was non compliant:		1	
	14	Site ≥ 300 AU (or ≥ 100 AU in DWSMA) where Level 2 land app was conducted:		1	
	15	Feedlots from Line 14 where only a Level 2 land app inspection was conducted:		0	
	16	Feedlots from Line 14 where Level 2 land app result was non compliant:		0	
	17	Feedlots ≥ 100 AU where Level 3 land app was conducted:		1	
	18	Feedlots from Line 17 where only a Level 3 land app inspection was conducted:		0	
19	Feedlots ≥ 100 AU where Level 3 land app result was non compliant:		0		
SPECIALTY INSPECTIONS			Number	PC	PC Total
Non-CAFO and non-NPDES/SDS	20	How many from Line 9 are construction only (Line 9 - # of compliance insp):	1		
	21	Sites with multiple inspections where at least one was a construction insp:	2	0.5	1
	22	Feedlots inspected that are located in shoreland and/or DWSMA:	7		
	23	Complaint inspections at sites required to be registered:	0		
	24	Complaint inspections at sites NOT required to be registered:	1		
	25	On-site assistance inspections:	0		
INSPECTION TYPE (Performance Credit Eligible)			Number	PC	PC Total
Based on Number of Sites Inspected by Type	26	Compliance inspections at non-CAFO/NPDES/SDS sites:	25	1.5	1.5
	27	Construction only inspections at non-CAFO/NPDES/SDS sites (to meet 7% min):	1	1	1
	28	Complaint inspections (any size site):	1	0.5	
	29	Level 2 Land Application inspections at non-CAFO/NPDES/SDS sites:	1	3	3
	30	Level 3 Land Application inspections at non-CAFO/NPDES/SDS sites:	1	0.5	0.5
	31	CAFOs or feedlots with NPDES/SDS permits inspected:	0	0.5	
	32	<b>Inspection Type Performance Credit Total: (Questions 26-31):</b>			<b>6.50</b>



All data must be entered in accordance with the Annual CFO Report Guidance Document.						
Except where identified, this report addresses non-CAFO/NPDES/SDS sites required by 70220 to be registered.						
<b>PERMITTING</b>				Number	PC	PC Total
	33	30-day construction or expansion notifications received:	0	---	---	
	34	Interim Permits Issued or Modified:	0	2	0	
	35	Construction Short-Form Permits Issued or Modified at Sites $\geq 300$ AU:	0	1	0	
	36	Public meetings held for construction or expansion to $\geq 500$ AU:	0	---	---	
<b>EMERGENCY RESPONSE (any size site)</b>				Number	PC	PC Total
	37	Events where emergency response was conducted; (on-site visit)	0	2	0	
<b>PRODUCTION SITE SCHEDULED COMPLIANCE (Achieved in current reporting year)</b>				Number	PC	PC Total
	38	Feedlots where a partial environmental upgrade was achieved:	0	---	---	
	39	Feedlots where a complete environmental upgrade was achieved:	0	6	0	
<b>LAND APPLICATION SCHEDULED COMPLIANCE (Achieved in current reporting year)</b>				Number		
Non-CAFO and non-NPDES/SDS	40	Feedlots $\geq 100$ AU where Level 1 land app non-compliance was returned to compliance:	0			
	41	Feedlots $\geq 300$ AU (or $\geq 600$ AU located in a DWSMA) where Level 2 land app non-compliance was returned to compliance:	0			
	42	Feedlots $\geq 100$ AU where Level 3 land app non-compliance was resolved:	0			
<b>OWNER ASSISTANCE</b>				Number	PC	PC Total
Describe on Supplemental Form	43	Workshops or trainings hosted and/or co-sponsored by the CFO:	0	2	0	
	44	Number of feedlot owners attending events in line 43:	0	---	---	
	45	Number of mailings to feedlot owners:	3	---	---	
	46	Feedlot articles placed in newspapers:	0	---	---	
<b>STAFFING LEVEL AND TRAINING</b>				Number		
	47	FTEs - (Full Time Equivalents) supplied by the CFO(s):	0.5			
	48	FTEs supplied by other county staff, including administrative and support staff assigned by the county to the feedlot program:	0.75			
	49	FTEs supplied through contract with other local government units:	0.25			
	50	Total Number of FTE positions that supported county program:	1.5			
	51	CFO - training hours: (Enter total training hours earned)	64			
<b>ENVIRONMENTAL REVIEW (EAW)</b>				Number	PC	PC Total
	52	EAW petitions received:	0	---	---	
	53	EAWs prepared by county:	0	4	0	
<b>AIR QUALITY NOTIFICATIONS</b>				Number		
	54	Notifications received claiming air quality exemptions:	0			
<b>ENFORCEMENT ACTIONS</b>				Number		
Describe on Supplemental Form	55	Letters of Warning (LOW) issued:	0			
	56	Notices of Violation (NOV) issued:	0			
	57	Court actions commenced:	0			
<b>OTHER PROGRAM ACTIVITIES</b>				Number	PC	PC Total
Describe on Supplemental Form	58	Feedlots where a MinnFARM was conducted:	0	1	0	
	59	Hours mentoring New CFOs:	20	0.25	5	
	60	CFO presentations at informational or producer groups: (per event)	0	1	0	
	61	Meetings with other local government and producer groups:	0	---	---	
	62	Feedlot Ordinance Revisions:	0	---	---	
<b>TOTAL PERFORMANCE CREDITS</b>					12.50	



# Minnesota Pollution Control Agency Feedlot Program

## 2017 Annual County Feedlot Officer Report

### Supplemental Information Page

January 1, 2017 – December 31, 2017

County Name:

MCLEOD COUNTY

Work Plan Inspection Goals

Please describe the progress made in meeting your 2017 work plan inspection goals. You must provide quantitative results for each inspection production site and land application goal listed in your work plan.

1. **There were 6 inspections done on sites in shoreland.**
2. **There were 22 inspections completed on sites that haven't been inspected since 2006 or earlier.**
3. **There were 2 level 4 Land Application inspections completed.**

Owner Assistance

Please report on the following owner assistance activities conducted in the past year. Include date and description for each activity listed.

- Workshops or trainings hosted and/or co-sponsored by the county feedlot officer (CFO):
- **8/16/2017 through 8/20/2018, McLeod County had a booth at the McLeod County Fair where information was available about manure application. Manure test bottles were available for feedlot owners at this event.**
- Newsletters/direct mailings sent to feedlot owners:
- **Re-registrations notices were sent on February 8, 2017, June 7, 2017 and November 9, 2017.**
- Feedlot articles placed in local newspapers: **NONE**
- Other information and outreach activities not identified above:
- **2 manure test bottles handed out to Feedlot owners by request of operator. This was to establish best practice.**

Staffing Level and Training

Please list the training events each CFO attended. Include the date and number of continuing education units (CEUs) for each event.

TRAINING	DATE	CEUS
<b>Marc Telecky, Diane Miller, Sandy Posusta, Emily Gabel</b>		
How to fill out Annual Report Forms (Webex)	1/11	1.25
WebEx Tempo Registrations -- Data Entry	3/22	1.00
New CFO Training	4/26-27	15.00
All CFO Training	4/28	7.00
Webex MinnFarm	5/23-24	9.00
Webex Tempo New Interface	5/25	1.50
Webex LMSA, Permitting	7/27	1.00

TRAINING - continued	DATE	CEUS
Webex Re-Registration & Wiki Page	8/24	1.25
Regional Meeting — Owatonna	8/24	5.00
MACFO Conference	4/13-17	13.00
Webex Tableau Webex	12/21	1.50

## Feedlot Enforcement Actions

Please describe any enforcement actions (LOW, NOV, court actions) conducted.

- **NONE**

## Other Program Activities

Please list sites where a MinnFARM was conducted. List the number of MinnFARMs conducted at each site.

- **NONE**

Please list mentorship documentation.

- **NONE**

Please list any meetings, including dates, which were attended with local units of government and producer groups (SWCD, NRCS, Minnesota Extension Service, Dairy Inspectors, Minnesota Pork Producers, Minnesota Dairy Association, Minnesota Cattlemen's Association).

## McLeod Zoning, McLeod Environmental Services, McLeod SWCD

- **July 17, 2017: 3 hours.** (Reorganization and discuss and make recommendation for Steve Wadsworth Variance to request a setback reduction to and existing dwelling from 1320' to 250' in order to apply for a Feedlot Permit for the purpose of raising YAK.
- **September 6, 2017: 3 hours.** McLeod County Waterplan Task Force on Feedlots Meeting to Discuss and make recommendation of Conditional Use Permit 17-19 as applied for by Joe Wuetherich, 15191 65<sup>th</sup> Street, Brownton for the purpose of requesting a new feedlot to be registered or permitted having less than forty (40) acres under their ownership at the proposed facility. This property is described as 6.54 AC of that Part of the NE ¼ SE ¼ & 1 AC of the NW ¼ SE ¼ in Section 3 of Rem Township, Parcel # 10.003.0400.

Please describe any feedlot ordinance revision and/or adoption proceedings. **NONE**

Please list any county feedlot program activities conducted not identified in this form. **NONE**


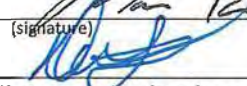


# Minnesota Pollution Control Agency (MPCA) Feedlot Program 2017 Year-End Review Worksheet

Sites reviewed by MPCA staff will be chosen from work done by the County in 2017. The County can pull their 2017 information from the Tempo warehouse data dump and Tableau. The information the County prepares should include the following:

1. Sites that registered
2. Compliance inspections conducted
3. Sites returned to compliance
4. Sites receiving a permit

A total of 20 Non-Inspection Minimum Program Requirement (MPR) points are possible for the 2017 Year-End Review. A County cannot receive a partial point two years in a row for the same MPR. Either the County earns a full point the second year or no point. The MPCA reviewer should have the County's MPCA County Feedlot Program Delegation Agreement Work Plan available for reference during the review.

<b>County:</b>	McLeod Co.		
<b>Date of Review:</b>	3/21/18		
<b>County Feedlot Officer:</b>	(print name) Marc Telecky	(signature)	
<b>MPCA Reviewer:</b>	(print name) Dana Leisford	(signature)	
<b>INSPECTION MPRs</b>	Agency-approved number of feedlots required to be registered (Attachment A):		329
	Number of inspections conducted that count towards the 7% inspection rate:		26
	Inspection rate (%):		7.9%
<b>NON-INSPECTION MPRs</b>	Number of applicable non-inspection MPRs:		11
	Total non-inspection MPR points:		11
	Non-Inspection MPR rate (%):		100%

**Registration ( ☐ NA ) – Up to two registration files must be reviewed to complete this section. If the County does not have any registration files, mark "NA" for this section.**

MPR No.	Question		Points
1. a.	<b>Did the County use either the MPCA standard registration form or an alternative agency-approved registration form?</b> <i>One half point - both files contain a standard/approved form</i> <i>One quarter point - one of the two files contain a standard/approved form</i> <i>No point - neither file contains a standard/approved form</i>	<input type="checkbox"/> NO	<input checked="" type="checkbox"/> ½ pt <input type="checkbox"/> 1/4 pt
1. b.	<b>Did the County update registration data in Tempo?</b> <i>One half point - 90% or more of 2017 registrations are updated in Tempo.</i> <i>One quarter point - 50% to 89% of 2017 registrations are updated in Tempo.</i> <i>No point - 0% - 49% of 2017 registrations are updated in Tempo.</i>	<input type="checkbox"/> NO	<input checked="" type="checkbox"/> ½ pt <input type="checkbox"/> 1/4 pt
2.	<b>Did the County meet the 30-day registration receipt requirement?</b> <i>One point - both files contain an acceptable 30-day letter or meet other agency acceptable notification requirements.</i>	<input type="checkbox"/> NO	<input checked="" type="checkbox"/> 1 pt <input type="checkbox"/> ½ pt

<p>One half point - one of the two files contain agency acceptable documentation or both files contain a 30-day registration receipt but documentation is inadequate.</p> <p>No point - neither file reviewed contains a 30-day registration receipt nor agency acceptable documentation.</p>		
<p>Files reviewed for this section:</p> <p>1. Wayne Cafferty #085-51055ff</p> <p>2. Eugene Hemerick #085-64672</p>	<p>Comments:</p> <p>Beef cattle 522 AU</p> <p>215 AU Dairy + Beef</p>	

**Inspections and Compliance - Up to four inspection files, as applicable, may be reviewed to complete this section:**

- At least two compliance inspection files must be reviewed for MPR 3 and 6.
- Up to two compliance inspection files, as applicable, must be reviewed for MPR 8.

3	<p>Were all inspections documented on the Non-NPDES checklist?</p> <p>One point - both files reviewed contain the correct checklist.</p> <p>One half point - one of the two files reviewed contain the correct checklist.</p> <p>No point - both files reviewed do not contain the correct checklist.</p>	<input type="checkbox"/> NO	<input checked="" type="checkbox"/> 1 pt <input type="checkbox"/> 1/2 pt
4	<p>Were all conducted inspections entered into Tempo (see Tableau and discrepancy list)?</p> <p>One point - 90% or more of inspections are in Tempo.</p> <p>One half point - 50% to 89% of inspections are in Tempo.</p> <p>No point - 0% - 49% of inspections are in Tempo.</p>	<input type="checkbox"/> NO	<input checked="" type="checkbox"/> 1 pt <input type="checkbox"/> 1/2 pt
5	<p>Did the County follow their Delegation Agreement Work Plan Inspection Strategy?</p> <p>One point - County followed inspection strategy.</p> <p>No point - County did not follow inspection strategy.</p>	<input type="checkbox"/> NO	<input checked="" type="checkbox"/> 1 pt
6	<p>Was the producer notified in writing of the results of the compliance inspection?</p> <p>One point - both files reviewed contain a letter that was sent when required.</p> <p>One half point - one of the two files reviewed contain a notification letter.</p> <p>No point - neither of the two files reviewed contain a notification letter.</p>	<input type="checkbox"/> NO	<input checked="" type="checkbox"/> 1 pt <input type="checkbox"/> 1/2 pt
7	<p>Did the County follow their Delegation Agreement Work Plan Compliance Strategy for inspections that resulted in non-compliance? (<input type="checkbox"/> NA)</p> <p>One point - County followed compliance strategy.</p> <p>No point - County did not follow compliance strategy.</p>	<input type="checkbox"/> NO	<input checked="" type="checkbox"/> 1 pt
8	<p>Did the County maintain documentation of corrective action for any site that was returned to compliance in the program year? (<input checked="" type="checkbox"/> NA)</p> <p>One point - documentation was maintained for each file reviewed.</p> <p>One half point - documentation was observed in, at least, one of the files reviewed.</p> <p>No point - no documentation was observed.</p>	<input type="checkbox"/> NO	<input type="checkbox"/> 1 pt <input type="checkbox"/> 1/2 pt

Files reviewed for this section:	Comments:
1. Kettle + Pam Flews #085-65977	
2. <del>Chambers</del> Picha #085-65577	
3. Doug Toman #085-69984	
4. Karm Lindeman #085-65342	

**Permitting (X)NA** – Up to two permit files, as applicable, must be reviewed to complete this section. If the County does not have any permit files mark "NA" for this section.

9	<p>Did the County issue permits within the 60/120 day time period?</p> <p>• Did the County clearly document a received date on all paperwork (permit applications, MMPs, and plans &amp; spec documents)? <b>YES MOST NO</b></p> <p>• If applicable, did the County send incomplete letters within 15 business days? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA</p> <p>One point - all paperwork (applications, MMPs, and plans and specs) clearly document a received date and County met 15 business day requirement for applicable incomplete letters. One half point - most paperwork (applications, MMPs and plans and specs) clearly document a received date and County met 15 business day requirement. No point - a received date is not documented on paperwork or County did not meet 15 business day requirement.</p>	<input type="checkbox"/> NO	<input type="checkbox"/> 1 pt <input checked="" type="checkbox"/> ½ pt
10	<p>Did the County complete an agency-approved checklist for each application?</p> <p>One point - both files contain a completed checklist. One half point - only one of two files contain a completed checklist. No point - neither file contains a completed checklist.</p>	<input type="checkbox"/> NO	<input type="checkbox"/> 1 pt <input checked="" type="checkbox"/> ½ pt
11	<p>Were notification requirements met (public notice <math>\geq 500</math> AU <input type="checkbox"/> NA and government notice <input type="checkbox"/> NA)?</p> <p>One point - all notification requirements were met. One half point - half or more required notifications were met. No point - notification requirement was not met.</p>	<input type="checkbox"/> NO	<input type="checkbox"/> 1 pt <input checked="" type="checkbox"/> ½ pt
12	<p>Were permits issued no sooner than 20 business days after public notice (<math>\geq 500</math> AU)? (<input type="checkbox"/> NA)</p> <p>One point - applicable permits were issued 20+ business days after public notice. No point - one or both applicable permit(s) were issued SOONER than 20 business days.</p>	<input type="checkbox"/> NO	<input checked="" type="checkbox"/> 1 pt
13	<p>Did the County complete an agency-approved checklist to ensure that submitted MMP requirements were met? (<input type="checkbox"/> NA)</p> <p>One point - all applicable files contain a completed checklist. One half point - one of the two files contain a completed checklist. (Does not apply if only one file requires a checklist.) No point - all applicable files do not contain a completed checklist.</p>	<input type="checkbox"/> NO	<input checked="" type="checkbox"/> 1 pt <input checked="" type="checkbox"/> ½ pt

Files reviewed for this section:	Comments:
1.	
2.	

16	<p>Did the County maintain a complaint log?</p> <p>One point - complete complaint log is maintained.</p> <p>One half point - some complaint log information is maintained.</p> <p>No point - a complaint log is not maintained.</p>	<input type="checkbox"/> NO	<input checked="" type="checkbox"/> 1 pt <input type="checkbox"/> ½ pt
<p>Comments: <i>electronic log - 2</i></p>			

17	<p>Did the County follow their Delegation Agreement Work Plan Owner Assistance Strategy?</p> <p>One point ~ County followed owner assistance strategy.</p> <p>No point ~ County did not follow owner assistance strategy.</p>	<input type="checkbox"/> NO	<input checked="" type="checkbox"/> 1 pt
<p>Comments: handed out manure sample containers, ed faux out + 11 Wfff C of S; newspaper</p>			

18	<p>Did the County earn the required 18 continuing education units (CEUs) of training?</p> <p><i>One point – 18 or more CEUs earned.</i></p> <p><i>One half point – 9-17 CEUs earned.</i></p>	<input type="checkbox"/> NO	<input checked="" type="checkbox"/> 1 pt <input type="checkbox"/> ½ pt
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	<i>No point – 0-8 CEUs earned.</i>		
19	<b>Did the County maintain an air quality exemption log? (X) NA for no notifications received)</b> <i>One point – complete air quality exemption log is maintained.</i> <i>One half point – some air quality exemption log information is maintained.</i> <i>No point – air quality exemption log is not maintained.</i>	<input type="checkbox"/> NO	<input type="checkbox"/> 1 pt <input type="checkbox"/> ½ pt
20	<b>Did the County post their 2016 Annual CFO Report and MPCA Financial Report on their website by July 1, 2017?</b> <i>One point – information is posted.</i> <i>No point – information is not posted.</i>	<input type="checkbox"/> NO	<input checked="" type="checkbox"/> 1 pt
Comments:			

**Financial Report (No points awarded for this section.)**

Does the financial report show how much grant money the county received and spent? ☐ NO ☒ YES

Does the financial report show that the county spent the total match amount? ☐ NO ☒ YES

**Summary Review Notes/Comments/Tempo Issues**

# ATTACHMENT A

County	Feedlots Eligible for Funding
Big Stone	40
Blue Earth	<del>663</del>
Brown	885
Carver	238
Clay	<del>109</del>
Cottonwood	257
Douglas	420
Faribault	352
Fillmore	737
Freeborn	285
Goodhue	685
Houston	<del>444</del>
Jackson	530
Kandiyohi	445
Kittson	18
Lac Qui Parle	194
Lake of the Woods	25
Le Sueur	172
Lincoln	<del>114</del> ff
Lyon	282
McLeod	329
Marshall	41
Martin	<del>474</del> xxx
Meeker	253
Morrison	<del>618</del>
Mower	381
Murray	425
Nicollet	316
Nobles	432
Norman	45
Pennington	88
Pipestone	451
Polk	77
Pope	294
Red Lake	<del>276</del> rr
Renville	288
Rice	<del>287</del>
Rock	512
Stearns	1,491
Steele	251
Stevens	130
Swift	157
Todd	682
Traverse	34
Wadena	99
Waseca	234
Watsonwan	184
Winona	555
Wright	263
Yellow Medicine	274



## Prepared for McLeod County – SAP 43-615-13, CSAH 15



**Evergreen Land Services would like to be your appraisal, acquisition and relocation specialist for the Morningside Corridor Project. We have proven our qualifications performing appraisal and acquisition services for many Counties in the past, and look forward to helping you. We can be reached at:**



**Evergreen Land Services Company**  
**1515 East 66<sup>th</sup> Street, Suite 104**  
**Richfield, MN 55423**  
**(651) 882-0200**  
**Matthew Storm: [Matthews@elsco.net](mailto:Matthews@elsco.net)**

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### **Addendum**

Example of a Field Title Report.	
Example of an Acquisition Status Table.	
Example of a Landowner Questionnaire Form.	
Example of a Relocation Analysis for Rent Differential and Moving Cost.	
Example of Minimum Comp Report.	

## *Objectives, Goals and Tasks*

Evergreen Land Services will assist in implementation of McLeod County's plan for construction of a new 0.5 mile urban corridor on CSAH15 (Morningside) in Glencoe. This includes purchasing and providing relocation to two tenant occupied homes along the corridor. Our goal includes avoiding condemnation on all of the parcels, and successfully relocating the tenants in the two single family homes.

ELS has successfully acquired and relocated homeowners on many previous projects similar to this for other counties, cities and MNDOT.

The approach will be to work closely with the property owners, listening to and addressing their concerns, for a positive outcome of achieving the goals of McLeod County as well as the satisfaction of the homeowners. We understand this is a sensitive situation for the property owners, and we have extensive experience in addressing their concerns and keeping the lines of communication open to achieve the project goal without compromising the integrity of any involved.

We will keep dedicated staff to consistently stay on the project to completion. This includes regular information and project update meetings with McLeod County staff. We will also conduct information meetings with property owners as directed by McLeod County. Our objective is to have the project completed by May 2019.

*\*\*provide examples of minimum compensation relocation determinations and analysis, and experience with litigation involving relocation assistance*

## Project Deliverables:

ELS has a process in place for tracking status and will regularly or as directed provide reporting to McLeod County. With our processes in place we will provide the best value to McLeod County by proceeding on course to completion as efficiently and effectively as possible.

We have all required insurance coverage in place. A Certificate of Insurance for general liability and professional liability listing McLeod County as additional insured meeting the required amounts can be provided to the County.

## TIMELINE

Expenses Provided

McLeod County SAP 43-615-13, CSAH 15

	2018										2019			
	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
<b>Pre-Acquisition</b>														
Introductory Letter														
Title Work														
Parcel Drawings Available														
Legal Descriptions														
Field Title Investigations														
Document Preparation														
<b>Appraisals</b>														
Appraisal Reports														
<b>Acquisition</b>														
Approval of Offer Amount														
Presentation of Offers														
Execute Documents														
Mortgage Consents														
<b>Relocation</b>														
Relocation Services														
90 Day Notice to Vacate														
<b>Eminent Domain</b>														
File Eminent Domain Petition														
Title and Possession														



## *Company Overview & Consultant Profile*

Evergreen Land Services Company (ELS) specializes in all aspects of land rights acquisition and valuation. ELS has been providing right-of-way and land acquisition services which include appraisal and relocation services to governmental, public utilities and other private entities since 1972.

ELS has a decades long history of successful partnering with multiple state, county and municipal agencies as well as private engineering and legal firms. We strive to be a valued team member in assisting clients to meet their goals and timelines.

ELS provides the full spectrum of land and right-of-way services including planning, route selection, project counseling, field title investigation, valuation, acquisition, relocation, public meetings, permitting, industry education, regulatory and audit compliance and many more services. All of ELS actions, activities, processes and policies are in compliance with the Federal Uniform Act governing land and land rights acquisition.

ELS team members hold all applicable licenses required by law to acquire land for right-of-way projects and appraisals.

ELS is a MNDOT pre-qualified consultant in the areas of direct purchase, field title investigations, appraisal and relocation services. Our company is the designated right-of-way consultant for multiple municipalities.

ELS is committed to meeting our client's right-of-way needs in a professional and timely manner. Our goal is to provide the highest service and product through education, experience and excellence. ELS has a reputation for completing projects on schedule, within budget and without loss of Federal or State Aid Funds. Our ability to meet deadlines is well recognized by many clients who have selected us to assist with their projects.

ELS has been through the auditing process several times with Mn/DOT and the Federal Highway Administration. Audits are necessary to receive certain funding. We have received compliments in these audits on our files, record keeping, success in our accomplishments and the meeting of budgets and schedules.

Our company has found that some land acquisition and relocation projects are controversial. We feel an experienced and qualified staff can do a great deal to overcome the misconceptions about the program and the acquisition and relocation process.

## *Company Overview & Consultant Profile*

ELS can provide full right of way acquisition project management, field title investigation, direct purchase negotiations for proposed right of way, and relocation assistance services. Our company has a proven track record providing technical services in the areas of real estate appraisals, relocation services and land rights assistance.

The ELS team consists of the following experienced personnel:

### **CONSULTANT TEAM**

ELS President, Acquisition Manager  
ELS Vice President, Relocation Manager  
Acquisition Agent  
Appraisal Manager

Matthew Storm, SR/WA  
Steve Carlson  
Paul Storm  
Patricia Nolan

**McLeod County Project Executive Summary** - Obtain owners & encumbrance reports and tax statements from McLeod County to determine ownership and gather owners name and address. Send out Introductory letter and questionnaire to introduce our company and gather phone numbers and e-mail information from the owners. Perform the Field Title Investigations and complete each report. Perform the appraisal valuations to determine "Just Compensation" and receive approval from the client to present offers based on the appraisal of "Just Compensation". Prepare parcel files, documents and offer letters to present to the property owners. Make appointments with the property owners to present the offer, review the parcel sketches or plat and drawings and begin the negotiation process. During negotiations attempt to resolve physical issues such as driveways, landscaping, irrigation, mail boxes, etc., as well as compensation issues. If an administrative settlement is warranted, a settlement will be completed to change physical or monetary issues. When successful with negotiations, complete the signing of easement documents, mortgage consents, payment to the property owner and recording of the documents. ELS has completed numerous projects with Federal Funding and has been successfully audited to preserve the funding.

### *Introductory Letter and Questionnaire*

McLeod County will mail a letter to each property owner introducing ELS as the consultant assisting the County with the appraisal, acquisition and relocation services. It is recommended that the County sends the letter and questionnaire on their letterhead and envelope to insure the recipients do not discard the letter, and complete the questionnaire to be returned. A copy of the questionnaire is attached.



## *Field Title Investigation Services*

The Field Title Agent will verify ownership and nature of interest of the fee owner, contract for deed vendee, or other interests in the property by personal visit or if a personal visit is not possible, by telephone. ELS Field Title Agent will interview and document concerns of the property owners affected by the proposed construction project. For purpose of field title investigation, ELS will:

- Check the accuracy of the Certificate of Title with landowners for omissions or changes
- Re-check the courthouse records if landowner indicates any discrepancies
- Identify the usage of the property and any environmental concerns within the acquisition such as wells, underground tanks and septic systems
- Identify any unrecorded interests and obtain evidence of the same
- Accurately document specific property owner concerns
- Obtain copies of all interests/easements (excluding mortgage documents) on the Title report or Certificate of Title
- Determine if the interests/easements are affected by the acquisition and indicate in the appropriate location on the Field Title Report
- Identify names and addresses of all occupants or businesses located in a property affected by an acquisition
- Identify types of business entities such as corporation or partnership
- Identify and copy instruments authorizing fiduciary to act
- Prepare all appropriate County forms for field title investigation

Field title work will be completed prior to initiating appraisals.

### Review of Title Information and Field Title Information

Title information and field title information will be reviewed in order to identify parties who have an interest in the acquisition parcels in order to determine who must execute conveyance documents.

## *Appraisal Services*

Evergreen Land Services Company (ELS) offers appraisal services to our clients. ELS has a Certified General Real Property Appraiser on staff who has experience including the appraisal of partial acquisitions. ELS can provide the following appraisal formats:

1. **Appraisal Report** – can be used for any type of acquisition and is a typical format in the industry. The Appraisal Report format must be provided when the intended users include parties other than the client.
2. **Restricted Appraisal Report** – can be used for acquisitions of typical residential properties, vacant land, or for partial acquisitions involving easily supported damages to the remainder of the property. When the Intended users do not include parties other than the client, a Restricted Appraisal Report may be provided.
3. **Minimum Damage Assessments (MDA's)** – this format is not technically an appraisal, but is a format promoted by Mn/DOT to be used for uncomplicated acquisitions up to a value of \$25,000, including simple partial acquisitions where only land or land and minor improvements are involved.

In conjunction with the "Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970" (commonly known as the Uniform Act), ELS offers property owners the opportunity to accompany the appraiser on the inspection of their properties and treats the property owners with respect.

Appraisals are prepared in conformance with the Uniform Standards of Professional Appraisal Practice (USPAP) as well as Mn/DOT or other agency regulations.

**Appraisal Review** - ELS can also provide appraisal review services. Reviews can be via form or narrative reports depending on the client's request and the complexity of the appraisal. Review criteria includes sound appraisal principles and USPAP conformance, as well as Mn/DOT or other agency regulations.

**Consultation** - ELS understands the appraisal process and requirements and can provide appraisal expertise in the form of consultation for appraisal contracting or condemnation.

**Appraisal Fees** – Fees are dependent on the client's desired appraisal format and the complexity of the appraisal problem, but can be via an hourly rate of \$85.00 plus costs or a charge per appraisal.

Recently completed appraisal projects include:

- City of Jordan sewer project - partial acquisitions
- Washington County road project - partial acquisitions
- Hennepin County - residential total take acquisitions
- City of Inver Grove Heights - parkland purchase appraisal

## *Acquisition Services*

The acquisition process typically begins with an initial meeting with the client's staff to discuss project coordination and procedures. After receiving the appraisal of fair market value for each parcel, ELS staff will develop an acquisition file and prepare the Just Compensation Offer to be signed. ELS then meets with each individual owner to present the offer and review the appraisal, conduct negotiations with each property owner, and be available for questions from each owner regarding the acquisition file. All owners receive an information booklet explaining their rights and the acquisition process.

If the owner agrees on the acquisition price, both parties execute a purchase agreement and a closing is set up with the closing agent and the title company. If the acquisition involves easements, ELS initiates the signing of the documents and recording at the county recorder's office. If the owner does not agree with the offer, and after an appropriate amount of time in negotiations, the client's attorney may initiate eminent domain proceedings with requested assistance from ELS.

The Acquisition Services include the following:

- Meet with client's staff to discuss project coordination, timing and procedures.
- Attend any other meetings with staff as required.
- Read appraisal and review appraisals for each parcel and discuss with appraiser and reviewer as necessary.
- Prepare just compensation offer letter for signature on all parcels.
- Prepare landowners information booklet for each parcel.
- Deliver offer letter and booklet to owners and begin negotiations.
- In negotiations, gather information and work towards resolving disagreements and disputes to get a purchase agreement or easement signed.
- All written and oral communication will be documented in each file.
- Prepare purchase agreements for all files.
- Prepare easement documents for all files.
- Prepare a weekly report on status of negotiations.
- Work with relocation team concerning vacancy dates and other activities.
- Coordinate closings and recording of instruments with the title company.
- Record easement documents.
- Work with the client's attorney or title company on issues concerning marketable title.
- If condemnation is necessary, provide services as directed by client's attorney.

Recently completed acquisition projects include:

- City of Jordan sewer project - partial acquisitions
- City of St. Louis Park trail project - partial acquisitions
- City of Inver Grove Heights - parkland purchase
- City of Inver Grove Heights sewer and water project - partial acquisitions
- City of Bloomington trail project - partial acquisitions

## *Relocation Services*

The project approach assists all the impacted residents and businesses, eligible for assistance under the Federal Guidelines, in relocating to adequate replacement accommodations as quickly as possible. In addition, ELS can assure each project is performed in accordance with the Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended, to maximize federal participation. All impacted residential homeowners, tenants, and businesses will be treated in a just manner and receive adequate compensation under the applicable guidelines.

ELS operates a cost effective and efficient program and addresses all the special needs of the individual residential homeowner, tenant and business. We make a concerted effort to find workable solutions to all problems related to the relocation program. We anticipate the usual range of difficulties, together with new challenges, with each project and have the capabilities to address all of these issues.

The Relocation Services include the following:

- Initial meeting with the client's staff to discuss project coordination and procedures.
- Meeting(s) with the public and occupant(s) to discuss and provide written general information on relocation benefits, documentation required, and the process applicable to each of their situations.
- Determine needs and preferences for the move and replacement location for the owner and occupants. Explain relocation benefits, the process involved with relocation and documentation requirements.
- Offer advisory services regarding the move, explanations of relocation benefits and procedures and other assistance as necessary.
- Prepare the required general information, eligibility and 90-day vacate notices for client's review and signature.
- Assist the displaced occupants to identify and document eligible reimbursable relocation costs and confirm that the submitted costs are reasonable and necessary per the regulations.
- Conduct research for comparable properties, inspect comparable properties and provide referrals to available replacement properties, as requested.
- Prepare claims for relocation payment and make recommendations to the client regarding the eligibility of relocation benefits requested by the displaced occupants.
- Throughout the project, address questions and concerns of the displaced occupants, and advise the occupants of their rights and obligations in the relocation process.
- Throughout the project, review the project/relocation status and review any questions and concerns.
- Document and close out file once all relocation benefits are issued.

This list of tasks is not all-inclusive. Our activities comply with Minnesota Statutes and the Uniform Act regulations and include all steps required in the process together with additional steps as may be helpful. All written and oral communication is documented in each file and a bi-weekly status report is updated and presented to the client.

Recently completed relocation projects include:

- Hennepin County, CSAH 053, 66<sup>th</sup> Street Reconstruction
- City of Inver Grove Heights, Heritage Park Project
- Anoka County, Foley Boulevard Reconstruction
- Flood Diversion, Fargo North Dakota
- City of West St. Paul, Robert Street Reconstruction

## *Project Management*

Matthew Storm will be the manager of this project, ensuring expert supervision utilizing his extensive experience in many projects such as this. He will ensure all tasks are completed properly and in a timely and professional manner, according to the directive of McLeod County.

The right of way acquisition services will be provided in accordance with Title 23 United States Code, the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, state and federal laws, and the MnDOT Right of Way Manual. Our services and deliverables will be in accordance with the specifications of the RFP.

In the case of residential relocations where it is a total take with relocation, the first point of contact with the property owner will be the appraisal inspection. It is our practice to have the acquisition agent and the relocation specialist present at the inspection. This allows us to alleviate a lot of the apprehension of the occupant, as well as answer questions they may have concerning the process. This helps to earn trust and gain cooperation from the property owners and/or tenants.

ELS has been successful in acquiring and relocating owners and/or tenants on numerous city and county projects, without the use of eminent domain or litigation.

We will use a tracking system that we call the Acquisition Status Table, which is an update table of progress throughout the project, showing specific information to each parcel. This table will coincide with the negotiator's log and highlight critical items to the project.



## Resumes

**Matthew S. Storm, SR/WA, President, Evergreen Land Services Company.** Matt has over 25 years' experience in real estate and right of way acquisitions. Matt's background in commercial property management, leasing and land sales dovetails into his current work of property and right of way acquisitions. He is knowledgeable in both field title and court house title work.

Matt has experience in complex acquisitions, including large individual acquisitions for government sites and numerous smaller acquisitions for road projects. Matt has managed numerous projects, including Mn/DOT projects, that included both acquisition and relocation services.

Matt has attained the "SR/WA" professional designation from the International Right of Way Association. He also served as President of the Minnesota Chapter of the International Right of Way Association. He has been a presenter at Mn/DOT's annual Right Of Way Professionals Conference. Matt holds a Minnesota and North Dakota Real Estate Brokers license and has a Minnesota Notary License.

### Specialties/Expertise:

- Project Management
- Title Work
- Field Title
- Negotiations
- Document Preparation

### Professional Associations:

- SR/WA Designation from International Right of Way Assoc.
- Past President of IRWA local Chapter 20
- Past IRWA Chapter 20 Professional Development Chair

### Licenses:

- Real Estate Broker - MN
- Real Estate Broker - ND
- Minnesota Notary

### Sampling of Project Experience

- Elm Creek Interceptor, Metropolitan Council
- Northern Lights Expansion, Northern Natural Gas
- Northwest Sewer, City of Inver Grove Heights
- CSAH 15 Road Project, Washington County
- Flagstaff Ave. Road Project, City of Farmington
- Lowry Avenue Road Project, Hennepin County
- Clear Lake Drive Road Project, Waseca County
- Highway 62 Crosstown, MN/DOT
- Highway 70, Pine County, MN/DOT
- Portland Avenue, City of Richfield
- City of Edina - 50th and France
- CapX 2020 Transmission line
- MN Energy, Windom Pipeline Project
- Otter Tail County Road 9 & 38 Improvement Project



**Steven Carlson, Vice President, Evergreen Land Services Company.** Steven (Steve) is the Relocation Manager for Evergreen Land Services. He is the expert that handles all relocation projects, including residential, commercial and industrial relocations. Steve works closely with the displacee and the client to insure that all paperwork is completed, that all regulations are followed, and the relocation is successful.

Steve also has experience in direct acquisitions (negotiations). However, ELS maintains separation of duties so that Steve does not negotiate and perform relocation work on the same parcel.

Steve has been a presenter numerous times at Mn/DOT's annual Right Of Way Professionals Conference and is on the organizing/planning committee for the conference. Steve holds a Minnesota Real Estate License as well as a Minnesota Notary License.

**Specialties/Expertise:**

- Relocation Specialist
- Negotiations
- Document Preparation
- Bachelor of Science, UWRF

**Professional Associations:**

- Economic Development Association of Minnesota (EDAM)
- Committee Member for Mn/Dot Annual Right-of-Way conference

**Licenses:**

- Real Estate Salesperson - MN
- Minnesota Notary

**Sampling of Project Experience**

- CSAH 15 Road Project, Washington County
- Lowry Avenue Road Project, Hennepin County
- Robert Street Improvements, West St. Paul
- Highway 82 Crosstown, MN/DOT
- Richfield Parkway Connection, Richfield
- Northwest Sewer Project, City of Inver Grove Heights
- Clear Lake Drive Road Project, Waseca County

**Paul Storm, Acquisition Specialist, Evergreen Land Services Company.** Paul has been a member of the Evergreen Land Services team since June 2001. His duties as Acquisition Specialist include negotiations, field title investigation, market data reports, title searches, document preparation, permanent and temporary easement acquisition, damage settlements and related services. Paul's clients have included numerous cities, counties, Mn/DOT and various utilities.

Paul holds a Minnesota Real Estate License as well as a Minnesota Notary License.

**Specialties/Expertise:**

- Project Management
- Field Title Investigation
- Negotiations
- Document Preparation
- Route Selection
- Seminar Instruction
- Process Compliance
- Permitting
- Public Meetings

**Licenses:**

- Real Estate Salesperson -- MN
- Minnesota Notary

**Sampling of Project Experience**

- Northern Lights Expansion, Northern Natural Gas
- CSAH 15 Road Project, Washington County
- Flagstaff Ave. Road Project, City of Farmington
- Lowry Avenue Road Project, Hennepin County
- Clear Lake Drive Road Project, Waseca County
- CR J Road Project, Ramsey County
- Highway 82 Crosstown, MN/DOT
- CAPX 2020 -- Brookings to Hampton
- City of Richfield Portland Avenue Improvement Project
- Otter Tail County Road 9 & 38 Improvement Project
- MN Energy, 19th Street Pipeline, City of Rochester
- MN Energy, Thief River Falls Pipeline Project
- MN Energy, Windom Pipeline Project

**Patricia Nolan, Appraiser, Evergreen Land Services Company.** Patricia has been in the appraisal field since 1986 and has been with Evergreen since 2006. Prior to joining our team, Patricia was an appraiser with Appraisal Concepts Company for 20 years.

Patricia has experience in right of way acquisition appraisals for agricultural, residential and commercial properties including full before and after appraisals. She has managed numerous highway acquisition, trail and utility projects. In addition Patricia has appraised land for various city expansion projects, Xcel substation sites, MnDOT projects and light rail. Patricia also has review experience for acquisitions projects.

Patricia also has knowledge and experience appraising properties for mortgage purposes, estate planning, insurance purposes, divorce settlement, etc.

**Specialties/Expertise:**

Appraisals for -  
Acquisition  
Estate Planning  
Mortgage Purposes  
Divorce Settlement  
Insurance Purposes

**Licenses:**

Minnesota Certified General Real Property Appraiser

**Education:**

- All Real Estate Courses 101-108
- General Report Writing & Case Studies, Appraisal Institute
- General Appraisal & Sales Comparison Approach, Appraisal Institute
- Right of Way Professional Workshops (annually)

**Sampling of Project Experience:**

- Sibley County CR 160 Reconstruction Project
- Hennepin County 86th Street Reconstruction Project
- City of Edina Sewer Project
- SEH Intercity Nine Mile Creek Trail Project
- SRF West St. Paul Robert Street Reconstruction Project
- Ramsey County Maryland Avenue Reconstruction Project
- Anoka County CSAH 14 Reconstruction Project
- Anoka County Centerville Road Reconstruction Project
- Anoka County CSAH 57 Road Project
- MNDOT Central Corridor Light Rail
- Northern Lights Expansion, Northern Natural Gas
- City of St. Louis Park Highway 7/Louisiana Avenue Project
- Hennepin County CSAH 9 Reconstruction Project
- Nicollet County CSAH 5 Reconstruction Project
- City of Maplewood Highway 36/English Street Interchange
- MN Energy, Worthington area Market Study

## ELS References

### Current Client Services:

#### City of Richfield:

Purchase of Motel 6 for Road Improvement Project

Contact: Jeff Pearson, Transportation Engineer

Contact: Kirsten Asher, Public Works Director

Telephone: 612-861-8791

Telephone: 612-861-8795

- Acquisition
- Relocation

#### City of Inver Grove Heights:

NWA Utility Improvements City Projects 2015-03

Contact: Tom Kaldunski, City Engineer

Telephone: 651-450-2572

- Sewer and water extension
- Road Improvements
- 8 parcel Project
- Acquisition

#### City of Inver Grove Heights:

Heritage Park Expansion

Contact: Eric Carlson, Parks and Recreation Director

Telephone: 651-450-2572

- Park extension
- 4 parcel Project
- Acquisition and Relocation

#### City of Burnsville:

Former Knox Lumber Site

Contact: Ryan Peterson, City Engineer

Telephone: 952-895-4459

- Appraisal
- Acquisition

#### Ultalg Engineering:

Fargo Flood Diversion Project

Contact: Stefan Olafson, Senior Right-of-Way Specialist

Telephone: 701-280-8628

- Relocation

#### MnDOT Metro:

SWLRT Project

Contact: Andrea Smith

Telephone: 651-234-7591

- Relocation

#### MN Energy:

Various Pipeline and Valve Site Projects

Contact: Kory Rentmeester, Real Estate Agent

Telephone: 920-433-1385

- Acquisition and Appraisals

#### MN Energy:

Rochester Natural Gas Line

Contact: Kory Rentmeester, Real Estate Agent

Telephone: 920-433-1385

- Acquisition and Appraisals



## References

### Past Client Services

#### Otter Tail County

County Road 9 & 38 Road Improvement Project

Contact: Charles Grotte, Assistant County Engineer

Telephone: 212-998-8475

- Acquisition and Review Appraisals
- 120 parcel project

#### Sibley County:

County Road 160 Reconstruction

Contact: Tim Becker, Public Works Director

Telephone: 507-237-4115

- Appraisals
- 5 parcels of residential and agricultural land
- January of 2016

#### City of St. Louis Park:

Ulrica Avenue Trail

Contact: Debra Helser, Engineering Director

Telephone: 952-924-2551

- Appraisal and Acquisition

#### City of Edina:

On Ramps Trail Project

Contact: Mark Nolan, Engineering

Telephone: 952-828-0322

- Appraisal and Acquisition

#### Three Rivers Park District:

Nine Mile Creek Regional Trail:

Contact: Eric Nelson, Senior Manager of Engineering

Telephone: 763-694-2060

- Appraisal and Acquisition
- 21 parcel Project

Bassett Creek Regional Trail:

Contact: Stephen Shurson, Project Manager

Telephone: 763-559-6766

- Appraisal and Acquisition
- 14 parcel Project

#### City of Bloomington:

On Ramps Trail Project

Contact: Shelly Hanson, City Engineer

Telephone: 952-563-4866

- Appraisal and Acquisition
- 8 parcel Project

#### Hennepin County:

CSAH 053, 68<sup>th</sup> Street Reconstruction

Contact: Eric Drager, Land Acquisition Manager

Telephone: 612-348-4182

- Residential Total Takes
- Appraisal and Relocation

## Cost Estimate:

Work Division or Task	Number of Parcels Or Specific Parcel	Number of Hours Per Parcel	Hourly Charge	Total
Team Meeting	One meeting	N/A	N/C	N/C
Intro Letter, Questionnaire		N/A	\$0.00	\$ 00.00
Field Title Investigation Report	6	2 hours @ \$80.00 hr.		\$960.00
*Appraisals 1-Agricultural, Before & After Land 1-Non-Buildable Outlot, Before & After Land 1-Multi Family, Before & After Land 1-Single Family, Before & After Land 1-Single Family, Before & After Land & Bldgs. 2-Single Family Residences, Total Takes	7	\$1,300.00.00 ea.		\$9,100.00
Project Management	6	2.0	\$85.00	\$1,020.00
Preparation of Parcel File, Offer Letter and Easement Documents	6	1.0	\$80.00	\$480.00
Offers and Negotiations	6	18	\$80.00	\$8,640.00
Relocation Services	2	25	\$80.00	\$4,000.00
Mortgage Consents		\$300.00 ea.		N/A
Expenses: Mileage, hotel, meals, etc.				\$1,000.00
<b>TOTAL</b>	<b>*This bid is for a not exceed amount of: \$25,200.00</b>			

\*All appraisals will be in narrative "Appraisal Report" format (per USPAP). Please note the two narrow, contiguous Team Development parcels located along 14<sup>th</sup> Street could possibly be considered one larger parcel upon further research. Currently the zoning designation is dissimilar and would warrant two appraisals.

The Patnaude single family appraisal (at 1206 Morningside Avenue) will include both land and buildings due to the location of the proposed easement.

This cost estimate does not include Eminent Domain support or testimony by the appraiser.



## References

### Complete Client List

MUNICIPALITIES			
Austin	Appleton	Arden Hills	Blaine
Brooklyn Center	Brooklyn Park	Burnsville	Columbia Heights
Coon Rapids	Cottage Grove	Crystal	Duluth
Eagan	Elk River	Elko New Market	Edina
Faribault	Farmington	Fridley	Golden Valley
Hugo	Inver Grove Heights	Jordan	Lexington
Lino Lakes	Long Lake	Mahtomedi	Mankato
Maple Grove	Maplewood	Mendota Heights	Minneapolis
Minnetonka	Minnetrista	Monticello	Mound
Mounds View	New Brighton	New Hope	Newport
Oak Grove	Oakdale	Otsego	Plymouth
Prior Lake	Ramsey	Richfield	Roseville
Rosemount	Savage	Shakopee	Shoreview
Shorewood	Sleepy Eye	South St. Paul	St. Anthony
St. Cloud	St. Louis Park	St. Paul	St. Peter
Vadnais Heights	Wadena	West St. Paul	Winona
Woodbury	Worthington	Fargo, ND	Grand Forks, ND
COUNTIES & TOWNSHIPS			
Anoka County	Carver County	Chisago County	
Columbus Township	Dakota County	Hassen Township	
Hennepin County	Nicollet County	Otter Tail County	
Ramsey County	Scott County	St. Louis County	
Sibley County	Stearns County	Steele County	
Vermillion Township	Washington County	Waseca County	
UTILITIES, PUBLIC ENTITIES, ENGINEERING PARTNERS, ETC.			
Amoco Oil Company	Blandin Paper Company	Bolton & Menk	
Canadian Pacific Railway	Dakota County Electric	Duluth ISD	
Enbridge	enXco Midwest	Farmington ISD	
Great River Energy	Integrus	Koch Industries	
Lakehead Pipe Line Company	Met Council	Metro Transit Commission	
Minnesota Pipeline Company	Minnesota Power	MN Dept. of Transportation	
MN Energy Resources	MN Parks & Trail Council	New Prague ISD	
Nexus Energy Solutions	North Central Public Service	Northern Minnesota Utilities	
Northern Natural Gas	NuStar Energy	Prior Lake/Savage ISD	
Prior Lk./Spring Lk. Watershed	Qwest	Ryan Companies	
SEH	Southern MN Municipal Power	Washington County ISD	
Sprint	SRF	Three Rivers Park District	
TKDA	Utleg	Union Carbide Corporation	
US Army Corps of Engineers	Valley Creek Watershed District	Viking Pipeline Company	
Western Gas Utilities, Inc.	Xcel Energy	Widseth Smith Nolting	

## 2018 RATE SCHEDULE

### Acquisition Services

Acquisition Manager	\$85.00 per hour
Acquisition Agent	\$80.00 per hour

### Appraisal Services

Appraisal Manager	\$85.00 per hour
Appraiser	\$80.00 per hour
Appraisal	Per Appraisal

Appraisals are usually charged on a per appraisal basis, but appraiser can also bill for work on an hourly basis.

### Relocation Services

Relocation Manager	\$85.00 per hour
Relocation Consultant	\$80.00 per hour

### Title Services

Title Company or Law Firm	\$150.00 per parcel
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### Expenses

Vehicle mileage allowance	IRS Rate
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### Per Diem & Misc. Costs

Meals	\$31.00/day
Hotel	Actual costs

Miscellaneous costs consist of such items as maps, copies of documents, expendable material, recording fees, subcontractor or other costs required to complete projects.

## *Addendum*

<h1 style="text-align: center;">FIELD TITLE REPORT</h1>		CS:	
		County: Hennepin	
			Parcel: 3
PER	Park Ridge Real Estate, LLC XXX Lincoln Ave. St. Paul, MN 55XXX		
CONTRACT	None		
MORTGAGE	Fannie Mae Washington D.C.		
JUDGMENTS / LIENS	Against Owner: <input type="checkbox"/> Current <input type="checkbox"/> Former <input type="checkbox"/> State Tax Lien <input type="checkbox"/> Federal Tax Lien <input type="checkbox"/>		
	None		
OCCUPANCY & USE	<input checked="" type="checkbox"/> Fee Owner <input type="checkbox"/> Vacant <input type="checkbox"/> Lessee <input type="checkbox"/> Month to Month <input type="checkbox"/> CFD Vendor		
	Apartment Building		
TAXES	Special Assessments	Payable to _____	
	Green Acres	Ditch Lien	Ditch Lien Payable To:
	Other Tax Payable	Other Tax Payable To:	
INTERVIEW	Interviewee	Andy Wilhoit	
	Interviewer	Paul Storm	
	Date	April 2017	

EASEMENTS	Communications	Electric	Ease —	Ease —
	Contact of Minnesota Inc.			
MINERALS	Minerals DMA	Minerals Order		
	None			
IMPROVEMENTS	Well Count:	Year Sealed:		
	Building Affected	Fence Affected	<input checked="" type="checkbox"/> Sign Affected	Other Improvements
	Fuel Tanks Buried	Fuel Tanks Above	Drain Fields	Septic System
	<input checked="" type="checkbox"/> Irrigation / Sprinkler			
	Drain Tile			
LANDSCAPING				
ADDITIONAL INFORMATION				



As of \_\_\_\_\_

# ACQUISITION STATUS TABLE McCluskey County GSAH 15

Organization	Contact	Phone	Cell	Email Address

COMPLETED PARCELS



ACQUISITION AGENT	LANDOWNER ADDRESS PHONE NO.	PID NO. & PARCEL SIZE	INITIAL CONTACT LETTER	ACQUISITION TYPE & SIZE	APPRAISAL VALUATION DATE & AMOUNT	DATE OF REVIEW & APPROVED AMOUNT & REVIEWER	DATE OF CLIENT APPROVAL & AMOUNT	DATE OFFER AND APPRAISAL GIVEN TO OWNER	MORTGAGE	Relocation Services	ACCEPTANCE DATE & AMOUNT	DATE CHECK REQUESTED  DATE OF CHECK CHECK NUMBER RECORDED DOCUMENT NO.	MISCELLANEOUS  OTHER DOCUMENTS OR SPECIAL COMMENTS



## LANDOWNER QUESTIONNAIRE FORM

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

1) Do you own the property described above? (Please circle) Yes No

2) Are you a Corporation? If so, please place your Incorporation information below.

State of Incorporation: \_\_\_\_\_

Corporate \_\_\_\_\_ Officers: \_\_\_\_\_

Office \_\_\_\_\_

Address \_\_\_\_\_

3) What is your marital status?  
(Please circle) Single Married Divorced Widowed

(This information is needed in order to prepare conveyance documents because under Minnesota law a spouse's signature is necessary on land conveyances even though he/she may not be listed on the deed or title).

If married, and your spouse's name does not appear on the address portion above, please state the legal name of your spouse:

\_\_\_\_\_

4) Your Phone No.: \_\_\_\_\_ Work No.: \_\_\_\_\_

Cell No.: \_\_\_\_\_

5) Does anyone else have an interest (option, lease, contract) in the land described above?

If yes, please give name, address, and telephone number of the corporation or individuals.  
(Use back of page if necessary).

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

Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_

6) Do you have any mortgages on the property? \_\_\_\_\_

If yes, name each mortgage holder/lender. (Use back of page if necessary).

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

Address: \_\_\_\_\_

(This information may be needed in the event that the mortgage company needs to be contacted to obtain a "partial release of mortgage" on the acquisition.)

7) E-mail address: \_\_\_\_\_

Please fill out the above information and return it in the attached return envelope.

You can email to: [matthews@elsco.net](mailto:matthews@elsco.net) attention Matthew Storm

Evergreen Land Services Company  
4131 Old Sibley Memorial Highway, Suite 200  
Eagan, MN 55122

Tel: (651) 882-0200  
Fax: (651) 882-6564



May 12, 2017

Francisco Alvarado  
Maria Alvarado  
6608 17<sup>th</sup> Avenue South  
Richfield, MN 55423

RE: Notice of Relocation Eligibility  
Project Site: 6608 17<sup>th</sup> Avenue South  
Richfield, MN 55423  
Project: City of Richfield CDA redevelopment project.

Dear Mr. and Mrs. Alvarado:

The City of Richfield who owns the property you occupy at 6608 17<sup>th</sup> Avenue South, Richfield, MN 55423

This is **NOTICE OF RELOCATION ELIGIBILITY**. Our records indicate that you are a residential tenant/occupant of this property. To carry out our plans to complete the City project it will be necessary for you to move. However, you do not need to move now. You will not be required to move without at least 90 days advance written notice of the date by which you must vacate the property. And when you do move, you may be entitled to relocation payments and other assistance in accordance with Federal regulations implementing the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 as amended (Uniform Act).

As a residential occupant of the property, you may be eligible for relocation benefits:

Relocation advisory services: including assistance in completing claims for payment.

Payment of moving expenses: You may choose either: (1) a payment for your actual, documented reasonable and necessary moving-related and reconnection costs, or (2) if you prefer, a fixed moving expense and dislocation allowance based on the number of furnished rooms you occupy. After review of your personal property, a fixed moving benefit of \$2,475.00 has been calculated for your move.

Replacement housing payment: You may be entitled to a replacement housing payment to help you rent or buy a replacement home. The payment is based on several factors, including the housing costs for a "comparable" replacement home, the monthly rent and average cost of utilities you pay for your present home, and 30 percent of your average monthly gross household income.

Listed below are three 3 bedroom rental properties, which have been identified in our comparable rental study:

	<u>Address</u>	<u>Rent/Utilities</u>	<u>Contact Number</u>
1	6400 Washburn Avenue Richfield, MN 55423	\$1,480.00 plus utilities	612-805-0239
2	6300 Colfax Ave. South Richfield, MN 55423	\$1,375.00 plus utilities	Renters Warehouse 612-351-3946
3	6933 Russell/619 Nicollet Ave. South Richfield, MN	\$1975.00 plus utilities	612-217-1769

The 3 bedroom located at 6400 Washburn Avenue and 66<sup>th</sup> Street, Richfield, MN 55423 (\$1,480.00 rent plus utilities) per month, and has been chosen as the comparable dwelling to use in determining your maximum rental assistance or down payment assistance benefit.

The monthly rent difference in housing costs between the comparable apartment and your project home's costs is \$305.00 (\$1,480.00-\$1,175.00). Based on this difference, you may be eligible for a rental assistance payment up to \$12,810.00 (\$305.00 x 42 months). If you rent a decent, safe, and sanitary home with monthly housing costs less than \$1,480.00 plus utilities, your rental assistance payment would be based on the actual rent and utility costs of your replacement dwelling.

Additionally, as mentioned above, your household's gross income can be considered in these payment computations. In order to determine whether you would be entitled to receive a replacement housing payment greater than \$12,810.00, we would need written documentation of your household's gross monthly income from all sources.

Should you choose to buy (rather than rent) a decent, safe, and sanitary replacement home, you may be eligible for a down payment assistance payment up to \$12,810.00. The actual benefit would depend on several factors including the amount of down payment required to obtain a conventional loan on your chosen replacement and the amount of your closing costs. If applicable, further information on this benefit will be provided to you by your relocation advisor.

When you met previously with Steve Carlson, Relocation Consultant with Evergreen Land Services Company, he reviewed with you the relocation information guidebook for residential tenants. Please read the guidebook carefully. It explains your rights and some things you must do to obtain a payment. For example, you must provide Steve with written documentation of your present rent and costs of your chosen replacement home. Also, he must perform a decent, safe, and sanitary housing inspection of the replacement home you choose to rent or buy before any replacement housing payment can be released to you.

Remember, do not move before you have notified Evergreen Land Services and have discussed your chosen replacement home with them.

This letter is of importance to you and should be carefully filed for safekeeping.

Sincerely,

A handwritten signature in blue ink, appearing to read "Steven Carlson". The signature is fluid and cursive, with a large, stylized "C" at the end.

Steven Carlson  
Relocation Consultant for the City of Richfield

## SUMMARY OF RELOCATION BENEFITS

**Resident (Claimant) Names:** Maria and Francisco Alvarado

**Project Site Address:** 6608 17<sup>th</sup> Avenue South

**Type and Date of Occupancy:** Tenant/occupant of the project site for two year

**Date of Eligibility for Relocation Assistance:** May 12, 2017

**Date Project Site Vacated:** July 31, 2017

**Type of Payments Claimed Herein:** Fixed Moving Expenses and Replacement Housing Payment in the form of Rental Assistance/Last Resort Housing.

**Replacement Home Address:**

### Summary of Eligible Relocation Benefits:

Rental Assistance	\$ 7,200.00
Moving Costs	\$ 2,475.00
Last Resort Housing Payment	\$ 5,610.00
Total Amount of These Claims:	\$ 15,285.00
Less Payments made by the City of Richfield	\$ 15,285.00
Balance due by after vacate date	\$ 0.00

**Make Payment to:** Maria and Francisco Alvarado

- Check(s) for \$1,975.00 and \$500.00 for moving expenses were given before and after final walk through.
- \$12,810.00 was used for down payment assistance and closing costs.

**SUPPLEMENTARY RENTAL PAYMENT DETERMINATION  
BY COMPARISON OF MARKET DATA  
ANALYSIS OF COMPARABLE RENTALS**

S.P. City of Richfield County Hennepin Parcel No. N/A

Name: Maria and Francisco Alvarado Property Address: 6608 17<sup>th</sup> Ave. South, Richfield, MN 55423

INFORMATION				
TENANT OWNER	SUBJECT	COMP 1	COMP 2	COMP 3
<u>X</u>				
ADDRESS	6608 17 <sup>th</sup> Ave. South	6400 Washburn Ave. South	6300 Colfax Ave. South	6933 Russell Avenue South
CITY	Richfield, MN	Richfield, MN	Richfield, MN	Richfield, MN

DOLLAR				
RENT/MO	\$1,175.00	\$1,480.00	\$1,375.00	\$1,975.00
GAS	Paid by tenant	Paid by tenant	Paid by tenant	Paid by tenant
ELECTRIC	Paid by tenant	Paid by tenant	Paid by tenant	Paid by tenant
WATER	Paid by tenant	Paid by tenant	Included	Included
SEWER/GARBAGE	Paid by tenant	Paid by tenant	Included	Included
BASE TOTAL	\$1,500.00	\$1,480.00	\$1,375.00	\$1,975.00

CRITERIA AND NEEDS				
D.S. & S.	Yes	Yes	Yes	Yes
DENSITY	Home	Home	Home	Home
SQUARE FT.	1,825 sq. ft.	1,800 sq. ft.	1,475 sq. ft.	2,130 sq. ft.
NO. OF ROOMS	Six	Six	Six	Seven
NO. BEDROOMS	Three	Three	Three	Three
BATHS	Two	Two	One	One
BASMT/STORAGE	Available	Available	Available	Available
CONDITION	Average/fair	Average/fair	Average/fair	Average/fair
GARAGE	Two Car	Two Car	One Car	Two Car
LOCATION	Average/Fair	Average/Fair	Average/Fair	Average/Fair
OTHER FIN. AREA	Basement	Basement	None	Basement

OTHER CONSIDERATIONS				
SCHOOLS	Available	Available	Available	Available
PUBLIC TRANSP.	Available	Available	Available	Available
CHURCH	Available	Available	Available	Available
EMPLOYMENT	Available	Available	Available	Available

\$6000.00 X 30% = \$1,800.00  
Monthly Income Maximum Monthly Rent

(Narrative and Comments on Back)

QUAL. RENTER RENTAL SUPPLEMENT

\$62,160.00 \$49,150.00 \$12,010.00  
42 x Monthly Rent of Comparable 42 x Annual Rent or 30 % of Income Maximum Supplement

I do hereby certify that the number of \$12,010.00 is a fair and reasonable amount allowable as a supplemental rental payment. I further certify that to the best of my knowledge the replacement facilities meet the requirements as set forth for decent, safe and sanitary housing, and I have no personal interest in the proposed transaction nor will derive any benefit from the supplemental payment.

REPORTING OFFICIAL [Signature] DATE 5-12-17  
APPROVED BY \_\_\_\_\_



## RENT SUPPLEMENT

A.	Base Monthly Rental of Subject dwelling including Utilities (Or 30% of Income)	\$1,175.00	X 42=	\$49,350.00
B.	Base Monthly Rental of Prime Comparable	\$1,480.00	X 42=	\$62,160.00
C.	Base Monthly Rental of Replacement Dwelling (Property actually rented)	N/A	X 42=	
	<b>TOTAL RENT SUPPLEMENT PAYMENT</b> (Subtract "A" from lesser of "B" or "C")		X 42=	\$12,810.00

\*If payment is over \$7,200.00 the amount is paid by installments.

(Note: Special limits are used for owner/occupant rental determinations and down payment assistance) See CFR Part 24.

## DOWN PAYMENT COMPUTATION

	<b>Purchase Price of Replacement Home</b>	<b>\$ 227,000.00</b>
A.	Maximum allowed under Rent Supplement Determination (Minimum payment \$7,200.00) plus housing of last resort \$5,610.00. Total \$12,810.00	\$ 12,810.00
B.	Down payment used for the purchase of the new home.	\$ 23,268.00
C.	<b>DOWN PAYMENT (Lesser "A" or "B")</b>	<b>\$ 12,810.00</b>

Computed by: Steven Carlson Date: 06-14-17

# **Minnesota Department of Transportation** **RENT SUPPLEMENT OR DOWN PAYMENT CLAIM**

☒ Tenant ☐ Owner

☐ Advance Claim ☐ Partial Claim ☒ Final Claim
**FOR OFFICIAL USE ONLY**Name (Payee) Francisco and Maria AlvaradoDist. N/A Arterial S.P. \_\_\_\_\_ Parcel \_\_\_\_\_C.S. \_\_\_\_\_ C.I.D. N/AFed. No. \_\_\_\_\_ County HennepinProp. Owner City of RichfieldProp. Address 6608 17<sup>th</sup> Avenue SouthCity/State/Zip Richfield / MN / 55423Type of Acquisition: ☒ Direct Purchase ☐ ED**FOR OFFICIAL USE ONLY**Approved Amount \$12,810.00

Approved By \_\_\_\_\_

Approved By \_\_\_\_\_

Relocation Manager

Date Application Approved \_\_\_\_\_

Mail Check to:

Name Francisco and Maria AlvaradoAddress 6608 17<sup>th</sup> Avenue SouthCity/State/Zip Richfield / MN / 55423**FOR OFFICIAL USE ONLY**

VENDOR NUMBER: \_\_\_\_\_

**REPLACEMENT HOME**648 Oriole DriveApple Valley, MN 55124

- Supplemental payment will be used to rent decent, safe and sanitary housing.  
☒ Supplemental payment will be used as a down payment for decent, safe and sanitary housing.

I certify, that this site occupant has been relocated in housing that to the best of my knowledge meets the decent, safe and sanitary housing requirements as established by local laws, ordinances or customs.

Date 6-19-17

Signed \_\_\_\_\_

Relocation Advisor

I certify, that I have been an occupant of the above parcel for at least 90 days immediately prior to the initiation of negotiations for such property. To the best of my knowledge, the replacement dwelling meets the requirements for Decent, Safe and Sanitary housing.

**Residency Certification:** I attest, under penalty of perjury, that myself and my family, are lawful citizens of the United States, or aliens lawfully admitted for residence in the United States.

I, the undersigned, do hereby certify that the above information is true and correct, and that any receipts or statements attached hereto accurately represent the expenses incurred. I further certify that I have not submitted any other claim for reimbursement of, or received compensation for, any expense in connection with this claim. I understand that falsification of any portion of this claim will result in its denial.

MAIL CLAIM TO:

Date 06/19/17Name (print) Francisco & Maria Alvarado

Signature \_\_\_\_\_

Telephone (612) 296-0230 (612) 275-8988

## Fixed Moving Claim

Name of Claimant(s): Francisco and Maria Alvarado

Project Site Address: 6608 17<sup>th</sup> Avenue South, Richfield, MN 55423

According to the Federal relocation regulations, a displacee may choose to move his or her own personal property, including disconnection and reconnection of such, without providing the displacing agency with any type of documentation for the actual costs incurred. Under these circumstances the claimant is compensated by utilizing a payment schedule based upon the number of rooms actually furnished and occupied by the resident(s) being relocated. The Agency charged with the responsibility of interpreting the relocation regulations has indicated that the "room count" utilized in calculating this benefit may be increased to reflect extraordinary furnishings or additional areas with personal property to be moved such as garage space, basement rooms, and so forth, which are not reflected in an appraiser's typical room count. The Federal Highway Administration residential fixed move payment schedule is as follows:

### Moving Schedule

The occupant provides furniture

<u>Rooms</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>Each Additional Room</u>
<u>Amount</u>	\$575	\$725	\$925	\$1125	\$1325	\$1525	\$1725	\$1925	\$275

Applying this data to the above-referenced claimant, then, a fixed move benefit is calculated as follows:

Number of "rooms" occupied and furnished by resident = (10).

Number of rooms occupied but not furnished by Business Owner = (0).

For total room count of 10, fixed payment schedule = \$2,475.00.

The room count for purposes of this moving payment has been determined as follows: Kitchen (1) Living Room (1), Bedrooms (3) Basement (2) Garage (2). Storage (1)

Evergreen Land Services Company recommends that Hennepin County approve total payment of \$2,475.000 to Francisco and Maria Alvarado for their non-documented fixed moving costs.

# RESIDENTIAL MOVING COSTS CLAIM

☐ Advance Claim ☐ Partial Claim ☒ Final Claim

FOR OFFICIAL USE ONLY	
Name (Payer) <u>Francisco and Maria Alvarado</u>	
Dist. <u>N/A</u> <u>Artemis S.P.</u> Parcel	
C.E. _____	C.I.D. <u>N/A</u>
Fed. No. <u>N/A</u> County <u>Hennepin</u>	
Prop. Owner <u>City of Richfield</u>	
Prop. Address <u>6606 17<sup>th</sup> Avenue South</u>	
City/State/Zip <u>Richfield, MN 55423</u>	
Type of Acquisition:	<input checked="" type="checkbox"/> Direct Purchase <input type="checkbox"/> ED

FOR OFFICIAL USE ONLY	
Approved Amount <u>\$ 2,475.00</u>	
Approved By _____	
Approved By <u>Steven Carlson</u> Relocation Consultant	
Date Application Approved _____	
Mail Check for:	
Name	<u>Francisco and Maria Alvarado</u>
Address	<u>6606 17<sup>th</sup> Avenue South</u>
City/State/Zip	<u>Richfield, MN 55423</u>

FOR OFFICIAL USE ONLY	
<input checked="" type="checkbox"/> Tenant <input type="checkbox"/> Owner	<input type="checkbox"/> Receipted Bills <input checked="" type="checkbox"/> Room Basis
Type of Unit	If Room Basis
<input type="checkbox"/> Apartment	Total Rooms <u>5</u>
<input checked="" type="checkbox"/> House	Basement Count <u>2</u>
<input type="checkbox"/> Other	Garage Count <u>2</u>
	Miscellaneous Count <u>1</u>
<input checked="" type="checkbox"/> Furnished	Grand Total <u>10</u>
<input type="checkbox"/> Unfurnished	

FOR OFFICIAL USE ONLY
VENDOR NUMBER

LOCATION TO WHICH PROPERTY WAS MOVED
Address <u>848 Oriole Drive</u>
City/State/Zip <u>Apple Valley, MN 55124</u>

Name of Mover <u>Self Move</u>	Date of Move <u>7-20-17 thru 7-30-17</u>
Address <u>848 Oriole Drive</u>	City <u>Apple Valley 55124</u>

**Residency Certification:** I attest, under penalty of perjury, that myself and my family, are lawful citizens of the United States, or aliens lawfully admitted for residence in the United States.

I, the undersigned, do hereby certify that the above information is correct, and that any movers' receipts or statements attached hereto accurately represent the expenses incurred. I further certify that I have not submitted any other moving claim for reimbursement of, or received compensation for, any expense in connection with this claim. I understand that falsification of any portion of this claim will result in its denial.

MAIL CLAIM TO:

Date 06/19/17  
 Name (print) Francisco & Maria Alvarado  
 Signature [Signature]  
 Telephone (612) 296-0230 (612) 275-8988

# **MINIMUM COMP ANALYSIS SAMPLE**

## **PARCEL 120**

### **PROPERTY OWNED BY:**

XXXX

XXXX MAPLEBROOK PARKWAY NORTH  
BROOKLYN PARK, MN 55445

### **PROJECT:**

COUNTY ROAD 103  
PROJECT #2923900

### **PREPARED FOR:**

HENNEPIN COUNTY PUBLIC WORKS  
1600 PRAIRIE DRIVE  
MEDINA, MN 55340



green

### **PREPARED BY:**

PATRICIA NOLAN  
EVERGREEN LAND SERVICES, INC.  
1515 EAST 66<sup>TH</sup> STREET, SUITE 104  
RICHFIELD, MINNESOTA 55423

November 21, 2017

Mr. Eric Drager, P.E.  
Hennepin County Public Works  
1600 Prairie Drive  
Medina, MN 55340



**RE: Minimum Compensation Analysis**  
**PARCEL 120**  
**XXXX Maplebrook Parkway North**  
**Brooklyn Park, MN 55445**  
**Owner: XXXX**

Dear Mr. Drager:

At your request, I have performed a "Minimum Compensation Analysis" on the above referenced property. As per MnDOT section 117.187, minimum compensation is defined as "When an owner must relocate, the amount of damages payable, at a minimum, must be sufficient for an owner to purchase a comparable property in the community and not less than the condemning authority's payment or deposit under Section 117.042, to the extent that the damages will not be duplicated in the compensation otherwise awarded to the owner of the property."

The subject property has been described in the appraisal that was previously conducted as of October 24, 2017, for Hennepin County. This report is considered a supplement to the appraisal and will not be further described.

**It is my opinion that the Minimum Compensation of the subject property is \$143,000.**

If you have any questions or comments after reading this report, please contact me.

A handwritten signature in cursive script, appearing to read "Patricia J. Nolan".

Patricia J. Nolan  
MN Certified General Real Property  
Appraiser License No. 20243478  
651-882-0200



November 21, 2017

Mr. Eric Drager, P.E.  
Hennepin County Public Works  
1600 Prairie Drive  
Medina, MN 55340



**RE: Minimum Compensation Analysis**  
**PARCEL 120**  
**XXXX Maplebrook Parkway North**  
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If you have any questions or comments after reading this report, please contact me.

A handwritten signature in dark ink, appearing to read "Patricia J. Nolan", is written over a light blue horizontal line.

Patricia J. Nolan  
MN Certified General Real Property  
Appraiser License No. 20243478  
651-882-0200

*MINIMUM COMPENSATION ANALYSIS OF THE SUBJECT PROPERTY*



# **MINIMUM COMPENSATION ANALYSIS OF THE SUBJECT PROPERTY**

Three comparable improved properties were selected from the market in the City of Brooklyn Park for comparison with the subject property. The listings are all located within the same townhome development and are as follows:

COMPARABLE ANALYSIS GRID													
ITEM		SUBJECT			COMPARABLE NO. 1			COMPARABLE NO. 2			COMPARABLE NO. 3		
Address:		XXXX Maplebrook Parkway North, Brooklyn Park, MN			7556 Maplebrook Pkwy. N., Brooklyn Park, MN			2519 Maplebrook Pkwy. N., Brooklyn Park, MN			8633 Maplebrook Parkway N., Brooklyn Park, MN		
Proximity to Subject					Same complex			Same complex			Same complex		
List Price		N/A			\$ 142,900			\$ 134,900			\$ 144,900		
Price/Gross Living Area		N/A			\$ 113/sf			\$ 108/sf			\$ 114/sf		
Days on the Market		N/A			72 days			60 days			30 days		
VALUE ADJUSTMENTS		DESCRIPTION			DESCRIPTION			DESCRIPTION			DESCRIPTION		
Sales or Financing Concessions					N/A			OFFER ACCEPTED			PENDING		
List Date					08/01/2017			08/17/2017			10/24/2017		
Location		Townhome complex/ Suburban			Townhome complex/ Suburban			Townhome complex/ Suburban			Townhome complex/ Suburban		
Leasehold/Fee Simple		Fee Simple			Fee Simple			Fee Simple			Fee Simple		
Site Size/Unit Desc.		1,872 sf/ Middle			1,872 sf/ Middle			1,872 sf/ Middle			1,872 sf/ Middle		
View		Townhome neighborhood			Townhome neighborhood			Townhome neighborhood			Townhome neighborhood		
Style		2-level			2-level			2-level			2-level		
Quality of Construction		Average			Average			Average			Average		
Age		1984			1986			1983			1983		
Condition		*Average to Good			Good			Good			Good		
Updated		Yes+			Yes+			None			Plus		
Above Grade Total		Tot Rm Ba			Tot Rm Ba			Tot Rm Ba			Tot Rm Ba		
Room Count		6 2 1			6 2 1			6 2 1			6 2 1		
Gross Living Area													
Square Footage		1,268 sf			1,268 sf			1,268 sf			1,268 sf		
Basement		None			None			None			None		
Functional Utility		Good			Good			Good			Good		
Heating/Cooling		Gas Forced Air/ Central Air			Gas Forced Air/ Central Air			Gas Forced Air/ Central Air			Gas Forced Air/ Central Air		
Energy Efficient Items		Standard			Standard			Standard			Standard		
Garage/Carport		2 car lock-under garage			2 car lock-under garage			2 car lock-under garage			2 car lock-under garage		
Porch, Patio, Deck, Fireplaces, etc		Deck & Patio No Fireplace			Deck No Fireplace			Deck & Patio One Fireplace			Deck & Patio One Fireplace		
Common Areas/ Association Fee		Comm Rm/Dog Park \$180/month			Comm Rm/Dog Park \$180/mo.			Comm Rm/Dog Park \$188/mo.			Comm Rm/Dog Park \$185/mo.		
Security System/Other		None			None			No Washer/Dryer			Plus		
Net Adjustments (Total)													
Adjusted Sales Price Of Comparable								\$142,900			\$134,900		

## MINIMUM COMPENSATION ANALYSIS OF THE SUBJECT PROPERTY

### **COMMENTS:**

Comparable 1 is located in the same townhome complex as the subject property with the same layout and square footage. This unit has had some updating and is considered similar to the subject property. The only difference appears to be that this unit does not have a patio.

Comparable 2 is also located in the same townhome complex as the subject property with the same layout and square footage. This unit did not have any updating done to it other than a new hot water heater and the washer and dryer were not included in the list price. This unit was not owner occupied. This comparable was considered inferior to the subject property.

Comparable 3 is also located in the same townhome complex as the subject property with the same layout and square footage. This unit did have some updates and was considered slightly superior to the subject property.

### **CONCLUSION:**

\*It should be noted, as was in the appraisal, the subject property was in average to good condition overall, but was not considered significant enough difference to effect sales price in comparison to the comparables that are described as good condition.

The comparable listings indicate a price range of \$134,900 to \$144,900 with an average of \$140,900 and a median of \$142,900. Comparable 1 was considered most similar. I have concluded the Minimum Compensation to be \$143,000.

**ADDENDUM**

Comparable Improved Listings (3)



**7556 Maplebrook Parkway N, Brooklyn Park MN 55445**

Status: Active

List Price: \$142,900

Original List Price: \$143,000



1 / 10 FRONT OF HOME



Map Page: 27

Map Coord: 82

Directions:

West Broadway to Maplebrook Pkwy go south to home

(Click icon for Virtual Earth Map)

Style: (TH) Side x Side  
 Const Status: Previously Owned  
 Foundation Size: 964  
 AboveGrdFinSqFt: 1,268  
 BelowGrdFinSqFt: 1,268  
 Total Fin SqFt: 2,536  
 Acres: 0.04  
 Lot Size: 0  
 Yearly: Yearly  
 Days On Market: 78

ROOM: 7

ROOM: 78

**TAX INFORMATION**

Property ID: 1711921320091  
 Tax Year: 2017  
 Tax Amt: \$1,892  
 Assess Bd: \$  
 Tax w/assess: \$1,892  
 Assess Pend: Unknown  
 Homestead: No

**General Property Information**

Legal Description: LOT 003 BLOCK 026 MAPLEBROOK ESTATES 2ND ADDN  
 County: Hennepin  
 Postal City: Brooklyn Park  
 School District: 279 - Osseo, 763-391-7000  
 Compliance/Dev/Sub: Maplebrook Estates  
 Restrictions/Coven: Pets-Cats Allowed, Pets - Number Limit, Other Covenants  
 Association Fee: \$180  
 Assoc Fee Includes: Sanitation, Snow/Lawn Care, Outside Maintenance, Hazard Insurance, Professional Mgmt  
 Zoning: Residential-Single  
 Common Wall: Yes  
 Assoc Fee Frequency: Monthly  
 Accessibility: None

**Remarks**

Public Remarks: Spectacular and affordable 2 bedroom townhome offering nearly 1900 square feet, 2 car attached gar, LL family room & more. Enjoy the additional outdoor living space on the deck and rare yard/grass area. Pets allowed (2 max). Freshly painted and new carpet!

**Structure Information**

Room	Level	Size	Other Rooms	Level	Dimen	Heat:	Forced Air
Living Rm	Main	13x14				Fuel:	Natural Gas
Dining Rm	Main	09x10				Air Cond:	Central
Family Rm	Lower	12x12				Water:	City Water/Connected
Kitchen	Main	09x10	Bathrooms			Sewer:	City Sewer/Connected
Bedroom 1	Main	14x11	Total: 1 3/4: 0	1/4: 0		Garage:	2
Bedroom 2	Main	12x10	Full: 1 1/2: 0			Other Pkg:	

Bath Description: Main Floor Full Bath  
 Dining Room Descr: Living/Dining Room  
 Family Room Char: Lower Level, Family Room  
 Fireplaces: 0  
 Fireplace Characteristics: Range, Microwave, Dishwasher, Washer, Dryer  
 Appliances: Partial  
 Basement: Metal, Vinyl  
 Roof: Multi-Level  
 Townhouse Char: Deck  
 Amenities/Unit: Attached Garage, Garage Door Opener  
 Parking Char: Attached Garage, Garage Door Opener  
 Owner Is an Agent?: No  
 In Foreclosure?: No Lender Owned?: No Potential Short Sale?: No



**8519 Maplebrook Parkway N, Brooklyn Park MN 55445**Status: **Active**List Price: **\$134,900**Original List Price: **\$139,900**An Offer Has Been Accepted Contingent Upon: **Inspection**

1 / 23 8519 Maplebrook Parkway

Total Bed/Bath: 2/1 Garage: 2 Year Built: 1983

Map Page: 77 Map Coord: 02

Directions:

169 to 85th East to Maplebrook Parkway Left, take first left to Home

(Click icon for Virtual Earth Map)

Style: (TM) Side x Side  
 Construct Status: Previously Owned  
 Foundation Size: 834  
 AboveGrdFinSqFt: 2,388  
 BelowGrdFinSqFt:  
 Total Fin SqFt: 1,268  
 Acres: 0.04  
 Lot Size: 28x76  
 Yearly:  
 Days On Market: 63

**TAX INFORMATION**

Property ID: 1711922330134  
 Tax Year: 2017  
 Tax Amt: \$1,453  
 Assess Val: \$  
 Tax w/assess: \$1,453  
 Assess Paid: No  
 Homestead: Yes

**General Property Information**

Legal Description: LOT 003 BLOCK 038 MAPLEBROOK ESTATES  
 County: Hennepin  
 Postal City: Brooklyn Park  
 School District: 279 - Oakdale, 763-391-7000  
 Complex/Dev/Sub: Maplebrook Estates  
 Restrictions/Coven: Pets-Cats Allowed, Pets-Dogs Allowed, Pets - Number Limit  
 Lot Description: Zero Lot Line  
 Association Fee: \$168  
 Assoc Fee Frequency: Monthly  
 Assoc Fee Includes: Sanitation, Snow/Lawn Care, Outside Maintenance, Hazard Insurance, Building Exterior, Professional Maint.  
 Road Frontage: Private, Paved Streets  
 Zoning: Residential-Multi-Family Accessibility: None

**Remarks**

Public Remarks: Fantastic 2 story Townhouse close to dining, shopping and major roads for ease of commute. Nice 2 car garage, wood burning fireplace, walkout patio door on main level, Patio door on upper level to deck overlooking common area open space, SS range, Large Family Room downstairs and Large Living Room upstairs.

**Structure Information**

Room	Level	Dimen	Other Rooms	Level	Dimen	Heat	Forced Air
Living Rm	Upper	25x13				Fuel:	Natural Gas
Dining Rm	Upper	8x8				Air Cond:	Central
Family Rm	Main	23x13				Water:	City Water/Connected
Kitchen	Upper	14x8	Bathrooms			Sewer:	City Sewer/Connected
Bedroom: 1	Upper	13x11	Total: 1 3/4	0	3/4: 0	Garage:	2
Bedroom: 2	Upper	12x10	Total: 1 1/2	0		Oth Prkg:	
						Fuel:	None

Bath Description: Upper Level Full Bath  
 Dining Room Desc: Eat In Kitchen  
 Family Room Char: Main Level  
 Finishes: 1  
 Appliances: Range, Microwave, Dishwasher, Refrigerator, Water Softener - Rented  
 Basement: Walkout, Full, Finished (Liveable)  
 Exterior: Vinyl, Brick/Stone  
 Fencing: None  
 Roof: Asphalt Shingles, Age Over 8 Years  
 Townhouse Char: Not Applicable  
 Amenities/Unit: Deck, Patio, Washer/Dryer Hookup  
 Parking Char: Attached Garage, Tuckunder, Driveway - Asphalt, Garage Door Opener  
 Owner is an Agent?: No  
 In Foreclosure?: No Lender Owned?: No Potential Short Sale?: No



Map Page: 77 Map Code: D2  
Directions:  
Rtch Ave to Maplebrook Parkway, North to Rowan  
 (Click icon for Virtual Earth Map)

Style:	(T/M) Size: 2462
Color: Silver	Previously Owned
Foundation Size:	994
WayOnFloGoFo:	1,292
SealOnFloGoFo:	
Total Fin Sglt:	1,292
Acres:	0.34
Lot Size:	2496
Yearly:	Yearly
Days On Market:	18

TAX INFORMATION	
Property ID:	171132130617
Tax Year:	2017
Tax Amt:	\$1,465
Assess Val:	0
Tax m/assess:	\$1,465
Assess Pctd:	No
Homestead:	Yes

Off Hiking Date: 10/25/2017  
Projected Close Date: 12/05/2017  
Date Closed:

<b>Legal Description:</b>	<b>LOT 084 BLOCK 041 MAPLEBROOK ESTATES</b>
<b>County:</b>	<b>Hennepin</b>
<b>Rec'd City:</b>	<b>Brooklyn Park</b>
<b>School District:</b>	<b>279 - Osseo, 763-391-7000</b>
<b>Complex/Day/State</b>	
<b>Interchange/Coverd:</b>	<b>Pete-Carl Altvater, Brian-Dan Ahoyed, Pete</b>
<b>Accidents/Pers:</b>	<b>GIR3 Assoc</b>
<b>Assoc Fee Includes:</b>	<b>Sanitation, Snow/Lawn Care, Outside Maint</b>
<b>Envirom:</b>	<b>Residential-Airline Assoc</b>

Comment that: Yes

Pets - Number Limit: \_\_\_\_\_ Handicapped Owners: \_\_\_\_\_  
Assoc Fee Frequency: \_\_\_\_\_ Monthly  
Maintenance, Hazard Insurance, Building Exterior, Professional Mgmt, Staged Amenities, Parking Space  
Accessibility: \_\_\_\_\_ None

## Public Relations

Updated 2 Mar, 2:01 pm: garage home that is freshly painted and made in factory located in quiet neighborhood! Updated kitchen with granite & AC (2017 w/ 10 year warranty), dishwasher, w/d, w/e, washer, w/dryer, and HT central. Large, bright master bedroom with walk in closet. There is a large FR on lower level with an electric fireplace as well as a large LA on the LL. This home is located close to shops, restaurants, & a Kerrington Golfcove. Frezzer not used.

Room:	Level	Dimm:	Other Rooms	Libri	Dimm:	Heat:	Forced Air
Living Rm	Upper	12x11				Pool	Natural Gas
Dining Rm	Upper	10x9				Air Cond	Central
Family Rm	Upper	12x12				Water:	City Water/Connected
Kitchen	Upper	9x9				Sewer:	City Sewer/Connected
Bedroom 1	Upper	11x11	Bedroom 2			Gas:	
Bedroom 2	Upper	12x10	Total:	1	3/4	Oil Pro:	
			Full:	1	1/2		

Bath Description: Upper Level Full Bath  
 Dining Room Desc: Informal Dining Room  
 Family Room Desc: Lower Level  
 Fireplace: 1 Electric  
 Appliances: Range, Microwave, Dishwasher, Refrigerator, Washer, Dryer, Water Softener - Owned, Gaps, Central Vacuum  
 Basement: None  
 Exterior: Metal Vinyl  
 Roof: Asphalt Shingles, Age Over 8 Years  
 Terminals: None  
 American Desc: None  
 Heating: Radiant, Forced Air, In-ground Sprinkler  
 Cooling: Attached Garage, Two-car  
 Shared Rooms: None  
 Owner is an Agent? No  
 Is Foreclosure? No  
 Is New? No  
 Is Potential Short Sale? No

## CONTRACT

This CONTRACT is made this 17th day of April, 2018, between the **McLeod County Public Works Department** ("Client") and **Evergreen Land Services Company** ("Professional Consultant") having an office at 1515 east 66<sup>th</sup> Street, Suite #104 Richfield, MN 55423.

The parties agree as follows:

1. The Professional Consultant shall complete all the services specified in Exhibit A, attached hereto and made a part hereof. The services shall be performed in accordance with generally accepted professional standards and in accordance with such requirements or restrictions as may be lawfully imposed by governmental authority. The work shall be commenced on or before \_\_\_\_\_, and the Professional Consultant shall complete all necessary contract work and services, drawings and specifications no later than as directed by the Client

2. The Professional Consultant shall (a) furnish all labor and equipment and provide all the material required to complete the services, (b) complete all work with promptness and diligence to the satisfaction of Client, and (c) have full control and direction over the mode and manner of performing the services covered by this Contract. Professional Consultant shall take all precautions for the proper and safe performance thereof.

3. Client shall pay Professional Consultant for the performance of this Contract in accordance with the rate schedule contained in Exhibit B, attached hereto and made a part hereof. Professional Consultant shall bill the client on the first and the fifteenth day of each month during the progress of the work for amounts due hereunder. Client agrees to remit payment to Professional Consultant within thirty days after receipt of each such statement submitted by Professional Consultant. Final payment shall be made upon completion and acceptance by Client of all the work called for hereunder. Client may require Professional Consultant to furnish evidence to Client showing that all claims for labor, material and other obligations arising hereunder are proper.

4. Client's Representative is John Brunkhorst County Engineer/Public Works Director, or other persons designated in writing by him or by Client. The Client Representative shall exercise no supervision over Professional Consultant's employees but shall be available to Professional Consultant for consultation or advice during normal working hours.

5. The services covered by this Contract shall commence following the execution hereof and upon notification from Client to Professional Consultant. This Contract shall continue until final completion of and acceptance by Client of the work performed by Professional Consultant unless sooner terminated by either party upon written notice to the other. Either party may terminate this contract upon fifteen days' written notice to the other. In the event of any such termination, Professional Consultant shall be paid for work performed through the date of termination.

6. Records of Professional Consultant's direct labor costs and reimbursable expenses pertaining to the services covered by this Contract shall be kept on a generally acceptable accounting basis and shall be available to Client or its authorized representative during normal business hours.

7. Title to all designs, studies, plans, specifications and other data related to Client's locations, structures and projects shall, after payment to Professional Consultant as provided for in Exhibit B, shall be available to the Client upon written request.

8. Professional Consultant shall take out and maintain, at its own expense, such public liability, automotive, and Workman's Compensation Insurance as will adequately protect Professional Consultant and Client from claims under applicable workmen's compensation acts and from any other claims for damages for personal injury, including death, or damage to property which may arise or result from Professional Consultant's performance under this Contract, whether the performance be by Professional Consultant or by a subcontractor or by any one directly or indirectly employed by either of them. The specific insurance coverage to be provided are as shown on the attached Exhibit C.

9. Professional Consultant shall not assign its rights or delegate its obligations under this Contract in whole or in part, or any work or money payable hereunder without prior permission from the client.

10. Professional Consultant shall comply at its expense, with the provisions of all applicable state and municipal requirements and with all state and federal laws applicable to Professional Consultant as an employer of labor or otherwise, including, but not limited to, all safety or health standards issued under the Occupational Safety and Health Act of 1970 or under any state or local act affecting safety and health. Professional Consultant shall further comply with all rules and regulations and licensing requirements pertaining to its professional status and that of its employees, subcontractors and other employed to render the services hereunder.

11. Client's designated representative or his delegate for the work hereunder shall communicate to Professional Consultant the Client's requirements and requests in reference to the work hereunder and shall review such work; Client's representative is shown below. Professional Consultant's designated representative for receiving such communications and requests is shown below.

**Client**

McLeod County Public Works Department

**Professional Consultant**

Evergreen Land Services Company

4131 Old Sibley Memorial Highway, Ste. 201

Eagan, MN 55122

**REPRESENTATIVE:**

John Brunkhorst  
County Engineer/Public Works Director

**REPRESENTATIVE**

Matthew S. Storm  
President

IN WITNESS WHEREOF, Client and Professional Consultant have executed this Contract, in duplicate, as of the day and year first above written.

**Client**

McLeod County Public Works Department

**Professional Consultant**

Evergreen Land Services Company

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

Its: \_\_\_\_\_

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

Its: \_\_\_\_\_

Matthew Storm  
PRESIDENT



## EXHIBIT A

**Cost Estimate:**

Work Division or Task	Number of Parcels Or Specific Parcel	Number of Hours Per Parcel	Hourly Charge	Total
Team Meeting	One meeting	N/A	N/C	N/C
Intro Letter, Questionnaire		N/A	\$0.00	\$ 00.00
Field Title Investigation Report	6	2 hours @ \$80.00 hr.		\$960.00
<b>*Appraisals</b> 1-Agricultural, Before & After Land 1-Non-Buildable Outlot, Before & After Land 1-Multi Family, Before & After Land 1-Single Family, Before & After Land 1-Single Family, Before & After Land & Bldgs. 2-Single Family Residences, Total Takes	7		\$1,300.00.00 ea.	\$9,100.00
Project Management	6	2.0	\$85.00	\$1,020.00
Preparation of Parcel File, Offer Letter and Easement Documents	6	1.0	\$80.00	\$480.00
Offers and Negotiations	6	18	\$80.00	\$8,640.00
Relocation Services	2	25	\$80.00	\$4,000.00
Mortgage Consents			\$300.00 ea.	N/A
Expenses: Mileage, hotel, meals, etc.				\$1,000.00
<b>TOTAL</b>	<b>*This bid is for a not to exceed amount of \$25,200.00</b>			

\*All appraisals will be in narrative "Appraisal Report" format (per USPAP). Please note the two narrow, contiguous Team Development parcels located along 14<sup>th</sup> Street could possibly be considered one larger parcel upon further research. Currently the zoning designation is dissimilar and would warrant two appraisals.

The Patnaude single family appraisal (at 1206 Morningside Avenue) will include both land and buildings due to the location of the proposed easement.

This cost estimate does not include Eminent Domain support or testimony by the appraiser.



# EXHIBIT A

## Project Deliverables:

ELS has a process in place for tracking status and will regularly or as directed provide reporting to McLeod County. With our processes in place we will provide the best value to McLeod County by proceeding on course to completion as efficiently and effectively as possible.

We have all required insurance coverage in place. A Certificate of Insurance for general liability and professional liability listing McLeod County as additional insured meeting the required amounts can be provided to the County.

## TIMELINE

Services Provided	McLeod County SAP 43-615-13, CSAH 15													
	2018										2019			
	Apr	May	June	Jul	Aug	Sept	Oct	Nov	Dec		Jan	Feb	Mar	Apr
<b>Pre-Acquisition</b>														
Introductory Letter														
Title Work														
Parcel Drawings Available														
Legal Descriptions														
Field Title Investigations														
Document Preparation														
<b>Appraisals</b>														
Appraisal Reports														
<b>Acquisition</b>														
Approval of Offer Amount														
Presentation of Offers														
Execute Documents														
Mortgage Consents														
<b>Relocation</b>														
Relocation Services														
90 Day Notice to Vactate														
<b>Eminent Domain</b>														
File Eminent Domain Petition														
Title and Possession														

## EXHIBIT B

### 2018 RATE SCHEDULE

#### EVERGREEN LAND SERVICES COMPANY

##### ACQUISITION SERVICES

Acquisition Manager	\$85.00 per hour
Acquisition Agent	\$80.00 per hour

##### APPRAISAL SERVICES

Appraisal Manager	\$85.00 per hour
Appraiser	\$80.00 per hour
Appraisal	Per Appraisal

Appraisals are usually charged on a per appraisal basis, but appraiser can also bill for work on an hourly basis.

##### RELOCATION SERVICES

Relocation Manager	\$85.00 per hour
Relocation Consultant	\$80.00 per hour

##### EXPENSES

Vehicle mileage allowance (IRS Rate)	\$0.535 per mile
Per Diem & Misc. Costs	
Meals	\$31.00 day
Hotel	actual costs

Miscellaneous costs consist of such items as maps, copies of documents, expendable material, recording fees, subcontractor or other costs required to complete projects.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/16/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Stanley McDonald Agency 1101 Main Street  Onalaska WI 54650	<b>CONTACT NAME:</b> James R McDonald <b>PHONE (A/C, No, Ext):</b> (608) 788-6160 <b>FAX (A/C, No):</b> (608) 788-7012 <b>E-MAIL ADDRESS:</b> jim@mcdonaldagency.com												
<b>INSURED</b> Evergreen Land Services Company  1515 East 66th Street, Ste 104  Richfield MN 55423	<b>INSURER(S) AFFORDING COVERAGE</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">INSURER A: United National Insurance Compan</td> <td style="width: 20%;">NAIC # 13064</td> </tr> <tr><td>INSURER B:</td><td></td></tr> <tr><td>INSURER C:</td><td></td></tr> <tr><td>INSURER D:</td><td></td></tr> <tr><td>INSURER E:</td><td></td></tr> <tr><td>INSURER F:</td><td></td></tr> </table>	INSURER A: United National Insurance Compan	NAIC # 13064	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER A: United National Insurance Compan	NAIC # 13064												
INSURER B:													
INSURER C:													
INSURER D:													
INSURER E:													
INSURER F:													

**COVERAGES**

CERTIFICATE NUMBER: Cert ID 516

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	<b>Professional Liability</b> Claims Made			ME00821959 Retro Date: 8/24/2006	08/24/2017	08/24/2018	Per Claim \$ 1,000,000 Aggregate \$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

## EXHIBIT C



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/07/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	McKee & Andrews Insurance Agency, Inc. 15600 35th Ave N. Suite 202 Plymouth, MN 55447	CONTACT NAME:	Lynda Stoddard	
		PHONE (A/C, No, Ext):	(763)231-3340	FAX (A/C, No):
		E-MAIL ADDRESS:	Lyndas@mckeeandrews.com	
INSURED	Evergreen Land Services Co 1515 E 66th St 104 Richfield, MN 55423-2648	INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A:	Owners Insurance Company	32700
		INSURER B:	Auto-Owners Insurance	18988
		INSURER C:		
		INSURER D:		
		INSURER E:		
		INSURER F:		

## COVERAGES

CERTIFICATE NUMBER: 00000000-520491

REVISION NUMBER: 41

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:	Y	4698264100	10/01/2017	10/01/2018	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	4885379600	06/13/2017	06/13/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> CLAIMS-MADE DED: <input checked="" type="checkbox"/> RETENTION \$ 10000	Y	4698264102	10/01/2017	10/01/2018	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	08022776	10/01/2017	10/01/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> DTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Personal Property		4698264100	10/01/2017	10/01/2018	Ded \$250 81,070

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Flint Hills Resources Beatrice LLC, Flint Hills Resources Chemical Intermediates LLC, Flint Hills Resources Corpus Christi LLC, Flint Hills Resources Fairbank LLC, Flint Hills Resources Menlo LLC, Flint Hills Resources Odessa LLC, Flint Hills Resources Pine Bend LLC, Flint Hills Resources Polymers LLC, Flint Hills Resources Port Arthur LLC, Flint Hills Resources Iowa Falls LLC, Flint Hills Resources Shell Rock LLC, Flint Hills Resources LP Koch Pipeline Company LP, Minnesota Pipe Line Company LLC are listed as Additional Insured as thier interest may appear

## CERTIFICATE HOLDER

## CANCELLATION

	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  (LLS)



OFFICE 952.448.4630

800.448.4630

FAX 952.448.4676

510 N. CHESTNUT STREET

SUITE 200

CHASKA, MINNESOTA 55318

WWW.WILSONDEVELOPMENTSERVICES.COM

March 23, 2018

Mr. John Brunkhorst  
1400 Adams Street Southeast  
Hutchinson, MN 55350

Re: Right of Way Acquisition and Relocation Assistance Proposal  
SAP 43-615-13  
CSAH 15 (Morningside Ave.)

Dear Mr. Brunkhorst:

I am writing in response to your invitation to submit a professional services proposal to provide right of way acquisition, relocation and appraisal services for the Morningside Ave. N project on CSAH 15 in Glencoe.

### **Qualifications and Experience**

Wilson Development Services, LLC ("WDS") is a thirty-six year old licensed, real estate brokerage providing a broad range of real estate services including acquisition and relocation services to public agencies and non-profits throughout Minnesota. WDS is owned and managed by Daniel H. Wilson, who has been acquiring property under the Uniform Act for 48 years.

We have participated with McLeod County for multiple successful projects over the past years. The projects have provided us the opportunity to become familiar with McLeod County staff, policies and procedures. I believe we were able to demonstrate our knowledge of the public acquisition process and real estate expertise. Most importantly, we were able to demonstrate our ability to solve problems, deal with difficult circumstances, and reach fair and reasonable settlements. We will essentially be the same team that delivered the CSAH 3 and CSAH 15 projects with John Foster as the appraiser.

WDS is on MnDOT's prequalification list for direct purchase, relocation and field title work. We are also on Hennepin County's and the County of Minneapolis' prequalification list for acquisition and relocation. WDS is staffed with three licensed realtors providing acquisition and relocation services throughout Minnesota.

#### **1. Total Take Acquisition**

We have handled multiple total take acquisitions within the last several years for the State of Minnesota, Dakota County, Metropolitan Council and the cities of Minneapolis, Chaska, Lakeville, Red Wing, Anoka, Brooklyn Park and Golden Valley to name a few.



## 2. Minimum Compensation

WDS has been the leading real estate business to provide Minimum Compensation studies to public agencies. Our role with Dakota County in the landmark Cameron Liquor case has opened the door for us to provide Minimum Compensation Studies for multiple contested acquisitions.

We will research, prepare and deliver a Minimum Compensation Study for each owner occupied total take acquisition where the owner must relocate in compliance with MS §117.187. The report will be completed within 10 working days of receiving the Agency's just compensation real estate appraisal.

## 3. Relocation

Attached is our Relocation Appeal Scorecard. We have been able to save agencies over \$2.1 million in relocation appeals. My recommendations on major relocation issues or points of law have yet to be overturned.

Our real value with relocation services is in keeping both sides out of court. We have gained the respect of many attorneys' representing private property owners recognizing that we deliver projects in full compliance with the URA right from the beginning.

## Scope of Services

It is the intent of this proposal to provide acquisition, relocation and coordinate appraisal consultant services to complete the right of way acquisition successfully. All services will be in compliance with the Uniform Real Property Relocation and Acquisition Act of 1970, as amended, Title 23 United States Code, MnDOT Right of Way Manual, and Minnesota Statute §117.52 and MS §117.187.

## Specific Tasks

### Typical Acquisition

- Attend a start-up meeting(s) with County staff and project team to coordinate the work program, schedule and procedures.
- Coordinate the real estate appraisal process.
- Establish and continue both communication and consultation with designated staff and counsel from the County attorney's office as appropriate. Consult with County staff regarding negotiating parameters.
- Send early project notification letters to affected property owners and introduction of WDS.
- Meet with the property owner to introduce the project acquisition.
- Prepare a Field Title Report which reports the results of an interview of the property owner, the results of a field inspection of the acquisition area(s) for any evidence of occupation or use by third party(ies) and title.



- Review the public records to update title information for marketable title to the date of acquisition.
- Prepare forms, instruments, and supporting documentation. All forms and instruments are subject to prior review by County staff and County attorney's office.
- Prepare and present written offer of County approved valuation to acquire permanent easement or entire property
- Meet with property owner or their representative, as appropriate, at places and times that are mutually convenient, including but not limited, to present the project, provide and obtain information and to acquire the designated interest on the property.
- Obtain mortgage consents for permanent easements.
- Review appraisal and negotiate settlement
- Assist County Attorney with draft purchase agreement for total takes
- Prepare an administrative settlement in the event that the purchase price exceeds the offer, for County review and approval
- Maintain contact with County staff
- Maintain property owner contact log and acquisition file for audit. This parcel file shall meet or exceed the requirements for documentation as set forth in the MnDOT State Aid Manual
- Closing and Deed preparation will be done by others (total take acquisitions)

#### Minimum Compensation – (2) reports

- Prepare Minimum Compensation Valuation Report in compliance with MS §117.187 and Cameron Supreme Court Decision. Report will be prepared within 10 days after receipt of the County provided real estate appraisal for the subject property.

#### Relocation - Owner Occupied

- Meet with owner to discuss relocation rights & benefits, process to obtain payment and owner needs and preferences
- Search for comparable replacement housing and complete Comparable Replacement Housing Study
- Prepare and deliver Notice of Relocation Eligibility, Notice of Comparable Housing, and Notice to Vacate
- Provide property referrals and advisory services.
- Prepare, present and document relocation claim forms
- Work with owner's realtor and mortgage company, proceed to closing with differential payment, incidental closing costs, and mortgage interest rate differential
- Obtain mortgage cost estimates
- Maintain property owner contact log and file for audit. This parcel file shall meet or exceed the requirements for documentation as set forth in the MnDOT State Aid Manual

## **Project Understanding**

We have read and are familiar with the list of deliverables identified in the request for proposal and will provide as applicable per the RFP. The RFP indicates 6 partial takings and 2 total take parcels. WDS has identified 5 tax parcels for the 6 partial takings.

This project includes two total take acquisitions of owner occupied single family homes. Five additional McLeod County tax parcels have been identified as right-of-way partial takings. It is unknown if the partial takings are permanent easements, temporary easements or a combination of both. Three of the five partial takings are owned by the same party.

The County will need to initiate condemnation to secure a title and possession date of May 1, 2019. We are confident in our ability to successfully resolve these displacements well before May of 2019.

We have viewed online aerial and street view maps of the project area and understand buildings will not be located in the easements. One of the partial takings is a single family residence. It appears the easement will be very close to the house. The remainder of the partial takings are a mixture of vacant and agricultural land.

## **Project Approach**

WDS will guide owners through the acquisition and relocation process. We will insert ourselves in the process as caring professionals, who focus on the property owner's needs. We will continue to provide the same level of service and problem solving skills that we have demonstrated to the County in past projects.

With the residential relocation component, we will expand the typical field title work to focus on property owner's needs and preferences as we explain their rights, benefits of the acquisition and relocation process to them. We need to help the property owners accept the reality of their displacement.

## **Appraisals**

WDS will coordinate with Foster Appraisals, Inc. for the acquisition appraisals. John D. Foster is an experienced, Mn/DOT prequalified right of way appraiser who previously provided appraisal services for McLeod County. The estimated cost of real estate appraisals is \$2,600 per parcel.

## **Staffing**

Dan Wilson has been acquiring property and relocating displacee's since 1969 before the Uniform Act was codified in 1970. We have been long sought out by condemnation attorneys to assist with the most challenging and difficult acquisitions and displacements. Dan is a regular seminar leader for acquisition and relocation topics at MnDOT's annual right of way conference.

Leah Traxler and Helen Flowers have been with WDS for 19 years cumulatively. Each is a well-respected expert in their own right. They simply have the expertise, knowledge, attitude, and personality to accomplish the most difficult and challenging projects.

We utilize a team approach to the tough problem solving situations. We collaborate with each other to seek solutions.

We work very hard to create working relationships with property owners based upon trust and respect. We do this by maintaining the same right of way agent during the entire process, field title to document signing.

I believe that our past experience with McLeod County right of way projects have demonstrated that the above is the foundation for all of our work.

After that, we become master problem solvers. Our deep level of practical experience leans to creative, but always practical solutions for the seemingly impossible problems. Our persistency and determination drives all WDS associates to never give up.

#### **Title work**

Title work to be provided by McLeod County

#### **Timing**

We are committed to providing title and possession by May 1, 2019 to the County. Please see attached Gantt chart allowing for a 90 day negotiating period. Any additional negotiating time is beneficial not only for relocation purposes but also to reach agreements with unsettled parcels and secure mortgage releases. The gantt chart will be updated as the project unfolds.

#### **Proposal Price**

##### **\*5 McLeod County tax parcels**

###### **Easement Acquisition costs**

Partial Acquisition	2 owners × \$2,500 each	\$ 5,000
Partial Acquisition	1 owner for 3 parcels	\$ 4,000

##### **2 McLeod County tax parcels - Homestead**

Total Acquisition (owner occupied)	\$1,500 each	\$ 3,000
Relocation	\$3,000 each	\$ 6,000
<u>Minimum Compensation</u>	<u>\$1,500 each</u>	<u>\$ 3,000</u>
Total		\$21,000

Appraisal costs	*7 @\$2,600 each	Total \$18,200
-----------------	------------------	----------------

\*Price is based on WDS identifying 5 tax parcels with partial acquisitions.

I would suggest a time and material contract with a maximum not to exceed of \$21,000 not including title work and appraisals. Our current charge rates are:

### **2018-2019 Charge Rates**

Principal	\$150/hr.
Associate	\$120/hr.
Office Manager	\$100/hr.
Mileage	IRS Rate
Copies	20¢

The unit prices represent typical costs. Clearly some settlements will be less but some will exceed the typical unit price. It is the total \$21,000 that is the maximum not to exceed amount proposed. We only charge for the actual time we have spent providing required services.

There is an expectation that the owners are cooperative and not under water on their mortgage.

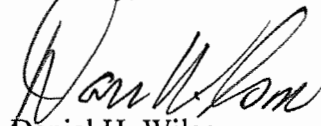
We assume that all parcels will proceed at the same time.

Not included in the above:

- Condemnation and relocation appeals. We will assist the County attorney at their direction on a time and material basis.
- Assistance available on a time and material basis as directed by the County Attorney.
- Interpreters
- Closings

Thank you for the opportunity to submit this proposal. We are confident in our ability to assist the County in a timely way. Please call with any questions.

Sincerely,



Daniel H. Wilson  
Principal

## Phase &amp; Task Breakdown

## CSAH 15 (Morningside Ave.)

Easement Acquisitions and Relocation

	Major Responsibility	2018											2019			
		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr		
<b><u>General</u></b>																
Project Management	County															
Monthly Project Management Status Meetings	Team															
Public Informational @ 60% Plans	County															
<b><u>Pre-Acquisition</u></b>																
Parcel Sketches	County															
Title Certificates	County															
Informal call to Property Owner-Introduction	WDS															
Early Property Owner Notice (written)	WDS															
<b><u>Field Title Investigation</u></b>																
Field Title Report	WDS															
Stake ROW	County															
<b><u>Appraisals</u></b>																
Appraisal Complete	Foster															
Review Appraisal	TBD															
WDS Review Appraisal	WDS															
County Review/Authorize Offer	County															
<b><u>Negotiations</u></b>																
Prepare and Present Written Offer	WDS															
Prepare and Present Notice of Comparable (relocation)	WDS															
Last Written Offer	County/WDS															
Prepare Documents	WDS / Atty															
Counter Offers & Admin. Settlements - Negotiations	WDS															
County Settlement Approval	County															
*Closing & Mortgage Releases, Record Documents	WDS															
Maintain File / Contact Log	WDS															
<b><u>Condemnation</u></b>																
County Authorize Condemnation	County															
Title Certificates Update	Atty															
Quick Take Notice to Owners	Atty															
Hearing on Petition	Atty															
Title & Possession	Atty															
90 Day Notice to Vacate (relocation)	WDS															
R/W Certificate #1 Review/Approval																
Advertise Construction Project	County															
Award Projects	County															



## Business/Commercial Relocation Appeal Score Card

### Public Agency Representation

CITY	DISPLACEE	AMOUNT CLAIMED	WILSON RECOMMENDATION	ADDITIONAL AWARD	SAVINGS TO AGENCY
Golden Valley	Laundromat	\$72,014	\$15,405	\$0	\$56,609
Savage	Trucking	\$788,716	\$445,428	\$53,443	\$289,845
Chaska	Cabinet Shop	\$445,428	\$77,757	\$21,057	\$346,614
Eagan	Professional Office	\$81,000	\$41,000	\$0	\$40,000
Bloomington	Pizza Hut	\$236,280	\$108,140	\$422	\$127,718
St. Paul	Prospect Auto	\$529,791	\$0	\$0	\$529,791
Eagan	Mediterranean Cruise Restaurant	\$396,993	\$122,305	\$36,120	\$228,569
MnDOT	Delano Realty	\$210,000	0	0	\$210,000
Brooklyn Park	Fishbach Residence	\$369,927	0	0	\$369,927
				<b>TOTAL</b>	<b>\$2,199,073</b>

### Private Representation

CITY	DISPLACEE	City Approve	WILSON RECOMMENDATION	ADDITIONAL AWARD	Displacee Award
Albertville	Hoey Outdoor Advertising	\$22,150	\$83,238	\$56,093	\$78,243
Richfield	Magnuson Sod	0	\$63,000	\$52,000	\$52,000





**PROVIDING ACQUISITION AND RELOCATION SERVICES SINCE 1981**

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## **MINIMUM COMPENSATION STUDY**

Lundell Property  
115 Spring Creek Ave.  
Red Wing MN 55066

Effective Date  
February 23, 2017

Prepared for:  
City of Red Wing

Prepared by;  
Kathy Schmieg/Daniel Wilson  
Wilson Development Services LLC  
510 Chestnut St. No. # 200  
Chaska Mn 55318

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**WILSON DEVELOPMENT SERVICES LLC**  
**DANIEL H. WILSON**  
**510 NORTH CHESTNUT STREET, SUITE 200**  
**CHASKA, MN 55318**  
**Office: 952-448-4630 800-448-4630**  
**Fax: 952-448-4676**  
**Email: [DanWilson@WilsonDevelopmentServices.com](mailto:DanWilson@WilsonDevelopmentServices.com)**  
**Website: [www.wilsondevelopmentservices.com](http://www.wilsondevelopmentservices.com)**

## **Introduction**

The City of Red Wing is preparing for the acquisition of a single family house located at 115 Spring Creek Ave. in Red Wing, MN and submission of an Offer to Purchase subject to Minnesota Statute 117, Eminent Domain. The property is owned by Leah M. Lundell. The City of Red Wing has obtained a real estate appraisal, which established a \$145,000 conclusion of value.

As part of the real estate acquisition process, the city of Red Wing is now seeking to establish a comparable replacement property valuation in compliance with Minnesota Statutes 117.187 Minimum Compensation.

## **Summary and Conclusion**

The minimum compensation value is \$150,750 based upon comparable No. 3 for the property at 1336 W. Maple St. Street, Red Wing MN. The City's certified acquisition offer amount is equal to the minimum compensation value.

## **Applicable Statutes**

Minnesota Statute 117.187, commonly referred to as "Minimum Compensation", was adopted in 2006 by the Minnesota State Legislature as part of a comprehensive modification of Minnesota Eminent Domain statutes.

The Minimum Compensation Statute 117.187 reads as follows:

"When an owner must relocate, the amount of damages payable, at a minimum, must be sufficient for an owner to purchase a comparable property in the community and not less than the condemning authority's payment or deposit under section 117.042, to the extent that the damages will not be duplicated in the compensation otherwise awarded to the owner of the property. For the purposes of this section, "owner" is defined as the person or entity that holds fee title to the property."

The statute provides an additional step in the real estate valuation process set forth in MS Chapter 117 for those properties purchased under the threat of the agency's eminent domain powers.

Minnesota Statute 117.52, Minnesota Uniform Relocation Act (MURA) also applies. Ms. Lundell will be eligible for residential relocation benefits and assistance under MS 117.52.

## **Study Methodology/Approach**

Our approach to establishing a comparable replacement dwelling is to become familiar with the subject property and then utilize the Multiple Listing Service (MLS) to conduct a property search for available replacement sites in the community. We then determine which, if any, available properties could be reasonably determined "comparable".

The following steps were taken to establish a comparable replacement dwelling valuation.

1. View subject property interior and exterior on November 29<sup>th</sup>, 2016.
2. Interview property owner, November 29<sup>th</sup>, 2016.
3. Review of the real estate appraisal for the subject property, prepared by Kelly Linstrom, effective date of January 14, 2017.
4. Review Goodhue County Assessor's property and tax records
5. Search MLS property listings.
6. Review comparable listings sold and for sale.

The MLS search provided properties to be used in the determination of Minimum Compensation Value. The approach permits the discussion of a range of comparable values that quantifies the market price range for comparable properties reflective of the subject property.

### **Study Area**

The study area searched for available for sale or recently sold residential properties, was in the City of Red Wing area. Both the Subject property and all comparables are located on a residential lot in the City of Red Wing.

### **Study Period**

The time period in which comparable properties were searched from was from November 29, 2016 to February 22, 2017.

### **Study Properties**

We reviewed over eight potential residential properties listed or sold on MLS within the Red Wing area. Five possible properties were reviewed in detail and three properties were singled out as reasonable comparable properties to the subject property. The MLS listing sheets are attached to this report for the three comparable properties.

### **Listing Price Limitations/Seller Concessions**

Listing prices state the owner's asking price and may or may not be an accurate indication of value. The owner's motives and understanding of the real estate market is unknown. Seller may make certain concessions that may or may not be reflective in the listing price. Hence, there may be substantial discrepancies between a certain property's listing price and eventual sale price.

### **Minimum Compensation Appeals Court Decision & Impact on Subject**

The minimum compensation statute requires an amount of damages be determined that is "sufficient for an owner to purchase a comparable property." In a recent decision by the Minnesota Court of Appeals with case # A11-1273, filed March 26<sup>th</sup>, 2012, the Minnesota Court of Appeals affirmed the Dakota County District Courts decision that "the legislature cannot guarantee completion of a purchase," even if a comparable property is currently listed for sale and "there is no need to limit the universe of comparable properties to only those properties that are available for purchase". The decision permits the sales of comparable properties as a reasonable approach to arriving at comparable values under the minimum comp statute.

### **"Sales Comparison Approach"**

In "The Dictionary of Real Estate Appraisal", fifth addition, written by the Appraisal Institute, it defines sales comparable approach as, "a comparative approach to value that considers the sales of similar or substitute properties and related market data and establishes a value estimate by processes involving comparison. In general, a property being valued (a subject property) is compared with sales of similar properties that have been transacted in the open market. Listings and offerings may also be considered. A general way of estimating a value indication for personal property or an ownership interest in personal property, using one or more methods that compare the subject to similar properties or to ownership interests in similar properties."

### **Determination of Minimum Compensation Value:**

The property located at 1336 W. Maple Street in Red Wing MN is deemed "comparable" for purposes set forth in MS 117.187 (Minimum Compensation). The amount of **\$150,750** is determined to be the value of comparable for purposes of determining Minimum Compensation.

## Subject Property Details

**Acquiring Agency:** City of Red Wing  
**Project:** Trunk Highway 61/Spring Creek Road

**Interest being acquired:** Fee Interest

**Owners:** Leah M. Lundell

**Property Address:** 115 Spring Creek Ave.  
Red Wing, MN 55066

**Zoning:** R-1 Residential

**Highest and Best Use:** As Vacant: Development for single-family residence  
As Improved: Continued use as currently improved

**Improvements:** Single family, one level residence of 1,258 square feet total finished area with a detached 2 car tandem garage.

**Condition:** Average

**Age:** 65 years with modifications and improvements

**Lot Size:** 10,800 SF

**Utilities:** City water and City sewer

**Date Owned:** Owner purchased in January 23, 2013.

**Assessor's Values for 2016** **PIN #=55.835.0100**  
**(payable 2017)**

Land	\$ 38,900
Building	<u>\$ 71,000</u>
Total	\$ 109,900

## Real Estate Appraisal

The subject property was appraised by **Kelly Lindstrom** as of January 14, 2016 at a fair market value of \$145,000.



Minnesota Department of Transportation  
PHOTOGRAPHIC MOUNTINGS

v.2006/01

S.P. \_\_\_\_\_ C.S. \_\_\_\_\_ S.P. 2514-114 Job No. \_\_\_\_\_ Parcel No. \_\_\_\_\_ 21  
Dist. \_\_\_\_\_ County \_\_\_\_\_ Goodhue Parcel Owner Leah M. Lundell  
I.D. # \_\_\_\_\_  
Displacee Leah L. Lundell Photo(s) of 115 Spring Creek Ave. No. \_\_\_\_\_

**Subject**






 Analyzed by  
 Vermont Assessors Inc.

Assessed Value: \$5,835,0100  
 Assessed Name: LEAH M LUNDALL  
 Assessed Address: 115 SPRING CREEK AVE N  
 RED WING, MN 55066-0000  
[GIS PARCEL MAPS](#) [GIS FINANCED PARCEL VIEWER](#)  
 Assessed Address: 115 SPRING CREEK AVE N  
 RED WING, MN 55066 USA  
 Assessed City: RED WING CITY - R  
 Assessed Use: RESIDENTIAL  
 Assessed County: SS RED WING-C  
 Assessed City: CITY OF RW 755  
 Assessed County: NOT APPLICABLE  
 Assessed Zip: 55835  
 Assessed Location: [NONE]  
 Assessed Address: --  
 Assessed City: --  
 Assessed State: --  
 Assessed Zip: --  
 Assessed Parcel: DDC475453 PT OF LYTA BEG 220 FT N221SC E OF INTERSECTION CN LINE HWY 61 WITH SE LINE  
 (NOTE: NOT TO BE USED ON LEGAL DOCUMENTS)  
 Assessed Parcel: OWNER'S REPORT (IF APPLICABLE)



Current Value as of January 2015 - Taxes Payable 2017

Land Value	Dwelling Value	Improvement Value	Total Value
\$38,900	\$71,000	\$0	\$109,900

Prior Year Values Information

Year	Land Value	Dwelling Value	Improvement Value	Total Value
2015	\$38,900	\$68,900	\$0	\$107,800
2014	\$38,900	\$64,700	\$0	\$103,600
More Years...				

Land Front Foot Information

Lot	Front	Rear	Side 1	Side 2	Eff Frontage
Main Lot	60.00	60.00	180.00	180.00	64.80

Residential Building Information

Occupancy	Style	Year Built	Total Living Area
Single Family / Owner Occupied	1 Story Frame	1952	1,250



v.2006/01

# Minnesota Department of Transportation

## ANALYSIS OF COMPARABLE PROPERTIES-Minimum Compensation Study

S.P. \_\_\_\_\_ C.S. \_\_\_\_\_ S.P. 2514-114 Job No. \_\_\_\_\_ Parcel No. \_\_\_\_\_ 38

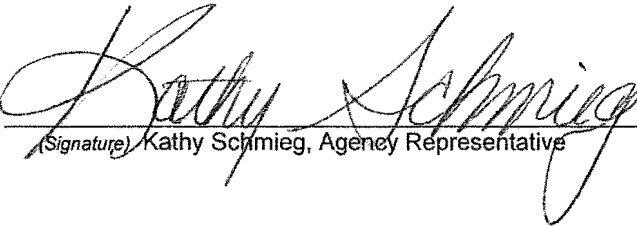
Dist. \_\_\_\_\_ County \_\_\_\_\_ Goodhue Parcel Owner Leah L. Lundell

Displacee -- :Leah L. Lundell		Comparable Properties					
		No. 1      Map		No. 2      Map		No. 3      Map	
Price (Base Dwelling/Site\$ / List \$)	\$145,000 (appraisal)	\$148,000 (net sale)		\$149,000 (net sale)		\$150,750 (net Sale)	
Dwelling Address	115 Spring Creek Ave. No.	1826 W 6 <sup>th</sup> St.		417 Minnesota St.		1336 W. Maple Ave.	
Dwelling City or Township	Red Wing	Red Wing		Red Wing		Red Wing	
Date of Inspection / Sold date	11-29-16	1-12-17		1-15-16		9-23-16	
Style (e.g.: Rambler/Split)	One Story	2 story		2 story		One Story	
Construction(e.g.: Frame/Modular)	Frame	Frame		Frame		Frame	
Actual Age / Effective Age	65 yrs. (1952)	83 yrs. (1934)		114 yrs. (1903)		62 yrs.(1955)	
Condition (Good/ Avg./ Fair)	Average	Average		Average		Average	
No. of Rooms (above grade)	6	6		6		6	
No. of Bedrooms (Total)	3	3		3		3	
No. Bedrooms Required							
No. of Baths (Total)	1	1		2		1.75	
Total Area (Sq. Ft. above grade)	1,258 SF	1,352 SF		1,404 SF		1,066 SF	
Basement (Total Sq. Ft.)	Partial	Full		Full		Full	
Bsmt. Finished Room Types	None	None		FR, .5 bath		FR, WS, bath	
Heating / Cooling (Type)	GFA/Central	GFA/Central		GFA/Central		GFA/Central	
Fireplaces (# & Type)	None	None		None		None	
Other Finished Space	None	None		None		None	
Garage (e.g.: 2-car-att.)	2 car detached-tandem	2.5 car detached		2 car detached		2 car attached	
Lot Size (Acre or Sq. Ft.)	10,800 SF	7,405 SF		9,583 SF		8,712 SF	
Neighborhood (Equal/Better)	--	Equal		Equal		Equal	
Schools (Available)	Available	Available		Available		Available	
Public Transportation (Available)	Available	Available		Available		Available	
Church (Available)	Available	Available		Available		Available	
Place / Dist. to Employment	Same	Same		Same		Same	
Water 1. Type 2. Avail. (Y/N)	1. City 2. Yes	1. City 2. Yes		1. City 2. Yes		1. City 2. Yes	
Sewer 1. Type 2. Avail. (Y/N)	1. City 2. Yes	1. City 2. Yes		1. City 2. Yes		1. City 2. Yes	
EMV 2016 Payable 2017	L=\$38,900 B=\$71,000	L=\$45,900 B=\$89,700		L=\$39,900 B=\$101,000		L=\$44,200 B =\$101,500	
Total EMV	\$109,900	\$135,600		\$140,000		\$145,700	

Comparable Comments & Conclusions:	Recommended Acquisition Price	Recommended Comparable	\$	150,750	X	100%	=	\$	150,750
Allocated Dwelling/Site Acquisition: \$	150,750	150,750		Comp List Price		*Mrkt Adj. Factor			Mrkt Adj.'d Comp.
< less: Carve-outs to Subject >: -	0	0	\$	150,750	+	0	=	\$	150,750
BASE Dwelling/Site Allocation: \$	150,750			Mrkt Adj.'d Comp.		DS&S Modifications			Final Adj'd Comp. (RHS Allowance)

Comp # 3 with a net sale of \$150,750 is most similar to the subject and therefore establishes a recommended offer price of \$150,750.

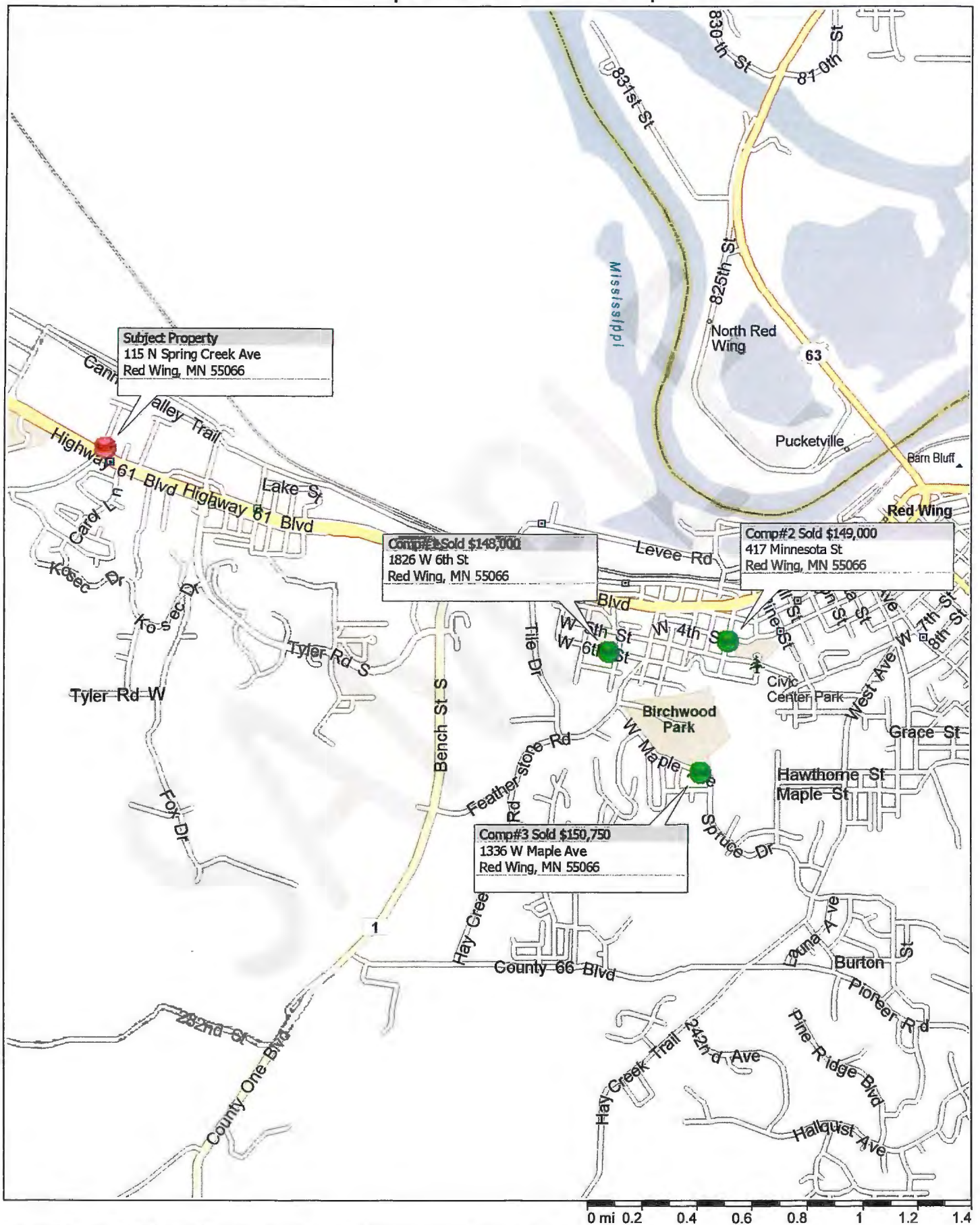
Prepared By:

  
(Signature) Kathy Schmieg, Agency Representative

Date

2-23-17

# Minimum Compensation Location Map-Lundell



## **MINIMUM COMP STUDY DETAILS**

### **Interview:**

An interview with the displacees was completed on November 29, 2016. An inspection of the property was completed on the subject property, for the purpose of determining a replacement site.

### **Subject Property**

The subject is a single family one level built in 1952, and has 1,258 +/- square feet finished with a living room; kitchen; dining room, three bedrooms, laundry and a full bath on the main level. There is a 2 car detached tandem garage. The lot contains approximately 10,800 sq. ft. The basement is a partial basement and is unfinished. It has forced air heat serviced by natural gas and has central air conditioning. It is serviced by city sewer and water.

**Comparable #1** is located at 1826 W. 6<sup>th</sup> St. in Red Wing that sold on 1/12/17 for \$152,9000 with a \$4,900 seller contribution for a net sale of \$148,000. It was listed originally for \$149,900. It is a 3 bedroom, 1 bath, two story home located on a 7,405 sq. ft. lot and was built in 1934. It contains 1,352 +/- square feet finished above grade which consists of a living room, kitchen, dining area, a three season porch and full bath on the main level. The upper level contains three bedroom. The lower level is unfinished. It has a 2 car detached garage. It is serviced by city water and sewer.

**Comparable # 2** is located at 417 Minnesota St. in Red Wing and sold on 1/15/16 for \$154,000 with a seller's contribution of \$5,000 for a net of \$149,000. It is a 3 bedroom, 3 bath, one and ½ story home that was built in 1903 with 1,634 +/- finished sq. ft. The main level consists of a kitchen, dining area, living room, porch and half bath. The upper level has three bedrooms and full bath. The lower level has a family room and half bath. The lot contains 9,583 sq. ft. It has a 2 car detached garage. It is serviced by city water and sewer.

**Comparable #3** is located at 1336 W. maple Ave. in Red Wing, sold on 9/23/2016 for \$156,500 with a seller paid contribution of \$5,750 for a net sale of \$150,750. It is a 3 bedroom, 1.75 bath, one story home located on a 8,712 sq. ft. lot and was built in 1955. The main level consists of a kitchen, dining area, living room, a full bath, and three bedrooms. The lower level has a family room, a .75 bath. It has a 2 car attached garage. It is serviced by city water and sewer.

### **Comparable Replacement Site Discussion:**

Comparable # 1 is similar to the subject with the detached garage, but older. Comparable # 3 is similar to the subject in age, style, size and lot size and therefore will be used to determine the Minimum Compensation Value of \$150,750.



Property Full Display, Single Family Residential, MLS #: **4777547**Type: **For Sale****1826 W 6th Street, Red Wing MN 55066**Status: **Sold** List Price: **\$149,900**Sold Price: **\$152,900**  
Seller Cont: **\$4,900**Original List Price: **\$149,900****> \$148,000 net**

Map Page: 999 Map Coord: A1

Total Bed/Bath: 3/1 Garage: 2 Year Built: 1934

Style: **(SF) Two Stories**  
 Const Status: **Previously Owned**  
 Foundation Size: **728**  
 AbvGrdFinSqFt: **1,352**  
 BelGrdFinSqFt:  
 Total Fin SqFt: **1,352**  
 Acres: **0.17**  
 Lot Size: **50x150**  
 Yearly/Seasonal: **Yearly**

List Date: **11/14/2016** Received By MLS: **11/14/2016**Off Market Date: **12/02/2016** Selling Agent:Date Closed: **01/12/2017** Selling Office:

Directions:

**W. 4th St. to Buchanan, right on W. 6th to home on right****TAX INFORMATION**Property ID: **550700830 Short Format**Tax Year: **2016**Tax Amt: **\$1,458**

Assess Bal:

Tax w/assess: **\$1,458**

Assess Pend:

Homestead: **Yes**Days On Market: **18** PDOM: **18** CDOM: **18**

Stacey A. Draz

RedWingHomesForSale.com

**General Property Information**Legal Description: **CHARLES BETCHERS AD LOT-021 BLOCK-006 ID# 5-0340-08500 DOC #520609 LOT 21 BLK 6**County: **Goodhue**Postal City: **Red Wing**School District: **256 - Red Wing, 651-385-4500**Manufactured Home?: **No**Complex/Dev/Sub: Common Wall: **No**Lot Description: **Tree Coverage - Light**Road Frontage: **City, Paved Streets, Curbs**Zoning: **Residential-Single**Accessibility: **None****Remarks**Agent Remarks: **Rough-in for 3/4 in lower level, ready to be finished.**

Public Remarks: **This immaculate 3 bedroom 2-story is in move-in condition! Fantastic 28x26 2-car garage built in 1991. Inside, you'll find beautiful oak and maple flooring, original doors and wide woodwork, spacious kitchen with breakfast nook/sitting area and a welcoming 3-season porch. 3 bedrooms on upper level and built-in linen storage in hallway and bathroom. Newer roof, elec., plumbing, siding, insulation, storm windows, sidewalk and front steps. Sliding doors from kitchen/sitting room to large deck.**

**Structure Information**

Room	Level	Dimen	Other Rooms	Level	Dimen	Heat:	Forced Air
Living Rm	Main		Three Season Porch	Main		Fuel:	Natural Gas
Dining Rm	Main		Deck	Main		Air Cond:	Central
Family Rm			Sitting Room	Main		Water:	City Water/Connected
Kitchen	Main					Sewer:	City Sewer/Connected
Bedroom 1	Upper		Bathrooms			Garage:	2
Bedroom 2	Upper		Total: 1 3/4: 0	1/4: 0		Oth Prkg:	
Bedroom 3	Upper		Full: 1 1/2: 0			Pool:	
Bedroom 4							

Bath Description: **Upper Level Full Bath, Basement, Rough In**Dining Room Desc: **Separate/Formal Dining Room, Eat In Kitchen**Fireplaces: **0** Fireplace Characteristics:Appliances: **Range, Refrigerator, Washer, Dryer, Water Softener - Owned**Basement: **Full, Unfinished**Exterior: **Vinyl**Roof: **Asphalt Shingles, Pitched, Age 8 Years or Less**Amenities-Unit: **Deck, Porch, Kitchen Window, Hardwood Floors, Washer/Dryer Hookup**Parking Char: **Detached Garage, Garage Door Opener**Garage Dimensions: **28x26**Garage Sqft: **728**

Garage Door Height:

Garage Door Width:

Special Search: **3 BR on One Level****Financial**

**Cooperating Broker Compensation**

Buyer Broker Comp: **2.4 %**      Sub-Agent Comp: **0 %**      Facilitator Comp: **0 %**  
Variable Rate: **N**      List Type: **Exclusive Right**

**Sale Mortgage Information**

Sale Financial Terms: **FHA**  
Sale Loan Amount:  
Seller Contribution: **\$4,900**

Sellers Terms: **FHA, DVA, Conventional, Rural Development, Cash**  
In Foreclosure?: **No**  
Lender Owned?: **No**  
Potential Short Sale?: **No**  
Owner is an Agent?: **No**

**Contact Information**

Listing Agent: Marisa Nybo 651-380-4253  
Listing Office: Coldwell Banker Nybo & Assoc

Office Phone: **651-388-6756**

MLS #: **4777547**      Address: **1826 W 6th Street , Red Wing, MN 55066**

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SAMPLE



**1826 W 6th Street , Red Wing, MN 55066**  
MLS Number: **4777547**



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**1826 W 6th Street , Red Wing, MN 55066**  
**MLS Number: 4777547**



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Vanguard Appraisals, Inc.

Parcel Number: 55.070.0830  
 Data Source: JANICE C DALIGHERTY  
 Property Address: 1826 6TH ST W  
 RED WING, MN 55066-0000  
 GIS PARCEL MAPS GIS ENHANCED PARCEL VIEWER  
 Assessor Name: JANICE C DALIGHERTY  
 1826 6TH ST W  
 RED WING, MN 55066 USA  
 City: RED WING CITY - R  
 Class: RESIDENTIAL  
 Major Area: 55 RED WING-R  
 Tax District: CITY OF RW 256  
 Corridor: NOT APPLICABLE  
 Sales Page: 55070  
 Subdivision: 55070 CHARLES BECKERS AD  
 Legal Description: -021  
 Parcel Map/Assessment: ID# 5-0340-08500 DOC #520609 LOT 21 BLK W  
 (NOTE: NOT TO BE USED ON LEGAL DOCUMENTS)  
 Assessor's Office: PROPERTY REPORT (PDF FILE)



173



## Current Value as of January 2016 - Taxes Payable 2017

Land Value	Dwelling Value	Improvement Value	Total Value
\$45,900	\$89,700	\$0	\$135,600

## Prior Year Value Information

Year	Land Value	Dwelling Value	Improvement Value	Total Value
2015	\$45,900	\$81,700	\$0	\$127,600
2014	\$45,900	\$77,200	\$0	\$123,100
More Years...				

## Land Front Foot Information

Lot	Front	Rear	Side 1	Side 2	Eff Frontage
Main Lot	50.00	50.00	150.00	150.00	51.00

## Residential Building Information

Occupancy	Style	Year Built	Total Living Area



**Single-Family Property Full**Property Full Display, Single Family Residential, MLS #: **4662833**Type: **For Sale****417 Minnesota Street, Red Wing MN 55066**Status: **Sold** List Price: **\$147,500**Sold Price: **\$154,000**  
Seller Cont: **\$5,000**Original List Price: **\$147,500****> \$149,000 net**Total Bed/Bath: **3/3** Garage: **2** Year Built: **1903**

Style: **(SF) One 1/2 Stories**  
 Const Status: **Previously Owned**  
 Foundation Size: **720**  
 AbvGrdFinSqFt: **1,404**  
 BelGrdFinSqFt: **230**  
 Total Fin SqFt: **1,634**  
 Acres: **0.22**  
 Lot Size: **120x70**  
 Yearly/Seasonal: **Yearly**  
 List Date: **11/19/2015**  
 Off Market Date: **11/25/2015**  
 Date Closed: **01/15/2016**

Received By MLS: **11/19/2015**

Selling Agent:

Selling Office:

Map Page: **999** Map Coord: **a1**

Directions:

From Hwy #61, S on Cedar, W on West 4th, S on Minnesota to Home

**TAX INFORMATION**

Property ID: **555351180** [Short Format](#)  
 Tax Year: **2015**  
 Tax Amt: **\$1,372**  
 Assess Bal: **\$**  
 Tax w/assess: **\$1,372**  
 Assess Pend: **No**  
 Homestead: **Yes**

Days On Market: **6** PDOM: **6** CDOM: **6****General Property Information**

Legal Description: **SWENEYS ADDITION DOC#602903 NLY 1/2 OF LOTS 4 & 5 BLK 9 EX NLY 8FT ID# 5-1820-12000**  
 County: **Goodhue**  
 Postal City: **Red Wing**  
 School District: **256 - Red Wing, 651-385-4500**  
 Manufactured Home?: **No**  
 Complex/Dev/Sub: **Common Wall: No**  
 Lot Description: **Tree Coverage - Medium**  
 Road Frontage: **City, Paved Streets, Curbs, Sidewalks**  
 Zoning: **Residential-Single** Accessibility: **None**

**Remarks**Agent Remarks: **Request 24 hour notice**

Public Remarks: **Classic 3 Bedroom, 3 Bath Home in the Heart of Red Wing. This Dutch Colonial is a Red Wing Heritage Preservation Award of Merit Winner. Major Renovation in 2005. Natural Woodwork and Hardwood Floors throughout. 24x24 over sized 2 Car Garage. Deck with Private Back yard.**

**Structure Information**

Room	Level	Dimen	Other Rooms	Level	Dimen	Heat:	Forced Air
Living Rm	Main	23x13	Porch	Main	18x6	Fuel:	Natural Gas
Dining Rm	Main	13x11	Family Room	Lower	23x10	Air Cond:	Central
Family Rm						Water:	City Water/Connected
Kitchen	Main	13x10				Sewer:	City Sewer/Connected
Bedroom 1	Upper	18x12				Garage:	2
Bedroom 2	Upper	13x10				Oth Prkg:	
Bedroom 3	Upper	11x9				Pool:	
Bedroom 4							

Bath Description: **Main Floor 1/2 Bath, Upper Level Full Bath, 1/2 Basement**Dining Room Desc: **Separate/Formal Dining Room**Family Room Char: **Lower Level**Fireplaces: **0** Fireplace Characteristics:Appliances: **Range, Exhaust Fan/Hood, Dishwasher, Refrigerator, Washer, Dryer, Water Softener - Owned**Basement: **Full, Partial Finished, Day/Lookout Windows, Stone**Exterior: **Wood**Fencing: **Wood**Roof: **Asphalt Shingles, Pitched, Age Over 8 Years**Amenities-Unit: **Deck, Porch, Natural Woodwork, Kitchen Window, Ceiling Fan(s), Hardwood Floors, Washer/Dryer Hookup**Parking Char: **Detached Garage, Driveway - Asphalt, Driveway - Shared, Garage Door Opener**



**Financial****Cooperating Broker Compensation**

Buyer Broker Comp: **2.4 %** Sub-Agent Comp: **0 %** Facilitator Comp: **0 %**  
Variable Rate: **N** List Type: **Exclusive Right**

**Sale Mortgage Information**

Sale Financial Terms: **FHA**  
Sale Loan Amount:  
Seller Contribution: **\$5,000**

Sellers Terms: **FHA, DVA, Conventional, Rural Development, Cash**  
Assumable Loan: **Not Assumable**  
In Foreclosure?: **No**  
Lender Owned?: **No**  
Potential Short Sale?: **No**  
Owner is an Agent?: **No**

**Contact Information**

Listing Agent: TJ Johnson 651-764-2740  
Listing Office: Coldwell Banker Nybo & Assoc

Office Phone: **651-388-6756**

MLS #: **4662833** Address: **417 Minnesota Street , Red Wing, MN 55066**

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**1826 W 6th Street , Red Wing, MN 55066**  
**MLS Number: 4777547**



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Parcel Number: 55.535.1180  
 Deed Holder: ANDREW J GOTTWALT  
 Deed Holder 2: PAULA J YOUNG  
 Property Address: 417 MINNESOTA ST  
 RED WING, MN 55066-0000  
[GIS PARCEL MAPS](#) [GIS ENHANCED PARCEL VIEWER](#)  
 Mailing Address: 417 MINNESOTA ST  
 RED WING, MN 55066 USA  
 PDF Name: RED WING CITY - R  
 Class: RESIDENTIAL  
 Map Area: 55 RED WING-R  
 Tax District: CITY OF RW 256  
 Zoning: NOT APPLICABLE  
 Plat Map: 55535  
 Subdivision: [NONE]  
 Sec-Twp-Rng: --  
 Lot-Block: -  
 Brief Legal Description: DOC#627907 NLY 1/2 OF LOTS 4 & 5 BLK 9 EX NLY 8FT ID# 5-1820-12000  
 (NOTE: NOT TO BE USED ON LEGAL DOCUMENTS)  
 Property Report: [PROPERTY REPORT \(PDF FILE\)](#)



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## Current Value as of January 2016 - Taxes Payable 2017

Land Value	Dwelling Value	Improvement Value	Total Value
\$39,900	\$101,000	\$0	\$140,900

## Prior Year Value Information

Year	Land Value	Dwelling Value	Improvement Value	Total Value
2015	\$39,900	\$85,800	\$0	\$125,700
2014	\$39,900	\$81,100	\$0	\$121,000
More Years...				

## Land Front Foot Information

Lot	Front	Rear	Side 1	Side 2	Eff Frontage
Main Lot	70.00	70.00	120.00	120.00	66.50



## Single-Family Property Full

Property Full Display, Single Family Residential, MLS #: 4729520

Type: For Sale

1336 W Maple Avenue, Red Wing MN 55066

Status: **Sold** List Price: **\$149,850**Sold Price: **\$156,500**  
Seller Cont: **\$5,750**Original List Price: **\$149,850**~~150,750 net~~© 2015 Microsoft Corporation  
© 2016 HERE

Map Page: 999 Map Coord: A1

Directions:

From Pioneer Rd., turn north on Twin Bluff Rd., turn left of Spruce Drive, which turns into West Maple, property on right.

## TAX INFORMATION

Property ID: [550800040](#) [Short Format](#)  
 Tax Year: 2016  
 Tax Amt: \$1,610  
 Assess Bal: \$  
 Tax w/assess: \$1,610  
 Assess Pend: Unknown  
 Homestead: Yes

Total Bed/Bath: 3/2 Garage: 2 Year Built: 1955

Style: (SF) One Story  
 Const Status: Previously Owned  
 Foundation Size: 1,066  
 AbvGrdFinSqFt: 1,066  
 BelGrdFinSqFt: 746  
 Total Fin SqFt: 1,812  
 Acres: 0.2  
 Lot Size: 80 x 110  
 Yearly/Seasonal: Yearly

List Date: 06/14/2016 Received By MLS: 06/16/2016

Off Market Date: 08/10/2016

Selling Agent:

[Andrea Jensen](#)

Date Closed: 09/23/2016

Selling Office:

[Edina Realty, Inc.](#)

Days On Market: 48 PDQM: 48 CDQM: 48

## General Property Information

Legal Description: BIRCHWOOD VLGE ADD LOT-005 ID# 5-0380-00301 LOT 5  
 County: Goodhue  
 Postal City: Red Wing  
 School District: 256 - Red Wing, 651-385-4500  
 Manufactured Home?: No  
 Complex/Dev/Sub: Common Wall: No  
 Lot Description: Tree Coverage - Medium, On Golf Course  
 Road Frontage: City, Paved Streets, Curbs, Sidewalks  
 Zoning: Residential-Single

Accessibility: None

## Remarks

Agent Remarks: Vacant - easy to show!

Public Remarks: Bright, scenic, and spacious! Sliding door leads you to the scenic view! Features include: A bright open floor plan, rich custom cabinets, hardwood floors, a massive family room, a work shop, a walk-out deck and patio, maintenance-free siding and energy-efficient replacement windows. The scenic Red Wing Golf Club is just past the woods! A well-maintained home; loved for many years!

## Structure Information

Room	Level	Dimen	Other Rooms	Level	Dimen	Heat:	Forced Air
Living Rm	Main	22 x 12	Work Shop	Lower	22 x 11	Fuel:	Natural Gas
Dining Rm	Main	11 x 9				Air Cond:	Central
Family Rm	Lower	31 x 11	Bathrooms			Water:	City Water/Connected, City Water - In Street
Kitchen	Main	9 x 9	Total: 2 3/4: 1	1/4: 0		Sewer:	City Sewer/Connected, City Sewer - In Street
Bedroom 1	Main	11 x 11	Full: 1 1/2: 0			Garage:	2
Bedroom 2	Main	11 x 9				Oth Prkg:	
Bedroom 3	Main	9 x 9				Pool:	None
Bedroom 4							

Bath Description: Main Floor Full Bath, 3/4 Basement

Dining Room Desc: Kitchen/Dining Room

Family Room Char: Lower Level

Fireplaces: 0

Appliances: Range, Dishwasher, Refrigerator, Washer, Dryer, Water Softener - Owned

Basement: Walkout, Full, Finished (Livable), Day/Lookout Windows, Concrete Block

Exterior: Metal

Fencing: None

Roof: Asphalt Shingles, Pitched, Flat, Rubber

Amenities-Unit: Deck, Patio, Kitchen Window, Hardwood Floors

Parking Char: **Attached Garage, Driveway - Asphalt, Driveway - Shared**  
Garage Dimensions: **22 x 24** Garage Sqft: **528** Garage Door Height:  
Special Search: **3 BR on One Level** Garage Door Width:

---

**Financial****Cooperating Broker Compensation**

Buyer Broker Comp: **2.4 %** Sub-Agent Comp: **0 %** Facilitator Comp: **2.4 %**  
Variable Rate: **N** List Type: **Exclusive Right**

**Sale Mortgage Information**

Sale Financial Terms: **Rural Development**  
Sale Loan Amount:  
Seller Contribution: **\$5,750**

Sellers Terms: **FHA, DVA, Conventional, Rural Development, Cash**  
Existing Financing: **Free and Clear**  
Assumable Loan: **Not Assumable**  
In Foreclosure?: **No**  
Lender Owned?: **No**  
Potential Short Sale?: **No**  
Owner is an Agent?: **No**

---

**Contact Information**

Listing Agent: Thomas E Brown 651-388-4745  
Listing Office: Lawrence Realty Inc.

Office Phone: **651-388-4745**

MLS #: **4729520** Address: **1336 W Maple Avenue , Red Wing, MN 55066**

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MLS Number: **4729520**



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MLS Number: 4729520



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MLS Number: 4729520



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**1336 W Maple Avenue , Red Wing, MN 55066**MLS Number: **4729520**

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Parcel Number: 55.080.0040  
 Deed Holder: MARILYN GERALDINE LECY  
 Property Address: 1336 WEST MAPLE AVE  
 RED WING, MN 55066-0000  
[GIS PARCEL MAPS](#) [GIS ENHANCED PARCEL VIEWER](#)  
 Mailing Address: MARILYN GERALDINE LECY  
 1336 WEST MAPLE AVE  
 RED WING, MN 55066 USA  
 PDF Name: RED WING CITY - R  
 Class: RESIDENTIAL  
 Map Area: 55 RED WING-R  
 Tax District: CITY OF RW 256  
 Zoning: NOT APPLICABLE  
 Plat Map: 55080  
 Subdivision: [NONE]  
 Sec-Twp-Rng: --  
 Lot-Block: -005  
 Brief Legal Description: ID# 5-0380-00301 LOT 5  
 (NOTE: NOT TO BE USED ON LEGAL DOCUMENTS)  
 Property Report: [PROPERTY REPORT \(PDF FILE\)](#)



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## Current Value as of January 2016 - Taxes Payable 2017

Land Value	Dwelling Value	Improvement Value	Total Value
\$44,200	\$101,500	\$0	\$145,700

## Prior Year Value Information

Year	Land Value	Dwelling Value	Improvement Value	Total Value
2015	\$44,200	\$97,900	\$0	\$142,100
2014	\$44,200	\$92,500	\$0	\$136,700
More Years...				

## Land Front Foot Information

Lot	Front	Rear	Side 1	Side 2	Eff Frontage
Main Lot	80.00	80.00	110.00	110.00	73.60

## Residential Building Information

Occupancy	Style	Year Built	Total Living Area
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**PROVIDING ACQUISITION AND RELOCATION SERVICES SINCE 1981**

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## **REPLACEMENT HOUSING PAYMENT STUDY**

Lundell Property  
115 Spring Creek Ave.  
Red Wing MN 55066

Effective Date  
February 23, 2017

Prepared for:  
City of Red Wing

Prepared by:  
Kathy Schmieg/Daniel Wilson  
Wilson Development Services LLC  
510 Chestnut St. No. # 200  
Chaska MN 55318

---

**WILSON DEVELOPMENT SERVICES LLC**  
**DANIEL H. WILSON**  
**510 NORTH CHESTNUT STREET, SUITE 200**  
**CHASKA, MN 55318**  
**Office: 952-448-4630 800-448-4630**  
**Fax: 952-448-4676**  
**Email: [DanWilson@WilsonDevelopmentServices.com](mailto:DanWilson@WilsonDevelopmentServices.com)**  
**Website: [www.wilsondevelopmentservices.com](http://www.wilsondevelopmentservices.com)**

## REPLACEMENT HOUSING-PURCHASE SUPPLEMENT STUDY

**Leah M. Lundell, 115 Spring Creek Ave., Red Wing MN 55066**

The purpose for the purposed acquisition is for the upgrade of Hwy 61 and Co. Rd. 53 realignment going through the property.

Kathy Schmieg acting as the Relocation Advisor for this parcel conducted an interview and inspection of the property with the displacee on November 29, 2016. The primary topics of the interviews were discussion of relocation benefit information for the residence and the needs of the individuals being displaced. The MnDOT pamphlet guide book for property owners was issued at the interview. This study is focused on the residential property for the purpose of determining a replacement housing payment.

Leah M. Lundell is the owner occupant and has occupied the site since 2013. She has a 9 year old daughter who attends Burnside Elementary School in Red Wing.

### **Subject Property**

The subject is a single family one level built in 1952, and has 1,258 +/- square feet finished with a living room; kitchen; dining room, three bedrooms, laundry and a full bath on the main level. There is a 2 car detached tandem garage. The lot contains approximately 10,800 sq. ft. The basement is a partial basement and is unfinished. It has forced air heat serviced by natural gas and has central air conditioning. It is serviced by city sewer and water.

### **Appraised value**

Land plus improvements with house and garage: \$145,000.

### **Minimum Comp Determination**

A minimum comparable study was completed and the comparable at in Red Wing was used at a net sold price of \$150,750.

### **Replacement Housing Payment**

The replacement housing Payment is based on the Replacement Comparable # 3 at 1580 Birchwood Drive with a list price of \$148,900. This amount is used to determine the Replacement Housing Payment.

Comparable Replacement value	\$ 148,900
Base residential dwelling/site allocation	<u>\$ 150,750</u>
<b>Replacement Housing Payment Differential</b>	<b>\$ -0-</b>

## **STUDY DETAILS**

---

**Comparable #1** is located at 1901 So. Park St. in Red Wing, listed for \$145,000. It is a 3 bedroom, 1.5 bath, one story home located on a 4,791 sq. ft. lot and was built in 1875. The main level consists of a kitchen, dining area, living room, a 3 season porch, a master bath and half bath, 2 bedrooms and main laundry. The lower level contains 1 bedroom. It has a 1.5 car detached garage. It is serviced by city water and sewer.

**Comparable #2** is located at 1514 Roosevelt Ave. in Red Wing and is listed for \$148,500. It is a 3 bedroom, 1.75 bath, one story home that was built in 1948. The main level consists of a kitchen, dining area, living room, a full bath and has 2 bedrooms. The lower level has a .75 bath. The lot contains 7,405 sq. ft. It has a 1.5 car detached garage. It is serviced by city water and sewer.

**Comparable #3** is located at 1580 Birchwood Drive in Red Wing, and is offered at \$148,900. It is a 3 bedroom, 1.5 bath, one story home that was built in 1961. The lot contains 9,583 sq. ft. The main level consists of a kitchen, dining area, living room, family room, a full bath, a screened porch and 3 bedrooms. The lower level has a work shop and half bath. It has an attached 2 car tuck under garage. It is serviced by city water and sewer.

### **Comparable Replacement Site Discussion:**

All comparables are currently listed for sale. All comparables exceed the subject for the estimated market value at Goodhue County. Comparable #3 is similar in style, age and garage space and will be used in this study to determine the replacement housing differential.

Based on this study, the replacement comp #1 listed at \$148,900 is most similar to the subject will be used for the purposes to determine the **Replacement Housing Payment of \$0.00.**





Minnesota Department of Transportation  
PHOTOGRAPHIC MOUNTINGS

v.2006/01

S.P. \_\_\_\_\_ C.S. \_\_\_\_\_ S.P. 2514-114 Job No. \_\_\_\_\_ Parcel No. \_\_\_\_\_ 21  
Dist. \_\_\_\_\_ County \_\_\_\_\_ Goodhue Parcel Owner Leah M. Lundell  
I.D. # \_\_\_\_\_  
Displacee Leah L. Lundell Photo(s) of 115 Spring Creek Ave. No. \_\_\_\_\_

**Subject**






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\$5,835.0100

LEAH M LUNDELL

115 SPRING CREEK AVE N

RED WING, MN 55068-0000

[GIS PARCELS MAPS](#) [GIS ENHANCED PARCEL VIEWER](#)

115 SPRING CREEK AVE N

RED WING, MN 55068 USA

RED WING CITY - R

RESIDENTIAL

55 RPD WING-R

CITY OF RW 25G

NOT APPLICABLE

55835

[NONE]

 DOC#25493 PT OF LOT B BEG 220FT N22DEG E OF INTERSECTION CN LINE (HWY 61) WITH SE LINE  
(NOTE: NOT TO BE USED ON LEGAL DOCUMENTS)

[PROPERTY REPORTS FOR FILE](#)


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Current Value as of January 2016 - Taxes Payable 2017

Land Value

\$38,900

Dwelling Value

\$71,000

Improvement Value

\$0

Total Value

\$109,900

Prior Year Value Information

Year	Land Value	Dwelling Value	Improvement Value	Total Value
2015	\$38,900	\$68,600	\$0	\$107,500
2014	\$38,900	\$64,700	\$0	\$103,600

[More Years...](#)

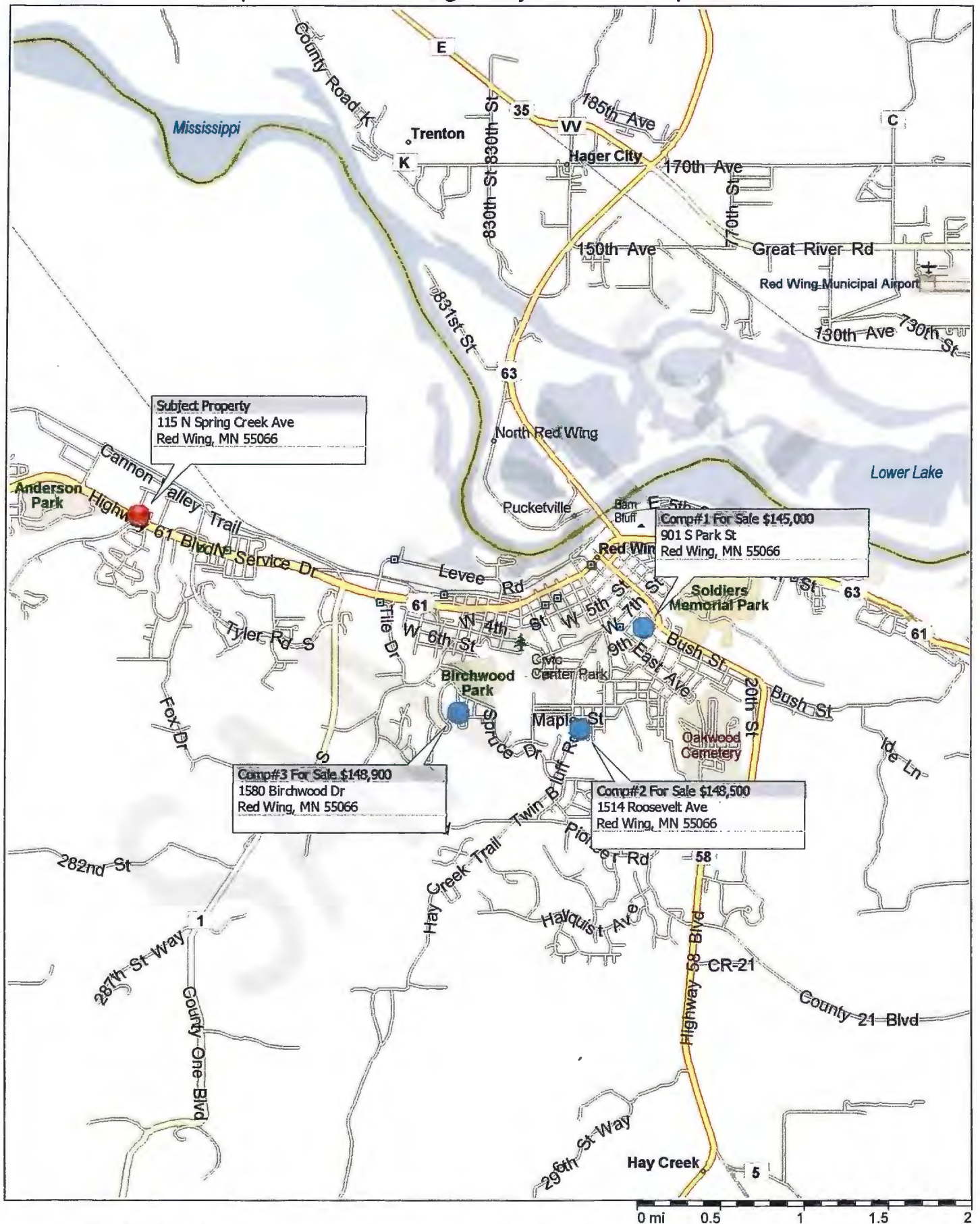
Land Front Foot Information

Lot	Front	Rear	Side 1	Side 2	Eff Frontage
Main Lot	60.00	60.00	180.00	180.00	64.80

Residential Building Information

Occupancy	Style	Year Built	Total Living Area
Single Family / Owner Occupied	1 Story Frame	1952	1,256

# Replacement Housing Study Location Map-Lundell





# Minnesota Department of Transportation

## ANALYSIS OF COMPARABLE PROPERTIES-Replacement Housing Study

v.2006/01

S.P. \_\_\_\_\_ C.S. \_\_\_\_\_ S.P. 2514-114 Job No. \_\_\_\_\_ Parcel No. \_\_\_\_\_ 21

Dist. \_\_\_\_\_ County \_\_\_\_\_ Goodhue Parcel Owner Leah L. Lundell

Displacee – I.D. # :Leah L. Lundell		Comparable Properties					
		No. 1      Map		No. 2      Map		No. 3      Map	
Price    (Base Dwelling/Site\$ / List \$)	\$145,000 (appraisal)	\$ 145,000		\$148,500		\$148,900	
Dwelling Address	115 Spring Creek Ave. No.	901 S. Park St.		1514 Roosevelt Ave.		1580 Birchwood Drive	
Dwelling City or Township	Red Wing	Red Wing		Red Wing		Red Wing	
Date of Inspection / list date	11-29-16	2-8-17		1-24-17		2-15-17	
Style                    (e.g.: Rambler/Split)	One Story	One Story		One Story		One Story	
Construction(e.g.: Frame/Modular)	Frame	Frame		Frame		Frame	
Actual Age / Effective Age	65 Yrs. (1952)	142 yrs. (1875)		69 yrs. (1948)		56 yrs.(1961)	
Condition            (Good/ Avg./ Fair)	Average	Average		Average		Average	
No. of Rooms            (above grade)	6	5		6		7	
No. of Bedrooms            (Total)	3	3		3		3	
No. Bedrooms Required							
No. of Baths                    (Total)	1	1.75		1.75		1.5	
Total Area    (Sq. Ft. above grade)	1,258 SF	1,359 SF		1,285 SF		1,626 SF	
Basement                    (Total Sq. Ft.)	partial	Partial		Full		Partial	
Bsmt. Finished Room Types	None	BR		None		WS, bath	
Heating / Cooling                    (Type)	GFA/Central	GFA/Central		HWG/Central		GFA/Central	
Fireplaces                    (# & Type)	None	None		None		None	
Other Finished Space	None	None		None		None	
Garage                    (e.g.: 2-car-att.)	2 car detached-tandem	1 car detached		1.5 detached		2 car attached-TU	
Lot Size                    (Acre or Sq. Ft.)	10,800 SF	4,791 SF		7,405 SF		9,583 SF	
Neighborhood                    (Equal/Better)	---	Equal		Equal		Equal	
Schools                    (Available)	Available	Available		Available		Available	
Public Transportation (Available)	Available	Available		Available		Available	
Church                    (Available)	Available	Available		Available		Available	
Place / Dist. to Employment	--	same		same		same	
Water    1. Type    2. Avail. (Y/N)	1. City      2. Yes	1. City      2. Yes		1. City      2. Yes		1. City      2. Yes	
Sewer    1. Type    2. Avail. (Y/N)	1. City      2. Yes	1. City      2. Yes		1. City      2. Yes		1. City      2. Yes	
2016 EMV payable 2017	L=\$38,900 B=\$71,000	L=\$20,700 B=\$85,000		L=\$34,200 B=\$77,100		L=\$43,700 B=\$94,200	
Total EMV	\$109,900	105,700		\$111,300		\$137,900	

Comparable Comments & Conclusions:	Recommended Min Comp Value	Recommended RH Study Comp.	\$ 148,900	X 100%	= \$ 148,900
Allocated Dwelling/Site Acquisition: \$	150,750	\$148,900	Comp List Price	*Mrkt Adj. Factor	Mrkt Adj.'d Comp.
< less: Carve-outs to Subject >: -	0		\$ 148,900	+ \$ 0	= \$ 148,900
BASE Dwelling/Site Allocation: \$	150,750		Mrkt Adj.'d Comp.	DS&S Modifications	Final Adj'd Comp. (RHS Allowance)

Comments: Comparable # 3 is most similar to the subject. the Minimum Compensation Value exceeds the list price for the Replacement Housing Comparable, therefore there is \$0.00 Replacement Housing Payment Differential.

\$ 148,900	- \$ 150,750	= \$ 0.00
Final Adj'd Comp. (RHS Allowance)	Certified Acquisition Price BASE Dwelling/Site Allocation	Supplement (Price Differential)
\$ 148,900	- \$ 150,750	= \$ 0.00
Final Adj'd Comp. (RHS Allowance)	Minimum Comp. Price BASE Dwelling/Site Allocation	Supplement (Price Differential)
\$ 148,900	- \$ 150,750	= \$ 0.00
Final Adj'd Comp. (RHS Allowance)	Greater: Acq. Or MnComp Price BASE Dwelling/Site Allocation	Supplement (Price Differential)

Prepared By:

*Kathy Schmieg*  
(Signature) Kathy Schmieg, Agency Representative

Date

2-23-17



## Single-Family Property Full

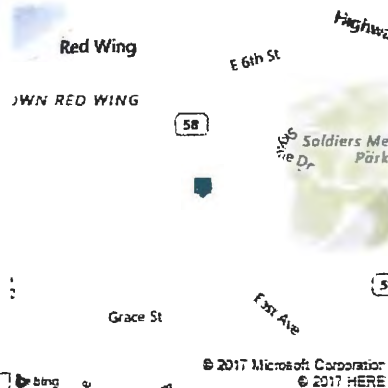
Property Full Display, Single Family Residential, MLS #: 4793104

Type: For Sale

901 S Park Street, Red Wing MN 55066-3445

Status: Active List Price: \$145,000

Original List Price: \$145,000



Total Bed/Bath: 3/ 2 Garage: 1 Year Built: 1875

Style: (SF) One Story  
 Const Status: Previously Owned  
 Foundation Size: 1,359  
 AbvGrdFinSqFt: 1,359  
 BelGrdFinSqFt: 90  
 Total Fin SqFt: 1,449  
 Acres: 0.11  
 Lot Size: 47 x 100  
 Yearly/Seasonal: Yearly  
 List Date: 02/08/2017

Received By MLS: 02/08/2017



Map Page: 999 Map Coord: A1

Directions:

From downtown Red Wing go SE on Bush St to 9th St. Go SW on 9th St to the property which is located on the corner of 9th St and S Park St

## TAX INFORMATION

Property ID: 551800140 [Short Format](#)  
 Tax Year: 2016  
 Tax Amt: \$1,084  
 Assess Bal: \$  
 Tax w/assess: \$1,084  
 Assess Pend: No  
 Homestead: Yes

Days On Market: 14 PDOM: 14 CDOM: 14

## General Property Information

Legal Description: FREEBORNS & COS ADD DOC#581824 NLY 100FT OF THAT PT OF LOT 9 BLK 1 E OF S PARK ST ID# 5-0760-01500  
 County: Goodhue  
 Postal City: Red Wing  
 School District: 256 - Red Wing, 651-385-4500  
 Manufactured Home?: No  
 Complex/Dev/Sub: Common Wall: No  
 Lot Description: Corner Lot, Tree Coverage - Light  
 Road Frontage: City, Paved Streets, Curbs, Sidewalks  
 Zoning: Residential-Single Accessibility: None

## Remarks

Agent Remarks: RedWingHomesForSale.Com Inc encourages the use of electronic earnest money submittal. Please utilize the TrustFunds link located under the main picture in the MLS.

Public Remarks: This charming 3 bedroom home is move-in ready! Enter through a spacious 3 season porch. There are beautiful hardwood floors throughout the main level along with built-in cabinets between the Living Room and Dining Room as well as a built-in window seat in the Living Room. The main floor laundry features a new stackable washer and dryer. The large kitchen has new countertops, fridge, range, hood and dishwasher. The 2nd Bedroom has a private bath with a soaker tub (no closet). Walk to downtown.

## Structure Information

Room	Level	Dimen	Other Rooms	Level	Dimen	Heat:	Forced Air
Living Rm	Main	15 x 12	Three Season Porch	Main	22 x 8	Fuel:	Natural Gas
Dining Rm	Main	15 x 12	Laundry	Main	7 x 4	Air Cond:	Central
Family Rm			Office	Main	11 x 11	Water:	City Water/Connected
Kitchen	Main	15 x 11				Sewer:	City Sewer/Connected
Bedroom 1	Main	12 x 11	Bathrooms			Garage:	1
Bedroom 2	Main	12 x 9	Total: 2 3/4: 0	1/4: 0		Oth Prkg:	
Bedroom 3	Lower	10 x 9	Full: 2 1/2: 0			Pool:	
Bedroom 4							

Bath Description: Main Floor Full Bath, Private Master, Walk Thru, Whirlpool

Dining Room Desc: Separate/Formal Dining Room, Eat In Kitchen

Fireplaces: 0 Fireplace Characteristics:

Appliances: Range, Exhaust Fan/Hood, Dishwasher, Refrigerator, Washer, Dryer, Water Softener - Owned

Basement: Partial, Partial Finished, Day/Lookout Windows, Egress Windows, Stone

Exterior: Vinyl

Fencing: Wood, Privacy, Partial

Roof: Asphalt Shingles, Pitched

Amenities-Unit: Porch, Natural Woodwork, Kitchen Window, Vaulted Ceiling(s), Ceiling Fan(s), Hardwood Floors, Tiled Floors

Parking Char: Detached Garage, Insulated Garage, Driveway - Concrete, Garage Door Opener

Garage Dimensions: 28 x 15

Garage Sqft: 420

Garage Door Height: 7

Garage Door Width: 9

Special Search: **Main Floor Laundry, Main Floor Bedroom**  
Topography: **Level**

---

**Financial****Cooperating Broker Compensation**

Buyer Broker Comp: **2.4 %** Sub-Agent Comp: **0 %** Facilitator Comp: **0 %**  
Variable Rate: **N** List Type: **Exclusive Right**

Financial Remarks: **Please use TrustFunds.Com for earnest money delivery. Minimum Earnest money deposit of \$1,000**  
Sellers Terms: **FHA, DVA, Conventional, Rural Development, Cash**  
Assumable Loan: **Not Assumable**  
In Foreclosure?: **No**  
Lender Owned?: **No**  
Potential Short Sale?: **No**  
Owner is an Agent?: **No**

---

**Contact Information**

Listing Agent: **John R. Rohan 651-388-1995**  
Listing Office: **RedWingHomesForSale.com**

Appointments: **999-999-9999**  
Office Phone: **651-388-1995**

MLS #: **4793104** Address: **901 S Park Street , Red Wing, MN 55066**

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**901 S Park Street , Red Wing, MN 55066**  
MLS Number: **4793104**



Front View



1 Car Detached Insulated and Finished Garage



Walkway between house and garage leading to back entrance



Side View / Front Entrance



Three Season Front Porch



Dining Room

**901 S Park Street , Red Wing, MN 55066**  
MLS Number: **4793104**



Dining Room - Note the built-in cabinets between the Dining Room and Living Room. The door on the left leads to the main floor laundry



Living Room - Note the built-in window seat



Living Room



Bedroom off of Living Room



Bedroom off of Living Room



Private Master Bath with soaker tub



**901 S Park Street , Red Wing, MN 55066**  
 MLS Number: **4793104**



Bedroom off of Dining Room



Office / Den off of Kitchen



Kitchen



All new appliances



New Countertops



Laundry on main floor off of Dining Room

**901 S Park Street , Red Wing, MN 55066**  
MLS Number: **4793104**



Walk-Thru Full Bath between bedroom off of Dining Room and Back Entryway



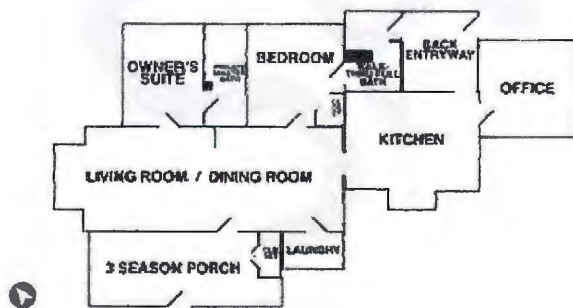
Bedroom on Lower Level



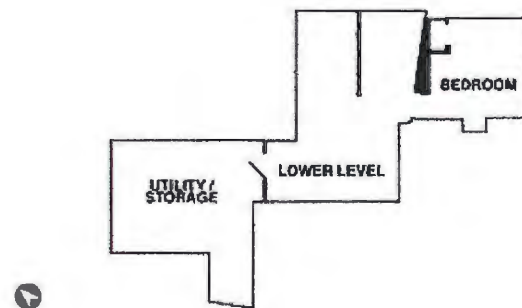
Bar on Lower Level



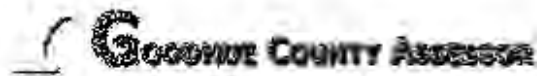
Garage interior - New Door and Opener



Main Level - Floor Plan



Lower Level - Floor Plan


 Printed by  
 Margaret Anderson, Tax

Owner: Trimmer: 55.180.0140  
 Buyer: Platter: AMANDA D STURGES  
 Property Address: 901 SOUTH PARK ST  
 RED WING, MN 55066-0000  
[GIS PARCEL MAPS](#) [GIS ENHANCED PARCEL VIEWER](#)  
 Holding Address: AMANDA D STURGES  
 901 SOUTH PARK ST  
 RED WING, MN 55066 USA  
 Jurisdiction: RED WING CITY - R  
 Use: RESIDENTIAL  
 Assessed Area: 55 RED WING-R  
 New District: CITY OF RW 256  
 Zoning: NOT APPLICABLE  
 Plot Area: 55180  
 Soil: (NONE)  
 Geo/Exp/Map: --  
 Map Sheet: --  
 Deed/Grant/Description: DOC#628957 NLY 100FT OF THAT PT OF LOT 9 BLK 1 E OF S PARK ST ID# S-0760-01500  
 (NOTE: NOT TO BE USED ON LEGAL DOCUMENTS)  
 Property Address: PROPERTY ADDRESS (PDF FILE)



1 / 1



Current Values as of January 2016 - Taxes Payable 2017

Land Value	Dwelling Value	Improvement Value	Total Value
\$20,700	\$85,000	\$0	\$105,700

Prior Year Value Information

Year	Land Value	Dwelling Value	Improvement Value	Total Value
2015	\$20,700	\$82,000	\$0	\$102,700
2014	\$20,700	\$77,400	\$0	\$98,100

More Years...

Land Front Foot Information

Lot	Front	Rear	Side 1	Side 2	Eff Frontage
Main Lot	47.00	47.00	100.00	100.00	41.36

Residential Building Information

Occupancy	Style	Year Built	Total Living Area
-----------	-------	------------	-------------------



**Single-Family Property Full**Property Full Display, Single Family Residential, MLS #: **4789372**Type: **For Sale****1514 Roosevelt Avenue, Red Wing MN 55066**Status: **Active** List Price: **\$148,500**Original List Price: **\$148,500**Total Bed/Bath: **3/ 2** Garage: **1** Year Built: **1948**

Style: **(SF) One 1/2 Stories**  
 Const Status: **Previously Owned**  
 Foundation Size: **842**  
 AbvGrdFinSqFt: **1,285**  
 BelGrdFinSqFt: **96**  
 Total Fin SqFt: **1,381**  
 Acres: **0.17**  
 Lot Size: **60x120**  
 Yearly/Seasonal: **Yearly**  
 List Date: **01/24/2017**

Received By MLS: **01/25/2017**

Map Page: **999** Map Coord: **A1**  
 Directions:  
**West Ave to Maple-left to Roosevelt, right.**

**TAX INFORMATION**

Property ID: **555150120** [Short Format](#)  
 Tax Year: **2016**  
 Tax Amt: **\$1,172**  
 Assess Bal: **\$**  
 Tax w/assess: **\$1,172**  
 Assess Pend: **No**  
 Homestead: **No**

Days On Market: **29** PDOM: **29** CDOM: **29****General Property Information**

Legal Description: **Sunnyside Rearrange Lot 1012**  
 County: **Goodhue**  
 Postal City: **Red Wing**  
 School District: **256 - Red Wing, 651-385-4500**  
 Manufactured Home?: **No**  
 Complex/Dev/Sub: **Common Wall: No**  
 Road Frontage: **City**  
 Zoning: **Residential-Single**

Accessibility: **None****Remarks**Agent Remarks: **Central Air unit could be converted to heat also. Currently hot water heat.**Public Remarks: **Perfect starter home, new paint & flooring throughout most of the home. Lower level has a family room area that could be finished and a new finished 3/4 bath. Good sized back yard and an oversized 1 car garage. Roof 2008. Paver patio in back.****Structure Information**

Room	Level	Dimen	Other Rooms	Level	Dimen	Heat:	Hot Water
Living Rm	Main	17x12				Fuel:	Natural Gas
Dining Rm	Main	10x11				Air Cond:	Central
Family Rm						Water:	City Water/Connected
Kitchen	Main	16x9				Sewer:	City Sewer/Connected
Bedroom 1	Main	12x9				Garage:	1
Bedroom 2	Main	12x9				Oth Prkg:	
Bedroom 3	Upper	12x18				Pool:	None
Bedroom 4							

Bath Description: **Main Floor Full Bath, 3/4 Basement**  
 Dining Room Desc: **Eat In Kitchen**  
 Fireplaces: **0**  
 Appliances: **Range, Microwave, Dishwasher, Refrigerator, Washer, Dryer, Water Softener - Owned**  
 Basement: **Full**  
 Exterior: **Vinyl**  
 Roof: **Asphalt Shingles, Pitched, Age Over 8 Years**  
 Amenities-Unit: **Kitchen Window**  
 Parking Char: **Detached Garage**  
 Garage Dimensions: **14x22** Garage Sqft: Garage Door Height: Garage Door Width:  
 Special Search: **Main Floor Bedroom**


**Financial****Cooperating Broker Compensation**

Buyer Broker Comp: **2.4 %** Sub-Agent Comp: **0 %** Facilitator Comp: **2.4 %**  
 Variable Rate: **N** List Type: **Exclusive Right**

Sellers Terms: **FHA, DVA, Conventional, Rural Development, Cash**  
Assumable Loan: **Not Assumable**  
In Foreclosure?: **No**  
Lender Owned?: **No**  
Potential Short Sale?: **No**  
Owner is an Agent?: **No**

---

**Contact Information**

Listing Agent: Linda Meerkins 651-764-4972  
Listing Office: Edina Realty, Inc. 

Appointments: ShowingTime  
Office Phone: **651-388-0259**

---

MLS #: **4789372** Address: **1514 Roosevelt Avenue , Red Wing, MN 55066**

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SAMPLE

**1514 Roosevelt Avenue , Red Wing, MN 55066**  
MLS Number: 4789372





**1514 Roosevelt Avenue , Red Wing, MN 55066**  
MLS Number: **4789372**



**1514 Roosevelt Avenue , Red Wing, MN 55066**  
MLS Number: 4789372






 PART OF  
 Valuation Systems, Inc.

Assessed Value: \$5,515,0120  
 Assessor: JOAN M NEUBAUER  
 Property Address: 1514 ROOSEVELT AVE  
 RED WING, MN 55066-0000  
[GIS PARCEL MAPS](#) [GIS ENHANCED PARCEL VIEWER](#)  
 Map/Parcel Number: JOAN M NEUBAUER  
 1514 ROOSEVELT AVE  
 RED WING, MN 55066 USA  
 City Name: RED WING CITY - R.  
 Class: RESIDENTIAL  
 Map Area: 55 RED WING-R  
 Tax District: CITY OF RW 256  
 Parcels: NOT APPLICABLE  
 E911 City: 55515  
 Symbols/Notes: (NONE)  
 Street Address: --  
 Lot Number: -012  
 Brief Legal Description: ID# 5-1780-01200 DOC #497873 LOT 12  
 (NOTE: NOT TO BE USED ON LEGAL DOCUMENTS)  
 Parcel Number: PROPERTY REMOVAL (RPP FILE)



1 / 4



Current Value as of January 2016 - Taxes Payable 2017

Land Value	Dwelling Value	Improvement Value	Total Value
\$34,200	\$77,100	\$0	\$111,300

Prior Year Value Information

Year	Land Value	Dwelling Value	Improvement Value	Total Value
2015	\$34,200	\$74,900	\$0	\$109,100
2014	\$34,200	\$70,300	\$0	\$104,500

(More Years...)

Land Front Feet Information

Lot	Front	Rear	Side 1	Side 2	Eff Frontage
Main Lot	60.00	60.00	120.00	120.00	57.00

Residential Building Information

Occupancy	Style	Year Built	Total Living Area

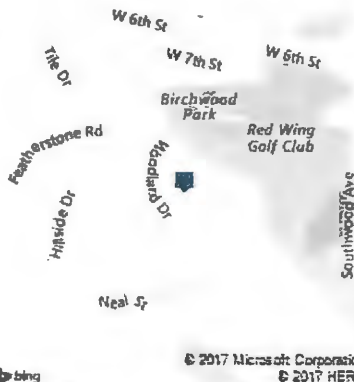
## Single-Family Property Full

Property Full Display, Single Family Residential, MLS #: **4795007** Type: **For Sale**

**1580 Birchwood Drive, Red Wing MN 55066**

Status: **Active** List Price: **\$148,900**  
An Offer Has Been Accepted Contingent Upon: **Inspection**

Original List Price: **\$148,900**



Map Page: 999

Map Coord: A1

Directions:

Featherstone Drive to W. Maple, right to Birchwood Dr, Right on Birchwood.

### TAX INFORMATION

Property ID: **550800800** [Short Format](#)  
Tax Year: **2016**  
Tax Amt: **\$1,564**  
Assess Bal: **\$**  
Tax w/assess: **\$1,564**  
Assess Pend: **No**  
Homestead: **No**

Total Bed/Bath: **3/ 2** Garage: **1** Year Built: **1961**

Style: **(SF) One Story**  
Const Status: **Previously Owned**  
Foundation Size: **1,296**  
AbvGrdFinSqFt: **1,626**  
BelGrdFinSqFt: **1,626**  
Total Fin SqFt: **1,626**  
Acres: **0.22**  
Lot Size: **75x129**  
Yearly/Seasonal: **Yearly**  
List Date: **02/15/2017**

Received By MLS: **02/15/2017**

[Days On Market: 7](#) [PDOM: 7](#) [CDOM: 7](#)

### General Property Information

Legal Description: **Birchwood Village addition Lot 087 ID#5-0380-8400 Lot 87 Doc#548213**  
County: **Goodhue**  
Postal City: **Red Wing**  
School District: **256 - Red Wing, 651-385-4500**  
Manufactured Home?: **No**  
Complex/Dev/Sub: **Common Wall: No**  
Road Frontage: **City**  
Zoning: **Residential-Single** Accessibility: **None**

### Remarks

Agent Remarks: **Property has renter, 24 hour notice needed- showings 5PM or later or on weekends. Photos were taken prior to renters.**

Public Remarks: **Quiet neighborhood, 3 Bedroom home with a main floor family room, hardwood floors in living room & bedrooms. Remodeled main floor bath, screen porch in private back yard, workshop in walkout basement.**

### Structure Information

Room	Level	Dimen	Other Rooms	Level	Dimen	Heat:	Forced Air
Living Rm	Main	20x12	Porch	Main		Fuel:	Natural Gas
Dining Rm	Main	12x10	Work Shop	Lower		Air Cond:	Central
Family Rm	Main	19x12				Water:	City Water/Connected
Kitchen	Main	12x8				Sewer:	City Sewer/Connected
Bedroom 1	Main	12x12				Garage:	1
Bedroom 2	Main	12x11				Oth Prkg:	
Bedroom 3	Main	11x9				Pool:	None
Bedroom 4							

Bath Description: **Main Floor Full Bath, 1/2 Basement**  
Dining Room Desc: **Informal Dining Room**  
Family Room Char: **Main Level**  
Fireplaces: **0**  
Appliances: **Range, Dishwasher, Refrigerator, Washer, Dryer**  
Basement: **Walkout, Full**  
Exterior: **Metal**  
Fencing: **None**  
Roof: **Asphalt Shingles, Pitched, Age Over 8 Years**  
Amenities-Unit: **Porch, Kitchen Window, Hardwood Floors**  
Parking Char: **Tuckunder**  
Special Search: **3 BR on One Level**

### Financial

Cooperating Broker Compensation

Buyer Broker Comp: **2.4 %** Sub-Agent Comp: **0 %** Facilitator Comp: **2.4 %**

Variable Rate: **N** List Type: **Exclusive Right**

Existing Financing: **FHA**  
 In Foreclosure?: **No**  
 Lender Owned?: **No**  
 Potential Short Sale?: **No**  
 Owner is an Agent?: **No**

---

**Contact Information**

Listing Agent: Linda Meerkins 651-385-6264  
 Listing Office: Edina Realty, Inc.

Appointments: ShowingTime  
 Office Phone: **651-388-0259**

MLS #: **4795007** Address: **1580 Birchwood Drive , Red Wing, MN 55066**

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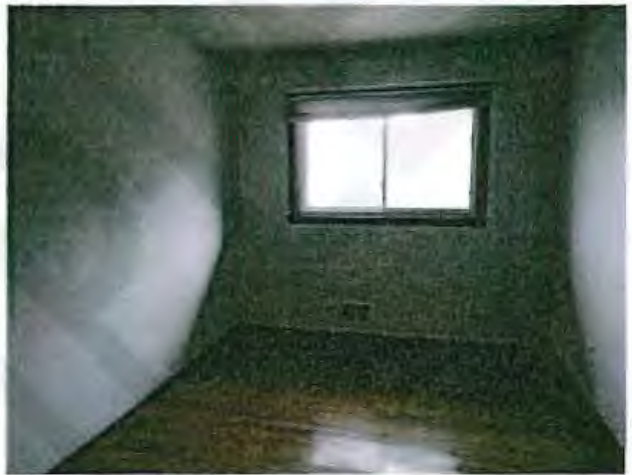
SAMPLE

**1580 Birchwood Drive , Red Wing, MN 55066**  
MLS Number: **4795007**





1580 Birchwood Drive , Red Wing, MN 55066  
MLS Number: 4795007





**1580 Birchwood Drive , Red Wing, MN 55066**  
**MLS Number: 4795007**



**1580 Birchwood Drive , Red Wing, MN 55066**  
MLS Number: **4795007**




 NUMBER 29  
 Valuation Services, Inc.

Parcel Number: 55.080.0800  
 Legal Holder: MELISSA L WOHLFEIL  
 Property Address: 1580 BIRCHWOOD DR  
 RED WING, MN 55066 0000  
[GIS PARCEL MAPS](#) [GIS ENHANCED PARCEL VIEWER](#)  
 Mailing Address: MELISSA L WOHLFEIL  
 1580 BIRCHWOOD DR  
 RED WING, MN 55066 USA  
 EDS Name: RED WING CITY - R  
 Class: RESIDENTIAL  
 Assessed: 55 RED WING-R  
 Tax Jurisdiction: CITY OF RW 256  
 County: NOT APPLICABLE  
 Plot Area: 55080  
 Subdivisions: [NONE]  
 Sub-Taxpayers: -  
 Use Code: -087  
 Parcel Legal Description: ID# 5-0380 08400 LOT 87 DOC# 548213  
 (NOTE: NOT TO BE USED IN LEGAL DOCUMENTS)  
 Property Report: [PROPERTY REPORT \(PDF FILE\)](#)



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## Current Value as of January 2016 - Taxes Payable 2017

Land Value	Dwelling Value	Improvement Value	Total Value
\$43,700	\$94,200	\$0	\$137,900

## Prior Year Value Information

Year	Land Value	Dwelling Value	Improvement Value	Total Value
2015	\$43,700	\$90,900	\$0	\$134,600
2014	\$43,700	\$80,300	\$0	\$124,000
<a href="#">More Years...</a>				

## Land Front Foot Information

Lot	Front	Rear	Side 1	Side 2	Eff Frontage
Main Lot	75.00	75.00	129.00	123.00	72.75





A Proposal to Provide  
**ACQUISITION AND  
RELOCATION SERVICES**  
for SAP 43-615-13,  
**CSAH 15 (Morningside)**  
for McLeod County  
March 23, 2018

---



Engineering ■ Planning ■ Environmental ■ Construction

701 Xenia Avenue South, Suite 300  
Minneapolis, MN 55416  
Tel: 763-541-4800  
Fax: 763-541-1700

March 23, 2018

Mr. John Brunkhorst  
County Engineer/Public Works Director  
McLeod County Public Works  
1400 Adams Street SE  
Hutchinson, MN 55350

Re: Engagement Letter  
Proposal for Right of Way Acquisitions and Relocation Assistance Services  
SAP 43-615-13 - CSAH 15 (Morningside)

Dear Mr. Brunkhorst:

We appreciate the opportunity to present this proposal for professional right of way acquisition and relocation services related to the McLeod County's CSAH 15 – Morningside Road project.

WSB & Associates, Inc. will complete the following acquisition and relocation services:

- Project Management
- Acquisition Services
- Relocation Assistance Services
- ROW Certificate #1
- Eminent Domain Assistance
- Minimum Compensation Reports, if needed

We are proposing to complete the defined services for a fee not to exceed **\$45,970.00** with the breakdown of those services detailed within this proposal.

If this proposal is acceptable to you, please have the County block of this letter signed and return a copy to WSB. Receipt of an executed copy will be WSB's authorization to proceed.

We sincerely appreciate the opportunity to continue working with McLeod County and look forward to assisting the County with the completion of this project. If you have any questions, please call me at 763-231-4868.

Sincerely,  
**WSB & Associates, Inc.**

Penny Rolf  
Right of Way Manager

**ACCEPTED BY:**  
**McLeod County**

NAME \_\_\_\_\_  
TITLE \_\_\_\_\_  
DATE \_\_\_\_\_



**McLeod County**  
**SP 43-615-13**  
**Scope of Work**

**PROJECT UNDERSTANDING**

This project entails the construction of a new ½ mile urban corridor on CSAH 15 (Morningside) between 11<sup>th</sup> Street and 16<sup>th</sup> Street in the City of Glencoe. The design involves the construction of a two-lane road with turn lanes, a trail, rail road crossing improvements, and a roundabout. Per the request for proposal, the project requires McLeod County to acquire permanent highway easements on six parcels and total acquisitions from two property owners. In accordance with the Uniform Act, the two total acquisitions will require relocation services for the two owner/landlords and two tenants.

Our estimate will reflect the 8 parcel acquisitions as noted in the RFP. However, during our research for this proposal, two of the eight parcels were identified as being under the same PID# and ownership and may be able to be combined into one report for appraisal purposes and easement acquisition.

The construction project is scheduled to begin in 2019. According to the RFP, the acquisition and relocation activities should be completed prior to May 1, 2019.

**PROJECT APPROACH**

We will address the property concerns of the landowners respectfully and patiently, without compromising the needs of the County or the integrity of the project schedule.

***One Point of Contact:***

In an effort to minimize any confusion to the property owners throughout this process, our staff will be assigned to specific parcels and will continue in that role throughout the project. The owners will then have one point of contact if they have any questions. This helps to eliminate misunderstandings that occur when multiple parties are in communication with the owner. The agent assigned will handle the field title work, the offer and negotiations as well as relocation.

Having one agent deal with the owner in both the acquisition and relocation phases of work allows the agent to build a relationship with the owners, the end result being settlements that are fair to both the client and the owner which flow more smoothly, enabling the delivery of this project on schedule and within budget. Using this approach, we have found that we are able to reduce or eliminate the need for condemnation for the acquisition and successfully relocate those that are being displaced.

***Streamlining Acquisition/Relocation Services:***

Acquisition and relocation tasks will be completed in conjunction with one another allowing our staff to work more efficiently which, in turn, results in our ability to remain within the schedule included in our proposal.

***Kick-Off Meeting:***

We recommend that a project kick-off meeting with McLeod County be conducted prior to our staff commencing work on this project. During this meeting, project and parcel impacts will be discussed to determine the impacts and possible owner issues and concerns. This allows us to address those issue at that time rather than later in the process which could increase work time and delay deadlines.

Right of way acquisition and relocation services will be provided in accordance with Title 23 United States Code, the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601 et seq) and 49 CFR Part 24, and other applicable state and federal laws and rules. All documentation and procedures will follow Mn/DOT's Right of Way Manual along with information supplied by the McLeod County Public Works.

### **Right of Way Software Technology**

WSB's Right of Way Group and GIS Group collaborated to create a Right of Way software program that encompasses a GIS mapping system and uses a DataLink platform. The program allows our Right of Way Group to streamline the preparation and uploading the documents to a web-based system.

With the application, our Right of Way agents are able to:

- access the program while meeting owners
- show landowners the entire scope of the project
- zoom in and visualize the impacts a project may have on their individual property.
- access the electronic parcel files in the field, review and update parcel notes
- link pictures to the parcels and draw in the application.
- take a snapshot of the mapping parcel, write notes on the picture and email the client or design engineer all from the field.

In addition to streamlining the acquisition process for our agents, McLeod County benefits from the Right of Way application. This web-based program would be accessible to McLeod County staff allowing them to have real-time acquisition status on the project. The GIS mapping allows project stakeholders to view a specific parcel impacted by the project or an aerial of the entire project. McLeod County, at any time, would be able to review parcel information including parcel sketches, appraisals, title work, parcel contact information, negotiation status and the right of way agent's parcel notes. This application enhances our communication between McLeod County and WSB on projects.

*\*It is assumed the County or the design firm will provide the CAD drawings to WSB for input into this system.*

### **Closing Acquisitions and Relocations on Schedule**

The staff assignments on this project will be made to efficiently provide the expertise and staff required to secure the necessary properties and complete the relocations in the time frame required. For the parcels requiring acquisition and relocation services, one agent will be assigned to both tasks ensuring one point of contact throughout the process for both the owners and tenants.

We have a proven track record of delivering federally funded Right of Way projects within a tight timeframe.

### **Minimize and Manage Delays or Changes**

There are few projects that are completed without some delays or revisions during the process. These revisions generally come about from the impacts determined through the field title process. If those impacts are addressed early in the project, we have found that it eliminates some of the resistance from the owners and helps to keep us on schedule. In the event there are delays that could compromise the delivery of the project, we will assign additional staff to ensure that the schedule of the project is not delayed.

Our proposed scope for right of way acquisition and relocation services includes the following:

## **TASK 1: PROJECT MANAGEMENT**

### **General Project Management/Reports/Meetings**

Project management tasks will include management of our right of way staff, project status reports and schedule coordination of WSB staff and our sub-consultants to ensure timely completion of the required appraisals, acquisition and relocation tasks. Communication will be maintained with Mr. John Brunkhorst, McLeod County Engineer, landowners, tenants and all stakeholders throughout the process to resolve any issues or concerns that arise quickly and efficiently which, in turn, keeps the project on schedule and on budget.

#### *Deliverables/Tasks:*

- Monthly acquisition and relocation progress reports
- Copies of critical correspondence and project issue data
- Communication with the project design and delivery team, the County, and other agencies and local groups as necessary to complete the project
- Conduct and attend progress meetings

#### *County participation:*

- Timely review and approval of all deliverables detailed in this scope of services

## **TASK 2: ACQUISITION SERVICES**

### **Early Notification Letters**

Upon receiving a notice to proceed from McLeod County in April 2018, our staff will prepare the required letter after obtaining content approval from the County. The letter and any enclosures will then be mailed to the property owners by Certified Mail. The early notification letter will explain the project, right of way acquisition process, and list key staff contacts.

#### *Deliverables/Tasks:*

- Early Notification Letter and property rights brochure will be sent by certified mail to each parcel owner
- A Contact Information Form will be mailed to each parcel owner with a self-addressed stamped envelope for easy return to the agent

#### *County participation:*

- Approval of Early Notification Letter format

### **Field Title Investigation/Landowner Meetings**

Upon receiving title work from the County, our right of way staff will begin field title interviews. This on-site meeting is a key component of a successful acquisition. It is our first contact with the owners and an opportunity for the right of way agent to establish a relationship and start a positive, informative dialogue with the owner.

Information gathered during this process, such as tax information and property value data, will be used to avoid rework and errors during the acquisition process. The property will be viewed with the property owner to listen to the landowners' thoughts. We will discuss any owner concerns or design issues with the County. Many times, minor changes to the design can be made to alleviate those issues and concerns. This shows that the County is willing to work with the owners creating a positive working relationship for future negotiations.

*Deliverables/Tasks:*

- Verify ownership, marital status and document concerns of property owners affected by the project with a personal visit to parcels
- Complete Field Title Reports

*County participation:*

- Title research and updates, as needed
- Parcel sketches and legal descriptions
- Set of construction plans

**Direct Purchase Negotiations**

After the appraisals are certified and offers are approved by the County, WSB will prepare authorizations to present offers, the offer packages, conveyance documents, settlement memos and legal stipulations. The County Attorney will provide conveyance document templates which will be populated by WSB staff.

WSB staff will then present the written offers to the property owners. We recommend presenting the offers in person to build rapport and trust with the landowners. If there are out of state owners or owners unable to meet, the offers will be sent out by Certified Mail.

At the time of the offer, the relocation process will be explained to the owners. Our staff will also meet with the two tenants to explain the relocation process and hand deliver their relocation eligibility letters. If the tenants are not available to meet, their relocation eligibility letter will be sent by Certified Mail and we will arrange to meet with them.

Our staff will conduct good faith negotiations and request settlements from the County as appropriate and justified. Upon closing the file, WSB will provide the original file to the County with the negotiator's log and all applicable documents

*Deliverables/Tasks:*

- Prepare documents and offer packages based on templates provided by County
- Offer letters, offer summary, executed documents and W-9
- Settlement memos, legal stipulations and mortgage consents
- Detailed negotiator contact logs for the impacted parcels
- Provide payment requests
- Construction notes

*County participation:*

- County attorney will provide conveyance document templates and approve all conveyance documents
- Provide County Resolution authorizing offers and eminent domain, if needed
- Timely review and approval of administrative settlements
- Process payment requests, provide copies of checks
- Record documents and provide copies for agent files
- County will handle the real estate closings on the two total take parcels

### **Task 3.0: RELOCATION ASSISTANCE SERVICES**

#### **Relocation Study**

Research will be conducted into available residential properties on the market. The relocation study will include a personal interview with the owners and tenants to gather information on their relocation needs and explain the relocation process, relocation assistance and eligibility requirements. Our staff is very experienced in the preparation of these studies, having completed them on multiple projects for MnDOT, counties and cities throughout the state. The personal interview with the owners will be done in conjunction with the Field Title Investigation meeting allowing the agent to compile the title information and relocation needs of the owner at that time.

#### *Deliverables/Tasks:*

- Relocation Study

#### **Relocation Services**

Relocation is a delicate process. The impact relocation has on a property owner or tenant can vary. WSB approaches each situation individually, listening to the property owners' and tenants' concerns and educating them on their rights. We thoroughly explain the process and inform them of their eligibility. Our agents are sensitive to various situations and constantly communicate with the owners and tenants to walk them through the process.

The relocation tasks will include advisory assistance for both residential and owner/landlord displacees, an initial interview with the displacee(s), determination of relocation eligibility/relocation assistance package, notification letters, referrals, decent, safe and sanitary inspections, move coordination and claims processing. If the residential tenants purchase, a staff person from WSB would attend closing for the replacement properties to verify the relocation funds are applied to down payment/closing costs.

#### *Deliverables/Tasks:*

- Copies of all notices to each displacee with proof of receipt.
- Review invoices for landlord relocations to determine eligible expenses
- Submit partial and final claims with supporting documentation for review.
- Maintain a relocation file for each displacee including copies of correspondence, notes, claims with documentation and displacee record form and provide, upon completion.
- Rent supplement study

#### *County participation:*

- Timely review and approval of claims
- Provide copies of issued payment checks

### **Task 4.0: RIGHT OF WAY CERTIFICATE # 1**

Multiple Right of Way Certificate # 1's have been prepared and submitted by our staff. WSB will draft the Certificate, obtain County signatures, schedule and attend the audit meeting of files to obtain a signed Right of Way Certificate # 1. WSB's past audit experience have always returned "no findings" meaning an A+ audit.

#### *Deliverables/Tasks:*

- Prepare Right of Way Certificate, organize files, schedule and attend audit meeting

#### *County participation:*

- Provide timely signature of the Right of Way Certificate #1



### **Task 5.0: EMINENT DOMAIN ASSISTANCE**

In the event that a parcel is not settled prior to exercising eminent domain, the assigned right of way agent will provide a summary statement for each parcel that is not acquired through direct purchase. This will assist the attorney in understanding the issues involved such as time, value, design, purpose and need, etc. Our staff will work with the County to provide the photos, documentation and sketches required for the eminent domain hearings.

#### *Deliverables/Tasks:*

- Summary statement and parcel file
- Documents and exhibits such as photos, parcel sketches, landowner agreements and cross easements

#### *County participation:*

- Prepare and file eminent domain documents
- Obtain any required County Resolutions
- All legal tasks and reviews associated with exercising the power of eminent domain

### **Task 6.0: SUBCONSULTANTS**

#### **Appraisals and Review Appraisals**

The appraisal work will be completed by Hokanson Appraisals and the review appraisals by Robinson Appraisal & Associates. The appraisal services will be consistent with MnDOT's Right of Way Manual, specifically Section 200. The appraisals will meet the requirements, as defined in the MnDOT Right of Way Manual. The appraisals will also meet the requirements for federal aid projects as defined by 49 CFR 24.2(a)(3). Three hard copies of the appraisal report will be provided, as well as an electronic copy.

Our appraisal consultants have extensive experience working in McLeod County and surrounding counties and cities.

*\*Full resumes, with detailed experience information, are attached in the appendix.*

#### *Deliverables:*

- Electronic copy and 3 paper copies of the appraisal reports.
- Electronic copy and 3 paper copies of review appraisal reports.

### **ADDITIONAL SERVICE: MINIMUM COMPENSATION REPORTS**

Minimum compensation reports are only required on owner-occupied parcels. Based on information provided in the RFP, the two residential parcels that are total acquisitions are not owner-occupied. Our staff members are very experienced in the preparation of these reports. If they are required, research will be conducted on the real estate market to determine if there is a price difference between the appraisal amount and the cost of comparable properties. If there is a difference, this amount would be included in the letter of just compensation.

- Examples of Minimum Compensation Reports are included in the proposal appendix.

#### *Deliverables/Tasks:*

- If required, prepare minimum compensation reports.

## **PROJECT TECHNICAL CAPABILITIES**

Our Right of Way Group has extensive experience reviewing appraisals, researching and reviewing title information, as well as reading construction plans and profiles. We are experienced in implementing the procedures set forth in the Uniform Act, Eminent Domain laws, and the MnDOT Right of Way Manual.

## **PROJECT TEAM QUALIFICATIONS**

WSB's right of way practice consists of experienced real estate professionals providing acquisition and relocation services for projects ranging from large-scale highway reconstruction to municipal roadways, water, sewer, and transmission projects.

Our firm and right of way staff are on MnDOT's Pre-Qualified List of Consultants in the following right of way service areas that apply to this project:

8.1 – Direct Purchase

8.2 – Relocation Services – Level I and Level II

8.3 – Field Title Investigations

Our staff members have completed residential and commercial acquisitions and relocations on multiple projects for MnDOT, cities and counties throughout Minnesota. Over the course of our work, we have encountered many projects that impacted residential properties where tenants and/or owners were being displaced as part of a project. We work with all parties throughout the acquisition and relocation process by providing referrals, completing decent, safe and sanitary inspections, preparing rent supplements or down payment assistance claims and answered their concerns and questions throughout the process. All parties on our past projects were successfully relocated prior to the issuance of a Right of Way Certificate # 1.

Please refer to the Project Experience section of this proposal for more detailed descriptions of our acquisition and relocation projects.

## **RIGHT OF WAY STAFF**

### **Penny Rolf, SR/WA, RW-NAC, RW-RAC**

#### **Right of Way Group Manager**

*Role on Project - Project Manager/Acquisition and Relocation Agent*

Penny is the Right of Way Group Manager with over 26 years of experience in right of way acquisition, relocation, contract administration and plan review. She has been the project manager for multiple acquisition and relocation projects with the past 18 years exclusively devoted to acquiring right of way and providing relocation assistance on numerous projects. Penny will be managing the project for McLeod County and will oversee the acquisition and relocation assistance.

### **Brent Rolf**

#### **Right of Way Specialist**

*Role on Project –Acquisition and Relocation Agent*

Brent is a Right of Way Specialist with WSB. He has experience in the preparation and research required for the relocation study, minimum compensation reports and the rent supplement analysis reports. He will be assisting on those tasks project as well as other required tasks in the scope of work.

*\*Full resumes, with detailed experience information, are attached in the appendix.*

## RELOCATION ASSISTANCE TESTIMONY

Our staff has experience in preparing the documentation for court to substantiate the relocation claims approved and/or denied as well as the testimony related to those claims. However, the need for testifying and justifying our relocation supplements has been limited as the majority of our relocations have been successful thereby eliminating the need for relocation appeals.

## PROJECT TIME SCHEDULE

Based on the RFP and discussions with McLeod County, it is our understanding that the project schedule is as follows:

	April				May				June				July				August				September				October				November				December				January				February				March				April			
	2018				2018				2018				2018				2018				2018				2018				2018				2018				2019				2019				2019				2019			
Task	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4								
1.0 Project Management																																																				
2.0 Acquisition Services																																																				
3.0 Relocation Assistance Services																																																				
4.0 Right of Way Certificate 1																																																				
5.0 Eminent Domain Assistance																																																				
6.0 Subconsultants (Appraisals & Appraisal Reviews)																																																				

## **FEE PROPOSAL**

We are proposing to complete the defined services for a fee not to exceed **\$45,970.00** with the breakdown of those services detailed in the scope of work section of this proposal:

### **WSB Professional Services**

Project Management .....	\$ 2,732.00
Acquisition Services .....	\$ 18,942.00
Relocation Assistance Services.....	\$ 9,764.00
Right of Way Certificate #1 .....	\$ 1,692.00
<u>Eminent Domain Assistance .....</u>	<u>\$ 1,692.00</u>
<b>Sub-total - WSB Professional Services</b>	<b>\$ 34,170.00</b>

\*The estimate above includes overhead and profit and all costs associated with word processing, vehicle mileage, cell phones, reproduction of common correspondence and mailing.

### **Sub-Consultant Services**

Appraisals .....	\$ 9,800.00
Review Appraisals .....	\$ 2,000.00
<b>Sub-total – Sub-consultant .....</b>	<b>\$11,800.00</b>

**Total Estimate for Professional Services .....** **\$ 45,970.00**

### **Optional Services:**

Minimum Compensation Reports..... \$750.00 per report

## ASSUMPTIONS

- Acquisition services will be provided for 8 properties
- Relocation assistance on two owner/landlords and 2 tenants
- No minimum compensation reports are required.
- County will provide directly or through consultants:
  - Construction plans, title work, parcel sketches and legal descriptions
  - Templates of conveyance and settlement stipulation documents
  - Recording of conveyance documents
  - Real estate closings on the two total acquisition parcels

## INSURANCE

Upon selection, insurance information for WSB & Associates will be provided to McLeod County.

## PROJECT EXPERIENCE

*Similar Projects-Additional details are included on the attached resumes*

Listed below are completed and ongoing projects with services provided by our staff that are similar to this project:

### **CSAH 12 Reconstruction Project– Blue Earth County**

As part of this project, Blue Earth County was constructing the last stage of the CSAH 12 project from CSAH 17 to TH 83. As part of the project, acquisition was needed on 12 parcels with one total acquisition on a residential owner/occupied property. Acquisition and relocation services were provided in compliance with the Uniform Relocation Act. Project duties included: Project and property management, minimum compensation report, coordination of appraisals and reviews, field title investigations, negotiations and relocation services. As part of the relocation services, a relocation study, replacement housing supplement, relocation claims and move estimates were prepared.

#### **Delivery and budget:**

- This project was completed within the budget and within the schedule needed to allow Blue Earth County to start within their required timeline.

#### **Key Personnel**

- Penny Rolf – Project Manager and Acquisition/Relocation Agent
- Brent Rolf –Acquisition and Relocation Agent

### **TH 1 Reconstruction Project, Isabella, MN – MnDOT – District 1**

This project in Isabella included acquisition and relocation services on one residential owner-occupied property. Project duties included: Acquisition tasks included property management, field title investigation and negotiations. Relocation tasks provided included a relocation study, comparable search and replacement housing supplement report, DS & S inspections and preparation of relocation claims for moving, closing costs and the housing supplement.

#### **Delivery and budget:**

- This project is currently in progress. WSB and Associates is meeting MnDOT's schedule and is within the project budget.

#### **Key Personnel**

- Penny Rolf – Project Manager
- Brent Rolf – Acquisition and Relocation Agent

### **University Avenue Project – Anoka County**

The University Avenue project required total acquisitions of 7 owner-occupied and 2 landlord/tenant properties. There were several complex relocations as part of this project including several tenants with mental disabilities, low income tenants and a homeowner that owed more on his home than it was appraised. The relocations were completed successfully with the tenants and owners in final housing that met all their needs.

Project duties included: Project and property management, field title investigations, negotiations and relocation services. As part of our services, minimum compensation reports were prepared on the owner-occupied properties. In addition, a relocation study, rent study, rent supplements, relocation claims and move estimates were prepared.

#### **Delivery and budget:**

- This project was completed on schedule and within budget.

#### **Key Personnel**

- Penny Rolf – Project Manager and Acquisition/Relocation Agent

### **CSAH 77 – Reconstruction Project, Lake Shore, MN – Cass County/City of Lake Shore**

As part of this project, Cass County and the City of Lake Shore were reconstructing a 4-mile section of CSAH 77 located along Gull Lake. Acquisition was required on 75 parcels with settlements reached on 73 parcels. Right of way acquisition services included project management, coordination of appraisal and appraisal reviews, field title investigations, easement acquisition as well as eminent domain assistance. Acquisition services were completed in compliance with the Uniform Relocation Act and the requirements of DNR Legacy Fund program related to the trail portion of this project.

#### **Delivery and budget:**

- This project was completed within the project deadline and budget.

#### **Key Personnel**

- Penny Rolf – Project Manager and Acquisition Agent
- Brent Rolf – Acquisition Agent

### **TH 11 – ADA and Sidewalk Project / Baudette, MN – MnDOT District 2**

The project included the reconstruction of the sidewalk along TH 11 to meet ADA compliance. Services provided on this project include project management, field title investigations, acquisition of easements on 39 residential and commercial properties. This project was completed in conjunction with a city sewer and watermain project.

#### **Delivery and budget:**

- The project was completed within the schedule and budget.

#### **Key Personnel**

- Penny Rolf – Project Manager and Acquisition Agent
- Brent Rolf – Acquisition and Relocation Agent



### **TH 15 Safety Improvement Project / New Ulm, MN – MnDOT District 7**

The project includes the closure or redesign of several driveway accesses onto TH 15 as well as the reconstruction of the sidewalk along TH 15 to meet ADA compliance. This project required permanent or temporary easements on 34 parcels (14 commercial properties, one school parcel and 19 residential parcels). Specific responsibilities include project management, coordination of the appraisal, minimum damage valuations on 30 parcels, preparation of field title reports, and the negotiations and acquisition of right of way.

#### **Delivery and budget:**

- This project has been completed and we were able to meet the schedule and budget for the acquisition work.

#### **Key Personnel**

- Penny Rolf – Project Manager
- Brent Rolf – Acquisition Agent

### **TH 43 Bridge project, Winona, MN – MnDOT District 6**

This project in Winona includes total acquisitions of 11 residential properties and 7 commercial properties plus several partial acquisitions. Project duties included: Project and property management, leaseback agreements, field title investigations, a relocation study addressing the relocation of residential tenants/owners, commercial properties and a billboard, acquisition of 3 owner occupied homes and 8 multi-unit student rental homes and relocation assistance to the 30 tenant relocations, 8 landlord relocations and 7 commercial relocations.

The residential displacees included 3 residential owner/occupants and 30 residential tenants that included; seasonal college students, long term residential tenants, tenants with physical and mental handicaps, low income tenants and one tenant with Section 8 housing. Relocations were also required for a car dealership, convenience store/gas station and a trailer/car rental business.

#### **Delivery and budget:**

- This project is currently in progress. WSB and Associates is meeting MnDOT's schedule within the project budget.

#### **Key Personnel**

- Penny Rolf – Project Manager and Acquisition/Relocation Agent
- Brent Rolf – Relocation Agent

### **CSAH 96/TH 10, Arden Hills, MN – Ramsey County**

The project included the reconstruction of CSAH 96 and TH 10 in Arden Hills, Minnesota. Acquisition was required on 12 parcels that included residential properties, a church, gas station and a mobile home park. In addition, relocation services were provided to two mobile home owner/occupants and the owners of five storage sheds.

Specific duties included: Project management, field title investigations, negotiations, relocation study and relocation advisory services, preparation of relocation claims, and replacement housing payment claim packages. As part of the planning, we met with the displacees to determine their needs that would need to be addressed as part of their relocation.

#### **Delivery and budget:**

- This project was completed on schedule and within budget.

#### **Key Personnel**

- Penny Rolf – Project Manager and Acquisition/Relocation Agent

### **TH 53 Bridge Project, Virginia, MN – MnDOT District 1**

The realignment of TH 53 in Virginia and construction of a new bridge required that acquisitions be obtained on 9 parcels which included 3 total acquisitions on 3 commercial properties including a car rental and sales business, car repair business and a construction business. Acquisitions services included: project and property management services as well as field title reports, relocation study for commercial properties, acquisitions and negotiations. In addition, a relocation study, move estimates, relocation claims and move estimates were prepared for the 3 commercial relocations.

All parcels were acquired and no condemnation was needed

#### **Delivery and budget:**

- This project is currently in progress. WSB and Associates is meeting MnDOT's schedule and project budget.

#### **Key Personnel**

- Penny Rolf – Project Manager and Acquisition/Relocation Agent
- Brent Rolf – Acquisition and Relocation Agent

### **125<sup>th</sup> Street Corridor Project, Pine Island – Olmsted County**

This project involved construction of a new leg of an interchange that will connect TH 52 to CSAH 3 & 5 approximately ½ mile from Pine Island and required the relocation of one owner/occupied residential hobby farm.

Services provided included: Project and property management, field title investigations, preparation of a relocation study and a Minimum Compensation report as well as providing acquisition and relocation assistance.

#### **Delivery and budget:**

- This project was completed on schedule and within budget.

#### **Key Personnel**

- Penny Rolf – Project Manager and Acquisition/Relocation Agent

**McLeod County**  
**Acquisition and Relocation Estimate**  
**Morningside Road Project - Glencoe**  
**March 23, 2018**

Costs associated with word processing, vehicle mileage, cell phones, reproductions of common correspondence and mailing are included in the hourly rates.

Task Description	WSB Staff		Hours	Costs
	Penny Rolf	Brent Rolf		
<b>1 Project Management</b>	<b>12</b>	<b>8</b>	<b>20</b>	<b>\$2,732</b>
1.1 General Project Management , Reports, Coordination, Kick Off Meeting				
<b>2 Acquisition Services</b>	<b>93</b>	<b>39</b>	<b>132</b>	<b>\$18,942</b>
2.1 Early Notification Letters				
2.2 Field Title Investigations/Landowner Meetings				
2.3 Documents, Offers, Negotiations, and Closing Files				
<b>3 Relocation Assistance Services</b>	<b>48</b>	<b>20</b>	<b>68</b>	<b>\$9,764</b>
3.1 Relocation Study				
3.2 Relocation Tasks:				
Advisory services, meetings with displacee, referrals, move coordination and determination of eligible relocation benefits				
Notification Letters- Relocation Eligibility, 90 day notice letter				
Rent Supplements				
(Comparable research, conduct inspections and prepare report)				
Decent, safe and sanitary inspections				
Claims processing				
Attend closing for replacement properties, if tenants purchase a home				
<b>4 Right of Way Certificate # 1</b>	<b>8</b>	<b>4</b>	<b>12</b>	<b>\$1,692</b>
4.1 Organize file and attend MnDOT ROW Certificate # 1 audit				
<b>5 Eminent Domain Assistance</b>	<b>4</b>	<b>4</b>	<b>8</b>	<b>\$1,040</b>
5.1 Prepare summary statement for each parcel				
<b>Total Hours</b>	<b>165</b>	<b>75</b>	<b>240</b>	
Average Hourly Fees (include overhead and profit)	\$163	\$97		
<b>TOTAL ACQUISITION AND RELOCATION COSTS</b>	<b>\$26,895</b>	<b>\$7,275</b>		<b>\$34,170</b>
<b>Sub-Consultant Services - 8 Appraisal and Review Reports</b>				
Appraisals - Hokanson Appraisals				\$9,800
Review Appraisal - Robinson Appraisal & Associates				\$2,000
<b>TOTAL SUB-CONSULTANT COSTS</b>				<b>\$11,800</b>
<b>TOTAL ACQUISITION AND RELOCATION COSTS</b>				<b>\$45,970</b>

**Assumptions:**

1. Estimate reflects 8 parcel acquisitions - 6 partial acquisitions and two total residential acquisitions. However, two of those parcels may be able to be combined into one as they are under the same PID# and ownership. If the County elects to combine those parcels, the estimate amount will be adjusted accordingly.
2. Acquisition services are estimated through the title and possession date of May 1, 2019. If funds remain at that time and there are any unsettled parcels, negotiations will continue, upon request of the County.
3. Appraisal and WSB staff testimony fees are not included in this estimate.

# APPENDIX



# Penny Rolf, SR/WA, R/W-NAC, R/W-RAC

Right of Way Group Manager



**Service Group:**  
Right of Way

**Registration:**  
Real Estate  
Broker License  
#20596830

**Notary Public –**  
MN & WI

**Training:**  
ProSource  
Minnesota Real  
Estate and  
Appraiser  
Licensure  
Classes

**MnDOT**  
Advanced  
Relocation and  
Business  
Relocation

**WisDOT READS**  
Training

**Basic Acquisition/  
Appraisal  
Training Class  
and Basic Real  
Estate Class**

**IRWA Multiple  
Acquisition and  
Relocation  
Courses**

Penny has over 26 years of real estate experience with the past 18 years exclusively devoted to managing right of way acquisition and providing relocation assistance on numerous projects for utility companies, counties, cities, MnDOT, and WisDOT. She has been the project manager for multiple projects and is very knowledgeable in acquisition, relocation, project management, and contract administration.

Penny's knowledge and experience enable her to earn the trust of the property owners from the time of her first contact and throughout the negotiation process. This foundation of trust along with her communication skills and ability to understand and resolve project related issues or concerns has resulted in a high percentage of settlements that are fair to all parties.

## General Experience

- Completed relocation services in compliance with the Uniform Relocation Act. Tasks included advisory services, referrals, determination of eligible benefits, relocation claims, move estimates and maintaining project status spreadsheets for clients.
- Negotiated complex acquisition and relocation issues to the satisfaction of the property owners, tenants and the clients.
- Prepared settlements and assisted with condemnation services.
- Provided right of way acquisition and project management coordination on projects involving commercial, industrial, residential, and airport properties.
- Supervised and completed right of way services including field title reports, market data reports, review of title work and ownership issues, document preparation and project status reports.
- Provided input and support to clients at public involvement meetings, hearings and open houses.

## Selected Project Experience

### Acquisition and Relocation

#### **Blake Road Reconstruction Project | Hopkins, MN**

Client: City of Hopkins

The Blake Road Reconstruction Project includes the installation of new trail, medians, and resurfacing and affects 27 owners, including the acquisition of temporary and permanent easements on 26 properties. The properties affected include residential homes, multi-family apartment buildings, multi-tenant commercial buildings, and not for profit entities. Additionally, there is one fee total acquisition which includes a residential duplex, and requires the relocation of one residential landlord, and two residential tenants.





# Penny Rolf, SR/WA, R/W-NAC, R/W-RAC

## Right of Way Group Manager

### **TH 53 Bridge Project | Virginia, MN**

Client: MnDOT District 1

Project Manager- The realignment of TH 53 in Virginia and construction of a new bridge required that acquisitions be obtained on 9 parcels which included 3 total acquisitions on 3 commercial properties including a car rental and sales business, car repair business and a construction business. Relocation services were also provided to the 3 business owners, moving estimates were obtained, advisory services and preparation of claims were completed.

### **TH 43 Bridge Project | Winona, MN**

Client: MnDOT District 6

Project Manager – Relocation and acquisition services were provided on this project. Specific duties included: Project and property management, field title investigations, relocation study for residential and commercial properties plus a billboard, acquisition of 3 owner occupied homes and 8 multi-unit rental homes, 30 tenant relocations and 8 landlord relocations, 7 commercial relocations involving owner and tenant relocations that included a car dealership, hotel, gas station/convenience store and a U-Haul business.

### **CSAH 96/TH 10 | Arden Hills, MN**

Client: Ramsey County

Project management, property management, acquisition and relocation services were provided as part of this highway improvement project. Acquisition was required on 12 parcels that included residential properties, a church, gas station and a mobile home park. Tasks included owner meetings, preparation of field title reports, offer presentations, negotiations and acquisition of easements and fee title. In addition, a relocation study was prepared and relocation services were provided to two mobile home owner/occupants and the owners of five storage sheds.

## Relocation

### **Minnesota SWLRT Project | Hopkins, MN**

Client: Metropolitan Council

Project Manager - The project includes the construction of light rail transit from Minneapolis to Eden Prairie, Minnesota. The entire project consists of relocating over 100 owners and tenants. WSB's role on the project is to provide relocation assistance to 21 tenants. The tenants include a large industrial manufacture company, a call center, multiple small businesses, and several medium industrial companies. Specific responsibilities include providing relocation advisory services, assist and evaluate the moving process and reestablishment in a new location, and complete relocation claim forms.

### **CSAH 61 Reconstruction | Eden Prairie, MN**

Client: Hennepin County

Project Manager - Three billboards required relocation as part of this project. Coordination of this work included obtaining move estimates, review and preparation of move claims.



# Brent Rolf

Right of Way Specialist



**Service Group:**  
Right of Way

**Registration:**  
Real Estate  
Salesperson  
MN #40413078

**Notary License -**  
MN

**Training:**  
IRWA – multiple  
acquisition and  
relocation  
courses

**Education:**  
University of  
Minnesota

**Coursework**  
Real Estate/Right  
of Way

Brent is a Minnesota licensed Real Estate Salesperson and comes to right of way with a broad sales and customer service based background. He is highly experienced with document preparation, obtaining ownership information, field title investigations, negotiating acquisition, as well as evaluating documents, plans, plats, and maps. Brent is a member of the International Right of Way Association and is experienced in working with REALMS as part of his work on MnDOT projects.

## General Experience

- Research ownership and contact information on line and at county courthouses for property required in whole or part for projects
- Provided right of way services including field title reports, market data reports, review of title work and ownership issues, document preparation and project status reports.
- Provided right of way acquisition on projects involving commercial, industrial, residential, and airport properties.
- Negotiated complex acquisition and relocation issues to the satisfaction of the property owners, tenants and the clients.
- Provided relocation assistance on residential and commercial relocations.

## Selected Project Experience

### ACQUISITION and RELOCATION

#### TH 43 Bridge Project | Winona, MN

Client: MnDOT District 6

Relocation and acquisition services were provided on this project. Tasks included: Project and property management, field title investigations, relocation study for residential and commercial properties plus a billboard, acquisition of 3 owner occupied homes and 8 multi-unit rental homes, 30 tenant relocations and 8 landlord relocations, 7 commercial relocations involving owner and tenant relocations that included a car dealership, hotel, gas station/convenience store and a U-Haul business.

#### TH 1 Reconstruction Project | Isabella, MN

Client: MnDOT District 1

Relocation services were provided on this project for one residential relocation. Acquisition tasks included property management, field title investigation and negotiations. Relocation tasks provided included a relocation study, comparable search and replacement housing supplement report, DS & S inspections and preparation of relocation claims for moving, closing costs and the housing supplement.

#### CSAH 12 Reconstruction Project | Mankato, MN

Client: Blue Earth County

As part of this project, partial acquisitions were required on 12 parcels and 1 total acquisition of a residential home and shed. Tasks provided included: Project management, acquisitions and negotiations, minimum compensation study and preparation of relocation claims for the residential property.



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## RELOCATION

### **SW Light Rail Project | Hopkins, MN**

Client: Metropolitan Council

The SW Light Rail Project includes the construction of light rail transit from Minneapolis to Eden Prairie, Minnesota. The entire project consists of relocating over 100 owners and tenants. WSB's role on the project is to provide relocation assistance to 21 tenants. The tenants include a large industrial manufacture company, a call center, multiple small businesses, and several medium industrial companies. Specific responsibilities include providing relocation advisory services, assist and evaluate the moving process and reestablishment in a new location, and complete relocation claim forms.

## ACQUISITION

### **TH 15 Improvement Project | New Ulm, MN**

Client: MnDOT District 7

The project includes the closure or redesign of driveway of some accesses onto TH 15 as well as the reconstruction of the sidewalk along TH 15 to meet ADA compliance. This project required permanent or temporary easements on 34 parcels (14 commercial properties, one school parcel and 19 residential parcels). Specific responsibilities include minimum damage valuations on 30 parcels, preparation of field title reports, and the negotiations and acquisition of right of way.

### **Highway Safety Project | St. Anthony Village, MN**

Client: St. Anthony Village

The Highway Safety Improvement Project included the construction of a sidewalk along 37th Avenue NE. This project required permanent and temporary easements on 47 parcels (seven commercial properties, one railroad parcel and thirty-nine residential parcels). Specific responsibilities include title research, preparation of field title reports, and the negotiations and acquisition of right of way. All 47 parcels settled with no condemnation.

### **TH 13/TH 65 – ADA and Sidewalk Project | Albert Lea, MN**

Client: MnDOT District 6

The project included the reconstruction of the sidewalk along TH 11 to meet ADA compliance. Services provided on this project include project management, field title investigations and easement acquisitions on 83 residential and commercial properties.

### **White Bear Ave. Reconstruction Project | St. Paul, MN**

Client: Ramsey County

The project included the reconstruction of White Bear Avenue with new city sewer, watermain, and sidewalk. The also included reconstructing the intersection of White Bear Avenue and Old Hudson Road. This project required permanent and temporary easements on 61 parcels (6 commercial parcels, one church, 54 residential parcels). Relocation was required on two commercial signs. Specific responsibilities included title review, preparation of field title reports, and the negotiations and acquisition of right of way.



# **HOKANSON APPRAISALS**

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Christopher Hokanson  
2039 Belmont Avenue NW  
Shakopee, MN 55379  
Phone (952) 882-4949 / Fax (952) 882-4998  
[Chhokanson30@msn.com](mailto:Chhokanson30@msn.com)

Donald Hokanson  
701 Turnberry Lane  
Litchfield, MN 55355  
Phone (320) 693-7455  
[Hokanson@hutchtel.net](mailto:Hokanson@hutchtel.net)

## **Types of Appraisals**

Commercial, Industrial, New Construction, Vacant Land, Developmental Land,  
Agricultural Land & Improvements, Business Valuation, Eminent Domain,  
*REO*, Multi-Family, Single-Family, and Consultation

*Additional Competencies & Experience as a Review Appraiser & Testifying Expert Witness*

*Experience Completing Valuations/Reports to include Farmer Mac, U.S. Dept. of  
Transportation (FAA), MN Department of Natural Resources, & MN Small Business  
Administration as Primary/Additional Intended Users utilizing Yellow Bank and/or other  
additional scope of work inclusions*

1. Lending
2. Estate Valuation
3. Estate & Tax Planning
4. Eminent Domain
5. Governmental Acquisitions
6. Private Pre-Marketing Valuation
7. Partnership Dissolution
8. Marriage Dissolution

## **Geographical Experience (by County)**

- |                      |                          |                      |
|----------------------|--------------------------|----------------------|
| 1. Carver County     | 11. Dakota County        | 21. Le Sueur County  |
| 2. Scott County      | 12. Anoka County         | 22. Douglas County   |
| 3. Hennepin County   | 13. Ramsey County        | 23. Swift County     |
| 4. Wright County     | 14. Kandiyohi County     | 24. Stevens County   |
| 5. McLeod County     | 15. Lac Qui Parle County | 25. Morrison County  |
| 6. Meeker County     | 16. Chippewa County      | 26. Grant County     |
| 7. Sibley County     | 17. Itasca County        | 27. Benton County    |
| 8. Renville County   | 18. Pine County          | 28. Waseca County    |
| 9. Stearns County    | 19. Hubbard County       | 29. Mahnommen County |
| 10. Sherburne County | 20. St. Louis County     | 30. Rice County      |

Also completed appraisals in Iowa and North Dakota with Temporary Appraisal Practice Permits through Reciprocity

## APPRAISER'S QUALIFICATIONS

### **Christopher Hans Hokanson, MBA** **Certified General Real Property Appraiser License # 20418469**

- Education:**     *Appraisal Institute* – St. Paul, Minnesota  
                      *Kaplan (formerly Prosource)* – Bloomington, Minnesota  
                      *McKissock* – Web-based  
                      September 2003 – Ongoing  
                      **Appraiser Licensing / Continuing Education**
- St. Thomas* – Minneapolis, Minnesota  
                      January 2006 – May 2006  
                      **Mini-Masters of Real Estate**
- Carlson School of Management* – Minneapolis, Minnesota  
                      September 2001 – August 2003  
                      **Master of Business Administration**  
                      Finance and Strategic Management Dual Concentration
- Hamline University* - St. Paul, Minnesota  
                      September 1990 to May 1994  
                      **Bachelor of Arts, Cum Laude**  
                      Major-Biology                   Minor-Management
- Experience:**     *Hokanson Appraisals* – Litchfield & Prior Lake, Minnesota  
                          September 2003 – Present  
                          **Certified General Real Property Appraiser**
- Trained, licensed, and qualified to apply all three methods of valuation (Market, Cost, & Income Approaches) to all types of Real Property
  - Experienced in valuations for Eminent Domain & Court Proceedings (equally split between property owners and acquiring entities)
  - Competency for Appraisal Reviews & Expert Testimony
  - Client List includes Lending Institutions, Attorneys, Accountants, Consulting Groups, Cities, Governmental Agencies, and Private Individuals/Operational Entities
  - Extensive work of Rural/Agricultural Properties (*FarmerMac qualified*)
  - Minnesota Native with appraisal experience in the Twin Cities Market and Rural Communities. Reciprocity/Experience in North Dakota & Iowa
- Novo Nordisk* - Princeton, New Jersey  
                      December 2000 to July 2002  
                      **Pharmaceutical Sales Representative**
- Relevant to current career for setting priorities, utilizing problem solving skills, interpersonal relationships, and operating in territories in both the Twin Cities Market and Out-State Communities
- Unique Nuggets:**     • College Internship studying Midwest Minnesota Lake Quality with accompanying research and recommendations published
- Personalized Reports (not templated) fully completed by the Licensed Appraiser
  - Individualized Scope of Work with regards to client's needs



## APPRAISER'S LICENSE

### STATE OF MINNESOTA



CHRISTOPHER HANS HOKANSON  
2039 BELMONT AVENUE NW  
SHAKOPEE, MN 55379

### Department of Commerce

The Undersigned COMMISSIONER OF COMMERCE for the State of Minnesota hereby certifies that  
**CHRISTOPHER HANS HOKANSON**

2039 BELMONT AVENUE NW  
SHAKOPEE, MN 55379

has complied with the laws of the State of Minnesota and is hereby licensed to transact the business of

**Resident Appraiser : Certified General**

**License Number: 20418469**

unless this authority is suspended, revoked, or otherwise legally terminated. This license shall be in effect until August 31, 2019.

**IN TESTIMONY WHEREOF, I have hereunto set my hand this July 13, 2017.**

A handwritten signature in black ink, reading "Mike Gotthman".

#### COMMISSIONER OF COMMERCE

Minnesota Department of Commerce

Licensing Division

85 7th Place East, Suite 500

St. Paul, MN 55101-3165

Telephone: (651) 539-1599

Email: [licensing.commerce@state.mn.us](mailto:licensing.commerce@state.mn.us)

Website: [commerce.state.mn.us](http://commerce.state.mn.us)

#### Notes:

- **Individual Licensees Only - Continuing Education:** 15 hours is required in the first renewal period, which includes a 7 hour USPAP course. 30 hours is required for each subsequent renewal period, which includes a 7 hour USPAP course.
- **Appraisers:** You must hold a licensed Residential, Certified Residential, or Certified General qualification in order to perform appraisals for federally-related transactions. **Trainees do not qualify.** For further details, please visit our website at [commerce.state.mn.us](http://commerce.state.mn.us).

## APPRAISER'S E&O POLICY



301 E. Fourth Street, Cincinnati, OH 45202

### DECLARATIONS for REAL ESTATE APPRAISERS ERRORS & OMISSIONS INSURANCE POLICY

**THIS IS BOTH A CLAIMS MADE AND REPORTED INSURANCE POLICY.**

**THIS POLICY APPLIES TO THOSE CLAIMS THAT ARE FIRST MADE AGAINST THE INSURED AND REPORTED IN WRITING TO THE COMPANY DURING THE POLICY PERIOD.**

Insurance is afforded by the company indicated below: (A capital stock corporation)

☒ Great American Assurance Company

Note: The insurance Company selected above shall herein be referred to as the Company.

Policy Number: RAP112349-17

Renewal of: RAP112349-16

Program Administrator: **Herbert H. Lundy Insurance Agency Inc.**  
75 Second Ave Suite 410 Needham, MA 02494-2876

Item 1. **Named Insured:** Christopher Holmson

Item 2. **Address:** 2039 Belmont Avenue NW

City, State, Zip Code: Shakopee, MN 55379

Item 3. **Policy Period:** From 09/20/2017 To 09/20/2018  
(Month, Day, Year) (Month, Day, Year)

(Both dates at 12:01 a.m. Standard Time at the address of the Named Insured as stated in Item 2.)

Item 4. **Limits of Liability:**

A. \$ 1,000,000 Damages Limit of Liability - Each Claim

B. \$ 1,000,000 Claim Expenses Limit of Liability - Each Claim

C. \$ 1,000,000 Damages Limit of Liability - Policy Aggregate

D. \$ 1,000,000 Claim Expenses Limit of Liability - Policy Aggregate

Item 5. **Deductible (Inclusive of Claim Expenses):**

A. \$ 500 Each Claim

B. \$ 1,000 Aggregate

Item 6. **Premium:** \$ 758.00

Item 7. **Retrospective Date (if applicable):** 09/20/2007

Item 8. **Forms, Notices and Endorsements attached:**

D42100 (03/15) D42300 MN (03/15)

D42402 (05/15) D42408 (05/15) D7324 (08/12)

Authorized Representative

## Client Listing

### Lending

1. Security Bank  
Glencoe  
Waconia  
Brownton  
Mayer  
New Germany  
Chaska  
Trust Division (Glencoe)
2. Citizens State Bank – Norwood Young America
3. Citizens Alliance Bank  
Howard Lake  
Watertown  
Clara City
4. Bank West – Buffalo
5. MinnStar Bank – Mankato
6. State Bank of Young America
7. State Bank of Hamburg
8. Mid Country Bank  
Hutchinson  
Buffalo  
Minneapolis
9. Citizens Bank & Trust Company – Hutchinson
10. HomeTown Bank – Waconia & Jordan
11. State Bank of Delano
12. Kensington Bank – Cokato (*former State Bank of Cokato*)
13. 1<sup>st</sup> National Bank – Cokato
14. Flagship Bank – Winsted & Eden Prairie
15. Community Bank of Winsted
16. Klein Bank – Chaska
17. Citizens State Bank of Waverly

### **Client Listing (continued)**

18. 1st Minnesota Bank  
Mayer  
Minnetonka
19. 1<sup>st</sup> Minnetonka Bank – Minnetonka
20. Lakeview Bank – Lakeville
21. Citizens Bank Minnesota – Lakeville
22. Center National Bank – Litchfield
23. Farmers State Bank – Dassel & Darwin
24. North American State Bank (Willmar)
25. Concorde Bank – Willmar
26. 1<sup>st</sup> Commercial Bank – Bloomington
27. Venture Bank – Bloomington
28. Peoples Bank of Commerce – Edina
29. Prime Security Bank  
Mound  
Shakopee
30. Bridgewater Bank – Orono
31. Crow River Bank – Delano
32. Americana Community Bank  
Maple Grove  
Chanhassen
33. Preferred Bank – Maple Grove
34. Central Bank – St. Michael
35. 21<sup>st</sup> Century Bank – Loretto
36. 1<sup>st</sup> Community Bank – Lester Prairie
37. Co-op Credit Union of Montevideo
38. Winthrop State Bank
39. Merchants Bank – Winona
40. Eagle Bank – Glenwood
41. Adams Bank & Trust (Nebraska)

## **Client Listing (continued)**

### **Consulting**

1. SRF Consulting Group (Plymouth)
2. The Tinklenberg Group (Minneapolis)

### **Attorneys**

1. Lindquist & Vennum, PLLP (Minneapolis)
2. Mackall, Crounse, & Moore (Minneapolis)
3. Malkerson Gunn Martin, LLP (Minneapolis)
4. Melchert • Hubert • Sjodin (Waconia)
5. Neil Jensen (Hutchinson)
6. Dan Prochow (Hutchinson)
7. Paulson Law Firm, PA (Cokato)
8. Wood, Berry, & Rue, PLLP (Litchfield)
9. Gavin, Winters, Twiss, Thiemann & Long, Ltd. (Glencoe)
10. Stier Law Offices, PA (Eagan)
11. Larkin, Hoffman, Daly, & Lindgren, LTD (Bloomington)
12. Gislason & Hunter, LLP (New Ulm)
13. Brink, Sobolik, Severson, Malm & Albrecht, P.A. (Hallock)
14. Monahan Law Office (Le Sueur)
15. Hellmuth & Johnson – Attorneys at Law (Edina)
16. Virtus Law (Brooklyn Park)
17. L. D. Martin Law Office (Victoria)
18. Hughes • Mathews • Greer, P.A. (St. Cloud)

### **Accounting**

1. Piehl, Hanson, Beckman, PA (Hutchinson & Cokato)
2. Schad Lindstrand & Schuth Ltd (Glencoe & Norwood Young America)
3. Carlson Capital Management (Bloomington)
4. Schlenner Wenner & Co. – Certified Public Accountants & Business Consultants

City of Cokato

City of Glencoe

City of Mayer

City of Buffalo

City of Howard Lake

City of Waverly

City of Winthrop

City of Litchfield

City of Winsted

City of Ramsey

City of Milan

Le Sueur County District Court

Farmer Mac

Minnesota Department of Transportation

U.S. Small Business Administration / MN Business Finance Corporation

Ducks Unlimited

Minnesota Department of Natural Resources



**KEITH H. SIEFKES**  
**ROBINSON APPRAISAL & ASSOCIATES**  
**115 East Washington Street, Mankato MN 56001**  
**Phone: (507) 345-6260**  
**Fax: (507) 345-6267**  
**E-mail: [ksiefkes@hickorytech.net](mailto:ksiefkes@hickorytech.net)**

**Experience**

June 2002-Present                      Owner/Fee Appraiser, Robinson Appraisal & Associates

**Licensure**

Minnesota Certified General Real Property License #20345221  
Iowa Certified General Real Property License #CG03128

**Positions Held**

- Associate Member, Appraisal Institute 2002-Present
- Mathematics and Physical Education Teacher and Coach, Denver CO 1994-2002
- Mathematics and Physical Education Teacher and Coach, Janesville MN 1984-1994
- Mathematics and Physical Education Teacher and Coach, Royalton MN 1978-1984
- Mathematics Teacher and Coach, Emmons MN 1977-1978

**Education**

- Business Practices and Ethics, Denver, CO
- Appraisals Through Eyes of Reviewer
- Real Estate Trends Seminar
- Uniform Standards for Federal Land Acquisitions
- Spotlight on Appraising: Reappraising, Readdressing, Reassigning
- Eminent Domain
- What Clients Would Like Their Appraisers to Know
- Highest and Best Use/Market Analysis, Appraisal Institute, St. Paul
- Business Practices & Ethics
- National Uniform Standards of Professional Appraisal Practice, Appraisal Institute, University of Minnesota, St. Paul
- Basic Income Capitalization, Appraisal Institute, Chicago, IL
- Introduction to Appraisal Principles I, ProSource Education Services, Inc.
- Introduction to Appraisal Principles II, ProSource Education Services, Inc.
- Introduction to Appraisal Practices I, ProSource Education Services, Inc.
- Introduction to Appraisal Practices II, ProSource Education Services, Inc.
- Introduction to Appraisal Standards and Ethics, ProSource Education Services, Inc.
- Appraiser's Guide to Residential Construction, ProSource Education Services, Inc.
- Master's Degree, Administration and Supervision, University of Phoenix, 2001
- Bachelor of Arts, University of Minnesota, Morris, 1977

## Property Types

### *Land:*

- Agricultural/Rural
- Acreage (Mixed Use)
- Hunting/Recreation
- Transitional
- Urban

### *Commercial:*

- Apartments
- Assisted Living
- Automobile Dealership
- Bed and Breakfast
- Bowling Alley
- Branch Bank/Financial Building
- Brewery
- Car Wash
- Greenhouse/Nursery
- Hospital
- Hotel/Motel (Full Service, Limited Service, Non-franchise)
- Medical Clinic
- Office Building (Low Rise, three stories or less)
- Restaurant/Bar
- Retail (Single Tenant or Free Standing)
- Mini-Storage
- Shopping Center

### *Industrial:*

- Heavy (Manufacturing)
- Small Office Warehouse/Mfg.
- Light (Distribution, Storage)
- Refrigerated Storage

### *Public:*

- Religious Facility
- Educational Institution

### *Recreational:*

- Campground
- Golf Course

*Agricultural:*

- Crop
- Grain Elevators
- Forest/Timber
- Pasture/Range

*Special Purpose:*

- Assessment Consultation and Appeal
- Tax Valuation Appeal
- Right-of-Way/Corridor Valuation

**Primary Market Area**

Southern third of Minnesota

**Secondary Market Area**

Southern Minneapolis/St. Paul suburbs, northern Iowa, western Wisconsin, eastern South Dakota



February 18, 2015

Mr. Ron Moorse  
City of Afton  
3033 St. Croix Trail South  
PO Box 219  
Afton, MN 55001

Project Description: City of Afton Downtown Project

RE: Minimum Compensation Report  
James and Judith Gehrke  
3561 St. Croix Trail South, Afton, MN 55001

Dear Mr. Moorse:

A minimum compensation report has been completed on the above mentioned property. This valuation report was completed on February 16, 2015.

This report has been prepared for the sole use of the City of Afton to determine a minimum compensation valuation for the subject property owned by James and Judith Gehrke.

A comparable property was identified based on research of available properties on the MLS website. The minimum compensation search area included the cities of Afton, Bayport, and Stillwater.

In addition, I viewed the potential comparable properties on January 16, 2015 and February 5, 2015. I did a comparison analysis of the specific features of the subject property and house to those listings.

Based on that information, the following property is considered to be the best comparable for the subject site:

Comparable property:	239 2 <sup>nd</sup> Street North, Bayport, MN	\$ 129,900.00
Appraisal value on the subject property:		\$ 123,000.00
MINIMUM COMPENSATION VALUE AS OF FEBRUARY 3, 2015		\$ 6,900.00

If you need additional assistance in this matter, please do not hesitate to call.

Sincerely,

A handwritten signature in blue ink that reads "Benj. Barker".

Benjamin Barker  
Consultant for the City of Afton

Attachment: Minimum Compensation Analysis Form  
Listing Sheets for Comparable Properties

### Description of Properties:

The subject property is a 1.5 story single family home with two decks. The property is located at 3561 St. Croix Trail South, Afton, Minnesota. The home was built in 1901. The home has 1,054 finished square feet with 1 bedroom and 1 bath. There is no garage on site. The subject property is situated on 0.40 acres. There is a private well and septic.

A search of the Multiple Listing Service found a comparable property at 239 2<sup>nd</sup> Street North in Bayport, Minnesota that is listed for \$129,900.00 and is considered to be the most comparable available property for the subject within the area.

The comparable chosen is a two story home which functions similarly to the subject property. Both homes were built over 100 years ago. The comparable is located in a residential development on a side street whereas the subject is located on a busy County road. It is superior in the number of rooms, bedrooms, square footage and detached garage. It is inferior in the lot size but that is offset by the amount of finished square feet as well as the fact that it has a garage.

A more detailed analysis comparing the features of the subject and comparable properties is attached to this report. It shows the three comparables that I looked at and shows the most comparable to be the property listed on this report.



# CITY OF AFTON

## ANALYSIS OF MINIMUM COMPENSATION PROPERTIES

S.P. \_\_\_\_\_ C.S. \_\_\_\_\_ Job No. \_\_\_\_\_ Parcel No. 72

Dist. \_\_\_\_\_ County Washington Parcel Owner James and Judith Gehrke

Displacee – I.D. #:		Comparable Properties			
<b>James Gehrke</b>		No. 1	Map	No. 2	Map
Price (Base Dwelling/Site\$ / List \$)		\$129,900		\$132,300	
Dwelling Address		239 2nd Street North		712 Martha Street North	
Dwelling City or Township		Bayport		Stillwater	
Date of Inspection / Viewing		1/16/15		2/5/15	
Style (e.g.: Rambler/Split)		2 Story		2 Story	
Construction (e.g.: Frame/Modular)		Frame		Frame	
Actual Age / Effective Age		145 years		137 years	
Condition (Good/ Avg./ Fair)		Fair		Good	
No. of Rooms (above grade)		7		7	
No. of Bedrooms (Total)		3		3	
No. Bedrooms Required		N/A		N/A	
No. of Baths (Total)		1 – ¾		2 (1 Full and 1 – ¼)	
Total Area (Sq. Ft. above grade)		1,714 sq ft		1,196 sq ft	
Basement (Total Sq. Ft.)		Yes-Unfinished 1,714 total sq ft (1,088 sq ft foundation)		Partial	
Bsmt. Finished Room Types		None		None	
Heating / Cooling (Type)		Oil Heat/No AC		Boiler/Window Air	
Fireplaces (# & Type)		3 gas		No	
Other Finished Space		N/A		N/A	
Garage (e.g.: 2-car-att.)		1 car detached		1 car detached	
Lot Size (Acre or Sq. Ft.)		0.26		0.115	
Neighborhood (Equal/Better)		Equal		Equal	
Schools (Available)		Stillwater School District		Stillwater School District	
Public Transportation (Available)		No		No	
Church (Available)		N/A		N/A	
Place / Dist. to Employment		N/A			
Water 1. Type 2. Avail. (Y/N)		1. Public 2. Yes		1. Public 2. Yes	
Sewer 1. Type 2. Avail. (Y/N)		1. Public 2. Yes		1. Public 2. Yes	
Other Comments		Fenced Yard		Shed	
		8.67 miles from subject property		12.39 miles from subject property	

### Comparable Comments & Conclusions:

$$\begin{array}{rcl}
 \$ & 129,900 & \\
 & \text{Comp List Price} & \\
 \times & 0\% & \\
 & \text{*Mrkt Adj. Factor} & \\
 = & \$ & 129,900 \\
 & & \text{Minimum Compensation Valuation}
 \end{array}$$

Prepared By:  Date 2/18/15

## Single-Family Property Full

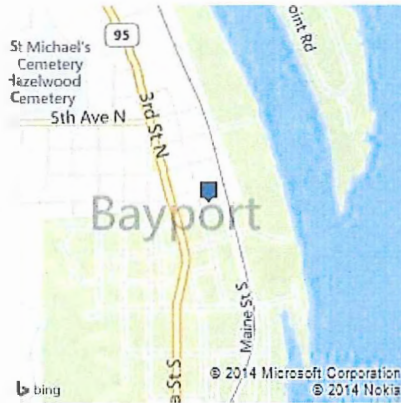
Property Full Display, Single Family Residential, MLS #: **4550730**

Type: **For Sale**

**239 2nd Street N, Bayport MN 55003**

Status: **Active** List Price: **\$129,900**

Original List Price: **\$129,900**



Map Page: **97** Map Coord: **B3**

Directions:

**Hwy 95 (3rd St N) to 2nd Ave N, east to 2nd St N, south to property**

Total Bed/Bath: **3 / 1** Garage: **1** Year Built: **1870**  
 Style: **(SF) Modified Two Story**  
 Const Status: **Previously Owned**  
 Foundation Size: **1,088**  
 AbvGrdFinSqFt: **1,714**  
 BelGrdFinSqFt: **1,714**  
 Total Fin SqFt: **1,714**  
 Acres: **0.26**  
 Lot Size: **76x150**  
 Yearly/Seasonal: **Yearly**  
 List Date: **12/27/2014**

Received By MLS: **12/27/2014**

Days On Market: **38**

[PDOM: 38](#)

[CDOM: 38](#)

### TAX INFORMATION

Property ID: **1102920220080** [Short Format](#)  
 Tax Year: **2014**  
 Tax Amt: **\$1,246**  
 Assess Bal: **\$**  
 Tax w/assess: **\$1,246**  
 Assess Pend: **No**  
 Homestead: **Yes**

### General Property Information

Legal Description: **LOT 4 & N 25FT LOT 5 BLOCK 57 BLOCK 57 LOT 4 SUBDIVISIONCD 2670 SUBDIVISIONNAME BAYPORT (FORMERLY SO STILLWATER) BLOCK 57 LOT 5 SUBDIVISIONCD 2670 SUBDIVISIONNAME BAYPORT (FORMERLY SO STILLWATER)**  
 County: **Washington**  
 Postal City: **Bayport**  
 School District: **834 - Stillwater, 651-351-8301**  
 Manufactured Home?: **No**  
 Complex/Dev/Sub: **Common Wall: No**  
 Lot Description: **Tree Coverage - Medium, City Bus (w/in 6 blks)**  
 Road Frontage: **City, Paved Streets**  
 Zoning: **Residential-Single** Accessibility: **None**

### Remarks

Agent Remarks: **Older couple relocating south. Home sold as is. FHA financing questionable. Home is very sound and clean. Needs lots of TLC.**

Public Remarks: **Late Christmas present. Great deal on older home. Nice location and lot. House is very sound but needs TLC.**

### Structure Information

Room	Level	Dimen	Other Rooms	Level	Dimen	Heat:	Forced Air
Living Rm	Main	16x12	Porch	Main	16x7	Fuel:	Oil
Dining Rm	Main	16x12	Laundry	Main	9x8	Air Cond:	None
Family Rm	Main	19x8				Water:	City Water/Connected
Kitchen	Main	13x11				Sewer:	City Sewer/Connected
Bedroom 1	Upper	15x10	Bathrooms			Garage:	1
Bedroom 2	Upper	12x11	Total: 1 3/4: 1 1/4:0			Oth Prkg:	
Bedroom 3	Upper	12x9	Full: 0 1/2: 0			Pool:	None
Bedroom 4							

Bath Description: **Main Floor 3/4 Bath**  
 Dining Room Desc: **Separate/Formal Dining Room, Eat In Kitchen**  
 Family Room Char: **Main Level**  
 Fireplaces: **0** Fireplace Characteristics:  
 Appliances: **Range, Dishwasher, Refrigerator, Washer, Dryer**  
 Basement: **Partial**  
 Exterior: **Metal**  
 Fencing: **Wood, Chain Link**  
 Roof: **Asphalt Shingles, Pitched, Age Over 8 Years**  
 Amenities-Unit: **Porch, Ceiling Fan(s), Washer/Dryer Hookup**  
 Parking Char: **Detached Garage, Driveway - Gravel, Garage Door Opener**  
 Garage Dimensions: **20x17**  
 Special Search: **Main Floor Laundry, 3 BR on One Level**  
 Out Buildings: **Additional Garage, Storage Shed**

### Financial

**Cooperating Broker Compensation**

Buyer Broker Comp: **2.7 %** Sub-Agent Comp: **0 %** Facilitator Comp: **0 %**  
Variable Rate: **N** List Type: **Exclusive Right**

Financial Remarks: **FHA financing questionable.**  
Sellers Terms: **FHA, FHA Rehab 203k, DVA, Conventional, Conventional Rehab, Adj. Rate/Gr Payment, Cash**  
Existing Financing: **Free and Clear**  
Assumable Loan: **Not Assumable**  
In Foreclosure?: **No**  
Lender Owned?: **No**  
Potential Short Sale?: **No**  
Owner is an Agent?: **No**

---

**Contact Information**

Listing Agent: [David Harvieux 651-336-5444](tel:651-336-5444)  
Listing Office: [Edina Realty, Inc.](http://EdinaRealty.com)

Appointments: [Book A Showing](#)  
Office Phone: **651-430-3200**

MLS #: **4550730** Address: **239 2nd Street N , Bayport, MN 55003**

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Property Full Display, Single Family Residential, MLS #: **4528208**Type: **For Sale****712 Martha Street N, Stillwater MN 55082**Status: **Active** List Price: **\$132,300**Original List Price: **\$132,300**Map Page: **96** Map Coord: **E1**

Directions:

**Hwy 36 E to Greeley St N to Myrtle E to 4th St N to Maple W to Martha.**Total Bed/Bath: **3/2** Garage: **1** Year Built: **1878**Style: **(SF) Two Stories**Const Status: **Previously Owned**Foundation Size: **500**AbvGrdFinSqFt: **1,196**BelGrdFinSqFt: **1,196**Total Fin SqFt: **1,196**Acres: **0.115**Lot Size: **0**Yearly/Seasonal: **Yearly**List Date: **09/16/2014**Received By MLS: **09/16/2014**Days On Market: **140****PDOM: 140****CDOM: 140****TAX INFORMATION**Property ID: **2803020210119** [Short Format](#)Tax Year: **2014**Tax Amt: **\$1,408**Assess Bal: **\$**Tax w/assess: **\$1,408**Assess Pend: **No**Homestead: **Yes****General Property Information**Legal Description: **SUBDIVISIONNAME STAPLES AND MAY'S ADD LOT 12 BLOCK 14 SUBDIVISIONCD 11155 BEING N 100FT**County: **Washington**Postal City: **Stillwater**School District: **834 - Stillwater, 651-351-8301**Manufactured Home?: **No**Complex/Dev/Sub: **Common Wall: No**Lot Description: **Tree Coverage - Medium**Road Frontage: **City**Zoning: **Residential-Single**Accessibility: **None****Remarks**Agent Remarks: **Please read agent supp/to know if client qualifies. Must use Two Rivers for lender. P.A./1st come 1st serve, can accept multiple offers for review by Two Rivers. Must meet income guidelines. Please submit a pre-application w/P.A. to speed up process.**Public Remarks: **This charming 2 story in the heart of Stillwater boasts a new roof, new exterior & interior paint, new electrical & new boiler. Tastefully decorated; ready for you. Please contact agent for details.****Structure Information**

Room	Level	Dimen	Other Rooms	Level	Dimen	Heat:	Hot Water, Boiler
Living Rm	Main	12x20	Laundry	Main	9x9	Fuel:	Natural Gas, Electric
Dining Rm	Main	9x17	Sun Room	Main	8x12	Air Cond:	Window
Family Rm						Water:	City Water/Connected
Kitchen	Main	13x13				Sewer:	City Sewer/Connected
Bedroom 1	Main	13x13	Bathrooms			Garage:	1
Bedroom 2	Upper	10x10	Total: 2 3/4: 0	1/4:1		Oth Prkg:	
Bedroom 3	Upper	17x9	Full: 1 1/2: 0			Pool:	None
Bedroom 4							

Bath Description: **Main Floor 1/2 Bath**Dining Room Desc: **Separate/Formal Dining Room**Fireplaces: **0** Fireplace Characteristics:Appliances: **Range, Cooktop, Exhaust Fan/Hood, Refrigerator, Freezer, Washer, Dryer, Disposal**Basement: **Partial**Exterior: **Wood**Fencing: **None**Roof: **Asphalt Shingles, Age Over 8 Years**Amenities-Unit: **Patio, Porch**Parking Char: **Detached Garage**Special Search: **Main Floor Laundry**Out Buildings: **Storage Shed****Financial**

Cooperating Broker Compensation

Buyer Broker Comp: **2.7 %** Sub-Agent Comp: **0 %** Facilitator Comp: **2.7 %**Variable Rate: **Y** List Type: **Exclusive Right**

Financial Remarks: **Conventional**  
Sellers Terms: **Conventional**  
Assumable Loan: **Not Assumable**  
In Foreclosure?: **No**  
Lender Owned?: **No**  
Potential Short Sale?: **No**  
Owner is an Agent?: **No**

---

#### **Contact Information**

Listing Agent: [\*\*Deborah Orff 651-283-5215\*\*](tel:651-283-5215)  
Listing Office: [\*\*Keller Williams Premier Realty\*\*](#)

Appointments: [\*\*Book A Showing\*\*](#)  
Office Phone: **651-439-4000**

MLS #: **4528208** Address: **712 Martha Street N , Stillwater, MN 55082**

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## Single-Family Property Full

Property Full Display, Single Family Residential, MLS #: **4540353**

Type: **For Sale**

**550 Maine Street N, Bayport MN 55003-1048**

Status: **Active** List Price: **\$151,500**

Original List Price: **\$169,900**



Map Page: **97** Map Coord: **B3**

Directions:

**Hwy 95, east on 5th Ave N, to Maine St N, south to home.**

Total Bed/Bath: **3/ 2** Garage: **2** Year Built: **1946**  
 Style: **(SF) One 1/2 Stories**  
 Const Status: **Previously Owned**  
 Foundation Size: **1,141**  
 AbvGrdFinSqFt: **1,566**  
 BelGrdFinSqFt: **445**  
 Total Fin SqFt: **2,011**  
 Acres: **0.21**  
 Lot Size: **60x150**  
 Yearly/Seasonal: **Yearly**  
 List Date: **10/27/2014**

Received By MLS: **10/27/2014**

Days On Market: **99**

**PDOM: 32**

**CDOM: 99**

### TAX INFORMATION

Property ID: **1102920220004** [Short Format](#)  
 Tax Year: **2014**  
 Tax Amt: **\$1,664**  
 Assess Bal: **\$3**  
 Tax w/assess: **\$1,667**  
 Assess Pend: **No**  
 Homestead: **Yes**

### General Property Information

Legal Description: **N 10FT OF LOT 8 BLOCK 31 & ALL OF LOT 9 BLOCK 31 LOT 8 SUBDIVISIONCD 2670 SUBDIVISIONNAME BAYPORT (FORMERLY SO STILLWATER) BLOCK 31 LOT 9 SUBDIVISIONCD 2670 SUBDIVISIONNAME BAYPORT (FORMERLY SO STILLWATER)**  
 County: **Washington**  
 Postal City: **Bayport**  
 School District: **834 - Stillwater, 651-351-8301**  
 Manufactured Home?: **No**  
 Complex/Dev/Sub: **Common Wall: No**  
 Lot Description: **Tree Coverage - Light**  
 Road Frontage: **City, Paved Streets, Curbs**  
 Zoning: **Residential-Single** Accessibility: **Ramp**

### Remarks

Agent Remarks: **Large home w/ 2 bedrooms on main level, large family room in LL, across the street from Andersen Corp. offices, close to schools, library, parks, St. Croix River beach. Large yard, newer windows, kitchen cabinets, & roof.**

Public Remarks: **Charming, affordable, move-in ready home, many updates & built-ins, close to school, parks, and EZ access to I94 or Hwy 36. Good size rooms, 2 main floor bedrooms, large yard & storage shed.**

### Structure Information

Room	Level	Dimen	Other Rooms	Level	Dimen	Heat:	Forced Air
Living Rm	Main	12x19				Fuel:	Natural Gas
Dining Rm	Main	10x21				Air Cond:	Central
Family Rm	Lower	27x15	Bathrooms			Water:	City Water/Connected
Kitchen	Main	11x18	Total: 2 3/4: 0	1/4: 0		Sewer:	City Sewer/Connected
Bedroom 1	Main	11x12	Full: 1 1/2: 1			Garage:	2
Bedroom 2	Main	11x9				Oth Prkg:	
Bedroom 3	Upper	19x11				Pool:	None
Bedroom 4							

Bath Description: **Main Floor Full Bath, 3/4 Basement**  
 Dining Room Desc: **Informal Dining Room, Eat In Kitchen**  
 Family Room Char: **Lower Level, Family Room**  
 Fireplaces: **0** Fireplace Characteristics:  
 Appliances: **Range, Microwave, Exhaust Fan/Hood, Dishwasher, Refrigerator, Washer, Dryer, Furnace Humidifier**  
 Basement: **Full, Finished (Livable), Concrete Block**  
 Exterior: **Wood**  
 Fencing: **Chain Link**  
 Roof: **Asphalt Shingles, Pitched, Age Over 8 Years**  
 Amenities-Unit: **Deck, Natural Woodwork, Kitchen Window, Ceiling Fan(s), Washer/Dryer Hookup**  
 Parking Char: **Attached Garage, Driveway - Asphalt**  
 Garage Dimensions: **20x21**  
 Special Search: **Main Floor Bedroom**  
 Out Buildings: **Storage Shed**

## Financial

### Cooperating Broker Compensation

Buyer Broker Comp: **2.7 %** Sub-Agent Comp: **0 %** Facilitator Comp: **0 %**  
Variable Rate: **N** List Type: **Exclusive Right**

Sellers Terms: **FHA, DVA, Conventional, Cash**  
Existing Financing: **Free and Clear**  
Assumable Loan: **Not Assumable**  
In Foreclosure?: **No**  
Lender Owned?: **No**  
Potential Short Sale?: **No**  
Owner is an Agent?: **No**

---

## Contact Information

Listing Agent: [John C. Johnson 651-430-3200](#)  
Listing Office: [Edina Realty, Inc.](#)

Appointments: [Book A Showing](#)  
Office Phone: **651-430-3200**

MLS #: **4540353** Address: **550 Maine Street N , Bayport, MN 55003**

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*engineering · planning · environmental · construction*

701 Xenia Avenue South  
Suite 300  
Minneapolis, MN 55416  
Tel: (763) 541-4800  
Fax: (763) 541-1700

May 20, 2015

Mr. Alan Forsberg  
Blue Earth County Highway Dept.  
35 Map Drive  
Mankato, MN 56002

Re: Offer to Purchase – LeRoy A. Lueck and Charmain A. Lueck  
CSAH 12 Street Reconstruction Project  
PID#: R43.09.22.200.002  
20797 State Highway 83, Mankato, MN

Dear Mr. Forsberg:

A minimum compensation report has been completed on the above mentioned property. This valuation report was completed on May 20, 2015.

This report has been prepared for the sole use of the Blue Earth County to determine a minimum compensation valuation for the subject property owned by LeRoy A. Lueck and Charmain A. Lueck.

A comparable property was identified based on research of available properties on the MLS website, realtor.com and the website for Weichert Realtors. The minimum compensation search area included the cities of Madison Lake, Janesville and Mankato.

In addition, I viewed the potential comparable properties on May 18, 2015. I did a comparison analysis of the specific features of the subject property and house to those listings.

Based on that information, the following property is considered to be the best comparable for the subject site:

Comparable property:	380 Hensonshire Drive, Mankato, MN	\$ 215,000.00
Value of Shed:		<u>\$ 40,000.00</u>
Total value of comparable:		\$ 255,000.00
Appraisal value on the subject property:		<u>\$ 195,000.00</u>
MINIMUM COMPENSATION VALUE AS OF May 20, 2015		\$ 60,000.00

If you need additional assistance in this matter, please do not hesitate to call.

Sincerely,

A handwritten signature in blue ink that reads "Penny Rolf". The signature is written in a cursive, flowing style.

Penny Rolf  
Consultant for Blue Earth County

Attachment: Minimum Compensation Analysis Form  
Listing Sheets for Comparable Properties

### Description of Properties:

The subject property is situated on 1 acre in Mankato, MN with a rambler home that was built in 1960. The home has 1,404 finished square feet with 3 bedrooms, 1 bath, a two car detached garage, large garden, and 50' x 54' storage shed. It does not have a basement. There is private water and sewer at this site. The location of the home is on the corner of State Highway 83 and 586<sup>th</sup> Avenue.

A search of the Multiple Listing Service, realtor.com and Weichert Realty's website found a comparable property at 380 Hensonshire Drive, Mankato, Minnesota that is listed for \$215,000.00 and is considered to be the most comparable available property for the subject within the area. In addition to that value, compensation was added to replace the shed that was on the subject property.

The comparable chosen is a 1 story home and functions similar in the acreage and bedrooms. It is superior in age, cooling system, the number of baths, upgraded appliances, and has a full basement. It also has more finished square footage than the subject property and a 3 car attached garage. It is inferior in that it is located along a busier road on the back yard.

A more detailed analysis comparing the features of the subject and comparable properties is attached to this report. It shows the three comparables that I looked at and shows the most comparable to be the property listed on this report.



# COUNTY OF BLUE EARTH ANALYSIS OF MINIMUM COMPENSATION PROPERTIES

S.P. 007-01-013 C.S. \_\_\_\_\_ Job No. 2156-01 Parcel No. \_\_\_\_\_

Dist. \_\_\_\_\_ County Blue Earth Parcel Owner LeRoy and Charmain Lueck

Displacee - I.D. #:		Comparable Properties			
<b>LeRoy and Charmain Lueck</b>		No. 1	Map	No. 2	Map
Price (Base Dwelling/Site\$ / List \$)	\$195,000	\$215,000 (+\$40,000 for shed=\$255,000)		\$216,500 (+\$40,000 for shed=\$256,500)	\$218,000 (+\$14,800 for shed=\$232,800)
Dwelling Address	20797 State Highway 83	370 Hensonshire Drive		311 Royal Road	6190 437 <sup>th</sup> Avenue
Dwelling City or Township	Mankato	Mankato		Mankato	Janesville
Date of Inspection / Viewing	02/19/2015	05/18/2015		05/18/2015	05/18/2015
Style (e.g.: Rambler/Split)	1 Story	1 Story		1 Story	1 Story
Construction (e.g.: Frame/Modular)	Frame	Frame		Frame	Frame
Actual Age / Effective Age	55 years	31 years		47 years	17 years
Condition (Good/ Avg. / Fair)	Fair	Fair		Fair	Good
No. of Rooms (above grade)	5	4		5	7
No. of Bedrooms (Total)	3	3		3	3
No. Bedrooms Required	1	N/A		N/A	N/A
No. of Baths (Total)	1 - ¾	1 Full		1 Full Bath, 1 Single Fixture	2 Full
Total Area (Sq. Ft. above grade)	1,404 sq ft	1,172 sq ft		1,850 sq ft	2,300 sq ft
Basement (Total Sq. Ft.)	None, Slab on Grade	Full		Full	None
Bsmt. Finished Room Types	N/A	BR, Bath, Family (880 sq ft)		None	Full - Tuckunder Garage
Heating / Cooling (Type)	Hot Water/Wall/Window AC	Forced Air/Central AC		Forced Air/Central AC	Forced Air/Central AC
Fireplaces (# & Type)	1 Masonry	None		None	1 Gas
Other Finished Space	N/A	N/A		N/A	N/A
Garage (e.g.: 2-car-att.)	2 car detached (840 sq ft)	3 car attached (912 sq ft)		2 car attached (618 sq ft)	2 car detached (576 sq ft) 3 car tuckunder attached (2,000 sq ft)
Lot Size (Acre or Sq. Ft.)	1 acre	1.12 acres		.78 acres	1.64 acres
Neighborhood (Equal/Better)					
Schools (Available)	Mankato School District	Mankato School District		Mankato School District	Waterville/Elysian/Morristown
Public Transportation (Available)	No	No		No	No
Church (Available)	N/A	N/A		N/A	N/A
Place / Dist. to Employment	N/A	N/A		N/A	N/A
Water 1. Type 2. Avail. (Y/N)	1. Private 2. Yes	1. Private 2. Yes		1. Private 2. Yes	1. Private 2. Shared
Sewer 1. Type 2. Avail. (Y/N)	1. Private 2. Yes	1. Private 2. Yes		1. Private 2. Yes	1. Private 2. Yes
Other Comments	Lg. Garden, Storage Shed (54' x 50' with 12' sides) Concrete Patio (432 sq ft) Concrete Driveway	Wood Deck (284 sq ft) Updated Appliances 5.43 miles from subject property		Storage Shed (216 sq ft) 9.16 miles from subject property	Deeded access to lake Lily, Sm. Shed, Fenced Prop., Deck, and Breezeway 20.58 miles from subject property

## Comparable Comments & Conclusions:

Note: Adjustment of shed for Comp.s 1 & 2 reflect the value given by the County's appraiser. The shed value for Comp. # 3 is based on a replacement shed of 1000 sf X \$1.48 sf (\$40,000/2700 sf) as there is a large tuckunder garage that replaces some of the square footage of the shed on the subject property.

$$\begin{array}{rclclcl} \$ & 215,000 & & \times & 40,000.00 & = & \$ & 255,000 \\ & \text{Comp List Price} & & & \text{*Shed value} & & & \end{array}$$

Prepared By: Penny Rolf Date May 20, 2015  
Penny Rolf, Consultant for Blue Earth County Minimum Compensation



**realtor.com®**

## 370 Hensonshire Dr

Mankato, MN 56001

**\$215,000**

3 Bed 2 Full Bath 1,872 Sq Ft 1.12 Acres



Listing Agent  
**Bonnie Kruger**

**MOVING?...CALL ME and START PACKING!**

Phone: (855) 647-3599

Listing Broker

**AMERICAN WAY REALTY 4**

Phone: (855) 636-0612



Large corner lot, big yard. Nice 3 bedroom rambler, newer updated kitchen with stainless steel appliances. Informal dining room with French doors out to a 14 x 22 deck. Living room, 2 bedrooms and full bath on main level. Partially finished lower level with family room, bath and bedroom. Oversized 3 stall garage.





**CALL 1-800-USA-SOLD (1-800-872-7653)**  
 Mon-Fri & Sun 9am-9pm EST, Saturday 9am-6pm EST

**Home for Sale in Mankato, MN**

**311 Royal Road Road Mankato, MN**



Property Type: Single Family

311 Royal Road Road  
 Mankato, MN 56001 [Login to View Address](#)

Sale Type: For Sale  
 Style: Ranch  
 Price: \$216,500  
 Status: Active  
 Bedrooms: 4  
 Baths: 1 Full Bath, 1 Half Bath  
 Floors: 1  
 Sqft: 1850  
 Lot Size: 0.78 Acre(s)  
 Year Built: 1968  
 Area: Mankato, MN  
 County: Blue Earth  
 Taxes: \$1,544  
 MLS/Web ID: 7007870

**R Price Reduced**

**Description**

4 bedroom, 2 bath rambler in a neighborhood setting with a country feel. Located near Minneopa State park and Minneopa Falls, yet only minutes to West Mankato. Plenty of room to roam, whether it be inside this home enjoying the family room and informal dining room or outside patio in a beautiful country setting. Many updated appliances, carpet and light fixtures. 1850 sq ft finished on main floor with potential for additional space in the basement. Septic system is compliant and a newer well pump on the property.

### Room Information

- Bedroom (9 x 12)
- Bedroom (10 x 13)
- Bedroom (11 x 11)
- Dining Room (8 x 10)
- Family Room (19 x 20)
- Kitchen (10 x 10)
- Laundry Room (6 x 8)
- Living Room (13 x 25)
- Master Bedroom (11 x 14)

### Interior

#### Appliances

- Dishwasher
- Dryer
- Range/Oven
- Refrigerator
- Sump Pump
- Washer
- Washer/Dryer Hook Up
- Water Softener

#### Basement

- Concrete Basement
- Full
- Sump Pump in Basement
- Unfinished

#### Cooling System

- Central Air

#### Heating System

- Forced Air
- Hot Water Heater: Gas

#### Interior

- Trey/Vault/Cathedral Ceiling

#### Room Features

- Eat-in Kitchen

#### Sewer

- Private Sewer

#### Utilities

- Natural Gas

#### Water Source

- Private Water

### Exterior

#### Construction

- Concrete Block

#### Driveway

- Gravel/Crushed Stone Driveway

#### Exterior

- Patio

#### Garage

- 3 Car
- Attached
- Detached
- Garage Door Opener

#### Lot Description

- Other
- Outbuilding(s)

#### Road Frontage

- Paved

#### Siding

- Vinyl

#### Roof

- Asphalt Shingles

### Miscellaneous

#### Acceptable Finance

- Conventional

#### Financing

- Cash
- FHA

† Excluded Feature

### Neighborhood & Schools

**School District:** Mankato #77

**Listed By**

**Broker:** NU STAR REALTY

Information deemed reliable but not guaranteed.



**Broker<sup>SM</sup>  
Reciprocity**

Listing data provided courtesy of The Broker Reciprocity (sm)  
Program of the REALTOR Association of Southern Minnesota  
Multiple Listing Service.

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other than to identify prospective properties consumers may be interested in purchasing.

Data is updated as of 5/20/2015.



## Single-Family Property Full

Property Full Display, Single Family Residential, MLS #: **4585447** Type: **For Sale**

**6190 437th Avenue, Janesville MN 56048**

Status: **Active** List Price: **\$218,000**

Original List Price: **\$218,000**

An Offer Has Been Accepted Contingent Upon: **Sale of Another Property**



Total Bed/Bath: **3/ 2** Garage: **5** Year Built: **1998**

Style: **(SF) One Story**  
 Const Status: **Previously Owned**  
 Foundation Size: **2,035**  
 AbvGrdFinSqFt: **2,300**  
 BelGrdFinSqFt:  
 Total Fin SqFt: **2,300**  
 Acres: **1.64**  
 Lot Size: **72x349x313x153x150**  
 Yearly/Seasonal: **Yearly**  
 List Date: **04/15/2015**

Received By MLS: **04/16/2015**

bing

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Map Page: **999** Map Coord: **a1**

Directions:

**From Elysian, East on Hwy 60, South on County 3, West on County 5, Then Left on 437th Avenue**

### TAX INFORMATION

Property ID: **054510120** Short Format  
 Tax Year: **2015**  
 Tax Amt: **\$1,394**  
 Assess Bal: **\$**  
 Tax w/assess: **\$1,394**  
 Assess Pend: **No**  
 Homestead: **Yes**

Days On Market: **29** PDOM: **29** CDOM: **29**

### General Property Information

Legal Description: **MEYERS SUBDIVISION LOT-011**  
 County: **Waseca**  
 Postal City: **Janesville**  
 School District: **2143 - Waterville-Elysian-Morristown, 507-275-3115**  
 Manufactured Home?: **No**  
 Complex/Dev/Sub: **Common Wall: No**  
 Lot Description: **Irregular Lot, Corner Lot, Tree Coverage - Medium**  
 Assoc Mgmt Comp: **NONE**  
 Association Fee: **\$200**  
 Assoc Fee Includes: **Other**  
 Road Frontage: **County**  
 Zoning: **Residential-Single**

Assoc Mgmt Co Phone #: **000-000-0000**  
 Assoc Fee Frequency: **Yearly**

Accessibility: **None**

### Lake/Waterfront Information

Name: **Lily Lake**  
 Type: **Deeded Access**  
 DNR Lake Class: **Natural Environment**  
 DNR Lake ID#: **81006700**  
 Lake Acres: **114**  
 Elev Hightpt to WF Slope:  
 WF Frontage Ft:  
 Lake Depth (ft): **23**  
 Elev Hightpt to WF Feet:

### Remarks

Agent Remarks: **Please do not turn on outside water faucets. Shared well is with one neighbor only. Deeded access to Lake Lily. Buyers agent to verify all measurements.**

Public Remarks: **Spacious 2300 sq ft ramblor on one level with fenced in corner lot on 1.64 acres. New double garage, 3 car tuck-under garage with separate driveway, breezeway, circle-driveway plus much more, 1 mile from Elysian, deeded access to Lake Lily.**

### Structure Information

Room	Level	Dimen	Other Rooms	Level	Dimen	Heat:	Forced Air
Living Rm	Main	15x13	Den	Main	13x12	Fuel:	Propane
Dining Rm	Main	16x10	Office	Main	13x7	Air Cond:	Central
Family Rm	Main	17x13				Water:	Well, Shared System
Kitchen	Main	26x13	Bathrooms			Sewer:	Private, Tank with Drainage Field
Bedroom 1	Main	15x13	Total: 2 3/4: 0 1/4: 0			Garage:	5
Bedroom 2	Main	13x11	Full: 2 1/2: 0			Oth Prkg:	
Bedroom 3	Main	13x10				Pool:	
Bedroom 4							

Bath Description: **Main Floor Full Bath, Private Master, Separate Tub & Shower**  
 Dining Room Desc: **Informal Dining Room, Eat In Kitchen**  
 Family Room Char: **Main Level, Family Room**  
 Fireplaces: **1**  
 Fireplace Characteristics: **Family Room, Gas Burning**  
 Appliances: **Range, Microwave, Dishwasher, Refrigerator, Water Softener - Owned**  
 Basement: **Partial, Crawl Space, Poured Concrete**  
 Exterior: **Vinyl**

Fencing: **Full**  
 Roof: **Asphalt Shingles**  
 Amenities-Unit: **Deck,Porch,Kitchen Window,Vaulted Ceiling(s),Ceiling Fan(s),Tiled Floors,Walk-In Closet,Washer/Dryer Hookup**  
 Parking Char: **Detached Garage,Tuckunder,Insulated Garage,Driveway - Gravel**  
 Special Search: **Main Floor Laundry,All Living Facilities on One Level**  
 Out Buildings: **Additional Garage,Storage Shed**

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#### Financial

##### Cooperating Broker Compensation

Buyer Broker Comp: **2.5 %**    Sub-Agent Comp: **0 %**    Facilitator Comp: **0 %**  
 Variable Rate: **N**    List Type: **Exclusive Right**

Assumable Loan: **Not Assumable**  
 In Foreclosure?: **No**  
 Lender Owned?: **No**  
 Potential Short Sale?: **No**  
 Owner is an Agent?: **No**

---

#### Contact Information

Listing Agent: **Patricia J. Jewison 507-661-0022**  
 Listing Office: **Edina Realty, Inc.**

Appointments: **Book A Showing**  
 Office Phone: **952-758-4112**

MLS #: **4585447**    Address: **6190 437th Avenue , Janesville, MN 56048**

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6190 437th Avenue , Janesville, MN 56048  
MLS Number: 4585447



3Tuck-under garage



Breezeway



Kitchen



Kitchen Nook



Gas Fireplace



6190 437th Avenue , Janesville, MN 56048  
MLS Number: 4585447



Dining Room



Office





6190 437th Avenue , Janesville, MN 56048

MLS Number: 4585447





# Comprehensive Transportation Study for Glencoe, MN

## Project Description

The comprehensive planning study will be a group effort by the City of Glencoe, McLeod County, and MnDOT creating a common vision and plan for transportation in the community. Areas of focus will include MN Highway 22 connectivity, US Highway 212 intersection safety, and review of the transportation infrastructure as a whole in the community. The previous studies and plans from the late 90's and the latest in 2003, made many growth assumptions including demand for interchanges along US Hwy. 212 that never came to fruition. Reality of today's transportation funding is focused on maintaining infrastructure and making low cost, high benefit safety improvements. The project will be spearheaded by a third party Planning/Engineering Consulting Firm, yet to be identified.

## Study Costs

MnDOT anticipates the study cost to be around \$150,000. For partnership studies, MnDOT asks local partners to contribute 10% to fund the study. In this case, MnDOT asks the City of Glencoe and McLeod County to contribute a total of \$15,000 to the study. The split of the local contribution from the City and County is not dictated by MnDOT and up to the local units of government.

## Project Info-Planning Study

The comprehensive planning study is anticipated to consist of the following:

- Review of previous planning studies in the Glencoe Area (see Origin-Destination Study 2018 attached or a website/link?)
- Public outreach and engagement
- Land use and future growth analysis
- Transportation system needs analysis and coordination of City, County, and State agencies.
- Intersection Control Evaluation reports (ICE) on Hwy 212
- Analysis of Traffic Patterns throughout Glencoe
- Jurisdictional transfer options
- Alternatives analysis for new roadways and a better MN Hwy. 22 connection to US Hwy. 212
- Rail Crossing Evaluation

## Project Management

There will be a Project Management Team (PMT), which will consist of the study partners - City of Glencoe, McLeod County (including elected officials for the City and County), and MnDOT. There will also be a Technical Management Team (TMT) consisting of MnDOT's District 8 functional staff and other technical staff.

## Public Engagement and Outreach

There will be a public engagement plan developed early in the study process to have a variety of public activities, involving various audiences throughout the process. Public engagement will consist of two open houses, interviews of stakeholders, focus groups, community presentations and several other

engagement activities. Additionally, there will be presentations to the full City Council and County Board.

### **Highway 22 Alternatives Analysis**

Feasibility and risk assessments will be made regarding various Highway 22 Alternative route connections to US Hwy. 212. Risks such as right of way, drainage/water resources, environmental, permitting, cost, access, constructability, and project delivery timeline will be considered in the feasibility analysis. The alignment alternatives from 2003 will be reviewed and considered to determine feasibility.

### **Traffic Engineering**

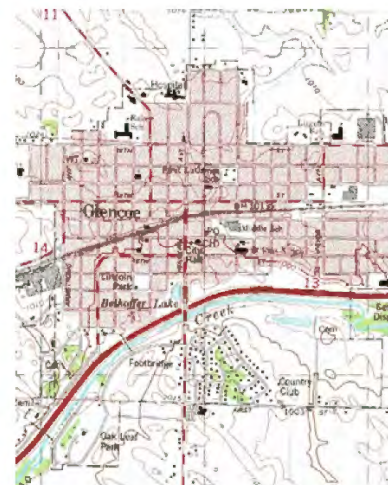
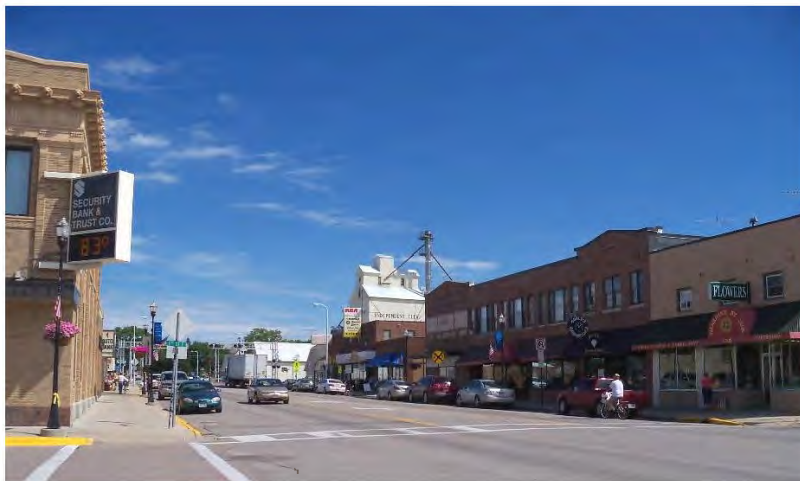
A safety assessment will be done using crash data and existing conditions. Future traffic projections will be made. And an Intersection Control Evaluation (ICE) Study will be made at various intersections with US Highway 212 (Chandler Ave. N (MN Hwy. 22), Morningside Ave. N., Falcon Ave. N, and 9<sup>th</sup> St./CR 69).

### **Local Road Alternative Connections**

And finally local road connections will be looked at and future connections will be conceptualized. Any possible jurisdictional transfer option will be analyzed. Rail crossings will be reviewed we well.

### **Study Timeline**

The study will begin sometime in late June or early July, 2018 and will take approximately one year to complete.



# McLeod County Public Works

## Bid Summary

Project: Fairgrounds Pavilion

Bid Opening: 4/10/18 @ 1 PM

Contractor	City/State	Bid Bond	Addendum 1 - Acknowledgement	Addendum 2 - Acknowledgement	BASE BID	NOT Needed per addendum 1	Delete vision lights in roll up doors	Delete pine ceiling, provide metal liner	Delete Cornell rollup door, provide Clopay roll up door
						Alternate 1	Alternate 2	Alternate 3	Alternate 4
Alliance Building Corporation	Sauk Rapids, MN	x	x	x	\$ 246,300	na	\$ (1,200)	\$ (3,100)	\$ (6,800)
Chester Contracting Inc.	Willmar, MN	x	x	x	\$ 333,000	na	\$ (1,208)	\$ (21,000)	\$ (6,804)
Gopher State Contractors, Inc.	Rice, MN	x	x	x	\$ 267,290	na	\$ (1,208)	\$ 5,300	\$ (6,804)
Rice Companies	Glencoe, MN	x	x	x	\$ 324,750	na	\$ (1,304)	\$ (5,245)	\$ (7,348)
Vos Construction, Inc.	Green Isle, MN	x	x	x	\$ 370,355	na	\$ (1,825)	\$ (45,000)	\$ -

### Other Pavilion Costs

Structural Steel	\$ 72,941	incl. tax
CEE & ZEE Steel	\$ 5,000	Estimated
Electrician	\$ 25,000	Estimated
Light Fixtures	\$ 20,000	Estimated
	<b>\$ 369,241</b>	<b>Total Estimated Cost</b>



www.bensstructural.com

## **Ben's Structural Fabrication, Inc.**

**475 Progress Road**

**Waite Park, MN 56387**

**PH: 320-251-8563**

**FAX: 320-251-8423**



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# **Proposal**

Widseth Smith Nolting

610 Filmore Street

Alexandria, MN 56308

Phone: (320)335-5012

Proposal Date: 3/26/2018

Proposal Number: CM163

## **Project Description**

We take pleasure in submitting our proposal for the McLeod Count Pavilion

## **Scope of Work**

- Division 05 Metals: (Material Only)
- 05100 Structural Steel
- 05500 Metal Fabrications
- F.O.B. Ben's Structural Fabrication with Freight allowed to job site via truck
- Bid in accordance with the latest AISC Manual of Steel Construction
- All Requests for Information (RFI's) will be forwarded by fax or email.
- All RFI's will be uniquely numbered and will have a date for the expected answer clearly indicated. Any delay of the answer to an RFI may constitute a delay to the completion of our contract and/or have cost implications to our contract price.

## **Notes**

- Lattice work to be fabricated in small sections for shipping and handling ease.
- Main truss chords prepped for full penetration field welding.

- Truss top fabrication to be shop welded in one piece.

## Exclusions

- Taxes.
- Shop drawings prepared under the supervision of a Professional Structural Engineer.
- Taking or verifying site dimensions and conditions.
- Engineering services and or stamps (for connection design, drawing preparation, etc.).
- Inspection beyond dimensional and visual weld inspection.
- Light gage material of any type.
- Rebar.
- Any anchorage type material required for materials not specifically listed on the base bid.
- Any steel indicated on the Architectural drawings and not indicated on the Structural documents or listed on the base bid.
- Purlins, roofing panels, and fasteners for this material.

## Terms and Conditions

- All invoices are to be paid in full within 30 days upon receipt of full or partial invoice without retainage.
- Ben's Structural Fabrication, Inc. is not responsible for delays in scheduled completion dates due to design revisions, additions or lack of prompt approval of shop drawings.
- Ben's Structural Fabrication, Inc. shall not be contractually obligated to any party other than buyer, regardless of buyer's agreements or contracts with third parties.
- This agreement is between Widseth Smith Nolting and Ben's Structural Fabrication, Inc. exclusively.
- The seller has the option to terminate in whole or in part this proposal if a signed copy is not provided to the seller within 30 days of the proposal date.
- Should revised documents be issued, we reserve the right to make adjustments to our price.
- All changes to erection and/or shop drawings due to:
  - Design change
  - Addition or deletion of structural and/or miscellaneous steel from bid documents
  - Site conditions
  - Site instructions
  - Work for such changes will not commence until a signed change order has been forwarded to Ben's Structural Fabrication, Inc..
- Ben's Structural Fabrication, Inc. will not accept back charges or retainage unless the guidelines stated herein are followed:



- Any error/omission must be reported to Ben's Structural Fabrication, Inc. immediately.
  - Ben's Structural Fabrication, Inc. must be given the opportunity to propose an economical and/or alternative solution to the problem, error and/or omission.
  - If the error/omission is the fault of Ben's Structural Fabrication, Inc. and the error/omission is accepted, the charges must be provided to Ben's Structural Fabrication, Inc. immediately and no time will be charged for drawing repair.
- Prices will be subject to adjustment per published price increases and surcharges at time of purchase order.

## Acceptance

- If this proposal is acceptable please sign and date below, initial each page and fax all pages of this proposal along with a purchase order to 320-251-8423. Work will not begin until this signed proposal has been received.
- We thank you for allowing us the opportunity to provide you with our proposal and look forward to working towards a successful and profitable project together.

<p style="text-align: center;"><b>We propose to furnish this project for a price of: \$68,249.00</b> <b>Excluding Tax</b></p>
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Estimator

Ben's Structural Fabrication, Inc.

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Buyer

Widseth Smith Nolting

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Craig Miller VP

## QUOTE FORM – McLeod County Public Works

### Quote Submitted to:

John Brunkhorst, County Engineer  
McLeod County Public Works  
1400 Adams St. SE  
Hutchinson, MN 55350

**Quote must be received on or before Friday, March 23, 2018 at 2PM.**

**Project:** McCleod County Public Works – Pavilion  
Structural Steel Package  
840 Century Avenue SW  
McCleod County Fairgrounds  
Hutchinson, MN 55350

### Name of Company Submitting Quote:

Central Minnesota Fabricating, Inc.

(name)

7101 Northland Circle, Suite 202, Brooklyn Park, MN 55428

(address)



(authorized signature)

### Quote Scope of Work Description (Structural Steel Package):

Furnish structural steel and miscellaneous metals materials for installation by others as shown in the project documents. Include complete material delivery to the project site ON OR BEFORE MAY 15, 2018.

### Quote Project Documents:

Documents prepared by Widseth Smith Nolting: Drawing Sheets G1 – Title Sheet, G2 – General Building Data, A0 – Architectural Site Plan, A1 – Floor Plan, Reflected Ceiling Plan, Elevations, A2 – Roof Plan, Building Sections, A3 – Details, S1 – Framing Section, Details, Structural Notes

Specification Sections: 05 1200 – Structural Steel Framing; 05 5000 – Metal Fabrications

### Quote Amount:

Eighty-four thousand three hundred fifty

(amount in words)

Dollars

See "Exhibit A"

\$ 84,350.00

(dollars)

### Delivery Date Confirmation:

I (We) are able to deliver materials included in this quote to the site on or before May 15, 2018.

Only if awarded by March 27, 2018.

Initial



**"EXHIBIT A"**  
**CENTRAL MINNESOTA FABRICATING, INC.**  
**Sales Office**  
 7101 Northland Circle  
 Suite 202  
 Brooklyn Park, MN 55428  
 "An Equal Opportunity Employer"  
 Phone 952-698-3542 Fax 952-698-3562

March 16, 2018

TO: McCleod County Public Works  
 1400 Adams Street SE  
 Hutchinson, MN 55350

ATTN: Project Manager  
 RE: McCleod County Public Works Pavilion - Steel  
 ENG: WSN  
 PLANS: Dated March 2018

Gentlemen:

In accordance with plans and specifications of the referenced project, we propose to furnish:  
 Structural Steel: 051200 Approx: 23.5 Ton

**TOTAL QUOTATION: \$84,350.00 Tax Included**

**Each of the 6 steel frames will come in 5 sections -- to be field assembled.**  
**The 2 rolled tubes will be shipped loose.**  
**Lattice framing will come in 8 total panels.**  
**Excluding all light gage material.**

**Note: The above Subcontract Price is good for 30 calander days. Any increases in the price of steel for the Project, or any additional surcharges imposed on the steel, shall result in a corresponding dollar-for-dollar increase in the Subcontract Price if awarded after the 30 days.**

**EXCLUSIONS: BID BOND, LIQUIDATED DAMAGES, TESTING, PERFORMANCE & PAYMENT BONDS, FIELD MEASUREMENTS, GROUT, AND SHIMS.**

**Central Minnesota  
Fabricating, Inc.**

Corporate Office  
 2725 West Gorton Ave  
 PO Box 1178  
 Willmar, MN 56201  
 Phone 320-235-4181  
 Toll Free 1-800-849-8857  
 Fax 320-235-6986

Sales Offices  
 7101 Northland Circle  
 Suite 202  
 Brooklyn Park, MN 55428  
 Phone 952-888-1676  
 Fax 952-888-1950

7.375% State Sales Tax Included

F.O.B: Jobsite

Erection: Not Included

Paint: Epoxy primer

Terms: 1/2% 10 Net 30 **No Retainage**

1% per month on unpaid balance  
 after 30 days, plus collection fees

Delivery: Open

Most current AISC Specification

Cleaning: **SSPC-SP3**

Steel Specs: A36/G50

Bid Expires: 30 days

Recognize Add'm: None

**Contract: Material Only Contracts, shall be issued on AGC Standard Contract Agreement Special Forms, for Material only, 1968 Edition, and shall not have any addendums, riders or attachments. Material and Labor Contracts shall be AGC Standard Subcontract Agreement, 1985 Edition, and shall not have any addendums, riders or attachments.**



**NOTE: CONTRACT MUST BE SIGNED BEFORE MATERIAL CAN BE ORDERED.**  
Acceptance of this proposal constitutes acceptance of Central Minnesota Fabricating's  
Standard Terms and Conditions.

ACCEPTED:

Yours very truly,  
CENTRAL MINNESOTA FABRICATING

\_\_\_\_\_  
Company Name

Phil Schaefer, Sales Manager  
pschaefer@cmf-inc.com  
952-698-3542

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name & Title

\_\_\_\_\_  
Date



**Central Minnesota  
Fabricating, Inc.**

Corporate Office  
2725 West Gorton Ave  
PO Box 1178  
Willmar, MN 56201  
Phone 320-235-4181  
Toll Free 1-800-839-8857  
Fax 320-235-6986

Sales Offices  
7101 Northland Circle  
Suite 202  
Brooklyn Park, MN 55428  
Phone 952-888-1676  
Fax 952-888-1950

# McLeod County 2017

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Total Cases: 229

Total Autopsies: 9

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## Natural

- 212 jurisdiction declined
  - 77 registered hospice patients
- Five jurisdiction assumed; no autopsies required

## Accident

- Three motor-vehicle-related
  - Two decedents were male, aged 29 and 26
  - One female aged 40
  - One snowmobile and one motorcycle
  - Alcohol was a factor in 2 incidents
- Three people aged 85 to 104 died from complications of falls from standing/sitting/bed height
- Two deaths due to substance abuse:
  - A 64-year-old male used heroin and methamphetamine
  - A 44-year-old woman overused prescribed morphine and lorazepam

## Homicide - 0

## Suicide

- Two deaths
- One male; one female
- No death due to gunshot
- Alcohol was present in one incident



## Undetermined

- A 5-month old infant male died of undetermined causes

## Bone

- One incident of found, non-human bones investigated

## Cremations

- 162 cremations were approved



## Medical Examiner Statistics For: Mcleod

January 1st through December 31st

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Homicide	0	1	1	0	0
MVA Accident	2	2	4	1	3
Natural	18	16	15	8	5
Non MVA Accident	9	4	8	10	5
Non-human	0	3	2	0	1
Reportable, Declined	173	153	162	196	212
Suicide	2	4	4	9	2
Undetermined	0	0	0	0	1
<b>Total Cases:</b>	<b>204</b>	<b>183</b>	<b>196</b>	<b>224</b>	<b>229</b>
<b><u>Autopsies</u></b>					
Bones Examination	0	3	2	0	1
Complete	14	14	17	12	8
External	0	0	1	1	0
Head	0	1	0	0	0
Limited	0	3	2	0	0
<b>Total Autopsies:</b>	<b>14</b>	<b>21</b>	<b>22</b>	<b>13</b>	<b>9</b>
Hospice	65	45	63	69	77
Cases Declined *	173	157	164	196	213
Scene Visits	64	55	59	53	55
Anthropology	0	2	0	0	0
Neuropathology Exams	0	0	1	0	1
Cardiac Pathology Exams	0	0	0	0	0
Cases With Histology	3	6	3	2	2
Cases With Toxicology	12	15	18	13	8
Lodox Imaging Performed	2	4	5	4	3
Unidentified Bodies	0	0	0	0	0
Unclaimed Bodies	0	0	0	0	0
Exhumations	0	0	0	0	0
Corneal Donations	3	1	3	3	0
Tissue Donations	2	1	2	3	1
Cremations	129	136	147	173	162
Non-Reportable	0	6	5	7	16

\* Includes all Jurisdiction types other than "Assumed"

# Annual Report

2017

McLeod County  
Attorney's Office

## 2017 FELONY AND GROSS MISDEMEANOR ADULT CRIMINAL CHARGES

Aggravated Robbery .....	8
Assault.....	54
Burglary .....	16
Check Forgery/Offering a Forged Check/Possession of Counterfeit Money .....	5
Child Neglect or Endangerment/Contributing to the Need for Child Protection.....	9
Contributing to the Status as a Juvenile Petty Offender .....	1
Criminal Damage to Property .....	8
Criminal Sexual Conduct .....	15
Criminal Vehicular Operation.....	4
Driver's License Violations .....	22
Driving While Impaired Offenses.....	81
Drug Offenses .....	129
Electronic Solicitation of a Child.....	2
Escape from Custody .....	1
Failure to Register as a Predatory Offender.....	12
Financial Exploitation of a Vulnerable Adult.....	1
Financial Transaction Card Fraud.....	3
Firearm/Weapon Offenses .....	10
Fleeing a Peace Officer in a Motor Vehicle .....	7
Furnish and/or Sale of Alcohol to a Minor .....	6
Giving False Information to a Peace Officer .....	10
Interference with an Emergency Call .....	10
Interference with Privacy .....	3
Malicious Punishment of a Child.....	2
No Proof of Insurance .....	4
Obstructing Legal Process .....	4
Possession of Burglary Tools or Shoplifting Gear .....	2
Possession of Pornography Involving Minors .....	7
Possession/Receiving Stolen Property .....	5
School Bus Stop Arm Violation .....	2
Stalking .....	7
Theft.....	33
Threats of Violence .....	12
Violation of an Order for Protection or Harassment Restraining Order .....	13

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<b>Total Number of Charges in 2017:</b>	<b>508</b>
Total Number of Charges in 2016:	323

<b>Total Number of Males Charged in 2017:</b>	<b>258</b>
Total Number of Males Charged in 2016:	178

<b>Total Number of Females Charged in 2016:</b>	<b>83</b>
Total Number of Females Charged in 2016:	55

Investigation Files.....	0
Extradition Files .....	5

### **2017 WELFARE FRAUD CASES**

Misdemeanors.....	0
Gross Misdemeanors and Felonies .....	6
Investigations Closed Without Charges Filed .....	5
Pending Investigations as of December 31, 2017 .....	14

### **2017 SOCIAL SERVICES MISCELLANEOUS**

Termination of Parental Rights .....	17 cases involving 22 children
Commitments.....	22
Guardianships/Conservatorships.....	1
CHIPS (Child Protection) .....	41 cases involving 87 children
Permanency .....	12 cases involving 17 children
Medical Assistance Claims (\$71,701.97) .....	69
2016 (\$222,635.99)	
MCSS Appeals.....	5
(Chemical Dependency – 1; Maltreatment – 3; Termination of Parental Rights – 1)	



## 2017 MISDEMEANOR AND PETTY MISDEMEANOR CHARGES

Assault/Domestic Assault .....	13
Careless Driving/Reckless Driving/Inattentive Driving /Texting While Driving .....	39
Child Restraint .....	3
CMV Violations.....	1
Criminal Damage to Property .....	3
Dangerous Weapons .....	3
Disorderly Conduct .....	6
Driving After Cancellation, Suspension, or Revocation.....	119
DNR Violations .....	5
Driving Under the Influence .....	26
Expired Tabs/No Plates/Fail to Transfer Title .....	37
Fail to Move Over for Emergency Vehicle.....	1
Fail to Yield/Fail to Stop at Stop Sign .....	18
Flee Peace Officer .....	1
Follow Too Close.....	8
Give False Information to Peace Officer .....	2
Ignition Interlock Violation .....	3
Lane Violation .....	6
Leave Scene of Accident .....	3
Misc. Driving Offenses or DL Violations.....	9
Mistreat Animals.....	1
Motor Vehicle Equipment Violations.....	8
No Insurance/No Proof of Insurance .....	106
No Minnesota License .....	28
No Seatbelt.....	8
Obstruct Right of Way .....	1
Open Bottle .....	6
Permit/License Use Violations .....	8
Possession of a Small Amount of Marijuana and/or Drug Paraphernalia .....	22
Public Nuisance .....	8
Sale of Tobacco to Minors.....	1
Speed .....	158
Theft.....	3
Underage Consumption/Possession of Alcohol/Underage Drink & Drive.....	25
Violation of a No Contact Order .....	6
Window Tint Violation.....	11
Wrong Way on One Way.....	1
Zoning or Ordinance Violations .....	4

Totals: 2017 Charges 711  
2016 Charges 506  
2015 Charges 440  
2014 Charges 416  
2013 Charges 337  
2012 Charges 329  
2011 Charges 349

McLeod County Attorney's Office  
2017 MISDEMEANORS AND PETTY MISDEMEANORS

Cases opened as:

- \* Complaint Summons - 53
- \* Complaint Warrant - 168
- \* Arraignment - 289
- \* Pre-Trial - 2
- \* Court Trial - 3

Total number of cases opened:

2017.....515  
2016.....359  
2015.....290  
2014.....293  
2013.....240  
2012.....244  
2011.....267  
2010.....230  
2009.....209  
2008.....291  
2007.....331  
2006.....429  
2005.....319

Males charged in 2017: 366

Females charged in 2017: 149

Businesses charged in 2017: 0

## 2017 JUVENILE CHARGES

Assault/Domestic Assault .....	16
Burglary .....	2
Careless Driving/Reckless Driving .....	9
Criminal Sexual Conduct.....	5
Curfew Violation .....	13
Damage to Property .....	13
Dangerous Weapon.....	1
Disorderly Conduct.....	16
Distribute Obscene Material .....	1
Drive Wrong Way on One Way.....	1
Driving After Suspension/Revocation.....	1
DWI.....	4
Fail to Drive With Due Care .....	5
Fail to Register as Predatory Offender.....	1
False Info to Police .....	1
Fleeing a Peace Officer .....	5
Follow Too Close.....	1
Minor Consumption/Possession of Alcohol .....	20
Miscellaneous Charges .....	4
No Driver's License .....	10
No Insurance .....	14
Obstructing Legal Process .....	1
Possession of Drug Paraphernalia.....	14
Possession/Use of Tobacco.....	22
Possession and/or Sale of Drugs .....	20
Sale of Tobacco to Minor .....	2
Speeding.....	8
Theft/Shoplifting.....	36
Truancy .....	1
Use of Wireless Device.....	2
Vehicle Equipment Violations.....	4
Violate Provisional License .....	7

Total Charges      260

### 2017 JUVENILE SUMMARY

#### Charges

	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008
Total Number of Juveniles	199	156	161	176	202	233	221	262	223	332
Total Number of Boys Charged	142	113	101	131	133	130	145	170	160	221
Total Number of Girls Charged	57	43	60	45	69	103	76	92	63	111
Total Number of Charges	260	199	205	231	247	286	271	327	261	443

### 2017 Juvenile Summary by Age

<u>Age</u>	<u>Total</u>
10	1
12	9
13	15
14	17
15	30
16	55
17	72

**Total: 199**

### 2017 Diversion List

Minor Consumption	12
Possession of Drugs/Drug Paraphernalia	8
Theft/Shoplifting	15
Traffic Violations	<u>1</u>
<b>Total</b>	<b>36</b>

Total # of Diversions	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>
	36	28	38	51	47	85	72	91	107	23	128



## **APPEALS TO THE MINNESOTA SUPREME COURT**

### **1. State of Minnesota v. Tara Molnau**

- On April 22, 2015, following the execution of a search warrant, Tara Molnau was charged with controlled substance possession in the third degree.
- On August 11, 2015, after a court trial, the defendant was convicted of the offense.
- On October 30, 2015, the Court stayed the imposition of sentence and placed the defendant on probation for a period of four years on the condition that she serve 60 days in the McLeod County jail, complete a chemical dependency evaluation and psychological evaluation and follow any recommendations of the evaluations.
- The defendant appealed her conviction to the Minnesota Court of Appeals. The defendant argued that the search of her purse during the search warrant was unlawful, as she was a temporary guest of the residence that was searched.
- On December 19, 2016, following oral argument by the parties, the Court of Appeals found that the search of the purse was legal and affirmed her conviction.
- The defendant then filed a petition for further review with the Minnesota Supreme Court, which was granted on March 14, 2017.
- On September 5, 2017, the parties had oral argument before the Supreme Court.
- On December 6, 2017, the Minnesota Supreme Court found that the search of the purse was legal and affirmed Defendant's conviction.
- This matter is completed as of December 31, 2017.

## **APPEALS TO THE MINNESOTA COURT OF APPEALS**

### **1. State of Minnesota v. Justin Lang**

- On October 29, 2014, Justin Lang was charged with third degree assault for causing substantial bodily harm as a result of a fight that took place in rural McLeod County on June 8, 2014.
- Following a trial to the court on January 13th and 14th of 2016, the defendant was found guilty of third degree assault.
- On May 27, 2016, the defendant was ordered to serve 27 months in prison.
- The defendant appealed his conviction and sentence to the Minnesota Court of Appeals, arguing that two different statements made by witnesses were hearsay that should not have been admitted, and as a result of those statements, Defendant was entitled to a new trial.
- On August 14, 2017, the Court of Appeals affirmed Defendant's conviction and held that the statements were admissible and used appropriately by the judge who heard the case.
- Defendant filed a petition for further review with the Minnesota Supreme Court, which was denied on October 25, 2017.
- This matter is completed as of December 31, 2017.

2. State of Minnesota v. Todd Michael Saxon
  - Todd Michael Saxon was charged with two felony counts of fifth degree assault after an altercation at the Hutchinson Hospital on June 20, 2016.
  - Following a jury trial held on November 16, 2016, the defendant was convicted of both counts.
  - On February 23, 2017, Defendant was sentenced to concurrent prison terms of 27 and 30 months.
  - On October 11, 2017, Defendant appealed to the Minnesota Court of Appeals but filed a motion to stay the appeal in order to obtain further testimony regarding the issue of ineffective assistance of counsel at district court.
  - After both parties submitted briefs, Defendant agreed to dismiss his appeal in exchange for the 30 month sentence to be reduced to 27 months.
  - On February 2, 2018, Defendant's sentence was amended to 27 months and the appeal was dismissed.
  - This matter is completed as of December 31, 2017.
3. State of Minnesota v. Corey Thomas Vener
  - On February 22, 2016, following the execution of a search warrant at his home, Corey Vener was charged with being ineligible to possess a firearm, a felony offense.
  - Defendant pled guilty to the charge on August 9, 2016.
  - On November 18, 2016, Defendant's sentencing was held and Defendant argued for a departure from the presumptive 60 month prison sentence. Defendant filed a motion and argued that, because he was given a departure on a previous felony drug charge a few months prior, he should be given a departure for this case as well. The district court denied Defendant's departure motion and sentenced Defendant to 60 months in prison.
  - Defendant appealed the court's denial of his departure motion to the Minnesota Court of Appeals.
  - On January 8, 2018, the Court of Appeals held that the district court's decision to not depart from the presumptive sentence was not an error, and affirmed Defendant's sentence.
  - This matter is completed as of December 31, 2017.
4. State of Minnesota v. Saul Lopez
  - On July 30, 2015, law enforcement executed a search warrant at the home of Saul Lopez. During the search, law enforcement found a methamphetamine pipe and discovered that children resided in the residence.
  - On May 11, 2016, Defendant was charged with one count of storing methamphetamine paraphernalia in the residence of a child, a felony level offense.
  - On October 12 and 13, 2016, a jury trial was held and Defendant was convicted of the charge.
  - On December 6, 2016, Defendant was sentenced to four years of probation on the condition that he serve 30 days in the McLeod County jail, complete a chemical dependency evaluation and mental health evaluation, and follow any

recommendations from those evaluations, and refrain from the use or possession of drugs or alcohol.

- Defendant appealed to the Minnesota Court of Appeals, arguing that the district court erred in admitting evidence of marijuana found in his home during the search, as well as admitting evidence of Defendant's previous assault conviction.
- In an order dated December 11, 2017, the Court of Appeals affirmed the district court and found that the evidence was properly admitted at trial.
- This matter is complete as of December 31, 2017.

5. State of Minnesota v. C.G.H.

- On September 24, 2015, Defendant C.G.H., a minor child, was charged with one count of third degree criminal sexual conduct and one count of fifth degree criminal sexual conduct for crimes that occurred during 2015.
- On January 19, 2016, Defendant pled guilty to the third degree charge, and was given a stay of adjudication and placed on probation for a period of 360 days with conditions that included completing a psychosexual evaluation and following any recommendations.
- On May 23, 2016, following an admission to a probation violation, Defendant's conditions of probation were changed and Defendant was ordered to complete a specific sex offender treatment program.
- On January 3, 2017, another probation violation was filed alleging that Defendant had failed to complete the treatment program within the period of his probation. Defendant admitted to the probation violation on May 2, 2017.
- On May 25, 2017, following arguments by the parties, Defendant's stay of adjudication was lifted, a conviction was entered, and Defendant was therefore required to register as a predatory offender.
- Defendant appealed the revocation of his stay of adjudication, arguing that his counsel was ineffective and that the district court erred when it sentenced him to a 360 day period of probation rather than two consecutive 180 day periods.
- Oral argument was held on January 10, 2018, and a decision from the Court of Appeals is pending.
- This matter is pending as of December 31, 2017.

6. State of Minnesota v. Steven Bashans

- On February 3, 2015, Steven Bashans was charged with being a felon in possession of a firearm and receiving stolen property, both felony level charges.
- Defendant pled guilty on April 9, 2015, and was sentenced to 60 months in prison.
- Defendant appealed his conviction to the Court of Appeals, arguing that his plea was based on a mistake in the law and that he received ineffective assistance of counsel. The appeal was stayed while the ineffective assistance of counsel claim was sent to the district court to take further testimony on that issue.
- The appeal was then dismissed, after the district court found that Defendant's counsel was ineffective and therefore Defendant's conviction and sentence were reversed and remanded back to district court.
- On August 24th and 25th of 2016, a jury trial was held and Defendant was found

guilty.

- On October 21, 2016, Defendant was sentenced to 60 months in prison.
- On July 7, 2017, Defendant appealed to the Minnesota Court of Appeals and again argued that he received ineffective assistance of counsel. Once again, the matter was sent back to district court to take further testimony on the issue.
- On December 20, 2017, the district court denied Defendant's argument that he received in effective assistance of counsel.
- On December 29, 2017, the Court of Appeals reinstated Defendant's appeal.
- This matter is pending as of December 31, 2017.

7. State of Minnesota v. Joshua Daniel Kable

- On May 26, 2017, Defendant was charged with one count of violating a harassment restraining order, a felony level offense based on Defendant's criminal history.
- On July 26, 2017, a jury trial was held and Defendant was convicted of the charge.
- On September 29, 2017, Defendant was sentenced to three years of probation on the condition that he serve 45 days in the McLeod County jail, complete a mental health evaluation and follow any recommendations from the evaluation, and refrain from the use or possession of drugs or alcohol.
- The defendant has appealed to the Minnesota Court of Appeals.
- This matter is pending as of December 31, 2017.

8. State of Minnesota v. Bruce John Johnson

- On August 16, 2016, Defendant was charged with one count of fleeing a peace officer in a motor vehicle, a felony level offense.
- On May 24 and 25, 2017, a jury trial was held and Defendant was convicted of the charge.
- On August 31, 2017, Defendant was sentenced to three years of probation on the condition that he serve 30 days in the McLeod County jail, serve 15 days of community service, complete a chemical dependency evaluation and follow any recommendations from the evaluation, and refrain from the use or possession of drugs or alcohol.
- The defendant has appealed to the Minnesota Court of Appeals.
- This matter is pending as of December 31, 2017.

9. In Re the Marriage of Elio Fumagalli vs. Stacy Fumagalli

- Mr. Elio Fumagalli motioned for a reduction in his ongoing child support obligation, and a hearing was held in the expedited child support process on January 20, 2016.
- An Order was issued by the Child Support Magistrate on January 21, 2016, denying a reduction in Mr. Fumagalli's child support obligation.
- Mr. Fumagalli requested review of the Magistrate's Order by the McLeod County District, and on May 10, 2016, the McLeod County District Court affirmed the Magistrate's Order denying Appellant's motion to reduce his child support obligation.

- Mr. Fumagalli appealed to the Minnesota Court of Appeals.
- On March 20, 2017, Mr. Fumagalli's appeal was denied.  
(The McLeod County Attorney's Office represented the McLeod County Child Support Office in the above appeal.)

10. In Re the Marriage of Elio Fumagalli vs. Stacy Fumagalli

- In addition to the above action, Mr. Fumagalli brought a second appeal to the Minnesota Court of Appeals.
- While the above appeal was still pending, Mr. Fumagalli filed another motion to reduce his ongoing child support obligation.
- A hearing was held in the expedited child support process on October 19, 2016, and the Magistrate reduced Mr. Fumagalli's ongoing child support obligation, however, not by as much as he had requested.
- Mr. Fumagalli appealed to the Minnesota Court of Appeals.
- On August 28, 2017, Mr. Fumagalli's appeal was denied.  
(The McLeod County Attorney's Office represented the McLeod County Child Support Office in the above appeal.)

11. In the Matter of the Welfare of the Child of S.S.W. and J.L.W.

- S.S.W. and J.L.W. are the biological parents of J.J.W., d.o.b. April 17, 2015.
- J.J.W. entered foster care on July 8, 2015, as a result of S.S.W.'s inability to provide appropriate care for J.J.W.
- Reunification efforts failed to reunify J.J.W. with either of his parents, and on September 23, 2016, McLeod County filed a petition to terminate the parental rights of S.S.W. and J.L.W.
- J.L.W. consented to a termination of his parental rights.
- A termination of parental rights trial as to S.S.W. was conducted, and on February 27, 2017, the McLeod County District Court involuntarily terminated the parental rights of S.S.W.
- S.S.W. thereafter appealed the termination of her parental rights to the Minnesota Court of Appeals, and on July 31, 2017, the termination of her parental rights was affirmed.



## REAL ESTATE TAX APPEALS

1. Second Century Housing v. County of McLeod
  - Second Century Housing owns the Oaks Assisted Living Facility on the south side of Hutchinson.
  - Second Century Housing has appealed the valuation for taxes payable in 2014, 2015, and 2016.
  - The assessed value for property taxes payable in 2014 was \$2,755,500.00.
  - The assessed value for property taxes payable in 2015 was \$2,610,200.00.
  - The assessed value for property taxes payable in 2016 was \$2,610,200.00.
  - That the parties agreed to reduce the valuations to \$2,340,600.00 for all three years.
  - The Minnesota Tax Court approved the agreement on March 9, 2017.
  - These matters are resolved.
2. Pines of Hutchinson LLC v. County of McLeod
  - Pines of Hutchinson owns the Pines Senior Living Facility on the south side of Hutchinson.
  - Pines of Hutchinson has appealed real estate taxes payable in 2014, 2015, and 2016.
  - That the estimated market value for the property taxes payable in 2014, 2015, and 2016 was \$3,005,400.00.
  - That the parties agreed to settle the tax appeal by reducing the valuation to \$2,730,300.00.
  - The Minnesota Tax Court approved the settlement on March 9, 2017.
  - These matters are resolved.
3. Menard Inc. v. County of McLeod
  - Menard owns a commercial home improvement store in Hutchinson.
  - Menard has appealed the valuation of the property for taxes payable in 2014, 2015, and 2016.
  - Menard dismissed the tax appeal for taxes payable in 2014 and 2015.
  - That for taxes payable in 2016, the property had an assessed market value of \$6,304,000.00.
  - That the parties agreed to reduce the valuation for taxes payable in 2016 to \$6,250,000.00.
  - The Minnesota Tax Court approved the settlement on January 11, 2017.
  - These matters are resolved.
4. City West Holdings LLC v. County of McLeod
  - City West Holdings owns the old Telex building in Glencoe and has appealed the valuation of the property for taxes payable in 2014, 2015, and 2016.
  - The matter was tried before the Minnesota Tax Court on September 19, 2017.
  - The final arguments were submitted to the Court on November 15, 2017.
  - These matters are pending before the Minnesota Tax Court as of December 31, 2017.

5. Super Valu/Inland Hutchinson LLC v. County of McLeod
  - Super Valu/Inland Hutchinson owns commercial property in Hutchinson and has appealed the valuation of the property for taxes payable in 2014 and 2015.
  - For taxes payable in 2014 and 2015, the property was valued at \$3,028,900.00.
  - That the parties agreed to settle the real estate tax appeal by reducing the value to \$2,869,200.00 for both tax years.
  - The agreement was approved by the Minnesota Tax Court on August 11, 2017.
  - These matters are resolved.
6. Shopko – Glencoe v. County of McLeod
  - Shopko – Glencoe owns a retail store in Glencoe and has appealed the valuation of the property for taxes payable in 2015, 2016, and 2017.
  - The estimated market value for the property for all three tax years was \$1,128,200.00.
  - That the parties agreed to reduce the valuation for all three years to \$883,700.00.
  - The Minnesota Tax Court approved the settlement on May 23, 2017.
  - These matters are resolved.
7. Shopko – Hutchinson v. County of McLeod
  - Shopko – Hutchinson owns a retail establishment in Hutchinson and has appealed the valuation for property taxes payable in 2015, 2016, 2017, and 2018.
  - For taxes payable in 2015, the valuation was \$3,289,400.00.
  - For taxes payable in 2016, the valuation was \$3,196,600.00.
  - For taxes payable in 2017, the valuation was \$3,284,700.00.
  - For taxes payable in 2018, the valuation was \$3,289,400.00.
  - That the parties agreed to reduce the valuation for all four tax years to \$2,900,000.00.
  - The Minnesota Tax Court approved the settlement on September 28, 2017.
  - These matters are resolved.
8. Best Buy v. County of McLeod
  - Best Buy owns commercial property in Hutchinson and has appealed the valuation for property taxes payable in 2015, 2016, and 2017.
  - For taxes payable in 2015, the valuation was \$1,494,300.00.
  - For taxes payable in 2016, the valuation was \$1,414,900.00.
  - For taxes payable in 2017, the valuation was \$1,452,500.00.
  - For all three tax years, the parties agreed to reduce the estimated market value to \$1,100,000.00.
  - The Minnesota Tax Court approved the settlement on August 11, 2017.
  - These matters are resolved.
9. Brandon Luthens v. County of McLeod
  - Brandon Luthens owns agricultural property in Hassen Valley, Helen, and Hutchinson Townships in rural Hutchinson and has appealed the classification of the property for taxes payable in 2015, 2016, and 2017.
  - These matters are pending before the Minnesota Tax Court as of December 31, 2017.

10. Northern Natural Gas Company v. Commissioner of Revenue
  - Northern Natural Gas owns gas pipelines throughout the State of Minnesota and has appealed the valuation of its property for taxes payable in 2015 and 2016.
  - These matters are pending before the Minnesota Tax Court as of December 31, 2017.
11. CenterPoint Energy v. Commissioner of Revenue
  - CenterPoint Energy owns utility lines throughout the State of Minnesota and has filed an appeal for its valuation for taxes payable in 2015 and 2016.
  - These matters were resolved by the Minnesota Tax Court on February 1, 2017.
  - These matters are resolved.
12. Jungclaus Implement v. County of McLeod
  - Jungclaus Implement owns a commercial property in Glencoe and has appealed its real estate taxes payable in 2016.
  - This matter is pending before the Minnesota Tax Court as of December 31, 2017.
13. Novation Credit Union v. County of McLeod
  - Novation Credit Union owns commercial property in the city of Hutchinson and has filed a real estate tax appeal for taxes payable in 2016.
  - This matter is pending before the Minnesota Tax Court as of December 31, 2017.
14. Border Foods DBA Taco Bell v. County of McLeod
  - Border Foods owns commercial property in Hutchinson and has appealed the valuation for taxes payable in 2016.
  - This matter is pending before the Minnesota Tax Court as of December 31, 2017.
15. Concrete Mobility LLC v. County of McLeod
  - Concrete Mobility LLC owns property in Glencoe and has appealed the valuation for taxes payable in 2017.
  - This matter is pending before the Minnesota Tax Court as of December 31, 2017.
16. IRC Hutchinson LLC – Inland Hutchinson v. County of McLeod
  - IRC Hutchinson LLC owns property in Hutchinson and has appealed their real estate tax valuation for taxes payable in 2017.
  - This matter is pending before the Minnesota Tax Court as of December 31, 2017.
17. Coborn Realty Company Limited Partnership v. County of McLeod
  - Coborn's owns property in Hutchinson and has appealed their valuation for taxes payable in 2017.
  - This matter is pending before the Minnesota Tax Court as of December 31, 2017.

## **SEXUALLY DANGEROUS PERSON COMMITMENTS**

### **1. In the Matter of the Civil Commitment of M.M. as a Sexually Dangerous Person**

- M.M. was indefinitely committed as a sexually dangerous person by the McLeod County District Court in 1995.
- M.M. is a three time convicted sex offender and has sexually abused approximately 36 children, by his admission.
- M.M. has been attending sex offender inpatient treatment at the Minnesota Sex Offender Treatment Program continuously since 1995.
- In 2017, M.M. petitioned for a provisional discharge or full discharge from civil commitment.
- On July 28, 2017, M.M.'s petition was denied.

### **2. In the Matter of the Civil Commitment of W.O. as a Sexually Dangerous Person**

- In 2010, McLeod County filed a petition to commit W.O. indefinitely as a sexually dangerous person.
- W.O. is a three time convicted sex offender, and has admitted sexually abusing 15 – 20 young children.
- W.O. was incarcerated in prison from 1991 until November of 2010, and McLeod County filed its commitment petition prior to W.O.'s release from prison.
- In 2011, the McLeod County District Court indefinitely committed W.O. as a sexually dangerous person.
- In 2015, W.O. filed a petition for provisional discharge from civil commitment, and extensive litigation continued until 2017, when W.O.'s petition for provisional discharge was denied.

### **3. In the Matter of the Civil Commitment of C.F. as a Sexually Dangerous Person**

- C.F. was indefinitely committed as a sexually dangerous person by the McLeod County District Court in 2007 because of his inability to complete sex offender treatment in both the community and prison.
- C.F. has a history of sexual abuse of minor males and possession of child pornography.
- In 2017, C.F. filed a petition for provisional discharge from civil commitment, and litigation of that petition remains pending.

## **MENTALLY ILL AND DANGEROUS COMMITMENTS**

### 1. In the Matter of the Civil Commitment of S.R. as Mentally Ill and Dangerous

- S.R. was indefinitely committed as mentally ill and dangerous by the McLeod County District Court in 2006 for stalking behavior.
- S.R. has been undergoing inpatient mental health treatment at the Minnesota Security Hospital in St. Peter since his commitment in 2006.
- In 2015, S.R. petitioned for provisional discharge from civil commitment.
- A hearing was held on S.R.'s petition for provisional discharge in December of 2015.
- On January 6, 2016, S.R.'s provisional discharge was granted from civil commitment, and he is residing in a group home in the St. Peter community.
- In 2017, S.R. filed a petition for a full discharge from civil commitment, and litigation of that petition remains pending.

### 2. In the Matter of the Civil Commitment of M.M. as Mentally Ill and Dangerous

- M.M. was incarcerated at Oak Park Heights prison from September of 2001 to December of 2011 for a first degree aggravated robbery conviction from McLeod County.
- Prior to his release from prison, the Minnesota Department of Corrections requested the McLeod County Attorney's Office review for a possible civil commitment case because M.M. was mentally ill and engaged in stalking while in prison.
- A petition was filed with the McLeod County District Court on December 8, 2011, to indefinitely commit M.M. as mentally ill and dangerous.
- M.M. was indefinitely committed as mentally ill and dangerous by the McLeod County District Court.
- M.M. appealed his commitment to the Minnesota Court of Appeals, and his civil commitment was affirmed in February of 2013.
- In 2017, M.M. petitioned for a transfer to a less restrictive treatment facility.
- On September 5, 2017, M.M.'s petition was denied.

### 3. In the Matter of the Civil Commitment of D.B. as Mentally Ill and Dangerous

- On May 27, 1989, D.B. set fire to the Holy Trinity Church in Winsted.
- D.B. is mentally ill and developmentally delayed.
- D.B. was indefinitely civilly committed as mentally ill and dangerous by the McLeod County District Court on July 28, 1989.
- In June of 2007, D.B. was provisionally discharged from the St. Peter Security Hospital to a community based group home placement, where he remains residing.
- In 2017, D.B. petitioned for a transfer to a less restrictive community placement while on provisional discharge, and litigation of that petition remains pending.



## CIVIL MATTERS

1. Jessica Kampschroer, formerly known as Jessica Miles, v. McLeod County, et al
  - Plaintiff brought an action against McLeod County and other counties because of unlawful access to her driver's license information.
  - Plaintiff alleges that McLeod County Sheriff's Department personnel accessed her driver's license information on four occasions between January 2007 and August 2007.
  - McLeod County was granted summary judgment by Federal District Court Judge Susan Richard Nelson on October 7, 2014.
  - The Plaintiff appealed the matter to the 8<sup>th</sup> Circuit Court of Appeals which remanded the matter back to the District Court in Minnesota.
  - McLeod County was granted summary judgment on August 16, 2017.
  - Plaintiff appeal period expires on April 9, 2018.
  - This matter is pending as of December 31, 2017.
2. Timothy Sherno v. McLeod County, et al
  - Timothy Sherno alleges that McLeod County Sheriff's Department personnel improperly accessed his driver's license information on nine occasions in 2005 and 2006.
  - The United States District Court for Minnesota dismissed the claims because they were outside of the statute of limitations and the Plaintiff failed to accurately state a claim.
  - The Plaintiff appealed to the United States 8<sup>th</sup> Circuit Court of Appeals which affirmed the District Court's ruling.
  - The Plaintiff then petitioned for a rehearing, which was denied on November 28, 2016.
  - The appeal period to the U.S. Supreme Court has lapsed, and therefore, this matter is resolved as of December 31, 2017.
3. Alix Kendall v. McLeod County, et al
  - Alix Kendall brought this action under the driver's data privacy act in Federal District Court.
  - Alix Kendall alleges that McLeod County Sheriff's Department personnel improperly accessed her driver's license information on 47 occasions between 2004 and 2009.
  - The United States Federal District Court for the District of Minnesota dismissed her claim for failure to state a claim and the Court found that Plaintiff's claims were outside of the statute of limitations.
  - The Plaintiff appealed the dismissal to the 8<sup>th</sup> Circuit Court of Appeals, which denied her appeal.
  - The Plaintiff then petitioned for a rehearing before the entire panel of the 8<sup>th</sup> Circuit Court of Appeals, which was denied by the 8<sup>th</sup> Circuit Court of Appeals on November 28, 2016.
  - That the period to appeal to the U.S. Supreme Court has lapsed, and therefore, this matter is resolved as of December 31, 2017.

4. Trevor Coon v. McLeod County, et al
  - Trevor Coon has brought an action against McLeod County seeking damages for what he alleges was an unlawful search of his person that occurred on December 13, 2013.
  - This matter was filed in the United States District Court for the District of Minnesota.
  - This matter has been resolved with a nominal payment to the Plaintiff.
  - This matter is resolved as of December 31, 2017.
5. Juan Berenguer v. County of McLeod
  - Juan Berenguer alleges that McLeod County Sheriff's Department personnel unlawfully accessed his driver's license information.
  - The complaint was filed in April 2015 in the Federal District Court for the District of Minnesota.
  - The Federal District Court dismissed McLeod County and several other counties because of the statute of limitations having lapsed.
  - The Plaintiff appealed the decision from the Federal District Court to the 8<sup>th</sup> Circuit Court of Appeals.
  - The appeal does not involve McLeod County but other defendants whose claims were not outside the statute of limitations.
  - The matter involving McLeod County has been resolved because all claims were outside of the statute of limitations.
  - This matter is resolved as of December 31, 2017.
6. Michael Thomas Montgomery v. Matthew Allen Wyatt, McLeod County Sheriff's Deputy
  - McLeod County Deputy Matthew Allen Wyatt was involved in an incident at the Kwik Trip Store in Norwood-Young America, Minnesota, on April 17, 2015, during which it is alleged by the Plaintiff that Matthew Wyatt unlawfully shot Michael Montgomery.
  - A notice of claim has been filed.
  - No civil litigation was commenced, and this matter is considered resolved as of December 31, 2017.
7. County Ditch 20 and County Ditch 22
  - The McLeod County Board of Commissioners decided that a redetermination of benefits and damages was necessary for County Ditch 20 and County Ditch 22.
  - The redetermination of benefits was completed.
  - There was an appeal by one of the property owners of his benefits for property on County Ditch 20.
  - A property owner also filed a claim alleging that crop damages are owed.
  - The landowner appeal and the crop damage claims have been resolved.
  - This matter is completed as of December 31, 2017.
8. Kim Derry v. McLeod County
  - Kim Derry is a former employee of the McLeod County Highway Department and served an action against the McLeod County Highway Engineer claiming he was unlawfully discharged from his employment.
  - The matter was never properly served and the attorney for the Plaintiff has withdrawn.
  - No further action has been taken in this matter and is deemed closed as of December 31, 2017.

9. Recyclables RFP

- The McLeod County Board of Commissioners requested that the McLeod County Attorney draft a request for proposals for the possible privatization of the McLeod County Recycling Center located in Hutchinson, McLeod County, Minnesota.
- The RFP was drafted and approved by the McLeod County Board.
- That a contract was entered into with Greenforest to operate the recycling facility.
- This matter is completed as of December 31, 2017.

10. McLeod Sibley Joint Ditch No. 18

- A landowner brought an action against McLeod Sibley Joint Ditch No. 18.
- A trial was held before the Sibley County Court in April of 2016 and the District Court awarded damages of \$3,574.00 and attorney fees in the amount of \$7,704.00.
- The landowners appealed the award of damages and the award of attorney fees to the Minnesota Court of Appeals.
- The Court of Appeals affirmed the decision of the Sibley County Court.
- The matter was petitioned by the Appellants for further review to the Minnesota Supreme Court.
- The Minnesota Supreme Court refused the petition for further review.
- This matter is completed as of December 31, 2017.

11. Reconstruction of CSAH 15

- The McLeod County Board of Commissioners has approved a project to regrade CSAH 15 from Highway 7 to CSAH 22.
- Twenty-nine parcels had easements that needed to be acquired.
- Easements of twenty parcels have been acquired. Nine parcels involving four landowners have not yet been acquired.
- This matter is pending as of December 31, 2017.

12. Reconstruction of CSAH 3

- The McLeod County Board of Commissioners has approved the reconstruction of CSAH 3 from CSAH 1 to the Carver County line.
- This three-mile reconstruction project is proceeding with easement acquisition which was completed in 2017.
- Construction is scheduled for 2018.
- All easements have been acquired as of December 31, 2017, and this matter is closed.

13. Professional Responsibility Complaint Against Michael Junge

- A citizen filed a complaint against Michael Junge, McLeod County Attorney, which was dismissed by the Minnesota Board of Professional Responsibility.
- This matter is completed as of December 31, 2017.

14. Employee Issue Regarding Unemployment Insurance

- An employee was discharged because of employee misconduct.
- The employee appealed the denial of her unemployment compensation.
- The Unemployment Law Judge determined that the employee was not entitled to unemployment compensation because she had been discharged for misconduct.
- This matter is completed as of December 31, 2017.

15. Employee Investigation

- An employee filed a complaint alleging harassing conduct and a hostile workplace environment.
- An investigation was conducted which substantiated the employee's complaints.
- This matter is completed as of December 31, 2017.

16. McLeod County Soil and Water Conservation Joint Powers Agreement

- McLeod County and McLeod Soil and Water Conservation District entered into a Joint Powers Agreement to better coordinate and co-locate the services provided by both entities.
- This matter is completed as of December 31, 2017.

17. Employee Disciplinary Action

- A McLeod County department head commenced an investigation into an employee's misconduct.
- Prior to completion of the investigation, the employee voluntarily terminated employment with McLeod County.
- This matter is completed as of December 31, 2017.

18. Ineligible Voter Investigations

- Four complaints were presented to law enforcement throughout McLeod County regarding ineligible voters.
- Three of the cases involved individuals who were convicted of felony offenses after the election in 2016, and therefore, they were lawfully eligible to vote in November 2016.
- The fourth case involved an individual who was told by a poll worker that she was eligible to vote even though she only had a picture ID and a green card.
- This matter was investigated and no criminal charges were filed because the person inquired of the poll worker and the poll worker gave wrong information.
- These matters are completed as of December 31, 2017.

## **FORFEITURES - 2017**

1. Michael Junge v. 2002 Dodge Intrepid
  - The vehicle was seized during a drug related arrest
  - Forfeiture complete
2. Michael Junge v. 1996 Pontiac
  - The vehicle was seized during a DWI arrest
  - The vehicle was returned to the registered owner
  - Forfeiture dismissed
3. Michael Junge v. 2016 Yukon
  - The vehicle was seized during a DWI arrest
  - The vehicle was bought back by the registered owner
  - Forfeiture dismissed
4. Michael Junge v. 2004 Honda Accord
  - The vehicle was seized during a fleeing a peace officer arrest
  - The forfeiture was contested
  - The McLeod County District Court ordered the vehicle be returned to the registered owner
  - Forfeiture dismissed
5. Michael Junge v. \$467.00
  - The monies were seized during a drug related arrest
  - The forfeiture was contested
  - Forfeiture complete
6. Michael Junge v. 2002 Jeep Liberty
  - The vehicle was seized during a drug related arrest.
  - Forfeiture complete
7. Michael Junge v. 2004 Pontiac Grand Prix
  - The vehicle was seized during a fleeing a peace officer arrest
  - The forfeiture was contested
  - Forfeiture pending
8. Michael Junge v. 2001 Chevrolet Cavalier, \$2,001 & Gold Necklace
  - The vehicle, monies and necklace were seized during a drug related arrest
  - Forfeiture complete
9. Michael Junge v. 2000 Toyota Tacoma
  - The vehicle was seized during a drug related arrest
  - Forfeiture complete



10. Michael Junge v. 2002 Ford
  - The vehicle was seized during a DWI arrest
  - Forfeiture complete
11. Michael Junge v. 2003 Jaguar
  - The vehicle was seized during a drug related arrest
  - Forfeiture complete
12. Michael Junge v. 2000 Chevrolet Van
  - The vehicle was seized during a drug related arrest
  - The forfeiture is contested
  - Forfeiture pending
13. Michael Junge v. Various Firearms
  - The firearms were seized during a drug related arrest
  - The criminal charges against the defendant were dismissed
  - The firearms were released to the registered owners
  - Forfeiture dismissed
14. Michael Junge v. \$965.00
  - The monies were seized during a drug related arrest
  - Forfeiture complete
15. Michael Junge v. 2012 Ford Edge
  - The vehicle was seized during a DWI arrest
  - The forfeiture was contested
  - An agreement was reached with the registered to buy the vehicle back
  - Forfeiture dismissed
16. Michael Junge v. 2007 Ford Expedition
  - The vehicle was seized during a DWI arrest
  - The forfeiture is contested
  - Forfeiture pending
17. Michael Junge v. 2005 Ford Taurus
  - The vehicle was seized during a DWI arrest
  - Forfeiture complete
18. Michael Junge v. 2003 Ford
  - The vehicle was seized during a DWI arrest
  - The forfeiture is contested
  - The McLeod County District Court ordered that the vehicle be returned to the registered owner
  - Forfeiture dismissed
19. Michael Junge v. 2006 Dodge
  - The vehicle was seized during a DWI arrest

- An agreement was reached with the registered owner to buy the vehicle back
  - Forfeiture dismissed
20. Michael Junge v. 2008 Chevrolet Impala
- The vehicle was seized during a drug related offense
  - The forfeiture is contested
  - Forfeiture pending
21. Michael Junge v. 2000 Subaru and \$705.00
- The vehicle and monies were seized during a drug related arrest
  - The forfeiture is contested
  - Forfeiture pending
22. Michael Junge v. 2014 GMC
- The vehicle was seized during a DWI arrest
  - The forfeiture is contested
  - An agreement was reached with the registered owner to buy the vehicle back
  - Forfeiture dismissed
23. Michael Junge v. 2003 GMC Envoy
- The vehicle was seized during a DWI arrest
  - The forfeiture is contested
  - Forfeiture pending
24. Michael Junge v. 2009 Honda Accord
- The vehicle was seized during a fleeing a peace officer arrest
  - The forfeiture is contested
  - Forfeiture pending
25. Michael Junge v. \$776.00
- The monies were seized during a drug related arrest
  - Forfeiture pending
26. Michael Junge v. 2004 Ford
- The vehicle was seized during a DWI arrest
  - Forfeiture pending
27. Michael Junge v. 2000 Buick
- The vehicle was seized during a DWI arrest
  - Forfeiture pending
28. Michael Junge v. 1998 Blazer
- The vehicle was seized during a drug related arrest
  - An agreement was reached with the registered owner to buy the vehicle back
  - Forfeiture dismissed

29. Michael Junge v. 2011 Chevrolet
  - The vehicle was seized during a DWI arrest
  - The forfeiture is contested
  - Forfeiture pending
30. Michael Junge v. 1998 Chevrolet
  - The vehicle was seized during a DWI arrest
  - Forfeiture pending
31. Michael Junge v. 1998 Chevrolet MLS
  - The vehicle was seized during a DWI arrest
  - An agreement was reached with the registered owner to buy the vehicle back
  - Forfeiture dismissed
32. Michael Junge v. 2008 Toyota
  - The vehicle was seized during a DWI arrest
  - Forfeiture pending
33. Michael Junge v. 2005 Honda
  - The vehicle was seized during a drug related arrest
  - The forfeiture is contested
  - Forfeiture pending
34. Michael Junge v. \$1,025.00
  - The monies were seized during a drug related arrest
  - The forfeiture is contested
  - Forfeiture pending
35. Michael Junge v. 2001 Chevrolet Cavalier
  - The vehicle was seized during a drug related arrest
  - Forfeiture pending
36. Michael Junge v. 2013 Ford Fusion
  - The vehicle was seized during a drug related arrest
  - The forfeiture is contested
  - Forfeiture pending
37. Michael Junge v. \$116.00
  - The monies were seized during a drug related arrest
  - Forfeiture pending
38. Michael Junge v. 2002 Pontiac Bonneville
  - The vehicle was seized during a fleeing a peace officer arrest
  - Forfeiture pending
39. Michael Junge v. 2007 Ford Fusion
  - The vehicle was seized during a drug related arrest

- Forfeiture pending
- 40. Michael Junge v. 2008 Nissan Altima
  - The vehicle was seized during a drug related arrest
  - Forfeiture pending
- 41. Michael Junge v. 2011 Honda
  - The vehicle was seized during a fleeing a peace officer arrest
  - Forfeiture pending
- 42. Michael Junge v. 1998 Chevrolet S-10
  - The vehicle was seized during a drug related arrest
  - Forfeiture pending
- 43. Michael Junge v. 1999 Audi
  - The vehicle was seized during a DWI arrest
  - Forfeiture pending
- 44. Michael Junge v. 2006 Volkswagon
  - The vehicle was seized during a drug related arrest
  - Forfeiture pending
- 45. Michael Junge v. \$2,582.00
  - The monies were seized during a drug related arrest
  - Forfeiture pending
- 46. Michael Junge v. Shotgun (.410 Stevens 940B Savage Arms)
  - The firearm was seized during a drug related arrest
  - Forfeiture pending
- 47. Michael Junge v. 2006 Pontiac
  - The vehicle was seized during a DWI arrest
  - Forfeiture pending
- 48. Michael Junge v. 2004 Suzuki & \$155.00
  - The vehicle and monies were seized during a drug related arrest
  - Forfeiture pending
- 49. Michael Junge v. 2004 Toyota UXS, 20 Gauge Shotgun, & 30-06 Rifle
  - The vehicle and firearms were seized during a DWI and drug related arrest
  - Forfeiture pending
- 50. Michael Junge v. 2017 Chevrolet Corsica
  - The vehicle was seized during a DWI arrest
  - Forfeiture pending

2017

CHILD SUPPORT REPORT

County Attorney's Hours Billed to Social Services:

Yearly:	Total of 309.2 hours
Amount:	\$34,931.50
Monthly:	Average of 25.77 hours per month
Amount:	\$2,910.96

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County Court Appearances: (OTSC's, Pre-trials, Motions, Stipulations, Motion/Orders  
To Dismiss)

368

Number of New Cases Opened in 2017

52

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Child Support Collections for 2017 \$4,991,342

Monthly Collection Average: \$396,994.58

Previous Years Total Collected

1990	\$1,241,383.33	2003	\$4,558,626.00
1991	\$1,536,356.00	2004	\$4,719,154.00
1992	\$1,917,865.90	2005	\$4,760,783.00
1993	\$1,613,648.00	2006	\$4,740,844.00
1994	\$2,002,905.45	2007	\$4,898,099.00
1995	\$2,161,169.81	2008	\$5,008,802.00
1996	\$2,425,500.89	2009	\$4,869,345.00
1997	\$2,587,869.00	2010	\$4,829,467.00
1998	\$2,713,249.00	2011	\$4,812,810.00
1999	\$3,553,190.00	2012	\$4,829,706.00
2000	\$3,763,601.00	2013	\$4,895,246.00
2001	\$4,121,706.00	2014	\$4,869,520.00
2002	\$4,364,292.00	2015	\$4,854,833.00
		2016	\$4,763,935.00



## **2017 CHILD SUPPORT**

### **New Files Opened in 2017**

#### **Public Assistance Child Support**

Paternity	11
Contempt	18
Total	29

#### **Non-Public Assistance Child Support**

Paternity	6
Contempt	17
Total	23

Total New Files Opened in 2017	52
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**PURCHASE OF SERVICE AGREEMENT FOR THE TRANSPORTATION OF CHILDREN AND YOUTH  
IN FOSTER CARE PLACEMENT**

This Agreement is entered into by and between Hutchinson School District 423 (hereinafter referred to as the District) and McLeod County.

WHEREAS, the parties desire for the District to provide certain transportation services for students in foster care placement under the terms and conditions hereinafter set forth;

WHEREAS, pursuant to the Elementary and Secondary Act (ESA), as amended by the Every Student Succeeds Act (ESSA), youth placed in a foster care placement will remain enrolled in their school of origin, unless a determination is made that it is not in their best interest. Best interest factors include timeliness, consideration of the appropriateness of the current educational setting and the proximity to the school in which the child is enrolled at the time of placement.

WHEREAS, the term foster care is defined as 24-hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions and preadoptive homes. This definition is consistent with the Fostering Connections Act (45 CFR 1355.20).

WHEREAS, pursuant to the Elementary and Secondary Act (ESA), as amended by the Every Student Succeeds Act, the District is required to collaborate with child welfare agency to develop and implement procedures for how transportation for youth in foster care will be provided, arranged and funded, including the use of child welfare funding to cover costs for such transportation provided by the District and McLeod County agree to share the costs of the transportation. This agreement outlines the developed agreement about shared costs of transporting youth in foster care to and from school.

NOW, THEREFORE, in consideration of the mutual terms and conditions contained herein, it is agreed by and between the parties hereto as follows:

1. TERM:

The term of this Agreement shall be in effect from July 1, 2017 - June 30, 2019

2. EDUCATIONAL PLACEMENT DECISIONS:

McLeod County is responsible for determining appropriate education placement and the presumption should be that the child will remain in the school of origin to provide school stability and educational continuity for the child, unless contrary to the child's best interests. McLeod County and/or representative of the school in which the child is currently enrolled will work with the McLeod County foster care contact to determine, based on the child's best interest, whether the child should remain in the school of origin or consider a transfer to the local zoned school for the child's new residence.

If McLeod County considering moving a child to a new educational placement, McLeod County

will have a phone consultation with the school contact prior to gathering input about the best interests of the child in relation to their school placement. McLeod County and District Homeless Liaison responsible for students in foster care will work collaboratively to inform this school placement decision-making process. The school will provide information about the appropriateness of the child's current educational placement. McLeod County shall take into consideration this information and other best interest factors found in paragraph three in making educational decision. The District Homeless Liaison and/or a representative of the school in which the child is enrolled will be asked to participate in the meeting, either by phone or in person. McLeod County will identify a point of contact from the agency to work directly with the District Homeless Liaison to ensure a smooth transition.

### 3. BEST INTEREST FACTORS:

When considering placement the following best interest factors should be considered:

- The student's age
- The school attended by the student's siblings
- Length of time student is expected to remain at the current placement and the possible location of housing intended to be long-term
- Distance of commute and the impact it may have on the student's education and other student-centered, transportation-related factors, including travel time
- The preferences of the student, the birth parents or prior custodians as appropriate, and the student's foster care parent(s) or current placement provider
- School stability and educational continuity
- Time remaining in the academic year
- Personal safety, attendance, academic progress and social involvement of the students in the current school
- The impact transferring the student to a new school may have on his or her needs and progress academically, emotionally, socially and physically
- Availability of classes to avoid credit loss and for timely graduation or promotion
- Documentation of the best interest determinations shall be maintained in the McLeod County case file and student's cumulative record.

### 4. SERVICES

Transportation Services will be provided by the District in the following manner:

- a. Students who are able to be transported to school on an existing route: When feasible, students placed in foster care will be transported to school on an existing bus route. Feasibility considerations will include the location, length of bus ride, space available on the route and availability of any needed accommodations. District will cover the associated costs.
- b. Students who have an IEP indicating the need for specialized transportation: If students are residing and attending school within the District, the District will assume costs required for transporting the student to school. District will cover the associated costs.

- c. Students who are unable to be transported on an existing route: If a route does not exist or is not a feasible option for the student placed in foster care, the District will negotiate with McLeod County to determine the best possible means of transportation. The District and McLeod County will share the transportation costs identified in Section 5a.
- d. Students residing in a foster care placement outside of District boundaries, but attending a District School: If students are residing in a foster care placement outside of District boundaries, but are attending school within the District, transportation will be arranged by the District. The District will negotiate with McLeod County to determine the best possible means of transportation. The District and McLeod County will share the transportation costs identified in Section 5a.
- e. Students placed in foster care within District and attending a non-ISD 423 Schools: The District will bear no financial responsibility for this student. McLeod County and the School District where the student attends are expected to make arrangements for transportation and the associated costs.

5. PAYMENT FOR SERVICES:

- a. The District and McLeod County agree to split the costs of the transportation described in Section 4, including but not limited to staff time and third party carriers as appropriate. Mileage reimbursement is to be set at the current IRS rate. All transportation costs identified in this agreement are to be split equally; the District and the McLeod County agree to each assume pay 50% of the costs.
- b. McLeod County will identify a point of contact from the agency to work directly with the District Homeless Liaison to ensure transportation arrangements are timely and authentic. All transportation requests are to be requested by the McLeod County point of contact to be honored.
- c. Transportation services will be provided by the District and its contracted transportation providers, when possible. If due to driver or vehicle unavailability, McLeod County will be responsible for transportation of the student placed in foster care.
- d. McLeod County will compensate the District for transportation provided outside of the district pursuant to this agreement at the rate billed to the district by the private transportation company. Copies of the invoices from the private transportation company will be provided to McLeod County.
- e. The District will submit itemized invoices to the McLeod County contact on a quarterly basis. The invoices will detail each trip provided by the District, the total time for each trip and the associated charge. Payment shall be made within 35 days of receipt of the invoice.
- f. In situations where transportation is being funded by McLeod County, McLeod County point of contact will notify the District Homeless Liaison when foster care placements end.

6. DISPUTE RESOLUTION:

It is the responsibility of McLeod County and the District to collaborate in determining the child's best interest for school transportation and to resolve any conflicts. Whenever possible, the parties will attempt to informally resolve any dispute involving the best means and costs of transportation of a child in foster care.

McLeod County and the District will pursue the formal dispute resolution procedures below when informal resolution is not possible, or when informal resolution would result in disruptions to the child's education.

To formally dispute a decision regarding transportation for a student in foster care the following steps should be taken:

1. The process for resolution between the two parties requires a written explanation of the conflict from the disputing party within 24 hours.
2. Upon receipt of the explanation, the decision be reviewed by the District and the Human Services Director of McLeod Social Services of McLeod County. Input will be reviewed from all parties and a decision by the Human Services Director will be communicated within three business days. A decision could be made to uphold the decision, reverse the decision or require the parties to participate in a Child Foster Care Decision Making Team meeting.
3. County will determine the placement of the child until the dispute resolution process has concluded. During this time the transportation costs will be divided equally between the District and McLeod County.
4. If disagreement on school transportation remains, guidance from the Minnesota Department of Education will be requested.

7. PROVIDER NOT AN EMPLOYEE:

It is agreed by the parties that at all times and for all purposes herein, District and its subcontractors are independent providers and not employees of McLeod County. No statement contained in this Agreement shall be construed so as to find the District shall be entitled to none of the rights, privileges, or benefits of McLeod County employees except as otherwise stated herein.



8. INDEMNIFICATION:

Each party shall be liable for its own acts and the acts of its representatives to the extent provided by law and hereby agrees to indemnify, hold harmless, and defend each other, its officers, employees and volunteers against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the others, its officers, employees and volunteers may hereinafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the Party, its agents, employees or volunteers, in the execution, performance, or failure to adequately perform its obligation pursuant to this Agreement.

9. TERMINATION OF CONTRACT:

Either party may terminate this Agreement, with or without cause, upon a thirty (30) days written notice to the other party.

10. STANDARDS:

The District and McLeod County shall comply with all applicable State statutes and regulations as well as local ordinances and rules now in effect or hereafter adopted.

11. DATA PRACTICES:

All data collected, created, received, maintained, or disseminated for any purposes by the activities of the District or McLeod County because of this contract is governed by the Minnesota Government Data Practices Act, Minnesota Chapter 13, as amended, the Minnesota Rules implementing such act now in force or as adopted, as well as federal regulations on data privacy.

12. INSURANCE & LICENSURE:

All student transportation provided by the District shall be covered under the District's Liability Insurance Policy. The District will ensure that all contractors, subcontractors and drivers are licensed and insured in accordance with the law and District policies; and that they obtain and maintain workers' compensation insurance, automobile insurance, and general liability insurance for bodily injury, personal injury and property damage in the performance of duties arising from this agreement.

The District will provide copies of insurance certificates to McLeod County upon execution of this Agreement.

13. ASSIGNMENT:

Neither party to this agreement shall assign the agreement, nor any interest arising herein, without prior written consent of the other.

14. AMENDMENTS:

This agreement may be supplemented, amended or revised only in writing by agreement of both parties.

15. SEVERABILITY:

The provisions of this agreement shall be deemed severable. If any part of this agreement is rendered void, invalid, or unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this agreement unless the part or parts which are void, invalid or otherwise unenforceable shall substantially impair the value of the entire agreement with respect to either party.

16. FINAL AGREEMENT:

This agreement is the final expression of the agreement of the parties and the complete and exclusive statement of the terms agreed upon, and shall supersede all prior negotiation, understandings or agreements. There are no representations, warranties, or stipulations, either oral or written which are not contained within this agreement.

THE REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK.

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

COUNTY OF MCLEOD  
STATE OF MINNESOTA

HUTCHINSON SCHOOL DISTRICT  
ISD 423 SCHOOLS

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

Gary Sprynczynatyk  
Human Services Director

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

Michael Scott, PhD  
Director of Teaching & Learning

DATED: \_\_\_\_\_

DATED: \_\_\_\_\_

ATTESTED TO:

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

Cindy Schultz Ford  
McLeod County Administrator

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

Rebecca Boll  
Director of Finance

DATED: \_\_\_\_\_

DATED: \_\_\_\_\_

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

Joseph Nagel, Commissioner, Chair  
McLeod County Board

DATED: \_\_\_\_\_

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

Michael Junge, Attorney  
McLeod County

DATED: \_\_\_\_\_



## Foster Care Pilot Project General Assurances and Signatures

### General Assurances

**1. Use of funds**

The use of funds shall be limited to the reimbursement of the extraordinary transportation costs for the transportation of foster care students to their school of origin when the student is placed in out-of-home placement outside of the boundaries of their school district of origin. The reimbursement amount provided by the pilot project will be dispersed to the school district or child welfare agency that incurred the expense.

**2. Data collection and sharing**

Participants in the pilot project agree to share data required to process the reimbursement requests for eligible transportation expenses. Participants agree to allow MDE to use the data, not including individual level or student identifying information, for reporting or documentation purposes.

**3. Examination and audit of accounts and records**

Participants in the pilot project shall have the right to examine books, records, documents, and other evidence and accounting procedures, practices, sufficient to reflect properly all direct and indirect costs and the method of the distribution of reimbursement funds as provided by the pilot project.

### Required Signatures

District Representative Name Rebecca Boll, Finance Director

Title Finance Director

Signature Rebecca Boll Date 4-6-18

Child Welfare Agency Representative Name Gary Sprynczynatyk

Title Human Service Director III - McLeod County

Signature [Signature] Date 04/09/18







## Foster Care Pilot Project Applicant Information

**Directions:** Please complete the form below, including contact names, email addresses, and additional information, as required.

### Foster Care Pilot Project District Information

District Name: Hutchinson Public Schools

District Number: ISD 423

Superintendent Name: Daron VanderHeiden

Phone: 320-234-2602

Email: daron.vanderheiden@isd423.org

District Foster Care Point-of-Contact: Lisa Kraft

Phone: 320-234-2618

Email: Lisa.kraft@isd423.org

### Child Welfare Agency

Child Welfare Agency Name: McLeod social service center

Director Name: Gary Spynczynatyk

Phone: 320-864-3144

Email: gary.spynczynatyk@co.mcleod.mn.us

Child Welfare Agency Point-of-Contact: Sally Aubol

Phone: 320-864-3144 Ext. 1338

Email: sally.aubol@co.mcleod.mn.us





## Foster Care Pilot Project Applicant Information

**Directions:** Please complete the form below, including contact names, email addresses, and additional information, as required.

### Foster Care Pilot Project District Information

District Name: Glencoe-Silver Lake Public Schools

District Number: 2859

Superintendent Name: Chris Sonju

Phone: 320-864-2498

Email: csonju@gsl.k12.mn.us

District Foster Care Point-of-Contact: Paul Sparby

Phone: 320-864-2401

Email: psparby@gsl.k12.mn.us

### Child Welfare Agency

Child Welfare Agency Name: McLeod Social Service Center

Director Name: Gary Sprynczynatyk

Phone: 320-864-3144

Email: gary.sprynczynatyk@co.mcleod.mn.us

Child Welfare Agency Point-of-Contact: Sally Aubol

Phone: 320-864-3144

Email: sally.aubol@co.mcleod.mn.us

## Foster Care Pilot Project General Assurances and Signatures

### General Assurances

**1. Use of funds**

The use of funds shall be limited to the reimbursement of the extraordinary transportation costs for the transportation of foster care students to their school of origin when the student is placed in out-of-home placement outside of the boundaries of their school district of origin. The reimbursement amount provided by the pilot project will be dispersed to the school district or child welfare agency that incurred the expense.

**2. Data collection and sharing**

Participants in the pilot project agree to share data required to process the reimbursement requests for eligible transportation expenses. Participants agree to allow MDE to use the data, not including individual level or student identifying information, for reporting or documentation purposes.

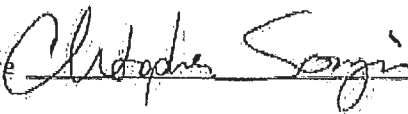
**3. Examination and audit of accounts and records**

Participants in the pilot project shall have the right to examine books, records, documents, and other evidence and accounting procedures, practices, sufficient to reflect properly all direct and indirect costs and the method of the distribution of reimbursement funds as provided by the pilot project.

### Required Signatures

District Representative Name Chris Sonju

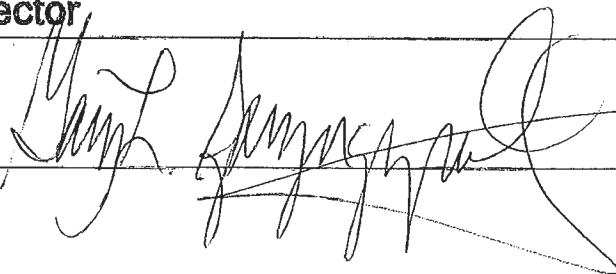
Title Superintendent

Signature 

Date 4/09/2018

Child Welfare Agency Representative Name McLeod County Service Center

Title Director

Signature 

Date 4/09/2018



**MCLEOD COUNTY SOCIAL SERVICES**  
**Memorandum of Understanding**

**GLENCOE SILVER-LAKE SCHOOL DISTRICT 2859**

**Contract Period: March 1, 2018, through June 30, 2019**

This Agreement is entered into by and between **Glencoe Silver-Lake School District 2859**, located at **District Office 1621 16th Street E., Glencoe, MN 55336** hereinafter referred to as the District and **McLeod County Social Services**, located at **1805 Ford Ave N. Glencoe, MN 55336** for the transportation of children and youth in foster care placement.

WHEREAS, the parties desire for the District to provide certain transportation services for students in foster care placement under the terms and conditions hereinafter set forth;

WHEREAS, pursuant to the Elementary and Secondary Act (ESEA), as amended by the Every Student Succeeds Act (ESSA), youth placed in a foster care placement will remain enrolled in their school of origin, unless a determination is made that it is not in their best interest. Best interest factors include timeliness, consideration of the appropriateness of the current educational setting and the proximity to the school in which the child is enrolled at the time of placement.

WHEREAS, pursuant to the Elementary and Secondary Act (ESEA), as amended by the Every Student Succeeds Act (ESSA), the District is required to collaborate with child welfare agency to develop and implement procedures for how transportation for youth in foster care will be provided, arranged and funded.

NOW, THEREFORE, in consideration of the mutual terms and conditions contained herein, it is agreed by and between the parties hereto as follows:

1. **AUTHORITY:**

The Elementary and Secondary Education Act (ESEA), the Every Student Succeeds Act (ESSA), Fostering Connections to Success and Increasing Adoptions Act of 2008 (Public Law 110-351, (42 USC Section 204(a)(1)(B)), Disabilities in Education Act (IDEA), Title VI and the Equal Educational Opportunities Act (EEOA), Title IV of the Social Security Act (Section 475(l)(G) (42 USC 675(1)), Minnesota Statute 260C 212, Minnesota Statute 123B.92, FERPA, FOIA, and Minnesota Data Practices Act.

2. **TERM:**

This Agreement shall be in effect from March 1, 2018 through June 30, 2019.

3. **DEFINITIONS:**

"Foster Care" is defined as 24 hour substitute care for children placed away from their parents or guardians, and homeless children, for whom the child welfare agency has placement and care responsibility. This includes children in foster family homes, shelters, relative foster homes, group homes, and residential facilities, regardless of whether the foster care facility is licensed or whether payments are made by the state.

## MCLEOD COUNTY SOCIAL SERVICES

### Memorandum of Understanding

"School of Origin" is defined as the school in which a child is enrolled at the time of placement in foster care. If a child's foster care placement changes, the school of origin would then be considered the school in which the child is enrolled at the time of the placement change.

#### 4. EDUCATIONAL PLACEMENT DECISIONS:

McLeod County Social Services is responsible for determining appropriate education placement and the presumption should be that the child will remain in the school of origin to provide school stability and education continuity, unless contrary to the child's best interests.

If McLeod County Social Services is considering moving a child to a new educational placement, McLeod County Social Services will notify the District Title I Liaison responsible for students in foster care. McLeod County Social Services has identified the point of contact from the agency as the ESSA Transportation Coordinator to work directly with the District Title I Liaison. The District Title I Liaison will arrange a consultation between McLeod County Social Services and the child's school of origin. The school of origin will provide information about the child's current educational placement. McLeod County Social Services shall take into consideration this information and other best interest factors in making the educational placement decision. The District Title I Liaison may participate in the consultation.

#### 5. SERVICES

The District acknowledges and agrees to provide transportation as required by law, including but not limited to Minn. Stat §§ 123B.88; 123B.92, subd. 1; and 124D.03, subd. 8. In addition, in accordance with the Every Student Succeeds Act, 20 U.S.C. §1005(g)(E), and the best interests of a child requirements of §260C.212, subd. 8(i) the District and McLeod County Social Services agree to the following in order to address school transportation costs during foster care placements of children:

- a. Students who can be transported to school on an existing route: When feasible, a student placed in foster care will be transported to school on an existing bus route. District will cover the associated costs.
- b. Students who have an IEP indicating the need for specialized transportation: If a student Resides and is attending school within the District, the District will assume costs for transporting the student to school. District will cover the associated costs.
- c. Students who are unable to be transported on an existing route: If a route does not exist or is not a feasible option for the student placed in foster care, McLeod County Social Services, after consulting with the District, will determine the best possible means of transportation. If the means of transportation results in added cost to the District or the County, the District and McLeod County Social Services will each incur fifty percent of the transportation cost.
- d. Students residing in a foster care placement outside of District boundaries but attending a District School: If a student resides in a foster care placement outside of District boundaries but is attending school within the District McLeod County Social Services, after consulting with the District, will determine the best possible means of transportation. If the means transportation results in added cost to the District or the County, the District and McLeod County Social Services will each incur fifty percent of the transportation costs.
- e. Students placed in foster care within the District and attending a non-District School: The District will bear no financial responsibility for this student. McLeod County Social Services and the School District where the student attends are expected to make arrangements for transportation and the associated costs.

## MCLEOD COUNTY SOCIAL SERVICES

### Memorandum of Understanding

#### 6. PAYMENT FOR SERVICES:

- a. The District and McLeod County Social Services each agree to incur fifty percent of the additional cost of the student's transportation described in Section 5(c) and 5(d) if the means of transportation results in added cost.
- b. McLeod County Social Services will identify a point of contact from the agency to work directly with the District Title I Liaison to ensure transportation arrangements are timely. All transportation requests are to be requested by the McLeod County Social Services point of contact to be honored. The McLeod County Social Services point of contact will be the ESSA Transportation Coordinator.
- c. The Parties will exchange itemized invoices on a quarterly basis. The invoices will detail each trip provided, the total time for each trip and the associated charge. Payment shall be made within 35 days of receipt of the invoice, unless there is a dispute. In that circumstance, all undisputed amounts shall be paid within 35 days of receipt of invoice and disputed amounts will be addressed and paid following a determination pursuant to Section 8, the dispute resolution process.
- d. Whenever there is a planned change in educational placement, McLeod County Social Services point of contact will notify the District Title I Liaison to assure appropriate transportation services and address changes in billings for such services.

#### 7. DISPUTE RESOLUTION:

It is the responsibility of McLeod County Social Services and the District to collaborate in determining the child's best interest for school transportation and to resolve any conflicts. Whenever possible, the parties will attempt to informally resolve any dispute involving the best means and costs of transportation of a child in foster care. McLeod County Social Services and the District will pursue the formal dispute resolution procedures below when informal resolution is not possible, or when informal resolution would result in disruptions to the child's education.

To formally dispute a decision regarding transportation for a student in foster care the following steps should be taken:

1. The process for resolution between the two parties requires a written explanation of the conflict from the disputing party within five (5) school days.
2. Upon receipt of the explanation, the decision shall be reviewed by the District and the McLeod County Social Services Agency Director. Input will be reviewed from all parties and a decision by the Agency Director will be communicated within five (5) school days. A decision could be made to uphold the decision, reverse the decision or require the parties to participate in a Decision Making Team meeting.
3. McLeod County Social Services will determine the placement of the child until the dispute resolution process has concluded. During this time, the District and McLeod County Social Services will each incur fifty percent of the transportation costs.
4. If disagreement on school transportation remains, guidance from the Minnesota Department of Education will be requested.

## MCLEOD COUNTY SOCIAL SERVICES

### Memorandum of Understanding

**8. PROVIDER NOT AN EMPLOYEE:**

It is agreed by the parties that at all times and for all purposes herein District Staff, agents, employees, and subcontractors are independent providers and not employees of McLeod County Social Services. No statement contained in this Agreement shall be construed so as to find the District staff, agents, employees, and subcontractors shall be entitled to any of the rights privileges, or benefits of McLeod County Social Services.

**9. INDEMNIFICATION:**

Each party, shall be liable for its own acts and the acts of its agents, representatives, officers, employees, subcontractors and volunteers, to the extent provided by law and hereby agrees to indemnify, hold harmless and defend each other, its agents, representatives, officers, employees, subcontractors, and volunteers against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the others, its agents, representatives, officers, employees, subcontractors, and volunteers may hereinafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the Party, its agents, representatives officers, employees, subcontractors, and volunteers, in the execution, performance, or failure to adequately perform its obligation pursuant to this Agreement.

**10. TERMINATION OF CONTRACT:**

Either party may terminate this Agreement, with or without cause, upon a thirty (30) days written notice to the other party.

**11. STANDARDS:**

The District and McLeod County Social Services shall with all applicable state statutes and regulations as well as local ordinances and rules now in effect or hereafter adopted.

**12. DATA PRACTICES:**

All data collected, created, received, maintained, or disseminated for any purposes by the activities of the District or McLeod County Social Services because of this contract is governed by the Minnesota Government Data Practices Act, Minnesota Chapter 13, amended, the Minnesota Rules implementing such act now in force or as Adopted, as well as federal regulations on data privacy.

**13. INSURANCE AND LICENSURE:**

All student transportation provided by the District shall be covered under the District's Liability Insurance Policy. The District shall ensure that all contractors, subcontractors and drivers are licensed and insured in accordance with the law and District policies; and that they obtain and maintain workers' compensation insurance, automobile insurance, and general liability insurance for bodily injury, personal injury and property damage in the performance of duties arising from this agreement.

The District will provide copies of insurance certificates to McLeod County Social Services upon execution of this Agreement

**MCLEOD COUNTY SOCIAL SERVICES**  
**Memorandum of Understanding**

**14. SUBCONTRACTORS:**

Upon approval of McLeod County Social Services, the District may hire employees and/or enter into subcontracts for performance of any of the services contemplated under this Agreement. All agreements in place with employees and subcontractors must contain provisions that make all employees and subcontractors subject to all the requirements of this Agreement.

**15. AMENDMENTS:**

This agreement may be supplemented, amended or revised only by a written and signed agreement of both parties.

**16. ASSIGNMENT:**

Neither party to this agreement shall assign the agreement, nor any interest arising herein, without prior written consent of the other.

**17. RECORDS AUDITING AND RETENTION:**

District's bonds, records, documents, papers, accounting procedures and practices, and other evidences relevant to this Agreement are subject to the examination, duplication, transcription and audit by the McLeod County Social Services and the legislative or State Auditor. Such evidences are also subject to review by the Comptroller General of the United States, or a duly authorized representative, if federal funds are used for any work under this Contract. District agrees to maintain such evidences for a period of seven (7) years from the date services or payment were last provided or made or longer if any audit in progress required a longer retention period.

**18. WAIVER:**

Any waiver by either party of any provision of this agreement shall not imply a subsequent waiver of that or any other provision.

**19. SEVERABILITY:**

The provisions of this agreement shall be deemed severable. If any part of this agreement is rendered void, invalid, or unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this agreement unless the part or parts which are void, invalid or otherwise unenforceable shall substantially impair the value of the entire agreement with respect to either party.

**20. FINAL AGREEMENT:**

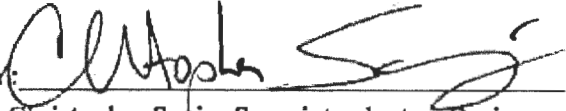
This agreement is the final expression of the agreement of the parties and the complete and exclusive statement of the terms agreed upon, and shall supersede all prior negotiation, understandings or agreements. There are no representations, warranties, or stipulations, either oral or written which are not contained within this agreement.

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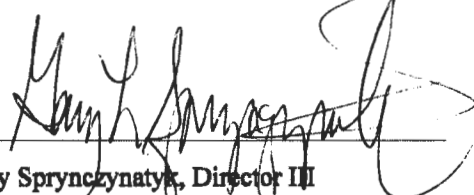
**MCLEOD COUNTY SOCIAL SERVICES**  
**Memorandum of Understanding**

**APPROVED AS TO FORM AND EXECUTION**

BY:   
Christopher Sonju, Superintendent or Designee  
Glencoe Silver-Lake School District 2859

4/9/2018  
Date

- ☐ Contracts up to \$25,000.00 Department Head Signature:
- ☐ Contracts \$25,001.00- \$100,000.00 Department Head and County Coordinator Signatures:
- ☐ Contracts \$100,001.00 and over Department Head, County Coordinator, and County Board Signatures.

BY:   
Gary Sprynczynatyk, Director III  
McLeod County Social Services

04/10/18  
Date

BY: \_\_\_\_\_  
\_\_\_\_\_, McLeod County Coordinator  
McLeod County Administration Department

\_\_\_\_\_  
Date

BY: \_\_\_\_\_  
\_\_\_\_\_, Commissioner  
McLeod County Social Services Board

\_\_\_\_\_  
Date

MCLEOD COUNTY SOCIAL SERVICES  
Memorandum of Understanding

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

Christopher Sonju, Superintendent or Designee  
Glencoe Silver-Lake School District 2859

\_\_\_\_\_  
Date

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

  
Gary Sprynczynatyk, Human Service Director III  
McLeod County

04/10/18  
Date

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

Cindy Schultz Ford, Administrator  
McLeod County

\_\_\_\_\_  
Date

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

Joseph Nagel, Chair  
McLeod County Board of Commissioners

\_\_\_\_\_  
Date

APPROVED AS TO FORM AND EXECUTION

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

Michael Junge, Attorney  
McLeod County

\_\_\_\_\_  
Date



## **Foster Care Pilot Project Applicant Information**

**Directions:** Please complete the form below, including contact names, email addresses, and additional information, as required.

### **Foster Care Pilot Project District Information**

District Name: Howard Lake Waverly Winsted

District Number: 2687

Superintendent Name: Brad Sellner

Phone: 320-543-4646

Email: bsellner@HLWW.k12.mn.us

District Foster Care Point-of-Contact: Jen Olson

Phone: 320-543-4636

Email: jolson@hlww.k12.mn.us

### **Child Welfare Agency**

Child Welfare Agency Name: McLeod Social Service Center

Director Name: Gary Sprynczynatyk

Phone: 320-864-3144

Email: gary.sprynczynatyk@co.mcleod.mn.us

Child Welfare Agency Point-of-Contact: Sally Aubol

Phone: 320-864-3144

Email: sally.aubol@co.mcleod.mn.us

## Foster Care Pilot Project General Assurances and Signatures

### General Assurances

**1. Use of funds**

The use of funds shall be limited to the reimbursement of the extraordinary transportation costs for the transportation of foster care students to their school of origin when the student is placed in out-of-home placement outside of the boundaries of their school district of origin. The reimbursement amount provided by the pilot project will be dispersed to the school district or child welfare agency that incurred the expense.

**2. Data collection and sharing**

Participants in the pilot project agree to share data required to process the reimbursement requests for eligible transportation expenses. Participants agree to allow MDE to use the data, not including individual level or student identifying information, for reporting or documentation purposes.

**3. Examination and audit of accounts and records**

Participants in the pilot project shall have the right to examine books, records, documents, and other evidence and accounting procedures, practices, sufficient to reflect properly all direct and indirect costs and the method of the distribution of reimbursement funds as provided by the pilot project.

### Required Signatures

District Representative Name Brad Sellner

Title Superintendent

Signature [Signature] Date 4/10/18

Child Welfare Agency Representative Name Gary Spryuczynaty

Title Human Service Director - McLeod County

Signature [Signature] Date 04/06/18

**MCLEOD COUNTY SOCIAL SERVICES  
Memorandum of Understanding**

**HOWARD LAKE WAVERLY WINSTED SCHOOL DISTRICT 2687**

**Contract Period: March 1, 2018, through June 30, 2019**

This Agreement is entered into by and between **Howard Lake Waverly Winsted School District 2687**, located at **District Office 8700 County Rd 6 SW, Howard Lake MN 55349** hereinafter referred to as the District and **McLeod County Social Services**, located at **1805 Ford Ave N, Glencoe, MN 55336** for the transportation of children and youth in foster care placement.

WHEREAS, the parties desire for the District to provide certain transportation services for students in foster care placement under the terms and conditions hereinafter set forth;

WHEREAS, pursuant to the Elementary and Secondary Act (ESEA), as amended by the Every Student Succeeds Act (ESSA), youth placed in a foster care placement will remain enrolled in their school of origin, unless a determination is made that it is not in their best interest. Best interest factors include timeliness, consideration of the appropriateness of the current educational setting and the proximity to the school in which the child is enrolled at the time of placement.

WHEREAS, pursuant to the Elementary and Secondary Act (ESEA), as amended by the Every Student Succeeds Act (ESSA), the District is required to collaborate with child welfare agency to develop and implement procedures for how transportation for youth in foster care will be provided, arranged and funded.

NOW, THEREFORE, in consideration of the mutual terms and conditions contained herein, it is agreed by and between the parties hereto as follows:

**1. AUTHORITY:**

The Elementary and Secondary Education Act (ESEA), the Every Student Succeeds Act (ESSA), Fostering Connections to Success and Increasing Adoptions Act of 2008 (Public Law 110-351, (42 USC Section 204(a)(1)(B)), Disabilities in Education Act (IDEA), Title VI and the Equal Educational Opportunities Act (EEOA), Title IV of the Social Security Act (Section 475(l)(G) (42 USC 675(1)), Minnesota Statute 260C 212, Minnesota Statute 123B.92, FERPA, FOIA, and Minnesota Data Practices Act.

**2. TERM:**

This Agreement shall be in effect from March 1, 2018 through June 30, 2019.

**3. DEFINITIONS:**

"Foster Care" is defined as 24 hour substitute care for children placed away from their parents or guardians, and homeless children, for whom the child welfare agency has placement and care responsibility. This includes children in foster family homes, shelters, relative foster homes, group homes, and residential facilities, regardless of whether the foster care facility is licensed or whether payments are made by the state.



## MCLEOD COUNTY SOCIAL SERVICES

### Memorandum of Understanding

"School of Origin" is defined as the school in which a child is enrolled at the time of placement in foster care. If a child's foster care placement changes, the school of origin would then be considered the school in which the child is enrolled at the time of the placement change.

#### 4. EDUCATIONAL PLACEMENT DECISIONS:

McLeod County Social Services is responsible for determining appropriate education placement and the presumption should be that the child will remain in the school of origin to provide school stability and education continuity, unless contrary to the child's best interests.

If McLeod County Social Services is considering moving a child to a new educational placement, McLeod County Social Services will notify the District Title I Liaison responsible for students in foster care. McLeod County Social Services has identified the point of contact from the agency as the ESSA Transportation Coordinator to work directly with the District Title I Liaison. The District Title I Liaison will arrange a consultation between McLeod County Social Services and the child's school of origin. The school of origin will provide information about the child's current educational placement. McLeod County Social Services shall take into consideration this information and other best interest factors in making the educational placement decision. The District Title I Liaison may participate in the consultation.

#### 5. SERVICES

The District acknowledges and agrees to provide transportation as required by law, including but not limited to Minn. Stat §§ 123B.88; 123B.92, subd. 1; and 124D.03, subd. 8. In addition, in accordance with the Every Student Succeeds Act, 20 U.S.C. §1005(g)(F), and the best interests of a child requirements of §260C.212, subd. 8(i) the District and McLeod County Social Services agree to the following in order to address school transportation costs during foster care placements of children:

- a. Students who can be transported to school on an existing route: When feasible, a student placed in foster care will be transported to school on an existing bus route. District will cover the associated costs.
- b. Students who have an IEP indicating the need for specialized transportation: If a student Resides and is attending school within the District, the District will assume costs for transporting the student to school. District will cover the associated costs.
- c. Students who are unable to be transported on an existing route: If a route does not exist or is not a feasible option for the student placed in foster care, McLeod County Social Services, after consulting with the District, will determine the best possible means of transportation. If the means of transportation results in added cost to the District or the County, the District and McLeod County Social Services will each incur fifty percent of the transportation cost.
- d. Students residing in a foster care placement outside of District boundaries but attending a District School: If a student resides in a foster care placement outside of District boundaries but is attending school within the District McLeod County Social Services, after consulting with the District, will determine the best possible means of transportation. If the means transportation results in added cost to the District or the County, the District and McLeod County Social Services will each incur fifty percent of the transportation costs.
- e. Students placed in foster care within the District and attending a non-District School: The District will bear no financial responsibility for this student. McLeod County Social Services and the School District where the student attends are expected to make arrangements for transportation and the associated costs.

**MCLEOD COUNTY SOCIAL SERVICES**  
**Memorandum of Understanding**

**6. PAYMENT FOR SERVICES:**

- a. The District and McLeod County Social Services each agree to incur fifty percent of the additional cost of the student's transportation described in Section 5(c) and 5(d) if the means of transportation results in added cost.
- b. McLeod County Social Services will identify a point of contact from the agency to work directly with the District Title I Liaison to ensure transportation arrangements are timely. All transportation requests are to be requested by the McLeod County Social Services point of contact to be honored. The McLeod County Social Services point of contact will be the ESSA Transportation Coordinator.
- c. The Parties will exchange itemized invoices on a quarterly basis. The invoices will detail each trip provided, the total time for each trip and the associated charge. Payment shall be made within 35 days of receipt of the invoice, unless there is a dispute. In that circumstance, all undisputed amounts shall be paid within 35 days of receipt of invoice and disputed amounts will be addressed and paid following a determination pursuant to Section 8, the dispute resolution process.
- d. Whenever there is a planned change in educational placement, McLeod County Social Services point of contact will notify the District Title I Liaison to assure appropriate transportation services and address changes in billings for such services.

**7. DISPUTE RESOLUTION:**

It is the responsibility of McLeod County Social Services and the District to collaborate in determining the child's best interest for school transportation and to resolve any conflicts. Whenever possible, the parties will attempt to informally resolve any dispute involving the best means and costs of transportation of a child in foster care. McLeod County Social Services and the District will pursue the formal dispute resolution procedures below when informal resolution is not possible, or when informal resolution would result in disruptions to the child's education.

To formally dispute a decision regarding transportation for a student in foster care the following steps should be taken:

1. The process for resolution between the two parties requires a written explanation of the conflict from the disputing party within five (5) school days.
2. Upon receipt of the explanation, the decision shall be reviewed by the District and the McLeod County Social Services Agency Director. Input will be reviewed from all parties and a decision by the Agency Director will be communicated within five (5) school days. A decision could be made to uphold the decision, reverse the decision or require the parties to participate in a Decision Making Team meeting.
3. McLeod County Social Services will determine the placement of the child until the dispute resolution process has concluded. During this time, the District and McLeod County Social Services will each incur fifty percent of the transportation costs.
4. If disagreement on school transportation remains, guidance from the Minnesota Department of Education will be requested.

**MCLEOD COUNTY SOCIAL SERVICES**  
**Memorandum of Understanding**

**8. PROVIDER NOT AN EMPLOYEE:**

It is agreed by the parties that at all times and for all purposes herein District Staff, agents, employees, and subcontractors are independent providers and not employees of McLeod County Social Services. No statement contained in this Agreement shall be construed so as to find the District staff, agents, employees, and subcontractors shall be entitled to any of the rights privileges, or benefits of McLeod County Social Services.

**9. INDEMNIFICATION:**

Each party, shall be liable for its own acts and the acts of its agents, representatives, officers, employees, subcontractors and volunteers, to the extent provided by law and hereby agrees to indemnify, hold harmless and defend each other, its agents, representatives, officers, employees, subcontractors, and volunteers against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the others, its agents, representatives, officers, employees, subcontractors, and volunteers may hereinafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the Party, its agents, representatives officers, employees, subcontractors, and volunteers, in the execution, performance, or failure to adequately perform its obligation pursuant to this Agreement.

**10. TERMINATION OF CONTRACT:**

Either party may terminate this Agreement, with or without cause, upon a thirty (30) days written notice to the other party.

**11. STANDARDS:**

The District and McLeod County Social Services shall with all applicable state statutes and regulations as well as local ordinances and rules now in effect or hereafter adopted.

**12. DATA PRACTICES:**

All data collected, created, received, maintained, or disseminated for any purposes by the activities of the District or McLeod County Social Services because of this contract is governed by the Minnesota Government Data Practices Act, Minnesota Chapter 13, amended, the Minnesota Rules implementing such act now in force or as Adopted, as well as federal regulations on data privacy.

**13. INSURANCE AND LICENSURE:**

All student transportation provided by the District shall be covered under the District's Liability Insurance Policy. The District shall ensure that all contractors, subcontractors and drivers are licensed and insured in accordance with the law and District policies; and that they obtain and maintain workers' compensation insurance, automobile insurance, and general liability insurance for bodily injury, personal injury and property damage in the performance of duties arising from this agreement.

The District will provide copies of insurance certificates to McLeod County Social Services upon execution of this Agreement.

**MCLEOD COUNTY SOCIAL SERVICES**  
**Memorandum of Understanding**

**14. SUBCONTRACTORS:**

Upon approval of McLeod County Social Services, the District may hire employees and/or enter into subcontracts for performance of any of the services contemplated under this Agreement. All agreements in place with employees and subcontractors must contain provisions that make all employees and subcontractors subject to all the requirements of this Agreement.

**15. AMENDMENTS:**

This agreement may be supplemented, amended or revised only by a written and signed agreement of both parties.

**16. ASSIGNMENT:**

Neither party to this agreement shall assign the agreement, nor any interest arising herein, without prior written consent of the other.

**17. RECORDS AUDITING AND RETENTION:**

District's bonds, records, documents, papers, accounting procedures and practices, and other evidences relevant to this Agreement are subject to the examination, duplication, transcription and audit by the McLeod County Social Services and the legislative or State Auditor. Such evidences are also subject to review by the Comptroller General of the United States, or a duly authorized representative, if federal funds are used for any work under this Contract. District agrees to maintain such evidences for a period of seven (7) years from the date services or payment were last provided or made or longer if any audit in progress required a longer retention period.

**18. WAIVER:**

Any waiver by either party of any provision of this agreement shall not imply a subsequent waiver of that or any other provision.

**19. SEVERABILITY:**

The provisions of this agreement shall be deemed severable. If any part of this agreement is rendered void, invalid, or unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this agreement unless the part or parts which are void, invalid or otherwise unenforceable shall substantially impair the value of the entire agreement with respect to either party.

**20. FINAL AGREEMENT:**

This agreement is the final expression of the agreement of the parties and the complete and exclusive statement of the terms agreed upon, and shall supersede all prior negotiation, understandings or agreements. There are no representations, warranties, or stipulations, either oral or written which are not contained within this agreement.

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**MCLEOD COUNTY SOCIAL SERVICES**  
**Memorandum of Understanding**

APPROVED AS TO FORM AND EXECUTION

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

Brad Sellner, Superintendent or Designee  
Howard Lake Waverly Winsted School District 2687

Date

4/10/18

- ☐ Contracts up to \$25,000.00 Department Head Signature:
- ☐ Contracts \$25,001.00- \$100,000.00 Department Head and County Coordinator Signatures:
- ☐ Contracts \$100,001.00 and over Department Head, County Coordinator, and County Board Signatures.

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

Gary Sprynczynatyk, Director III  
McLeod County Social Services

Date

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

, McLeod County Coordinator  
McLeod County Administration Department

Date

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

, Commissioner  
McLeod County Social Services Board

Date



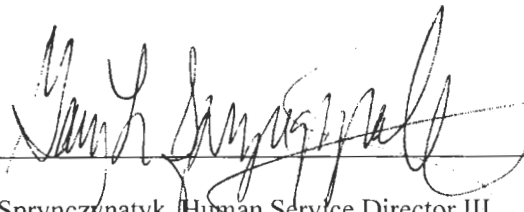
MCLEOD COUNTY SOCIAL SERVICES  
Memorandum of Understanding

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

Brad Sellner, Superintendent or Designee  
Howard Lake Waverly Winsted School District 2687

\_\_\_\_\_  
Date

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

  
Gary Sprynczynatyk, Human Service Director III  
McLeod County

04/10/18  
Date

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

Cindy Schultz Ford, Administrator  
McLeod County

\_\_\_\_\_  
Date

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

Joseph Nagel, Chair  
McLeod County Board of Commissioners

\_\_\_\_\_  
Date

APPROVED AS TO FORM AND EXECUTION

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

Michael Junge, Attorney  
McLeod County

\_\_\_\_\_  
Date



## Foster Care Pilot Project Applicant Information

**Directions:** Please complete the form below, including contact names, email addresses, and additional information, as required.

### Foster Care Pilot Project District Information

District Name: Lester Prairie School District

District Number: 0424-01

Superintendent Name: Jeremy Schmidt

Phone: 320-395-2521

Email: schmidt@lp.k12.mn.us

District Foster Care Point-of-Contact: Lester Prairie School District

Phone: 320-395-2521

Email: schmidt@lp.k12.mn.us

### Child Welfare Agency

Child Welfare Agency Name: McLeod Social Service Center

Director Name: Gary Sprynczynatyk

Phone: 320-864-3144

Email: gary.sprynczynatyk@co.mcleod.mn.us

Child Welfare Agency Point-of-Contact: Sally Aubol

Phone: 320-864-3144

Email: sally.aubol@co.mcleod.mn.us

## Foster Care Pilot Project General Assurances and Signatures

### General Assurances

**1. Use of funds**

The use of funds shall be limited to the reimbursement of the extraordinary transportation costs for the transportation of foster care students to their school of origin when the student is placed in out-of-home placement outside of the boundaries of their school district of origin. The reimbursement amount provided by the pilot project will be dispersed to the school district or child welfare agency that incurred the expense.

**2. Data collection and sharing**

Participants in the pilot project agree to share data required to process the reimbursement requests for eligible transportation expenses. Participants agree to allow MDE to use the data, not including individual level or student identifying information, for reporting or documentation purposes.


**3. Examination and audit of accounts and records**

Participants in the pilot project shall have the right to examine books, records, documents, and other evidence and accounting procedures, practices, sufficient to reflect properly all direct and indirect costs and the method of the distribution of reimbursement funds as provided by the pilot project.

### Required Signatures

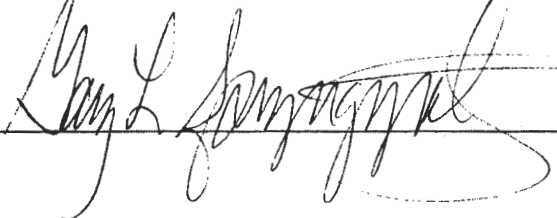
District Representative Name Jeremy Schmidt

Title Superintendent

Signature  Date 4-6-18

Child Welfare Agency Representative Name Gary Spynczynatyk

Title Human Service Director - McLeod County

Signature  Date 04/06/18

**MCLEOD COUNTY SOCIAL SERVICES**  
**Memorandum of Understanding**

**LESTER PRAIRIE SCHOOL DISTRICT 424**

**Contract Period: March 1, 2018, through June 30, 2019**

This Agreement is entered into by and between Lester Prairie School District 424, located at District Office 131 Hickory Street North, Lester Prairie, MN 55354 hereinafter referred to as the District and McLeod County Social Services, located at 1805 Ford Ave N, Glencoe, MN 55336 for the transportation of children and youth in foster care placement.

WHEREAS, the parties desire for the District to provide certain transportation services for students in foster care placement under the terms and conditions hereinafter set forth;

WHEREAS, pursuant to the Elementary and Secondary Act (ESEA), as amended by the Every Student Succeeds Act (ESSA), youth placed in a foster care placement will remain enrolled in their school of origin, unless a determination is made that it is not in their best interest. Best interest factors include timeliness, consideration of the appropriateness of the current educational setting and the proximity to the school in which the child is enrolled at the time of placement.

WHEREAS, pursuant to the Elementary and Secondary Act (ESEA), as amended by the Every Student Succeeds Act (ESSA), the District is required to collaborate with child welfare agency to develop and implement procedures for how transportation for youth in foster care will be provided, arranged and funded.

NOW, THEREFORE, in consideration of the mutual terms and conditions contained herein, it is agreed by and between the parties hereto as follows:

1. AUTHORITY:

The Elementary and Secondary Education Act (ESEA), the Every Student Succeeds Act (ESSA), Fostering Connections to Success and Increasing Adoptions Act of 2008 (Public Law 110-351, (42 USC Section 204(a)(1)(B)), Disabilities in Education Act (IDEA), Title VI and the Equal Educational Opportunities Act (EEOA), Title IV of the Social Security Act (Section 475(l)(G) (42 USC 675(1)), Minnesota Statute 260C 212, Minnesota Statute 123B.92, FERPA, FOIA, and Minnesota Data Practices Act.

2. TERM:

This Agreement shall be in effect from March 1, 2018 through June 30, 2019.

3. DEFINITIONS:

"Foster Care" is defined as 24 hour substitute care for children placed away from their parents or guardians, and homeless children, for whom the child welfare agency has placement and care responsibility. This includes children in foster family homes, shelters, relative foster homes, group homes, and residential facilities, regardless of whether the foster care facility is licensed or whether payments are made by the state.

## MCLEOD COUNTY SOCIAL SERVICES

### Memorandum of Understanding

"School of Origin" is defined as the school in which a child is enrolled at the time of placement in foster care. If a child's foster care placement changes, the school of origin would then be considered the school in which the child is enrolled at the time of the placement change.

#### 4. EDUCATIONAL PLACEMENT DECISIONS:

McLeod County Social Services is responsible for determining appropriate education placement and the presumption should be that the child will remain in the school of origin to provide school stability and education continuity, unless contrary to the child's best interests.

If McLeod County Social Services is considering moving a child to a new educational placement, McLeod County Social Services will notify the District Title I Liaison responsible for students in foster care. McLeod County Social Services has identified the point of contact from the agency as the ESSA Transportation Coordinator to work directly with the District Title I Liaison. The District Title I Liaison will arrange a consultation between McLeod County Social Services and the child's school of origin. The school of origin will provide information about the child's current educational placement. McLeod County Social Services shall take into consideration this information and other best interest factors in making the educational placement decision. The District Title I Liaison may participate in the consultation.

#### 5. SERVICES

The District acknowledges and agrees to provide transportation as required by law, including but not limited to Minn. Stat §§ 123B.88; 123B.92, subd. 1; and 124D.03, subd. 8. In addition, in accordance with the Every Student Succeeds Act, 20 U.S.C. §1005(g)(E), and the best interests of a child requirements of §260C.212, subd. 8(i) the District and McLeod County Social Services agree to the following in order to address school transportation costs during foster care placements of children:

- a. Students who can be transported to school on an existing route: When feasible, a student placed in foster care will be transported to school on an existing bus route. District will cover the associated costs.
- b. Students who have an IEP indicating the need for specialized transportation: If a student Resides and is attending school within the District, the District will assume costs for transporting the student to school. District will cover the associated costs.
- c. Students who are unable to be transported on an existing route: If a route does not exist or is not a feasible option for the student placed in foster care, McLeod County Social Services, after consulting with the District, will determine the best possible means of transportation. If the means of transportation results in added cost to the District or the County, the District and McLeod County Social Services will each incur fifty percent of the transportation cost.
- d. Students residing in a foster care placement outside of District boundaries but attending a District School: If a student resides in a foster care placement outside of District boundaries but is attending school within the District McLeod County Social Services, after consulting with the District, will determine the best possible means of transportation. If the means transportation results in added cost to the District or the County, the District and McLeod County Social Services will each incur fifty percent of the transportation costs.
- e. Students placed in foster care within the District and attending a non-District School: The District will bear no financial responsibility for this student. McLeod County Social Services and the School District where the student attends are expected to make arrangements for transportation and the associated costs.



## MCLEOD COUNTY SOCIAL SERVICES

### Memorandum of Understanding

6. PAYMENT FOR SERVICES:

- a. The District and McLeod County Social Services each agree to incur fifty percent of the additional cost of the student's transportation described in Section 5(c) and 5(d) if the means of transportation results in added cost.
- b. McLeod County Social Services will identify a point of contact from the agency to work directly with the District Title I Liaison to ensure transportation arrangement are timely. All transportation requests are to be requested by the McLeod County Social Services point of contact to be honored. The McLeod County Social Services point of contact will be the ESSA Transportation Coordinator.
- c. The Parties will exchange itemized invoices on a quarterly basis. The invoices will detail each trip provided, the total time for each trip and the associated charge. Payment shall be made within 35 days of receipt of the invoice, unless there is a dispute. In that circumstance, all undisputed amounts shall be paid within 35 days of receipt of invoice and disputed amounts will be addressed and paid following a determination pursuant to Section 8, the dispute resolution process.
- d. Whenever there is a planned change in educational placement, McLeod County Social Services point of contact will notify the District Title I Liaison to assure appropriate transportation services and address changes in billings for such services.

7. DISPUTE RESOLUTION:

It is the responsibility of McLeod County Social Services and the District to collaborate in determining the child's best interest for school transportation and to resolve any conflicts. Whenever possible, the parties will attempt to informally resolve any dispute involving the best means and costs of transportation of a child in foster care. McLeod County Social Services and the District will pursue the formal dispute resolution procedures below when informal resolution is not possible, or when informal resolution would result in disruptions to the child's education.

To formally dispute a decision regarding transportation for a student in foster care the following steps should be taken:

1. The process for resolution between the two parties requires a written explanation of the conflict from the disputing party within five (5) school days.
2. Upon receipt of the explanation, the decision shall be reviewed by the District and the McLeod County Social Services Agency Director. Input will be reviewed from all parties and a decision by the Agency Director will be communicated within five (5) school days. A decision could be made to uphold the decision, reverse the decision or require the parties to participate in a Decision Making Team meeting.
3. McLeod County Social Services will determine the placement of the child until the dispute resolution process has concluded. During this time, the District and McLeod County Social Services will each incur fifty percent of the transportation costs.
4. If disagreement on school transportation remains, guidance from the Minnesota Department of Education will be requested.

**MCLEOD COUNTY SOCIAL SERVICES**  
**Memorandum of Understanding**

8. PROVIDER NOT AN EMPLOYEE:

It is agreed by the parties that at all times and for all purposes herein District Staff, agents, employees, and subcontractors are independent providers and not employees of McLeod County Social Services. No statement contained in this Agreement shall be construed so as to find the District staff, agents, employees, and subcontractors shall be entitled to any of the rights privileges, or benefits of McLeod County Social Services.

9. INDEMNIFICATION:

Each party, shall be liable for its own acts and the acts of its agents, representatives, officers, employees, subcontractors and volunteers, to the extent provided by law and hereby agrees to indemnify, hold harmless and defend each other, its agents, representatives, officers, employees, subcontractors, and volunteers against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the others, its agents, representatives, officers, employees, subcontractors, and volunteers may hereinafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the Party, its agents, representatives officers, employees, subcontractors, and volunteers, in the execution, performance, or failure to adequately perform its obligation pursuant to this Agreement.

10. TERMINATION OF CONTRACT:

Either party may terminate this Agreement, with or without cause, upon a thirty (30) days written notice to the other party.

11. STANDARDS:

The District and McLeod County Social Services shall with all applicable state statutes and regulations as well as local ordinances and rules now in effect or hereafter adopted.

12. DATA PRACTICES:

All data collected, created, received, maintained, or disseminated for any purposes by the activities of the District or McLeod County Social Services because of this contract is governed by the Minnesota Government Data Practices Act, Minnesota Chapter 13, amended, the Minnesota Rules implementing such act now in force or as Adopted, as well as federal regulations on data privacy.

13. INSURANCE AND LICENSURE:

All student transportation provided by the District shall be covered under the District's Liability Insurance Policy. The District shall ensure that all contractors, subcontractors and drivers are licensed and insured in accordance with the law and District policies; and that they obtain and maintain workers' compensation insurance, automobile insurance, and general liability insurance for bodily injury, personal injury and property damage in the performance of duties arising from this agreement.

The District will provide copies of insurance certificates to McLeod County Social Services upon execution of this Agreement

**MCLEOD COUNTY SOCIAL SERVICES**  
**Memorandum of Understanding**

**14. SUBCONTRACTORS:**

Upon approval of McLeod County Social Services, the District may hire employees and/or enter into subcontracts for performance of any of the services contemplated under this Agreement. All agreements in place with employees and subcontractors must contain provisions that make all employees and subcontractors subject to all the requirements of this Agreement.

**15. AMENDMENTS:**

This agreement may be supplemented, amended or revised only by a written and signed agreement of both parties.

**16. ASSIGNMENT:**

Neither party to this agreement shall assign the agreement, nor any interest arising herein, without prior written consent of the other.

**17. RECORDS AUDITING AND RETENTION:**

District's bonds, records, documents, papers, accounting procedures and practices, and other evidences relevant to this Agreement are subject to the examination, duplication, transcription and audit by the McLeod County Social Services and the legislative or State Auditor. Such evidences are also subject to review by the Comptroller General of the United States, or a duly authorized representative, if federal funds are used for any work under this Contract. District agrees to maintain such evidences for a period of seven (7) years from the date services or payment were last provided or made or longer if any audit in progress required a longer retention period.

**18. WAIVER:**

Any waiver by either party of any provision of this agreement shall not imply a subsequent waiver of that or any other provision.

**19. SEVERABILITY:**

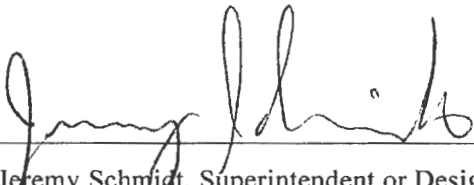
The provisions of this agreement shall be deemed severable. If any part of this agreement is rendered void, invalid, or unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this agreement unless the part or parts which are void, invalid or otherwise unenforceable shall substantially impair the value of the entire agreement with respect to either party.

**20. FINAL AGREEMENT:**

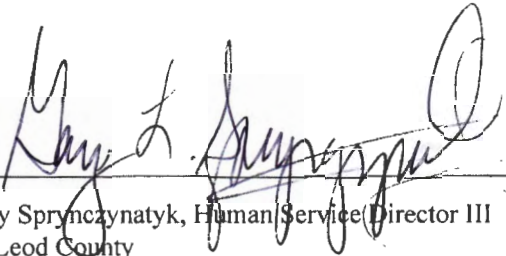
This agreement is the final expression of the agreement of the parties and the complete and exclusive statement of the terms agreed upon, and shall supersede all prior negotiation, understandings or agreements. There are no representations, warranties, or stipulations, either oral or written which are not contained within this agreement.

- ☐ Contracts up to \$25,000.00 Department Head Signature:
- ☐ Contracts \$25,001.00- \$100,000.00 Department Head and County Coordinator Signatures:
- ☐ Contracts \$100,001.00 and over Department Head, County Coordinator, and County Board Signatures.

MCLEOD COUNTY SOCIAL SERVICES  
Memorandum of Understanding

BY:   
Jeremy Schmidt, Superintendent or Designee  
Lester Prairie School District 424

4-10-18  
Date

BY:   
Gary Sprynczynatyk, Human Services Director III  
McLeod County

04/10/18  
Date

BY: \_\_\_\_\_  
Cindy Schultz Ford, Administrator  
McLeod County

\_\_\_\_\_  
Date

BY: \_\_\_\_\_  
Joseph Nagel, Chair  
McLeod County Board of County Commissioners

\_\_\_\_\_  
Date

APPROVED AS TO FORM AND EXECUTION

BY: \_\_\_\_\_  
Michael Junge, Attorney  
McLeod County

\_\_\_\_\_  
Date



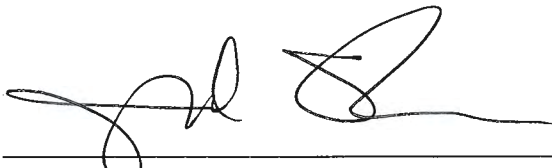
## SPEAKING ENGAGEMENT AGREEMENT

Jerrid Sebesta, #Blamejerrid Productions, LLC  
1114 Quincy Ave  
Willmar, MN 56201  
jerrid@jerridsebesta.com  
605.595.5675

February 9<sup>th</sup>, 2018

For the event:

- McLeod County Social Services 2018 Annual Staff Appreciation
- Location: First Evangelical Lutheran Church, Glencoe, MN
- Thursday, May 10<sup>th</sup>, 2018
- Topic: Positioned: How to Live with Purpose and Impact
- Time: 9:30am
- Talk Length: 90 minutes
- Payment: \$1000.
- Payment due at the time of the event



Jerrid Sebesta  
#Blamejerrid Productions, LLC

Date: 2/9/18

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Printed Name:  
Title/Organization:  
Date:

「#blamejerrid」  
PRODUCTIONS, LLC





# County of McLeod

830 11th Street East  
Glencoe, Minnesota 55336  
FAX (320) 864-1809

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**COMMISSIONER RON SHIMANSKI**

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

**COMMISSIONER DOUG KRUEGER**

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

**COMMISSIONER PAUL WRIGHT**

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

**COMMISSIONER RICH POHLMEIER**

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

**COMMISSIONER JOE NAGEL**

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

**COUNTY ADMINISTRATOR**

**CINDY FORD**  
Phone (320) 864-1363  
830 11th Street East, Suite 110  
Glencoe, MN 55336  
[Cindy.Schultz@co.mcleod.mn.us](mailto:Cindy.Schultz@co.mcleod.mn.us)

## **RESOLUTION 18-CB-17**

### **APPOINT MCLEOD COUNTY AUDITOR-TREASURER**

### **TO COMPLETE THE (4) FOUR YEAR TERM**

**WHEREAS**, the McLeod County Board of Commissioners appointed Cindy Schultz Ford the County Auditor-Treasurer on March 20, 2018 as the new County Administrator effective April 3, 2018;

**WHEREAS**, Cindy Schultz Ford submitted her letter of resignation to the County Board of Commissioners for acceptance of her resignation on April 3, 2018;

**WHEREAS**, the County Board of Commissioners on April 3, 2018 accepted Cindy Schultz Ford resignation as the elected Auditor-Treasurer for McLeod County;

**WHEREAS**, due to resignation of Cindy Schultz Ford creates a vacancy in the seat of County Auditor-Treasurer that needs to be filled to conduct county business as provided in Minnesota Statute Chapters 384 and 385;

**WHEREAS**, the County Board of Commissioners on April 3, 2018 appointed Connie M. Kurtzweg as the Interim Auditor-Treasurer.

**BE IT RESOLVED**, the McLeod County Board of Commissioners appoints Ms. Kurtzweg as the McLeod County Auditor-Treasurer to complete the (4) four year term of Auditor-Treasurer through January 8, 2019.

**BE IT FURTHER RESOLVED**, as McLeod County Auditor-Treasurer, Ms. Kurtzweg will be compensated \$812 per pay period effective April 17, 2018. Ms. Kurtzweg benefits will remain the same as current.

Adopted this 17<sup>th</sup> day of April 2018.

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Joe Nagel, County Board Chair

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Cindy Schultz Ford, Interim County Administrator