



# MORRISON COUNTY BOARD OF COMMISSIONERS OFFICIAL MINUTES

NOVEMBER 8, 2016

Page 1 of 3

The meeting was held in the County Board Room, Government Center, Little Falls MN, and was called to order at 9:00 a.m. by Chairman Winscher.

**Members present:** Commissioners Randy Winscher, Duane Johnson, Mike Wilson, Jeff Jelinski, and Kevin Maurer.

**Staff present:** Deb Gruber, Tabitha Maher, Steve Backowski, Katy Kirchner, Brad Vold, Deb Lowe, Jackie Wise, Rhonda Bot, Brian Middendorf, Melanie Erickson, Michelle Tautges, and Steve Messerschmidt.

**Others present:** Tyler Jensen, Mark Slupe.

## APPROVAL OF COUNTY BOARD MINUTES

A motion was made by Commissioner Johnson, seconded by Commissioner Maurer and carried unanimously to approve the Morrison County Board of Commissioner Minutes for October 25, 2016.

## AGENDA CHANGES

A motion was made by Commissioner Maurer, seconded by Commissioner Wilson and carried unanimously to adopt the agenda as presented.

## PROCLAMATION

A motion was made by Commissioner Johnson, seconded by Commissioner Jelinski and carried unanimously to proclaim November as National Adoption Month in Morrison County.

## SOCIAL SERVICES REPORT

Brad Vold, Social Services Director, and Melanie Erickson, Supervisor, shared information on permanency cases in Morrison County.

A motion was made by Commissioner Wilson, seconded by Commissioner Maurer and carried unanimously to Approve Debt Management Policy as presented at prior planning meetings. Policy will be effective January 1, 2017.

## COURT ADMINISTRATION

Rhonda Bot, Court Administrator reported to the Board regarding the upcoming staffing changes due to centralizing duties for 23 counties to 3 or 4 staff.

## SHERIFF'S REPORT

A motion was made by Commissioner Johnson, seconded by Commissioner Jelinski and carried unanimously to approve the annual agreement between County of Morrison and M.B. McGee, P.A. for the services of Dr. Michael B McGee, M.D. as Medical Examiner of Morrison County.

## PUBIC HEALTH REPORT

Katy Kirchner, Public Health Director and Michelle Tautges, Community Health Educator, discussed with the Board Community Health and Morrison County Interagency Coordinating Council (MCICC).

## AUDITOR'S REPORT

A motion was made by Commissioner Jelinski, seconded by Commissioner Johnson and carried unanimously to approve the updated P-Card Policy for Morrison County to reflect cards that are issued to departments and not an individual.



**MORRISON COUNTY BOARD OF COMMISSIONERS  
OFFICIAL MINUTES**

NOVEMBER 8, 2016

Page 2 of 3

A motion was made by Commissioner Wilson, seconded by Commissioner Maurer and carried unanimously to approve 4th Quarter Capital Equipment purchases per County Budget Committee recommendation. All computer hardware and software received TS Department consideration and recommendation. See attached Equipment List.

**COUNTY BOARD WARRANTS**

A motion was made by Commissioner Johnson and seconded by Commissioner Jelinski to approve the following Resolution:

WHEREAS, the Morrison County Board of Commissioners have reviewed the list of County Board Warrants;

NOW THEREFORE, BE IT RESOLVED, that the list of County Board Warrants on file in the Auditor/Treasurer's Office for November 8, 2016 be approved for payment:

REVENUE	\$	65,381.95
PUBLIC WORKS	\$	52,545.08
SOCIAL SERVICE	\$	99,610.98
SOLID WASTE	\$	14,620.83
PARKS	\$	3,122.59
LOCAL COLLABORTIVE	\$	318.24
	TOTAL	\$ 235,599.67
MEALS	\$	102.49

Motion carried on a roll call vote with all Commissioners voting "aye".

A motion was made by Commissioner Johnson, seconded by Commissioner Jelinski to approve the Commissioners Expense Reports as presented. Motion carried on a roll call vote with all Commissioners voting "aye".

**PUBLIC WORKS REPORT**

A motion was made by Commissioner Maurer, seconded by Commissioner Wilson and carried unanimously to approve the Bridge Funding Resolution#2016-096.

A motion was made by Commissioner Johnson, seconded by Commissioner Wilson and carried unanimously to approve the Transportation Improvement Programming Resolution#2016-097 for CR 234 in Royalton.

A motion was made by Commissioner Maurer, seconded by Commissioner Johnson to allow the County Engineer to negotiate the acquisition of property for county highway right of way from Karl Keieffer PID 120123001 in exchange for county property from PID 120125001. Motion carried on a roll call vote with all Commissioners voting "aye".

A motion was made by Commissioner Maurer, seconded by Commissioner Wilson and carried unanimously to approve a personnel action to replace Employee #383, Engineer Technician, Department of Public Works without restriction of not exceeding Step 4 but not to exceed Step 9.

A motion was made by Commissioner Maurer, seconded by Commissioner Johnson to approve Award of Contract 268 Resolution#2016-098. Motion carried on a roll call vote with all Commissioners voting "aye".



# MORRISON COUNTY BOARD OF COMMISSIONERS OFFICIAL MINUTES

NOVEMBER 8, 2016  
Page 3 of 3

## COUNTY BOARD REPORTS AND SCHEDULE

Members of the County Board reported on various meetings they have attended and on their upcoming schedule of meetings with various organizations.

## ADJOURNMENT

A motion was made by Commissioner Johnson, seconded by Commissioner Maurer and carried unanimously to adjourn the meeting at 11:07 a.m.

Randy H. Wmscher, Chairman

Deb Gruber, Clerk to the County Board

DATE: 11/18

**MORRISON COUNTY BOARD OF COMMISSIONERS  
COUNTY BOARD MEETING**

**PLEASE SIGN IN**

NAME

ADDRESS/REPRESENTING

Mark Slype

GRTV Channel 180

Randa Bat

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# *Proclamation*

## *National Adoption Month*

### *November 2016*

Whereas, there are 489 Minnesota children in need of permanent and loving homes; 12 of these children are Morrison County child residents;

Whereas, nearly all of these children have special needs because of physical, mental, or emotional disabilities, because they must be placed as a sibling group or because they are school-aged;

Whereas, these children need extra patience and support to help them overcome previous hardships;

Whereas, children that age out of foster care are more likely to become homeless, incarcerated, or need of the support of welfare benefits

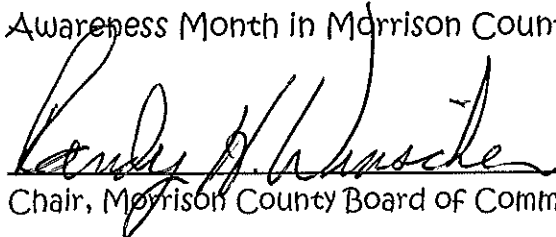
Whereas, in 2015 20 Morrison County children with special needs were adopted by families;

Whereas, there are families able and willing to adopt children who have special needs;

Whereas, there are 9 Morrison County children currently in pre-adoptive homes;

Whereas, children waiting for adoptive parents and families who have adopted these children, require and deserve community and public agency support;

Now, therefore, be it resolved that November is hereby declared Adoption Awareness Month in Morrison County

  
Chair, Morrison County Board of Commissioners

10-08-16  
Date

**Debt Management Policy  
For Morrison County Social Services**

Effective January 1, 2017 and continuing hereafter, the following shall be considered the debt collection policies for debts owed to Morrison County Social Services, except for any debts for child support, child care support, medical support and/or spousal maintenance.

- 1) The statutory Definition of a Debt is an amount that is equal to or exceeds \$25.00.
- 2) Certain types of public assistance debt have specific state policies outlining how to manage those debts. More specifically:
  - a) The debtor is deceased;
  - b) The debt has been discharged by bankruptcy (except those debts resulting from criminal fraud are not dischargeable); or
  - c) The debtor is in long term care with no prognosis for recovery or return to residential housing and there is no estate to collect from or there are other priority claims that exist which would prevent the county from making recovery on the debt.
- 3) In order to certify a debt against an income tax refund of a debtor, the balance of the debt owed must be \$25.00 or more.
- 4) This policy specifically excludes debts arising out of the child support program, including basic child support, medical support and child care support, as collection and management of those items are covered by MN Statutes and other state policy on how they should be handled.
- 5) Along with the above, the county has reviewed policies of other counties relative to collections and management of outstanding debts.

**NOW, THEREFORE,** based upon the above, the Board hereby agrees to and adopts the following as its policy with regard to Debt recovery and management for Morrison County Social Services:

1. When the balance of a Debt reaches \$500 or less, including tax offset, and there has been no recovery on said debt for 3 years, the agency will remove the debt and seek no further collections on it.
2. When the balance of a Debt is or has been reduced to a balance of \$501-\$999, and there has been no recovery on said debt for 3 years, including tax offset, and the debtor has become unlocataeable, or has other extenuating circumstances that may limit their ability to pay in the future, the agency may remove the debt and stop

collections on it. Cases closed for this reason must have supervisory approval to do so.

3. When a debtor becomes the recipient of SSI or a combination of SSI and RSDI, so that their income has been reduced to less than 120% of the federal poverty guidelines, the agency will remove the debt and seek no further collections on it. Verification of the determination by Social Security must be provided. Debts removed for this reason should also have supervisory approval.
4. When the balance of a Debt is or has been reduced to a balance of \$1,000 or more, and there has been no recovery on said debt for 6 years, including tax offset, and the debtor has become unlocatable, or has other circumstances that may limit their ability to pay in the future, the agency may remove the debt and stop collections on it. Cases closed for this reason must have Director approval to do so.

IT IS SO ADOPTED:

MORRISON COUNTY BOARD

Dated: Nov 8<sup>th</sup>, 2016

By: Randy M. Wensler  
Chairman

★ Upon implementation of this policy, before writing off any debts above \$500, if we have a current address for said debtor, a attempt at writing the debtor and offering them an opportunity to pay the debt off at 50%/per State policy will be attempted.

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**Debt Management Practices found In the Public Assistance Manuals:**

- 1) For Debts related to MFIP/DWP/Snap Benefits, debts for \$35 or less are established but will only be collected upon if the Debtor is the recipient of public assistance in which recoupment of the outstanding debt can occur.
- 2) Debts for persons on GA and under \$35 need not be established unless they are for fraud.
- 3) Debts for Child Care Assistance and under \$50 may be established but are not required to be.
- 4) For new public assistance Debts, state policy provides that if the Debtor pays the debt in full within 90 days of the initial notice advising them of the debt, they will be considered as having paid the debt in full if 75% of the total due is paid in full within those 90 days.
- 5) For debts that are 10 years or more old, state policy provides that if a debtor is contacted by the county agency, offering the debtor an opportunity to reduce their debt by 50% and the Debtor pays the other 50% of the remaining balance within 90 days of that contact, the debt will be considered as having been paid in full and the county will remove the balance owing and take no further actions to collect.
- 6) In the Child Care Assistance Programs, if a family has a debt as a result of overpayment of child care benefits, the family will not be entitled to other benefits unless satisfactory arrangements are made and the family complies with repayment of the prior debt.
- 7) Debts (Overpayments) related to SNAP benefits will not be established if the debts are a result of the Agency failing to certify a unit (family) in the correct project area; the Agency failed to verify that the unit signed the application; the Agency failed to verify that a completed current work registration form was signed, the family/unit failed to report a change but are not required to do so by policy or when someone was categorically eligible for benefits, however they are later found ineligible for cash or SSI due to excess assets.



- 8) If an outstanding debt is for GA (general assistance), no collections can be made from a person's "personal needs allowance". No collection efforts will be made on debts for GA if the person owing the debt is in a facility.
- 9) Debts may be discharged if:
- a) The debtor is deceased;
  - b) The debt has been discharged by bankruptcy (except that debts resulting from criminal fraud are not dischargeable); or
  - c) The debtor is in long term care with no prognosis for recovery or return to residential housing and there is no estate to collect from or there are other priority claims that exist which would prevent the county from making recovery on the debt.
- 10) Debts may be discharged 10 years after the initial notice of the debt was sent, or after the debtor has been contacted and given an opportunity to pay off the debt at the rate of 50%; and
- a) There has been no payment on the debt in the preceding 6 years
  - b) Criminal restitution is no longer required.
  - c) There is no docketed judgment and
  - d) The debt is not currently certified for TOP (treasury offset program) or RR, (the revenue recapture program).

## P.A. CONTRACT AGREEMENT

Agreement entered into this 1st day of January, 2017 by and between the County of Morrison, a political subdivision of the State of Minnesota, and M.B. McGee, P.A. for the services of Dr. Michael B. McGee, M.D. as Medical Examiner of Morrison County.

### I. Relationship of Parties

- A. Pursuant to County Board action that took place on 11/8/16 and the authority of Minnesota Statutes Ch. 390, the board of Morrison County commissioners designates Dr. Michael B. McGee as Medical Examiner for Morrison County, hereinafter "the Medical Examiner."
- B. It is agreed that nothing contained in the Agreement is intended or should be construed as creating the relationship of co-partners, joint ventures or an association or an employer/employee relationship between Morrison County and Dr. Michael B. McGee, M.B. McGee, P.A., or their employees or designee. M.B. McGee, P.A., is an independent contractor, and neither it, its officers, agents nor employees shall be considered agents or representatives of the County. The County is interested only in the results to be achieved. The manner and means of conducting the works are under the control of the Medical Examiner, except to the extent they are limited by statute or regulation and the express terms of this Agreement. None of the benefits provided by the County to its employees, including, without limitation, unemployment insurance, workers' compensation insurance, retirement and deferred compensation plans, vacation and sick leave, are available from the County to the Medical Examiner, M.B. McGee, P.A., or the employees, agents or contractors of either. No civil service status shall attach to the Medical Examiner, Medical Staff, agent of contractors of the Medical Examiner or M.B. McGee, P.A. and the County shall make no deductions from sums payable under the terms of this Agreement for state or federal income taxes, FICA, PERA or other payroll type deductions which are associated with an employer-employee relationship.

### II. Personnel

- A. The Medical Examiner will designate Dr. Kelly Mills, Dr. Victor Froloff and Dr. Butch Huston to assist in performing the contract and shall be under the control and supervision of the Medical Examiner. Dr. Mills, Dr. Froloff and Dr. Huston shall not be considered employees of the County, nor have a contractual relationship with the County. The County shall be notified prior to the effective date of any changes thereto.
- B. The non-medical personnel necessary to support the Medical Examiner in the performance of his duties under this Agreement shall be provided

through the County Sheriff's Department. The compensation, benefits, and other terms of employment of these non-medical personnel shall be determined and paid solely by the county.

### III. **Scope of Duties**

- A. The Medical Examiner shall be responsible for conducting a modern medico-legal investigative system for Morrison County applying the standards of the National Association of Medical Examiners, as they may be amended from time to time. The Medical Examiner shall periodically consult with the County Attorney's Office, police agencies, and others concerned with forensic pathology to review procedures and formats for preparing medical reports and protocols. The Medical Examiner shall perform all duties imposed by Minnesota Statutes Chapter 390, as well as the duties imposed by other statutes applicable to the Medical Examiner's activities. The Medical Examiner shall testify, as required, at inquests, hearings and trials.
- B. The Medical Examiner shall be responsible for the final determination of the cause and manner of death, and the signing of certificates attesting the cause and manner of death. During the temporary absence of the Medical Examiner, a qualified person designated by the Medical Examiner may make the final determination of death, and sign a certificate attesting to the cause and manner of death.
- C. The Medical Examiner shall be entitled to perform other gainful activities which do not interfere with the performance of his duties hereunder.

### IV. **Compensation**

- A. All payments made under this agreement for services rendered by or at the designation of Dr. Michael B. McGee, M.D. shall be made to M.B. McGee, P.A.
- B. The County will be responsible for the payment for each complete autopsy or external examination performed by Dr. Michael B. McGee, M.D., or his assistants, as the Medical Examiner pursuant to this agreement and billed to Morrison County upon completion of each examination in keeping with the past practice of the County Medical Examiner's Office.
- C. Compensation for the services under this contract shall be \$250.00/month plus the following on a per service basis: (1) complete forensic autopsy with basic toxicology, at approximately \$2,000, and (2) external examination with basic toxicology at approximately \$1000.

- D. Additionally, the County will be responsible for court related preparation / consultation and out of office charges, billed on an hourly basis of \$300/hr., including travel to and from Morrison County in order to provide testimony in legal proceedings arising out of the duties of the Medical Examiner.

V. **Facilities**

The facility, together with all the necessary equipment, the supplies, shall be the responsibility of Dr. Michael B. McGee. It is represented by Dr. Michael B. McGee and understood by the County that Ramsey County Morgue shall be available to Dr. Michael B. McGee for the performance of this agreement.

VI. **Insurance and Indemnification**

- A. M.B. McGee, P.A. agrees to indemnify and hold harmless the County of Morrison, its officials, employees and agents from any and all liability, loss or damage, that the County of Morrison, its officials, employees and agents may suffer as a result of claims, demands, costs of judgments, including without limitation reasonable attorney's fees arising out of the provision of professional services by Dr. Michael B. McGee, M.D., as the Medical Examiner of Morrison County pursuant to Minnesota Statutes Ch. 390, provided, however, that this indemnification shall be limited to the extent of such claims, demands, costs or judgments, including, without limitation, reasonable attorney's fees are covered by insurance.
- B. The County of Morrison agrees to indemnify and hold harmless M.B. McGee, P.A., Dr. Michael B. McGee, M.D., its and their agents, officers or employees from any and all liability, loss or damage, it, he, its agents, officers or employees may suffer as a result of claims, demands, costs or judgments, including without limitation reasonable attorney's fees, arising from the Medical Examiner's or his agents' performance of his or their duties under this Agreement.
- C. M.B. McGee, P.A., shall obtain and keep in effect the following insurance coverage:
- 1) Comprehensive General Liability Insurance:
    - (a) Minimum Combined Single Limit
      - \$2,000,000 per occurrence
      - \$4,000,000 aggregate
    - (a) The following coverage must be specifically insured and certified with no internal sublimits.

1. Independent Contractors' Contingent Liability
2. Products/Completed Operations Liability
3. Contractual Liability
4. Personal Injury Liability including claims related to employment and coverage (a) through (e).
5. Broad Form Property Damage Liability, or deletion of the "Care, Custody and Control" Exclusion
6. Aircraft Liability (if applicable)
7. Watercraft Liability (if applicable)

(b) The Contractual Liability is to be either on a blanket basis for all written and oral contracts or specifically endorsed to acknowledge the contract between the insured and the County.

2. Professional Liability Insurance

Minimum Limits

\$2,000,000 per occurrence

\$4,000,000 aggregate

3. Automobile Liability Insurance on Vehicles Owned by M. B. McGee, P.A., or Michael B. McGee, M.D., Kelly Mills, M.D., Victor Froloff, M.D., or Butch Huston, M.D.

- D. All certificates of insurance shall provide that the insurance company shall give the County thirty (30) days prior written notice of cancellation, non-renewal or any material changes in the policy.
- E. The above subparagraphs establish the minimum insurance requirements, and it is the sole responsibility of M. B. McGee, P.A. to purchase and maintain additional insurance that may be necessary in connection with this contract.
- F. The Medical Examiner shall provide a certificate of insurance to the County in a form acceptable to Morrison County. All insurance policies shall be submitted to the County upon written request.
- G. Nothing in this contract shall constitute a waiver by the County of any statutory limits or exceptions on liability.

**VII. Transportation**

- A. Transportation of the deceased bodies from Morrison County to the Ramsey County Morgue shall be the responsibility of Morrison County.

**VIII. Miscellaneous Provisions**

- A. The Medical Examiner and all the members of the Medical Staff must be licensed to practice in Minnesota, with the Medical Examiner holding certification by the American Board of Pathology.
- B. At the termination of this Agreement, the Medical Examiner shall return all files, records and objects related to cases completed, or in progress, to the County upon written request.

**IX. Term and Termination**

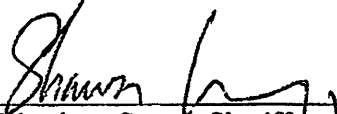
- A. This agreement shall continue for a period ending December 31, 2017 unless terminated sooner pursuant hereto.
- B. This Agreement may be terminated by either party on forty-five (45) days written notice to the other.
- C. This Agreement may be renewed on an annual basis upon agreement of both parties.

**X. Entire Agreement, Modification**

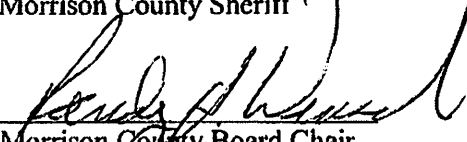
- A. It is understood and agreed that the entire Agreement of the parties is contained herein, and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous Agreements presently in effect between the parties relating to the subject matter hereof.
- B. This Agreement shall be altered, varied, modified or amended only in writing duly executed by the parties and attached hereto.

COUNTY OF MORRISON

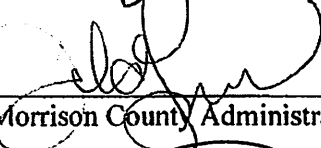
11-18-2016  
(date)

By   
Morrison County Sheriff


11-18-2016  
(date)

By   
Morrison County Board Chair

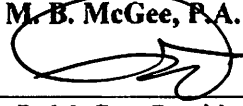
11-18-2016  
(date)

By   
Morrison County Administrator

11/19/2016  
(date)

  
Michael B. McGee, M.D.  
Medical Examiner

11/19/2016  
(date)

M. B. McGee, P.A.  
By   
M. B. McGee, President

**Morrison County**

# **Purchasing Card Program Cardholder Manual**

**March 1, 2009  
Updated November 8, 2016**



# Table of Contents

## Introduction

## Code of Conduct

## Acknowledge Form

<b>1</b>	<b>CARDHOLDER SETUP &amp; ACTIVATION .....</b>	<b>7</b>
1.1	OVERVIEW .....	7
1.2	CARDHOLDER SETUP .....	7
1.3	ACTIVATION OF ACCOUNT.....	8
<b>2</b>	<b>PURCHASING GUIDELINES AND LIMITS.....</b>	<b>8</b>
2.1	OVERVIEW .....	8
2.2	ALLOWABLE PURCHASES .....	8
2.3	PROHIBITED PURCHASES WITH THE P-CARD.....	9
<b>3</b>	<b>RECORDKEEPING &amp; RECONCILIATION .....</b>	<b>10</b>
3.1	OVERVIEW.....	10
3.2	RECONCILING .....	10
3.3	MISSING RECEIPTS.....	10
3.4	EXAMPLES OF RECEIPT DOCUMENTATION.....	10
<b>4</b>	<b>BILLING &amp; PAYMENT .....</b>	<b>11</b>
4.1	OVERVIEW .....	11
4.2	KEY DATES.....	11
<b>5</b>	<b>DISPUTED TRANSACTIONS .....</b>	<b>12</b>
5.1	OVERVIEW.....	12
5.2	KEY DATES.....	12
5.3	P-CARD AND AP FORMS.....	12
<b>6</b>	<b>ACCOUNT MAINTENANCE .....</b>	<b>13</b>
6.1	OVERVIEW.....	13
6.2	INFORMATION UPDATES .....	13
6.3	P-CARD AND AP FORMS.....	13
<b>7</b>	<b>TRAVEL &amp; ENTERTAINMENT USING THE P-CARD .....</b>	<b>14</b>
7.1	OVERVIEW.....	14
7.2	TRAVEL & ENTERTAINMENT TIPS.....	14
<b>8</b>	<b>AUDITS.....</b>	<b>15</b>
8.1	OVERVIEW.....	15
8.2	VIOLATIONS .....	15
<b>9</b>	<b>LOST OR STOLEN CARDS .....</b>	<b>16</b>
9.1	OVERVIEW.....	16
9.2	CARD SECURITY TIPS .....	16
9.3	CONTACT LIST.....	16
9.4	P-CARD AND AP FORMS.....	16

## INTRODUCTION

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Welcome to Morrison County Purchasing Card program!

On behalf of the Finance Division, I welcome you to participate in Morrison County Purchasing Card program ("P-Card"). We believe that each team member's time is valuable and we believe the P-Card program contributes directly to enabling you to streamline your department's purchasing needs.

This manual is designed to acquaint you with information about the P-Card program's policies and procedures. You should read, understand, and comply with all provisions of the manual. It describes many of your responsibilities as a team member and outlines the processes and procedures to facilitate secure, timely and accurate purchasing transactions. One of our objectives is to provide purchasing channels that empowers our employees to make sure our resource needs are met to deliver quality services to our patients while at the same time providing the necessary financial controls to safeguard our organization's assets.

The P-Card manual cannot anticipate every circumstance or question. As our organization usage continues to grow, we may revise, supplement, or rescind any policies or portion of the manual from time to time as the organization deems appropriate.

Again, I welcome you to the P-Card program!

Sincerely,

Steve Messerschmidt  
Finance Director

## CODE OF CONDUCT

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The Code of Conduct for Morrison County Purchasing Card Program is designed to provide the participant a set of guidelines and philosophy to follow regarding the use of the card.

- **Purchases**

P-Card purchases should be made so that the organization gains the maximum value and quality for each purchase.

- **Supplier Gifts**

Decline all personal supplier gifts offered.

- **P-Card Agreement**

The issuance of a P-card is strictly prohibited prior to receipt of a signed agreement from the employee. An employee must sign the P-Card agreement prior to receiving a P-Card. **If a card is issued to a department as a whole, the Department Head or his/her designated person must sign the P-Card agreement prior to receiving a P-Card.**

- **Personal Use of P-Card**

Only authorized business purchases may be completed with the P-Card and any personal purchases is strictly prohibited.

- **P-Card Security**

The P-card is the property of Morrison County and as such should be retained in a secure location. An employee may use the P-card when traveling on business on behalf of Morrison County; otherwise, it should not be retained in the employee's purse or billfold. This practice reduces the possibility of the P-card being lost or stolen. **When a P-Card has been issued for a department as a whole the Department Head or his/her designated person is responsible maintaining a secure location and protocol for P-Card use.**

- **Authorization**

Only the employee to whom the card is issued is authorized to use it. **In case of a department issued P-Card the Department Head or his/her designated person is authorized to insure the security and usage protocol of using the P-Card.**

- **Supplier Bids**

Where required in accordance with organization policy, all suppliers should be offered an equal opportunity to participate in the organization's purchase programs within federal and state statutory regulation.

- **Supplier Disagreements**

If a disagreement occurs with a supplier, the employee should make every effort to reach a reasonable and equitable settlement to the dispute. If it is

not possible to settle the disagreement under reasonable circumstances, then submit the dispute to arbitration with an independent, impartial third party.

## CODE OF CONDUCT

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- **Negotiations**  
Each employee is required to conduct themselves in a good faith manner when negotiating with suppliers. Any intentional misrepresentation is strictly prohibited.
- **Organization Policies**  
Adhere to organization policy as it relates to the P-Card program.
- **Documentation**  
All purchases using the P-Card program must be properly documented for business purposes. Any altered or forged documentation is strictly prohibited.
- **Purchase Restrictions**  
The purchase of products, services or commodities on the restricted list in the Purchasing Card Policy is strictly prohibited. Check with your department manager or the Purchasing Department if you have any questions about whether a charge is valid under the P-card program.
- **Purchase Limits**  
All dollar value purchase limits will be adhered to under the program and any splitting of transactions to avoid authorized limits is strictly prohibited.
- **Business Practices**  
In all supplier relationships and purchasing, promote and cooperate with trade and professional associations and with state, federal, local and private agencies on encouraging fair, ethical and legal business practices.

## ACKNOWLEDGMENT FORM

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The P-Card manual describes important information about Morrison County purchasing card program controls and processes required to manage the day-to-day operations of this purchasing option. The manual is intended to inform cardholders handling P-Card transactions about the formal policy guidelines, processes and responsibilities of the various participants. These policies ensure that P-card purchasing is consistent with Morrison County fiscal and internal control goals.

Since the information, policies and procedures described in the manual are subject to change, I acknowledge that revisions to the P-Card manual may occur. All policy changes require the appropriate authorized approvals before they are implemented. I understand that revised information may supersede, modify, or eliminate existing policies.

I acknowledge that I have received the P-Card manual, and I understand that it is my responsibility to read and comply with the policies and the Code of Conduct contained in the manual and any revisions and updates made to it.

\_\_\_\_\_  
CARDHOLDER'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CARDHOLDER'S NAME (TYPED OR PRINTED)

# 1 Cardholder Setup & Activation

## 1.1 Overview

The purchasing card program is designed to assist the organization in reducing its reliance on requisitions, purchase orders, petty cash funds, employee advances, paper checks, and reduce the need to use personal funds for business purposes. The program should help increase your turn-around time in the fulfillment of orders, provide greater flexibility and reduce paperwork. The Auditor's Office is responsible for the implementation, maintenance, program compliance, auditing, processing payment, issuance of the P-Card, and bank relations to solve customer service issues. Only employees of the organization are allowed to participate in the program. Each cardholder or **Department issued designated person** has the responsibility to review, reconcile and submit their monthly account statement with the appropriate receipts and signatures for processing and payment by the due date.

All policies outlined in this manual and the organization's financial and operational policies must be adhered to and any failure to comply can result in the suspension from the P-Card program and also include disciplinary actions that may include termination of employment. The P-Card issued to the cardholder or **Department** is the property of Morrison County and can be canceled at any time. Periodic audits will be performed to ensure the cardholder is in compliance with the policies and procedures.

## 1.2 Cardholder Setup

A new participant in the P-Card program **or a Department issued P-Card** must complete the P-Card Application and obtain the appropriate authorizations. The application must be submitted to the P-Card administrator by the applicant's manager. Once the application has been approved by the P-Card administrator and the bank has processed the request, an account for the cardholder may be established.

The new participant or **department designated person** must also sign the P-Card Agreement that outlines the responsibility of the cardholder while in possession and use of the P-Card. In addition, the participant/**department designated** is required to read the Code of Conduct for the program and adhere to the principles in the policy. Both of these documents must be completed and signed prior to the release of the P-Card to the cardholder from the P-Card administrator.

1.2.1 P-Card Application (contact plan administrator 632-0131)

1.2.2 P-Card Agreement Form (see attachment)

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### 1.3 Activation of Account

To activate your P-Card follow the instructions below.

1. Call the toll free card administrator phone number on the label affixed to the card.
2. When prompted enter your card number.
3. You will then be prompted for personal information which will identify you as the cardholder in possession of the P-Card.

If you have problems activating your account, please call the P-Card administrator at (320) 632-0131 or via email at [steven@co.morrison.mn.us](mailto:steven@co.morrison.mn.us). Prior to the activation of your account you must sign the P-Card Agreement noted on Page 6.

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## 2 Purchasing Guidelines and Limits

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### 2.1 Overview

Morrison County only allows certain purchases to be made using the P-Card. All purchases must be made in compliance with our Purchasing policies and the guidelines set forth in this manual. Any violation will result in disciplinary action that may include termination of employment. Only the authorized cardholder may use the P-Card and no authority is permitted or conferred to the cardholder for the delegation of its use. **In the case of a Department issued P-card the Department Head or his/her designated person is responsible for its use.** Each cardholder/**department** has a designated credit limit for monthly purchases, daily purchase credit limit and single purchase credit limit. Intentional circumvention of these limits is strictly prohibited. This includes splitting a transaction amount with the same vendor or multiple vendors for purchases that would otherwise exceed the cardholder's limits. Morrison County will perform periodic audits electronically and manually to verify adherence to this policy.

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### 2.2 Allowable Purchases <examples only – add or delete as appropriate>

- 2.2.1 General Supplies
- 2.2.2 Travel (as permitted by Morrison County travel policy)
- 2.2.3 Capital Purchases (as permitted by Morrison County capital expenditure policy)
- 2.2.4 Dues for associations
- 2.2.5 Subscriptions for business purposes only
- 2.2.6 Computer hardware and software
- 2.2.7 Meeting/convention expenses

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**2.3 Prohibited Purchases with the P-Card <examples only – add or delete as appropriate>**

- 2.3.1 Cash advances, wire transfers or money orders
- 2.3.2 Independent contractors or other personal services
- 2.3.3 Maintenance contracts
- 2.3.4 Personal purchases
- 2.3.5 Telephone expenses
- 2.3.6 Alcohol purchases
- 2.3.7 Donations
- 2.3.8 Employment ads
- 2.3.9 Parking tickets



## **3 Recordkeeping & Reconciliation**

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### **3.1 Overview**

The cardholder or the department designated person for department issued cards is responsible for maintaining adequate receipts for goods and services purchased with the P-Card. The cardholder must contact the vendor directly to resolve any discrepancies or incomplete orders. The documentation retained should include sales receipts, packing lists (if applicable) and credit card transaction receipts. A transaction log using Microsoft Excel is available to assist the cardholder in tracking purchases that must be reconciled to their account statement each month. Any incorrect charges, duplicate transactions or missing credits must be addressed directly between the cardholder and the vendor. Upon completion of the reconciliation, the cardholder must sign the Approval Form documenting their agreement with the transactions appearing on their account statement.

---

### **3.2 Reconciling**

- 3.2.1 Cross reference each transaction documented in the cardholder's transaction log to the month end account statement
  - 3.2.2 Verify amounts charged
  - 3.2.3 Verify payment of a prior period balance
  - 3.2.4 Notify the Accounts Payable Department immediately for any un-posted payments from the prior month's cycle resulting in late fees to the account
  - 3.2.5 Attach the transaction log to the account statement along with your purchase receipt documentation
- 

### **3.3 Missing Receipts**

If the cardholder is missing receipts, the cardholder must submit a Missing Receipt Form documenting the pertinent transaction information. This documentation must be reviewed by the cardholder's manager.

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### **3.4 Examples of Receipt Documentation**

- 3.4.1 Cash register receipt
  - 3.4.2 Car rental original receipt showing date in and out
  - 3.4.3 Airline itinerary and sales receipt (if an electronic "e-ticket" attach the boarding pass document)
  - 3.4.4 Itemized hotel bills
-

## **4** Billing & Payment

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### **4.1 Overview**

Morrison County receives a single account statement from its P-Card bank administrator on the 28th of each month. The cardholder must submit their reconciled account statement by the 30th of each month to the Auditor's Office with the appropriate approvals and documentation.

Any account statements deficient of the proper approvals and documentation will be returned to the cardholder's manager to be resubmitted appropriately. If a cardholder is consistently delinquent in submitting their reconciled account statement to the Auditor's Office, the P-Card administrator and the cardholder's manager may review their status as a participant in the program and suspend their privileges until an adequate resolution is achieved.

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### **4.2 Key Dates**

- 4.2.1 Monthly statement ending posting cycle by the bank is from 28<sup>th</sup> of the month to the 27<sup>th</sup> of the following month
- 4.2.2 Cardholder print the monthly account statement on the 28th of each month
- 4.2.3 Cardholder submit the reconciled account statement with appropriate approval and documentation by the 30th of each month
- 4.2.4 Accounts Payable posts transactions for each cardholder account to the general ledger by the 9<sup>th</sup> of each month
- 4.2.5 Payment is made to the bank for the monthly transactions automatically by 7 days after the 27<sup>th</sup> of the month.

## **5** Disputed Transactions

---

### **5.1 Overview**

At times there might be disputed transactions appearing on a cardholder's account statement. The dispute may arise due to non-delivery of the goods or services, incorrect billing, duplicate billing, missing a valid credit not processed to the account for a return, altered charges or defective merchandise. When this occurs the cardholder must complete a Disputed Statement Form documenting the reason for the disputed item and other transaction details. The cardholder must submit the form directly to the bank and should also notify the vendor of the discrepancy. The cardholder is responsible for resolving the disputed item with the vendor.

If a vendor does not issue a credit for a returned item within XX days of the return, cardholder must also complete the Dispute Statement Form as notification to both the bank and the vendor. Any disputes that cannot be resolved by the cardholder directly with the vendor may contact the bank for assistance.

#### Contact Information

Telephone> 1-800-263-2263

The bank must be notified of all disputed transactions within 30 days of the statement date.

**NOTE ON RETURNED ITEMS:** Items should be returned directly to the vendor by whichever means the vendor requires. It is the cardholder's responsibility to determine that proper credit is posted for any returned item

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### **5.2 Key Dates**

- 5.2.1 Cardholder has 30 days from statement date to notify the Bank of the dispute
- 5.2.2 Cardholder has XX days from the date of the returned merchandise to begin the dispute process

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### **5.3 P-Card and AP Forms**

- 5.3.1 P-Card Dispute Statement Form (available from Bank)

## **6 Account Maintenance**

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### **6.1 Overview**

The cardholder information, such as credit limits, etc., may change periodically. An Account Maintenance Form must be completed by the cardholder and approved by his or her manager. The form should be forwarded to the P-Card administrator for review, approval and processing. Updating the account information takes approximately three (3) days after submission by the P-Card administrator to the bank.

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### **6.2 Information Updates**

- 6.2.1 Cardholder address
  - 6.2.2 Credit limit
  - 6.2.3 Type of purchasing allowed by the cardholder
  - 6.2.4 Cancellation of the cardholder's account
  - 6.2.5 Suspension of the cardholder account
- 

### **6.3 P-Card and AP Forms**

- 6.3.1 Account Maintenance Form (see administrator)

## **7** Travel using the P-Card

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### **7.1 Overview**

A cardholder must have the travel purchase option enabled in their account profile in order to use their P-Card for such expenses. All travel must have the appropriate documentation attached to each account statement submitted to the Auditor's Office for payment. The cardholder must adhere to the organization's Travel and Policy guidelines and procedures. All travel must be for business purposes only and any personal use is strictly prohibited.

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### **7.2 Travel & Entertainment Tips**

- 7.2.1 The P-Card shall not be used for gasoline for your personal vehicle when it is used for business purposes. Business travel incurred when using your personal vehicle will be reimbursed by claiming mileage on your expense report. If you are traveling with a rental car, then gasoline may be purchased using the P-Card.
- 7.2.2 The P-Card may be used to pay itemized hotel bills
- 7.2.3 The organization does not provide ATM privileges with its P-Card program. Any cash needed while traveling must be either from personal funds or cash advances that are reimbursed upon submitting an expense report.

## **8 Audits**

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### **8.1 Overview**

All cardholder accounts are subject to periodic audits to ensure compliance with the organization's overall policies and the policies outlined in this manual. The P-Card administrator, the Auditor's Office and State Auditors may review daily, monthly and annual transaction activity reports as deemed necessary to ensure adherence to the P-Card policies. If an audit reveals a policy violation, the cardholder and their manager will be contacted and disciplinary action assessed based on the type of violation.

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### **8.2 Violations**

- 8.2.1 Intentional splitting of transactions to circumvent the credit limit including single day and single transaction limits.
  - 8.2.2 Consistently delinquent accounts submitted for processing and payment.
  - 8.2.3 Personal use of the P-Card.
  - 8.2.4 Allowing an unauthorized user to use the P-Card.
  - 8.2.5 Purchase of prohibited products, service or merchandise outlined in the organization's policies and in this manual.
  - 8.2.6 Failure to pay inadvertent personal charges on the P-Card.
  - 8.2.7 Fraudulent transactions with a vendor.
  - 8.2.8 Violation of the organization's Purchasing Policy
-

## **9 Lost or Stolen Cards**

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### **9.1 Overview**

If your card is lost or stolen, the cardholder must immediately contact the Bank and the P-Card Administrator. The cardholder shall also document the card was lost or stolen and the date that it was noticed missing. Upon notification, the card will be suspended immediately and any charges posted to the account after the "missing date" will be denied. A new card will be issued upon completion of an application and indicate that the card is a replacement. After the application is received by the P-Card Administrator it will take approximately two (2) days to reissue a replacement card.

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### **9.2 Card Security Tips**

- 9.2.1 When you are not traveling on organization business, the card should be retained in a secure location other than your personal billfold or purse.
  - 9.2.2 A canceled card should be destroyed by cutting it up into several pieces prior to disposal.
  - 9.2.3 When presenting your card for purchases, provide your driver's license to identify you as the authorized user of the card.
  - 9.2.4 Sign the back of the card and also write "See ID" next to the signature to remind the vendor to look at your personal identification to authenticate the transaction.
  - 9.2.5 Do not provide your card account number to unsolicited marketing calls.
- 

### **9.3 Contact List**

- 9.3.1 Bank Information
    - BMO/Harris Bank
    - 1-800-263-2263 (Primary Number)
    - 1-800-361-3361 (Lost/Stolen – Emergency Replacement)
  - 9.3.2 P-Card Administrator
    - Steve Messerschmidt
    - 320 632-0131
    - stevem@co.morrison.mn.us
- 

### **9.4 P-Card and AP Forms**

- 9.4.1 Account Maintenance Form [see plan administrator]
- 9.4.2 P-Card Agreement Form [attached to the back of this manual]
- 9.4.3 P-Card Application [see plan administrator]

The Harris Purchasing Card program has been designed to provide you with a faster, easier method for purchasing business-related goods and services within your functional area of responsibility. Although the card is issued in your name, it should be considered company property, and should only be used for business purposes. **For cards issued to a department name, the Department Head or his/her designee is responsible and should follow the same rules and guidelines.** Your signature below verifies that you understand the Harris Purchasing Card Program guidelines outlined below and agree to comply with them.

1. Prior to using my Morrison County Purchasing Card, I agree to read the Morrison County Purchasing Card Program Manual and agree to abide by the policies contained therein.
2. I agree to use the Morrison County Purchasing Card only for the purpose of acquiring goods and services within my functional area of responsibility as a Morrison County employee.
3. I agree to use the card for business-related purposes only and under no circumstance will I use the card for personal use.
4. I accept responsibility for all charges made against the card and under no circumstances will I allow others to use my card.
5. Improper use of the card can be considered misappropriation of company funds. This may result in disciplinary action, up to and including termination.
6. I agree to maintain sufficient records documenting all transactions including keeping receipts, credit card slips, and packing slips.
7. I agree to reconcile my Morrison County Purchasing Card statement each month and to resolve any discrepancies by contacting the supplier or Harris Bank.
8. In the event that the card is lost or stolen, I will immediately report the loss by telephone to MasterCard at (800) 361-3361 and notify the Auditor’s Office at (320) 632- 0131 .
9. I agree to surrender my Morrison County Purchasing Card to the Program administrator upon termination of employment, transfer to a new department, or upon the request of an authorized representative of management. I understand that use of the card after privileges are withdrawn is strictly prohibited.
10. I agree to notify the Program Administrator when I am transferred or reassigned at (320) 632 - 0131.

***I have read and understood the above policies established for the Morrison County Purchasing Card Program and agree to comply with them.***

\_\_\_\_\_  
*Cardholder Signature*

*Dated:* \_\_\_\_\_

\_\_\_\_\_  
*Cardholder Printed Name*



**COUNTY OF MORRISON  
COUNTY ISSUED CREDIT CARD USER AGREEMENT**

**I agree to the following regarding use of the Morrison County credit card.**

1. I understand that I am making financial commitments on behalf of the County of Morrison and will strive to obtain the best value for the County.
2. I understand that under **no** circumstances will I use the Credit Card to make personal purchases, either for myself or for others.
3. I understand that it is my responsibility to provide a receipt for all charges made by me on the Morrison County Credit Card. I will reimburse Morrison County for expenses if I do not submit a receipt or have lost my receipt and cannot obtain a copy.
4. I will follow the established procedures for use of the County Issued Credit Card. Failure to do so may result in either loss of privileges or other disciplinary actions, including termination of employment from Morrison County.
5. I agree that should I willfully violate the terms of this Agreement, I will reimburse the County of Morrison for all incurred charges and any fees related to the collection of those charges.

Department: \_\_\_\_\_

Employee Name and Phone Number (Print): \_\_\_\_\_

Employee Name (Signature): \_\_\_\_\_

Credit Card Type other than P-card: \_\_\_\_\_

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



**TECHNOLOGY**

AP Technology, LLC  
5973 Avenida Encinas  
Suite 140  
Carlsbad CA 92008  
760.929.4808

# Quote

Date 9/30/2016  
Quote # 2273  
Expires 10/30/2016  
Exp. Close 9/30/2016  
Sales Rep Mike Brown  
PO #  
Shipping Method

**Bill To**

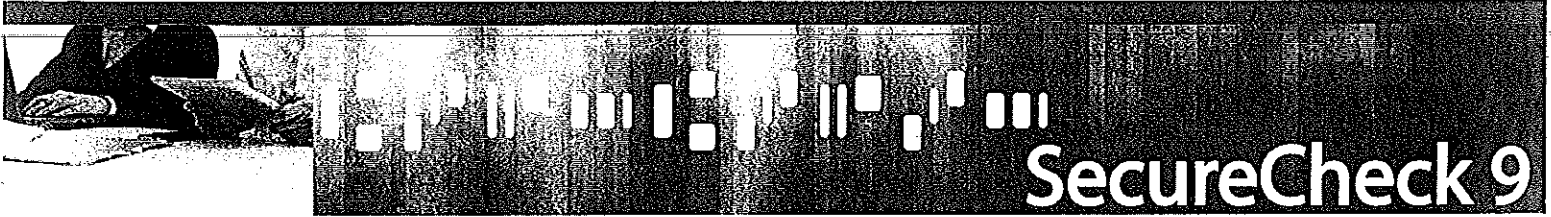
Joyce Kahl  
Morrison County Auditors Office  
213 1st Ave SE  
Little Falls MN 56345

**Ship To**

Morrison County Auditors Office  
213 1st Ave SE  
Little Falls MN 56345

Item	Description	Options	Qty	Rate	Amount	Tax Rate
SC9U	Secure Check 9 Upgrade Premium		1	3,495.00	3,495.00	
SC9100-P	SecureCheck 9 Premium Installation Fee (\$795 value)		1	0.00	0.00	

**Total \$3,495.00**



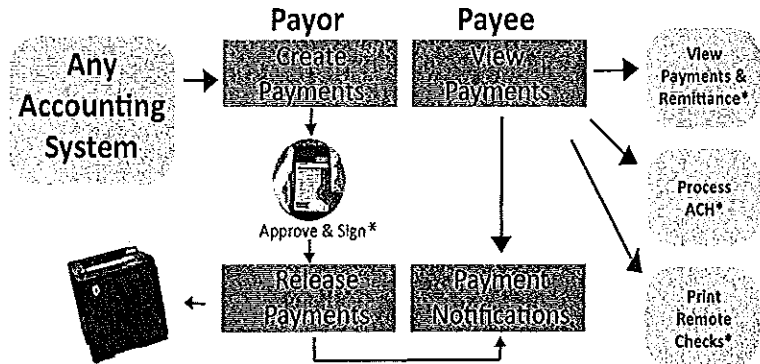
## Product Features and Pricing

### Highlighted Features

- Windows 10 Compatible
- Next-Generation Security
- Improved Manual Checks
- Customizable Workflow and Security Permissions
- Enhanced Audit Reporting
- Integrated Positive Pay File Creation
- Staple Feature: Signature Logic
- Instant Notifications
- Post Check Run Preview

SecureCheck 9 gives your business the best of both worlds. If you prefer traditional check payments, SecureCheck 9 brings new innovations, including industry-leading security, unmatched convenience, and payment management to save you time and money. And with SecureCheck 9, you're always a click or finger-swipe away from saving as much as \$5 on every payment. SecureCheck 9 offers eco-friendly, secure, electronic payments from the cloud -- managed right from your mobile phone.

### SecureCheck 9 Payment Process



### SecureCheck Cloud 9 Features

- Remote Check Printing Capabilities
  - Access to SecureCheck Cloud 9 Interface
  - Pay anytime, anywhere!
- [www.sccloud9.com](http://www.sccloud9.com)

**Limited Time Special!**  
 Order today and we will waive your installation fee!  
 (Save up to \$795)

### Version Specific Features

Feature Included	Standard	Premium
Signatures/Logos	2	4
Printers	2	4
Form Outlines	2	4
Workstations	2	Unlimited



TECHNOLOGY  
www.aptechnology.com

## AP Technology Security Overview

AP Technology processes more than \$30 billion in payments annually for more than 6,000 customers including financial institutions, government organizations, universities, and businesses of all sizes. Since 1989, AP Technology has pioneered and revolutionized secure payments with products that include APSecure, SecureCheck Cloud 9, and APeChecks®.

America's top banks and credit unions are among those companies that trust AP Technology to process million-dollar payments because of their confidence in AP Technology's multi-layered security, and because of their experience with the efficiency, speed, mobility, and data management of AP Technology products. In addition to partnering with Microsoft for advanced security protocols, here is information on how AP Technology secures customer data:

### Security

APeChecks® is a next-generation, cloud-based platform developed to meet even the most stringent security needs of government organizations and financial institutions. Sensitive information on AP Technology products is encoded using state-of-the-art encryption to protect privacy. AP Technology also implements highly secure, encrypted storage for all sensitive data, such as checking account information and credentials. AP Technology supports complex passwords and multi-factor authentication that enables customers to specify if, and how often users are required to re-authenticate.

Encryption is accomplished through three complex layers. The data is encrypted by an AES cypher that uses a randomly generated key for each transmission. The key is then traded using PGP encoding for authentication and encryption. No user ever enters, or has access to these keys. Nor are the keys ever reused, to prevent brute-force attacks.

Access to AP Technology web applications is provided through SSL encrypted communication.

### Data Storage

APeChecks® and SecureCheck Cloud 9 data storage leverages cloud-based replication and scaling that permits rapid-growth scaling of the system as you make payments and invite new users. The underlying data structure is tailored to the AP Technology applications to help businesses grow quickly and seamlessly.

AP Technology services are built upon the secure Azure cloud platform, which adds many additional layers of physical and network security to AP Technology protocols.

### Data Transmission

Any time data is transmitted between system components, that data is encrypted, and authorization is performed by means of pre-arranged security protocols that generate new encryption keys for each unique session. These protocols allow for fast, secure and reliable transmission of data between key components, such as when businesses upload check data to the cloud or retrieve check images for printing.



www.apchecks.com



www.sccloud9.com



**MCPW  
Project Bid Abstract**

**Project Name:** Swan River Twp 110th Ave (Old Bridge 49507) **Contract No.:** 268  
**Client:** Morrison County **Project No.:** SAP 049-599-068  
**Bid Opening:** 10/27/2016 10:00 AM **Owner:** Morrison County

Project: SAP 049-599-068 - Swan River Twp 110th Ave (Old Bridge 49507)				Engineers Estimate		REDSTONE CONSTRUCTION		Structural Specialties Inc.		ROBERT SCHROEDER CONST INC		Korby Contracting Co Inc		ICON Constructors, LLC		
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
<b>Approach Grading</b>																
1	2101.511	CLEARING & GRUBBING	LS	1	\$1,500.00	\$1,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$1,500.00	\$1,500.00	\$2,656.00	\$2,656.00	\$5,000.00	\$5,000.00
2	2105.501	COMMON EXCAVATION	C Y	442	\$5.00	\$2,210.00	\$4.50	\$1,989.00	\$4.50	\$1,989.00	\$9.50	\$4,199.00	\$4.78	\$2,112.76	\$15.00	\$6,630.00
3	2105.523	COMMON BORROW (LV)	C Y	4040	\$9.00	\$36,360.00	\$9.50	\$38,380.00	\$9.50	\$38,380.00	\$9.50	\$38,380.00	\$10.09	\$40,763.60	\$8.00	\$32,320.00
4	2118.607	AGGREGATE SURFACING (CV) CLASS 5	C Y	468	\$25.00	\$11,700.00	\$18.50	\$8,658.00	\$18.50	\$8,658.00	\$20.00	\$9,360.00	\$19.66	\$9,200.88	\$28.00	\$13,104.00
5	2123.509	DOZER	HOUR	2	\$200.00	\$400.00	\$120.00	\$240.00	\$120.00	\$240.00	\$155.00	\$310.00	\$200.00	\$400.00	\$150.00	\$300.00
6	2123.610	CRAWLER MOUNTED BACKHOE	HOUR	2	\$200.00	\$400.00	\$120.00	\$240.00	\$120.00	\$240.00	\$175.00	\$350.00	\$200.00	\$400.00	\$150.00	\$300.00
7	2573.502	SILT FENCE, TYPE MS	L F	1287	\$4.00	\$5,148.00	\$2.00	\$2,574.00	\$2.25	\$2,895.75	\$2.00	\$2,574.00	\$2.15	\$2,767.05	\$3.00	\$3,861.00
8	2573.505	FLOTATION SILT CURTAIN TYPE MOVING WATER	L F	224	\$20.00	\$4,480.00	\$15.00	\$3,360.00	\$15.00	\$3,360.00	\$15.00	\$3,360.00	\$15.93	\$3,568.32	\$20.00	\$4,480.00
9	2575.523	EROSION CONTROL BLANKETS CATEGORY 3	S Y	2061	\$4.00	\$8,244.00	\$1.75	\$3,606.75	\$2.50	\$5,152.50	\$1.75	\$3,606.75	\$1.86	\$3,833.46	\$3.00	\$6,183.00
10	2575.555	TURF ESTABLISHMENT	LS	1	\$2,500.00	\$2,500.00	\$2,000.00	\$2,000.00	\$2,500.00	\$2,500.00	\$2,000.00	\$2,000.00	\$2,125.00	\$2,125.00	\$4,500.00	\$4,500.00
11	2575.562	HYDRAULIC MATRIX TYPE MULCH	LB	500	\$1.00	\$500.00	\$2.00	\$1,000.00	\$1.00	\$500.00	\$2.00	\$1,000.00	\$2.15	\$1,075.00	\$5.00	\$2,500.00
Total Approach Grading:						\$73,442.00		\$64,547.75		\$66,415.25		\$66,639.75		\$68,902.07		\$79,178.00
<b>Bridge</b>																
12	2013.609	HAUL & DISPOSAL OF NON-HAZARDOUS WASTE	TON	100	\$200.00	\$20,000.00	\$75.00	\$7,500.00	\$125.00	\$12,500.00	\$30.00	\$3,000.00	\$133.00	\$13,300.00	\$10.00	\$1,000.00
13	2021.501	MOBILIZATION	LS	1	\$50,000.00	\$50,000.00	\$57,500.00	\$57,500.00	\$45,000.00	\$45,000.00	\$33,400.00	\$33,400.00	\$60,000.00	\$60,000.00	\$50,000.00	\$50,000.00
14	2401.501	STRUCTURAL CONCRETE (3Y43) (P)	C Y	62	\$700.00	\$43,400.00	\$575.00	\$35,650.00	\$600.00	\$37,200.00	\$575.00	\$35,650.00	\$700.00	\$43,400.00	\$800.00	\$49,600.00
15	2401.512	BRIDGE SLAB CONCRETE (3Y33) (P)	S F	3074	\$25.00	\$76,850.00	\$26.25	\$80,692.50	\$28.00	\$86,072.00	\$32.00	\$98,368.00	\$30.00	\$92,220.00	\$26.00	\$79,924.00
16	2401.513	TYPE F (TL-4) RAILING CONCRETE (3Y46) (P)	L F	176	\$90.00	\$15,840.00	\$70.00	\$12,320.00	\$75.00	\$13,200.00	\$120.00	\$21,120.00	\$125.00	\$22,000.00	\$100.00	\$17,600.00
17	2401.541	REINFORCEMENT BARS (EPOXY COATED) (P)	LB	28440	\$1.30	\$36,972.00	\$1.10	\$31,284.00	\$1.10	\$31,284.00	\$1.40	\$39,816.00	\$1.50	\$42,660.00	\$1.50	\$42,660.00
18	2401.601	STRUCTURE EXCAVATION	LS	1	\$10,000.00	\$10,000.00	\$15,000.00	\$15,000.00	\$12,500.00	\$12,500.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$35,000.00	\$35,000.00
19	2401.601	SLOPE PREPARATION	LS	1	\$10,000.00	\$10,000.00	\$1,250.00	\$1,250.00	\$5,000.00	\$5,000.00	\$2,500.00	\$2,500.00	\$10,000.00	\$10,000.00	\$15,000.00	\$15,000.00
20	2402.521	STRUCTURAL STEEL (3306) (P)	LB	550	\$5.00	\$2,750.00	\$4.45	\$2,447.50	\$4.00	\$2,200.00	\$5.00	\$2,750.00	\$5.00	\$2,750.00	\$7.00	\$3,850.00
21	2402.546	FLOOR DRAIN TYPE B706 MODIFIED	EACH	2	\$750.00	\$1,500.00	\$825.00	\$1,650.00	\$656.00	\$1,312.00	\$850.00	\$1,700.00	\$1,500.00	\$3,000.00	\$1,500.00	\$3,000.00
22	2402.590	ELASTOMERIC BEARING PAD TYPE 1	EACH	10	\$150.00	\$1,500.00	\$90.00	\$900.00	\$118.00	\$1,180.00	\$175.00	\$1,750.00	\$150.00	\$1,500.00	\$250.00	\$2,500.00
23	2405.502	PRESTRESSED CONCRETE BEAMS 36M (P)	L F	430	\$240.00	\$103,200.00	\$242.00	\$104,060.00	\$240.00	\$103,200.00	\$310.00	\$133,300.00	\$225.00	\$96,750.00	\$275.00	\$118,250.00
24	2405.511	DIAPHRAGMS FOR TYPE 36M PREST BEAMS (P)	L F	31	\$100.00	\$3,100.00	\$65.00	\$2,015.00	\$116.00	\$3,596.00	\$70.00	\$2,170.00	\$100.00	\$3,100.00	\$125.00	\$3,875.00
25	2442.501	REMOVE EXISTING BRIDGE	LS	1	\$20,000.00	\$20,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$50,000.00	\$50,000.00
26	2452.510	STEEL H-PILING DRIVEN 10"	L F	450	\$3.00	\$1,350.00	\$1.00	\$450.00	\$1.00	\$450.00	\$6.00	\$2,700.00	\$2.00	\$900.00	\$1.00	\$450.00
27	2452.511	STEEL H-PILING DELIVERED 10"	L F	450	\$30.00	\$13,500.00	\$21.50	\$9,675.00	\$23.50	\$10,575.00	\$17.00	\$7,650.00	\$25.00	\$11,250.00	\$40.00	\$18,000.00
28	2452.520	STEEL H-TEST PILE 55 FT LONG 10"	EACH	2	\$5,500.00	\$11,000.00	\$7,500.00	\$15,000.00	\$6,300.00	\$12,600.00	\$4,000.00	\$8,000.00	\$15,000.00	\$30,000.00	\$8,500.00	\$17,000.00
29	2452.530	PILE TIP PROTECTION 10"	EACH	12	\$100.00	\$1,200.00	\$105.00	\$1,260.00	\$108.00	\$1,296.00	\$120.00	\$1,440.00	\$100.00	\$1,200.00	\$200.00	\$2,400.00
30	2502.502	DRAINAGE SYSTEM TYPE (B910)	LS	1	\$2,500.00	\$2,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,800.00	\$1,800.00	\$2,000.00	\$2,000.00	\$3,000.00	\$3,000.00
31	2511.501	RANDOM RIPRAP CLASS III	C Y	330	\$60.00	\$19,800.00	\$60.00	\$19,800.00	\$56.00	\$18,480.00	\$80.00	\$26,400.00	\$70.00	\$23,100.00	\$70.00	\$23,100.00
32	2511.515	GEOTEXTILE FILTER TYPE VII	S Y	650	\$3.00	\$1,950.00	\$2.00	\$1,300.00	\$2.50	\$1,625.00	\$2.00	\$1,300.00	\$5.00	\$3,250.00	\$4.00	\$2,600.00
33	2563.601	TRAFFIC CONTROL	LS	1	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,400.00	\$1,400.00	\$3,000.00	\$3,000.00	\$1,500.00	\$1,500.00	\$3,000.00	\$3,000.00
Total Bridge:						\$447,912.00		\$417,754.00		\$417,170.00		\$462,814.00		\$498,880.00		\$541,809.00
Total Approach Grading:						\$73,442.00		\$64,547.75		\$66,415.25		\$66,639.75		\$68,902.07		\$79,178.00
Total Bridge:						\$447,912.00		\$417,754.00		\$417,170.00		\$462,814.00		\$498,880.00		\$541,809.00
Totals for Project SAP 049-599-068						\$521,354.00		\$482,301.75		\$483,585.25		\$529,453.75		\$567,782.07		\$620,987.00
% of Estimate for Project SAP 049-599-068								-7.49%		-7.24%		1.55%		8.91%		19.11%

I hereby certify that this is an exact reproduction of bids received.

Certified By: \_\_\_\_\_ License No. \_\_\_\_\_  
 Date: \_\_\_\_\_

**MORRISON COUNTY**  
**RESOLUTION # 2016-098**  
**AWARD OF CONTRACT**

**WHEREAS:** On Thursday, October 27, 2016, at 10:00 A.M., the following contractors:

ICON Constructors, LLC  
 Korby Contracting Co., Inc.  
 Redstone Construction Co., Inc.  
 Robert R. Schroeder Const., Inc.  
 Structural Specialties, Inc.

Submitted sealed bids for the furnishing of all labor, tools, materials and equipment necessary for the construction of the work provided for under plans and specifications for that improvement on the following project:

PROJECT NO. SAP 049-599-068; New Bridge 49556 over Swan River

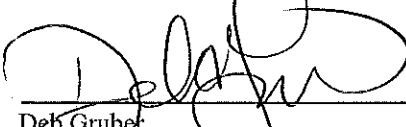
**WHEREAS:** The bid of Redstone Construction Co., Inc. in the amount of \$ 482,301.75 appeared to be the lowest responsible bid received.

**NOW THEN BE IT RESOLVED:** That we, the Board of Commissioners of Morrison County have reviewed said bids and hereby award the contract work to the lowest responsible bidder Redstone Construction Co., Inc.

STATE OF MINNESOTA }  
 COUNTY OF MORRISON }

I, Deb Gruber, County Administrator, Morrison County, Minnesota hereby certify that I have compared the foregoing copy of the resolution of the County Board of said County with the original record thereof on file in the Administration Office of Morrison County in Little Falls, Minnesota as stated in the minutes of the proceedings of said board at a meeting duly held on this 8 day of NOV., 2016, and that the same is a true and correct copy of said original record and of the whole thereof, and that said resolution was duly passed by said board at said meeting.

Witness by hand and seal this 8 day of Nov., 2016.

  
 \_\_\_\_\_  
 Deb Gruber  
 County Administrator

Commissioner	Yes	No	Abs	Mot	2nd
Jelinski	X				
Johnson					X
Winscher	X				
Wilson	X				
Maurer				X	

**Resolution #2016-0910**  
**For Creating a Prioritized Bridge Replacement List**

**WHEREAS**, Morrison County has reviewed the pertinent data on bridges requiring replacement, rehabilitation, or removal, supplied by local units of government, and

**WHEREAS**, Morrison County has identified those bridges that are high priority and that require replacement, rehabilitation, or removal within the next five years;

**NOW, THEREFORE BE IT RESOLVED** that the following deficient bridges are high priority and Morrison County intends to replace, rehabilitate or remove these bridges as soon as possible when funds are available,

Old Bridge Number	Road Number or Name	Feature Crossed	Twp or State Bridge	Local or State Aid Funds	Total Project Cost	Proposed Construction Year
L9437	BELLE PR TWP KING RD	PLATTE RIVER	\$100,000	NONE	\$100,000	2017
49503	CSAH 21	TWO RIVERS	\$500,000	\$100,000	\$600,000	2017
6924	CSAH 21	TWO RIVERS	\$200,000	\$60,000	\$260,000	2017
NONE	CR 245	PUBLIC DITCH NO. 21	\$100,000	\$80,000	\$180,000	2017
7362	CR 268	SKUNK RIVER	\$150,000	\$50,000	\$200,000	2017
2930	CUSHING TWP AGATE TRL	LITTLE ELK RIVER	\$230,000	\$20,000	\$250,000	2018
49516	CSAH 6	SWAN RIVER	\$400,000	\$100,000	\$500,000	2018
49501	CSAH 1	SWAN RIVER	\$500,000	\$100,000	\$600,000	2018
7351	CSAH 47	PLATTE RIVER	\$400,000	\$60,000	\$460,000	2018
7343	CSAH 26	LITTLE ROCK CREEK	\$200,000	\$60,000	\$260,000	2018
7357	CR 220	SWAN RIVER	\$400,000	\$60,000	\$460,000	2018
L9533	TWO RIVERS TWP 100 <sup>TH</sup>	TWO RIVERS	\$300,000	\$20,000	\$320,000	2018
92472	CSAH 34	W BR RUM RIVER	\$300,000	\$100,000	\$400,000	2019
R0160	BUH TWP 168 <sup>TH</sup> ST	BIG MINK CREEK	\$60,000	\$20,000	\$80,000	2019
L2899	BUCKMAN TWP 230 <sup>TH</sup> AV	BUCKMAN CREEK	\$80,000	\$20,000	\$100,000	2020

**FURTHERMORE**, Morrison County does hereby request authorization to replace, rehabilitate or remove such bridges, and

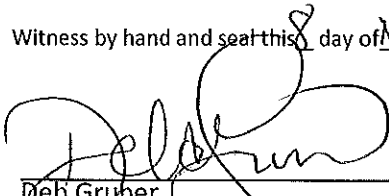
**FURTHERMORE**, Morrison County does hereby request financial assistance with eligible approach grading and engineering costs on township bridges, as provided by law, and

**FURTHERMORE**, Morrison County grants the County Engineer the authority to request funds.

STATE OF MINNESOTA }  
 COUNTY OF MORRISON }

I, Deb Gruber, County Administrator, Morrison County, Minnesota hereby certify that I have compared the foregoing copy of the resolution of the County Board of said County with the original record thereof on file in the Administration Office of Morrison County in Little Falls, Minnesota as stated in the minutes of the proceedings of said board at a meeting duly held on this 8 day of Nov, 2016, and that the same is a true and correct copy of said original record and of the whole thereof, and that said resolution was duly passed by said board at said meeting.

Witness by hand and seal this 8 day of Nov, 2016.

  
 Deb Gruber  
 County Administrator

Commissioner	Yes	No	Abs	Mot	2nd
Jelinski	X				
Johnson	X				
Winscher	X				
Wilson					X
Maurer				X	

**RESOLUTION 11-1-16-2**  
**REQUESTING IMPORIVEMENTS TO COUNTY ROAD 234**  
**(NORTH HAWTHORN STREET) IN ROYALTON**

**WHEREAS;** The City of Royalton and Morrison County each has an interest in infrastructure improvements that may be made on County Road 234 (N Hawthorn Street) from CSAH 26 (East Centre Street) to 53<sup>rd</sup> Street, and

**WHEREAS;** these improvements may consist of expansion or replacement of sewer main, water main, storm sewer, sidewalk, trails, services, appurtenances curb, gutter and bituminous street in the design or said roadway and

**WHEREAS;** The City of Royalton would be prepared to participate in a 2022 construction project.

**NOW THEREFORE, BE IT RESOVED;** The Royalton City Council requests that the Morrison County Board of Commissioners authorize programming the above referenced project in their 2022 Transportation Improvement Program and

**BE IT FURTHER RESOLVED;** That the City of Royalton will authorize staff to negotiate a preliminary construction agreement outlining the terms and conditions of each of the parties responsibilities for each jurisdiction for consideration before design begins.

Dated this 1<sup>st</sup> day of November, 2016.

  
\_\_\_\_\_  
Andrea Lauer, Mayor

Attested by:

  
\_\_\_\_\_  
Carol Madsen, Clerk/Treasurer



**Resolution # 2016-097**

Authorizing Programming County Road 234 (North Hawthorn Street) from  
CSAH 26 (Centre Street) to 53rd Street in Royalton  
Into the 2022 Transportation Improvement Plan

WHEREAS; The City of Royalton and Morrison County each has an interest in infrastructure improvements that may be made on County Road 234 from CSAH 26 (Centre Street) to 53rd Street in the City of Royalton, and

WHEREAS; these improvements may consist of expansion or replacement of sewer main, water main, storm sewer, sidewalk, trails, services, appurtenances, curb, gutter and bituminous street in the design of said roadway and

WHEREAS; The City of Royalton would be prepared to participate in a 2022 construction project and have submitted resolutions requesting the project.

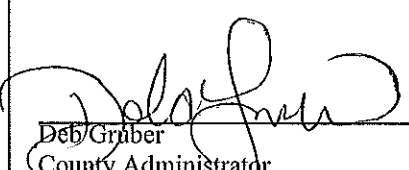
NOW THEREFORE BE IT RESOLVED; That the County Engineer is hereby directed to program the above referenced project into the 2022 Morrison County Transportation Improvement Plan, and

BE IT FURTHER RESOLVED; That the County Engineer is authorized to negotiate a preliminary construction agreement outlining the terms and conditions of each of parties responsibilities in said project for the County Boards consideration.

STATE OF MINNESOTA }  
COUNTY OF MORRISON }

I, Deb Gruber, County Administrator, Morrison County, Minnesota hereby certify that I have compared the foregoing copy of the resolution of the County Board of said County with the original record thereof on file in the Administration Office of Morrison County in Little Falls, Minnesota as stated in the minutes of the proceedings of said board at a meeting duly held on this 8 day of NOV., 2016, and that the same is a true and correct copy of said original record and of the whole thereof, and that said resolution was duly passed by said board at said meeting.

Witness by hand and seal this 8 day of NOV., 2016.

  
Deb Gruber  
County Administrator

Commissioner	Yes	No	Abs	Mot	2nd
Jelinski	X				
Johnson				X	
Winscher	X				
Wilson					X
Maurer	X				