

WRIGHT COUNTY BOARD  
AGENDA  
FEBRUARY 7, 2017

Interpreter Services for the hearing impaired will be provided upon written request.

**I. 9:00 A.M. PLEDGE OF ALLEGIANCE**

**II. MINUTES - DISPENSE WITH READING. APPROVE AS WRITTEN/REVISED.**

**A. COUNTY BOARD MINUTES 1-24-17**

Documents:

[1-24-17 WRIGHT COUNTY BOARD MINUTES.PDF](#)

**III. REVIEW & APPROVAL OF AGENDA**

**IV. CONSENT AGENDA**

**A. ADMINISTRATION**

1. Claim - Madden, Galanter And Hanson, LLP. \$8,587.97 (December 2016)

Documents:

[12.16 MADDEN, GALANTER AND HANSEN CLAIM.PDF](#)

**B. ADMINISTRATION**

1. Approve Charitable Gambling Application, Form LG220, Ancient Free & Accepted Masons Of MN, Rockford Township Hall, 3039 Dague Ave. SE, Buffalo MN (Rockford Twp.), Event Date 4-01-17

Documents:

[CHARITABLE GAMBLING APPLICATION.PDF](#)

**C. ADMINISTRATION**

1. Approve Labor Contract Agreement With Courthouse 320

Documents:

[RFBA - TENTATIVE AGREEMENT COURTHOUSE 320.PDF](#)

**D. ADMINISTRATION**

1. Authorize Signatures On Labor Agreement With Assistant County Attorneys Association, 2017-2019

Documents:

[RFBA - ASSISTANT COUNTY ATTORNEYS ASSOC CONTRACT.PDF](#)

**E. ADMINISTRATION**

1. Authorize Signatures On Labor Agreement With AFSCME, 2017-2019

Documents:

[AFSCME 2017-2019 FULL CONTRACT W APPENDICES.PDF](#)

**F. ADMINISTRATION**

1. Request Approval Of Revisions To Policy 507 Compensatory Time, Subsection 507.05 Payout Of Compensatory Time

Documents:

[020717.AGENDA FORM\\_507COMPENSATORYTIME.PDF](#)  
[507 COMPENSATORY TIME\\_MARKUP\\_020717.PDF](#)

**G. ADMINISTRATION**

1. Authorize Signatures On Contract With Berwald Roofing For Partial Roof Replacement At The Public Works Building

Documents:

[020717 BERWALD ROOFING CONTRACT.PDF](#)  
[SADMN KONIC17020308260.PDF](#)

**H. ADMINISTRATION**

1. Schedule Owners Committee Meeting For 2-13-17 At 3:00 PM.

Agenda Items:

- A. Site Utilization Concepts
- B. Building Design Visioning

2. Schedule Owners Committee Meeting For 2-27-17 At 3:00 PM.

Agenda Items:

- A. Blocking & Stacking, Site Concepts - Multiple Options

**I. ATTORNEY**

1. Refer Discussion Of Possible Action Items For The Control And Prevention Of Aquatic Invasive Species In Lake Sylvia To The Ways And Means Committee

Documents:

[AGENDA REQUEST - FEBRUARY 7, 2017.PDF](#)

**J. AUDITOR/TREASURER**

1. Set 3-10-17 At 12:00 P.m. As Deadline For Private Sale Bids Of Tax Forfeit Parcels

PIDs:

- 155-123-000020 - City Of Monticello
- 213-100-353100 - Township Of Monticello
- 217-054-002140 - Township Of Southside
- 218-000-302100 - Township Of Stockholm

2. Refer Replacement Of Land Records Administrator To Personnel Committee

Documents:

[AGENDA 2-7 CONSENT SET DEADLINE FOR PRIVATE SALE BIDS.PDF](#)  
[AGENDA 2-7 CONSENT REFER REPLACEMENT OF LAND RECORDS ADMIN TO PERSONNEL.PDF](#)

**K. AUDITOR/TREASURER**

1. Approve Claims As Listed In The Abstract, Subject To Audit, For A Total Of \$861,916.82 With 299 Vendors And 549 Transactions

Documents:

[AGENDA 2-7 CONSENT CLAIMS.PDF](#)

#### **L. HIGHWAY**

1. Position Replacement:
  - A. Highway Diesel Mechanic

Documents:

[00-MECH.PDF](#)

#### **M. INFORMATION TECHNOLOGY**

1. Refer To The 2-08-17 Technology Committee Meeting:
  - A. Records And Data Management Policy (Carryover Discussion)
  - B. PA System
  - C. Digital Redaction
  - D. Project Management

Documents:

[BOARD ACTION IT REQUEST TECH COMMITTEE FEB 8 2017.PDF](#)

#### **N. SHERIFF'S OFFICE**

1. Position Replacement:
  - A. Two Deputies

Documents:

[01-24-17 REQUEST POSITION REPLACEMENT FOR 2 DEPUTIES - CODY THOMPSON AND TREVOR WEINMANN RESIGNATIONS.PDF](#)

#### **O. SHERIFF'S OFFICE**

1. Refer Jail Staffing To 2-08-17 Personnel Committee

#### **P. SWCD**

1. Water Management Task Force Appointments:
  - A. Reappoint Gloria Grant-Wynnemer As The Citizen-At-Large Representative On The Water Management Task Force, Eff. 1-01-17 To 12-31-20 (Three-Year Term)
  - B. Reappoint Doug Triplet As The Township Representative On The Water Management Task Force, Eff. 1-01-17 To 12-31-20 (Three-Year Term)
  - C. Appoint Jeffrey Burns As The SWCD Representative On The Water Management Task Force, Eff. 1-01-17 To 12-31-20 (Three-Year Term), Replacing Mark McNamara
  - D. Appoint Lynn Kissock As The Mayor's Association Representative On The Water Management Task Force, Eff. 2-14-17 To 12-31-17, Filling The Vacant Mayor's Association Seat Expiring 12-31-17

Documents:

[2017RENEWALS\\_KISSOCKBURNS.PDF](#)

#### **V. TIMED AGENDA ITEMS**

- A. 9:03 A.M. BOB HIIVALA, AUDITOR/TREASURER**  
1. Approve 1-24-17 Tax Forfeit Committee Minutes

Documents:

[AGENDA 2-7 APPROVE TAX FORFEIT COMMITTEE MINUTES.PDF](#)  
[AGENDA 2-7 TAX FORFEIT COMM MINUTES.PDF](#)

- B. 9:05 A.M. JUDGE MICHELE DAVIS, 10TH JUDICIAL DISTRICT**  
1. Law Day Planning Efforts

- C. 9:15 A.M. VIRGIL HAWKINS, HIGHWAY ENGINEER**  
1. Approve 1-23-17 Transportation Committee Of The Whole Minutes & Act On Recommendations

Documents:

[00-TCOTW.PDF](#)

- D. 9:25 A.M. MARC MATTICE, PARKS & RECREATION DIRECTOR**  
1. Adopt Resolution Related To Submittal Of A Grant Application To The Minnesota Department Of Natural Resources Federal Recreational Trail Program  
2. Refer To Committee - Parks Department Budget Discussion Related To Progress And Funding Of Phase 1 Development At Bertram Chain Of Lakes Regional Park  
3. January 2017 Parks Commission Recommendations:  
A. Modify Fee Schedule To Include Rental Fee For The Bertram Chalet At \$175 Per Day  
B: Weekend Snow Removal Modifications

Documents:

[2-7-2017 AGENDA ITEM.PDF](#)  
[COUNTY BOARD RESOLUTION.PDF](#)  
[1-9-17 PC MEETING MINUTES.PDF](#)

- E. 9:35 A.M. MIKE YOUNG, DRAINAGE INSPECTOR**  
1. 2016 Drainage Inspector Year End Report

Documents:

[2016 YEAR END REPORT - DRAINAGE INSPECTOR.PDF](#)

## **VI. ITEMS FOR CONSIDERATION**

- A. COMMITTEE MINUTES**  
1. Building, Owners Committee Of The Whole, Personnel, Technology, Ways & Means

Documents:

[1-25-17 BUILDING COMMITTEE MINUTES AND ATTACHMENT.PDF](#)  
[12-15-16 OWNERS COMMITTEE OF THE WHOLE MINUTES.PDF](#)  
[1-25-17 PERSONNEL COMMITTEE MINUTES AND ATTACHMENTS.PDF](#)  
[1-25-17 TECHNOLOGY COMMITTEE MINUTES.PDF](#)

[WAYS MEANS 1.25.17 AND EXHIBITS.PDF](#)

**B. RESOLUTION, ACCEPTANCE OF DONATION FROM UMC**

Documents:

[RESOLUTION - DONATION FROM UMC.PDF](#)

**C. RESOLUTION/LETTER SUPPORTING HF 113 SF 85**

Documents:

[RES 17-05.PDF](#)

[LETTER OF SUPPORT\\_HF 113 SF 85\\_1 13 2017 \(003\).PDF](#)

**VII. ADVISORY COMMITTEE / ADVISORY BOARD UPDATES**

**VIII. ADJOURNMENT**

**IX. NOTE: 10:30 AM, COMMITTEE OF THE WHOLE MEETING RE: FIRM SELECTION PROCESS, MASTER SPACE STUDY, COUNTY FACILITIES**

**X. CLAIMS LISTING**

Documents:

[AUDIT LIST FOR BOARD 2-7-2017.PDF](#)

THESE MINUTES ARE IN DRAFT FORMAT AND REQUIRE APPROVAL BY THE COUNTY BOARD

INFORMATIONAL

WRIGHT COUNTY BOARD  
MINUTES  
JANUARY 24, 2017

The Wright County Board met in regular session at 9:00 A.M. with Husom, Vetsch, Daleiden, Potter, and Borrell present.

### MINUTES

Husom moved to approve the 1-17-17 Board Minutes, seconded by Vetsch. The motion carried 5-0.

### AGENDA

Petitions were accepted to the Agenda as follows:

- Virgil Hawkins, Add Consent Item H1, "Schedule Bid Opening Dates At The Highway Department:
  - A. 2-24-17 @ 11:00 A.M., Pavement Preservation Contract
  - B. 3-10-17 @ 11:00 A.M., CSAH 3 Reconstruction Project
  - C. 3-10-17 @ 11:15 A.M., Briarwood Avenue (Rockford Township State Park Road Account)
  - D. 3-10-17 @ 11:30 A.M., Seasonal Requirements"
- Todd Hoffman, Add Consent Item I1, "Refer To Personnel Committee (01-25-17) Request To Hire Deputy Director Of Emergency Management Above 12% Of Minimum Salary Range"
- Todd Hoffman, Add Consent Item J1, "Refer To 2-08-17 Building Committee Discussion On Safe & Secure Courthouse Initiative Grant Program"
- Bob Hiivala, Auditor/Treasurer Timed Items, Add Item 3, "Accept Recommendation from Tax Forfeiture Committee Regarding Private Sale"
- Todd Hoffman, Add Items For Consideration D, "Sheriff's Office Safe Exchange Program"
- Todd Hoffman, Add Items For Consideration E, "Donation From UMC To The Wright County Sheriff's Office"

Potter moved to approve the Agenda as amended, seconded by Daleiden and carried 5-0.

### CONSENT AGENDA

Daleiden moved to approve the Consent Agenda. The motion was seconded by Vetsch and carried 5-0:

- A. ADMINISTRATION
  - 1. Approve Labor Contract Agreement With AFSCME Council 65
- B. ADMINISTRATION
  - 1. Approve Labor Contract Agreement - Assistant Wright County Attorney's Association
- C. ADMINISTRATION
  - 1. Schedule Owners Committee - Courts Facility Meeting For 1-30-17 @ 12:30 P.M., C118. Agenda Items:
    - A. Courts Tour Debriefing
    - B. Concept Space Stacking & Adjacencies
    - C. HWY 25 Access
    - D. Schedule Review
- D. AUDITOR/TREASURER
  - 1. Approve Claims as Listed in the Abstract, Subject to Audit, for a Total of \$176,891.65 with 182 Vendors and 401 Transactions
- E. AUDITOR/TREASURER
  - 1. Approve Renewal of 2017 Tobacco Licenses for:
    - A. City of Delano: City of Delano DBA Delano Wine & Spirits;
    - B. City of Maple Lake: Roger's Amoco, Inc. DBA Roger's BP-Amoco;
    - C. City of Monticello: CMV's ECig Lounge DBA ECig Lounge of Monticello;
    - D. Township of French Lake: Lantto's Store, Inc.

F. HEALTH & HUMAN SERVICES

1. Position Replacement
  - A. Social Worker

G. PLANNING & ZONING

1. Accept the findings and recommendations of the Planning Commission for the following rezonings:
  - A. JOHN V. HOLTHAUS - (Chatham Twp.) Planning Commission unanimously recommends rezoning approximately 29-30 acres from AG General Agricultural to A/R Agricultural-Residential
  - B. JOHN P. STALOCH - (Monticello Twp.) Planning Commission unanimously recommends rezoning from AG General Agricultural to A/R Agricultural-Residential

H. HIGHWAY DEPARTMENT

1. Schedule Bid Opening Dates At The Highway Department:
  - A. 2-24-17 @ 11:00 A.M., Pavement Preservation Contract
  - B. 3-10-17 @ 11:00 A.M., CSAH 3 Reconstruction Project
  - C. 3-10-17 @ 11:15 A.M., Briarwood Avenue (Rockford Township State Park Road Account)
  - D. 3-10-17 @ 11:30 A.M., Seasonal Requirements

I. SHERIFF

1. Refer To 1-25-17 Personnel Committee Request To Hire Deputy Director Of Emergency Management Above 12% Of Minimum Salary Range (Hoffman)

J. SHERIFF

1. Refer To 2-08-17 Building Committee Discussion On Safe and Secure Courthouse Initiative Grant Program

**TIMED ITEMS****BOB HIIVALA, AUDITOR/TREASURER**Acceptance of the 2015 Indirect Cost Allocation Plan

Diane Blaschko presented information on the 2015 Indirect Cost Allocation Plan. The Plan allows reimbursement with state and federal funding. The process includes a review of the General Fund and central services, and whether services are provided to other departments. The largest change from the 2014 Plan relates to building use. Historically, 2% of the cost was allowed to be allocated for however long the building was in use but has been changed to a limit of 50 years. Another change relates to charging General Fund expenses between departments. The recommendation is to only charge departments with the ability to charge externally. Daleiden moved to accept the 2015 Indirect Cost Allocation Plan. The motion was seconded by Husom and carried 5-0.

Set Audit Entrance Meeting

On a motion by Daleiden, second by Potter, all voted to set a Committee Of The Whole Meeting on 1-27-17 at 1:00 P.M. for the Audit Entrance Meeting with the State Auditor's Office.

(Note: The Meeting date was changed near the end of the Board Meeting)

Accept Recommendation from Tax Forfeiture Committee Regarding Private Sale

Hiivala said a Tax Forfeiture Committee was held earlier today to discuss parcels which qualify as private sales because access is blocked, therefore the sale is only open to adjacent property owners. The Committee recommends moving forward with the conditions as outlined. Daleiden moved to approve the recommendation as follows, seconded by Vetsch. The motion carried 5-0.

Wright County Auditor/Treasurer Office

The Minnesota Department of Health strongly recommends that ALL homebuyers have an indoor radon test performed prior to purchase or taking occupancy and recommends having the radon levels mitigated if elevated radon concentrations are found. Elevated radon concentrations can easily be reduced by a qualified, certified, or licensed, if applicable, radon mitigator.

Every buyer of an interest in residential real property is notified that the property may present exposure to dangerous levels of indoor radon gas that may place the occupants at risk of developing radon-induced lung

cancer. Radon, a Class A human carcinogen, is the leading cause of lung cancer in nonsmokers and the second leading cause overall. The seller of any interest in residential real property is required to provide the buyer with any information on radon test results of the dwelling.

Persons and entities owing delinquent taxes on other parcels in Wright County will be prohibited from bidding on parcels at this sale.

The balance of any special assessments that were levied before forfeiture and canceled at forfeiture are not included in the basic sale price and may be reassessed by the municipality. These special assessments are shown on the list of tax-forfeited land under the column entitled "Specials Before Forfeiture."

PID	<u>155-123-00020</u>	<u>213-100-353100</u>	<u>218-000-302100</u>
ADDRESS			
SPECIAL CONDITIONS OF SALE			
TAX DESCRIPTION	Outlot A, Rolling Woods		NE Qtr of NW Qtr
CITY/TOWNSHIP	Monticello	Monticello Twp.	Stockholm Twp
VALUE	500	600	45,400
SPECIALS AFTER			
SPECIALS BEFORE			
MINIMUM BID PRICE	\$100.00	\$100.00	\$6,000
CONSERVATION/NON CONSERVATION	Non Conservation	Non Conservation	Non Conservation

PID	<u>217-054-002140</u>
ADDRESS	
SPECIAL CONDITIONS OF SALE	The owner of Lot 15, Block 2, Spring Park, shall preserve and maintain drainage from lands to the west and north, under 102 <sup>nd</sup> Street NW, to Augusta Lake
TAX DESCRIPTION	LOT 15 BLOCK 2, SPRING PARK
CITY/TOWNSHIP	Southside Twp
VALUE	9,000
SPECIALS AFTER	
SPECIALS BEFORE	
MINIMUM BID PRICE	\$600.00
CONSERVATION/NON CONSERVATION	Non Conservation

**VIRGIL HAWKINS, HIGHWAY ENGINEER**

Authorize Attendance, NACE Annual Meeting, Cincinnati, OH

The request is to authorize the Highway Engineer and Assistant Highway Engineer to attend the NACE Annual Meeting/Management & Technical Conference in Cincinnati, Ohio on April 9-13, 2017. Potter moved to approve the request, seconded by Husom. The motion carried unanimously.

Award Southside Trail Extension Contract/City of Annandale

Bids were opened by the City of Annandale on 11-01-16. The City recommends award of the bid to Landwehr Construction of St. Cloud in the amount of \$408,628.60. Wright County is the formal sponsor to accept federal funding on behalf of the City because of the population being under 5,000. Daleiden moved to approve the Southside Trail Extension Contract (S.P. 086-090-006). The motion was seconded by Husom and carried 5-0.

Authorize Wright County To Approve Revised Joint Powers Agreement for TH 25 Corridor

The revision to the Agreement relates to adding Becker Township and the City of Becker to the TH 25 Corridor Coalition. The document has been reviewed by the County Attorney's Office. Vetsch moved to approve the revised Joint Powers Agreement, seconded by Daleiden. The motion carried 5-0.

**ITEMS FOR CONSIDERATION****1-17-17 COMMITTEE OF THE WHOLE MINUTES**

Husom moved to approve the minutes and recommendations, seconded by Daleiden. Brian Asleson, Chief Deputy Attorney, made the following change to the minutes: Page 1, 2<sup>nd</sup> to last paragraph, 1<sup>st</sup> sentence should read, "The draft Resolution would include language to delegate to the Assessor and Auditor/Treasurer all homestead abatements and for other types of property under the \$2,500 limit." Husom and Daleiden accepted the change to the motion and the motion carried 5-0. The COTW Minutes follow:

I. WRIGHT COUNTY ABATEMENT POLICY AND RESOLUTION DELEGATING CERTAIN ABATEMENT POWERS TO THE AUDITOR/TREASURER

The County Board has the power under Statute to grant abatements of taxes, penalties and interest. Asleson said the way Statute reads, these do not come to the Board unless staff approves of the application and recommends an abatement. Those situations which involve value or classification require the Assessor to approve the abatement. The Auditor/Treasurer approves abatements that deal only with penalties and interest. The Department of Revenue has recommended Policy updates.

The Committee was presented with a draft of the revised Wright County Abatement Policy and Resolution Delegating Abatement Powers to the County Auditor/Treasurer (attached). The prior Policy limited abatements to homestead type properties and the abatement period of the prior year and one year previous, whereas Statute allows the prior year and possibly two years previous (for clerical errors or when a hardship is involved). Asleson said the County's Policy cannot be more restrictive than State law.

The draft Policy and Resolution were reviewed.

Section 6 relates to notification to the school board and municipality by the County for any requests for more than \$10,000 in tax, penalty and interest reduction, per Statute. Asleson referenced the first sentence in Section 6, "Abatement requests not exceeding \$2,500.00 in tax reduction for the current year may be handled administratively by the County Assessor and County Auditor/Treasurer without taking the matter to the County Board." In 1995, the County Board delegated to the Assessor and Auditor/Treasurer the ability to deal with homestead abatements regardless of the amount and for one class of property. The draft Policy would include all abatement requests not exceeding \$2,500 in tax reduction (not value) for the current year to be handled administratively by the Assessor and Auditor/Treasurer. That figure is supported by the Assessor and Auditor/Treasurer.

Section 7 deals with the other part of the delegation process indicating any type of homestead abatement will be handled by the Auditor/Treasurer and Assessor, consistent with what the Board delegated in 1995. This figure could be more than \$2,500.

Section 9 allows the discretion to grant abatements for up to two years prior for clerical errors per Statute.

The draft Resolution would include language to delegate to the Assessor and Auditor/Treasurer all homestead abatements and for other types of property under the \$2,500 limit. Asleson clarified that the way Statute is written, abatements do not come to the County Board unless staff approves of the application.

Recommendation: Refer the draft Policy and Resolution to the County Board for consideration.

(End of 1-17-17 COTW Minutes)

**WRIGHT COUNTY ABATEMENT POLICY AND RESOLUTION DELEGATING CERTAIN POWERS TO THE AUDITOR/TREASURER**

Daleiden moved to adopt Resolution #17-08, a resolution delegating certain abatement powers to the Auditor/Treasurer. The motion was seconded by Husom and carried 5-0 on a roll call vote.

Daleiden moved to approve the Wright County Abatement Policy as presented, seconded by Potter. The motion carried 5-0.

**CANCEL BOARD MEETINGS IN MONTHS WITH FIVE TUESDAYS (MAY, AUGUST, OCTOBER)**

Potter moved to cancel the 5-30-17 County Board Meeting. The motion includes deferring discussion on the cancellation of the August and October meeting dates to a Board Meeting in late February or early March. The motion was seconded by Vetsch and carried 5-0.

**SHERIFF'S OFFICE SAFE EXCHANGE PROGRAM**

Chief Deputy Todd Hoffman provided an overview of the Safe Exchange Program. With the increasing popularity of online sales, the Wright County Sheriff's Office now offers a safe and secure area to complete the transactions at 3800 Braddock Ave. NE, Buffalo, Minnesota in the west (front) parking lot. It is well lit and covered by surveillance cameras 24 hours per day. The area can also be utilized for families with custody issues.

**DONATION FROM ULTRA MACHINING COMPANY (UMC) TO THE WRIGHT COUNTY SHERIFF'S OFFICE (HOFFMAN)**

Chief Deputy Todd Hoffman said the Wright County Sheriff's Office received a \$20,000 donation from Ultra Machining Company toward the acquisition of an Unmanned Aerial Vehicle. The primary mission of the UAV will be search and rescue. Ultra Machining Company is located in the City of Monticello, and Don Tomann is the CEO and Eric Gibson is the President. The Board acknowledged the donation and asked that a response be sent in appreciation.

**ADVISORY COMMITTEE / ADVISORY BOARD UPDATES**

1. CRWD. Vetsch attended a meeting on 1-18-17 where discussion included the One Watershed, One Plan and MPCA regulations relating to compliance of nitrogen levels in May 2019.
2. Monticello Safe Schools. Vetsch attended a meeting on 1-20-17. Topics included security upgrades and expansion.
3. Historical Society. Potter attended a meeting on 1-18-17. Discussion included changing displays, climate controlled areas, and the fiber ring.
4. Economic Development Annual Meeting, St. Michael. Potter attended on 1-20-17. The key note speaker was Ron Wirtz of the Minneapolis Federal Reserve Bank on economic development. Also, former Commissioner Pat Sawatzke received an Outstanding Citizen Award because of his work and support of the business community in Wright County.
5. AMC Board of Director's Meeting. Potter attended a meeting on 1-20-17. Potter serves as the Chair of the Transportation Committee. The group discussed upcoming legislation relating to the transit program. Potter encouraged Board members to attend the Board of Director's Meeting if there is an opportunity as it provides an opportunity to learn and discuss similar issues with other counties.
6. Courts Tours. Husom said Board members visited Washington and Blue Earth Counties on 1-19-17. She said the tours have been beneficial as they start working on the plan for the Wright County Courts Facility. It was the consensus that a note of thanks should be sent to both.

**SET AUDIT ENTRANCE MEETING (CONTINUED FROM EARLIER IN THE MEETING)**

At the request of Hiivala, Daleiden made a motion to reschedule the Committee Of The Whole Meeting for the Audit Entrance Meeting with the State Auditor's Office for 2-06-17 at 10:00 A.M. The motion includes cancelling the original date of 1-27-17 at 1:00 P.M. The motion was seconded by Husom and carried 5-0.

The meeting adjourned at 10:02 A.M.

WRIGHT COUNTY CLAIM FORM

**\*\*FOR DEPARTMENT USE\*\***

**\*\* FOR AUDITORS OFFICE USE\*\***

Account Code	Amount	Account Code

**REQUEST FOR REIMBERSEMENT, GOOD(S) DELIVERED OR SERVICES PROVIDED**

Date 2/7/17

Vendor # 2468

Issue Check To:

*Madden, Galanter & Hansen, LLP*  
 7760 France Avenue South, Suite 290  
 Bloomington, MN 55435

**Total Amount: 8,587.97**

Account Code	Amount	Description	Invoice	P.O. #
01.100.6261	5,419.08	December - Labor Relation Services	Dec-16	
A276	1,243.32	December - Labor Relation Services (HHS)	Dec-16	
01.100.6261	1,925.57	December - Arbitration & Administrative Hearings	Dec-16	

Special notes regarding expenses incurred, services provided or good(s) delivered (attach invoices/receipts)

*Sue Verzin*

MADDEN • GALANTER • HANSEN, LLP  
ATTORNEYS AT LAW

Frank J. Madden  
Susan K. Hansen  
Sandi Blaeser  
Pamela R. Galanter (Retired)

7760 France Avenue South, Suite 290  
Bloomington, Minnesota 55435-5834  
Telephone 763.545.2525  
Facsimile 952.999.4789

January 12, 2017

Mr. Lee Kelly  
County Coordinator  
Wright County Government Center  
10 Northwest Second Street  
Buffalo, MN 55313

Re: Services Rendered Through 12/31/2016  
(Labor Relations Services)

Dear Lee:

Enclosed is our statement for services rendered from 12/1/2016 through 12/31/2016, which is summarized as follows:

Billing Summary

Total for services rendered	\$6,415.50
Total expenses	\$246.90
<b>Balance Due</b>	<b>\$6,662.40</b>

If you have any questions regarding the above, please feel free to contact me.

Sincerely,



Frank J. Madden

FJM:ch  
Enclosure

January 12, 2017

Mr. Lee Kelly  
 County Coordinator  
 Wright County Government Center  
 10 Northwest Second Street  
 Buffalo, MN 55313

Re: Services Rendered Through 12/31/2016  
 (Labor Relations Services)

		<u>Hrs/Rate</u>	<u>Amount</u>
12/01/16	Preparation and attendance at negotiations with 2 Teamster units and dictation of notes. (Administration)	6.30 \$141.00/hr	\$888.30
12/05/16	Preparation for mediation and review of files (Human Services).	0.80 \$141.00/hr	\$112.80
12/06/16	Review of files for negotiations. (Administration)	0.80 \$141.00/hr	\$112.80
	Preparation and attendance at mediation and preparation of notes (Human Services).	7.70 \$141.00/hr	\$1,085.70
12/07/16	Preparation and attendance at internal meeting, negotiations and preparation for upcoming negotiations and phone discussions with County. (Administration)	7.50 \$141.00/hr	\$1,057.50
12/08/16	Review of negotiation file and dictation of notes from Local 49 negotiations. (Administration)	0.40 \$141.00/hr	\$56.40
	Phone discussion with County, review of investigation and review notes (Sheriff's Office).	0.80 \$141.00/hr	\$112.80
12/16/16	Review of proposal, phone discussion with County and review of files. (Administration)	0.80 \$141.00/hr	\$112.80

**MADDEN • GALANTER • HANSEN, LLP**  
 ATTORNEYS AT LAW

		<u>Hrs/Rate</u>	<u>Amount</u>
12/17/16	Review of proposals for AFSCME and Courthouse in preparation for negotiations. (Administration)	0.90 \$141.00/hr	\$126.90
12/19/16	Preparation and attendance at internal meeting and negotiations with AFSCME and Teamsters Local 320 and dictation of notes. (Administration)	10.80 \$141.00/hr	\$1,522.80
12/21/16	Preparation and attendance of internal meeting, negotiations with Local 49 and dictation of notes. (Administration)	6.50 \$141.00/hr	\$916.50
12/23/16	Review of emails for negotiations. (Administration)	0.40 \$141.00/hr	\$56.40
12/27/16	Review of file and phone discussion with County. (Administration)	0.50 \$141.00/hr	\$70.50
12/28/16	Review of proposals and file. (Administration)	0.50 \$141.00/hr	\$70.50
12/30/16	Review of tentative agreement documents and negotiation files. (Administration)	0.80 \$141.00/hr	\$112.80
	<b>Total</b>	<u>45.50</u>	<u>\$6,415.50</u>
		<u>Qty/Price</u>	
12/01/16	Photocopies	152 \$0.15	\$22.80
	Mileage (Administration)	83 \$0.54	\$44.82
12/06/16	Mileage	83 \$0.54	\$44.82
12/07/16	Mileage (Administration)	83 \$0.54	\$44.82
12/19/16	Mileage (Administration)	83 \$0.54	\$44.82

Mr. Lee Kelly  
January 12, 2017  
Page 3

MADDEN • GALANTER • HANSEN, LLP  
ATTORNEYS AT LAW

		<u>Qty/Price</u>	<u>Amount</u>
12/21/16	Mileage (Administration)	83 \$0.54	\$44.82
	<b>Total additional charges</b>		<u>\$246.90</u>
	<b>Total amount of this bill</b>		<u><u>\$6,662.40</u></u>

MADDEN • GALANTER • HANSEN, LLP  
ATTORNEYS AT LAW

Frank J. Madden  
Susan K. Hansen  
Sandi Blaeser  
Pamela R. Galanter (Retired)

7760 France Avenue South, Suite 290  
Bloomington, Minnesota 55435-5834  
Telephone 763.545.2525  
Facsimile 952.999.4789

January 12, 2017

Mr. Lee Kelly  
County Coordinator  
Wright County Government Center  
10 Northwest Second Street  
Buffalo, MN 55313

Re: Services Rendered Through 12/31/2016  
(Arbitration and Administrative Hearings)

Dear Lee:

Enclosed is our statement for services rendered from 12/1/2016 through 12/31/2016, which is summarized as follows:

Billing Summary

Total for services rendered	\$1,782.50
Total expenses	\$143.07
<b>Balance Due</b>	<b>\$1,925.57</b>

If you have any questions regarding the above, please feel free to contact me.

Sincerely,



Frank J. Madden

FJM:ch  
Enclosure

Madden Galanter Hansen, LLP

**MADDEN • GALANTER • HANSEN, LLP**  
ATTORNEYS AT LAW

Telephone: (763) 545-2525  
Facsimile: (763) 545-2866

January 12, 2017

Mr. Lee Kelly  
County Coordinator  
Wright County Government Center  
10 Northwest Second Street  
Buffalo, MN 55313

Re: Services Rendered Through 12/31/2016  
(Arbitration and Administrative Hearings)

		<u>Hrs/Rate</u>	<u>Amount</u>
12/01/16	Preparation for grievance arbitration hearing, phone discussions and review of materials and issues (Sheriff's Office).	4.20 \$155.00/hr	\$651.00
12/02/16	Attendance at arbitration hearing and review of notes (Sheriff's Office).	7.30 \$155.00/hr	\$1,131.50
	<b>Total</b>	<b>11.50</b>	<b>\$1,782.50</b>
		<u>Qty/Price</u>	
12/01/16	Photocopies	655 \$0.15	\$98.25
12/02/16	Mileage	83 \$0.54	\$44.82
	<b>Total additional charges</b>		<b>\$143.07</b>
	<b>Total amount of this bill</b>		<b>\$1,925.57</b>

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

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

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

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

**Application Fee (non-refundable)**  
 Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.  
 Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

**ORGANIZATION INFORMATION**

Organization Name: ANCIENT FREE + ACCEPTED MASONRY OF MN Previous Gambling Permit Number: X-93724  
 Minnesota Tax ID Number, if any: \_\_\_\_\_ Federal Employer ID Number (FEIN), if any: 41-6028458  
 Mailing Address: 6000 MAIN STREET, SUITE 1  
 City: ROCKFORD State: MN Zip: 55373 County: WRIGHT  
 Name of Chief Executive Officer (CEO): BRANDON SCHAUER  
 Daytime Phone: 612 599 7708 Email: brandonschauer01@aol.com

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):  
 Fraternal     Religious     Veterans     Other Nonprofit Organization

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

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

- A current calendar year Certificate of Good Standing**  
 Don't have a copy? Obtain this certificate from:  
 MN Secretary of State, Business Services Division    Secretary of State website, phone numbers:  
 60 Empire Drive, Suite 100    [www.sos.state.mn.us](http://www.sos.state.mn.us)  
 St. Paul, MN 55103    651-296-2803, or toll free 1-877-551-6767
- IRS income tax exemption (501(c)) letter in your organization's name**  
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**  
 If your organization falls under a parent organization, attach copies of both of the following:  
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and  
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): ROCKFORD TOWNSHIP HALL  
 Address (do not use P.O. box): 3039 DAGUE AVE SE  
 City or Township: BUFFALO Zip: ~~MN~~ 55313 County: WRIGHT  
 Date(s) of activity (for raffles, indicate the date of the drawing): APRIL 1<sup>ST</sup> 2016 2017

Check each type of gambling activity that your organization will conduct:  
 Bingo     Paddlewheels     Pull-Tabs     Tipboards  
 Raffle (total value of raffle prizes awarded for the calendar year, including this raffle: \$ 3,000-)

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

**LG220 Application for Exempt Permit**

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

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

The application is acknowledged with no waiting period.

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

The application is denied.

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

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

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

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

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

The application is acknowledged with no waiting period.

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

The application is denied.

Print County Name: \_\_\_\_\_

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

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

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

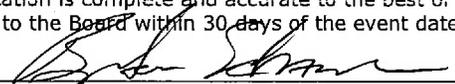
Print Township Name: \_\_\_\_\_

Signature of Township Officer: \_\_\_\_\_

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

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

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

Chief Executive Officer's Signature:  Date: 1/19/17

(Signature must be CEO's signature; designee may not sign)

Print Name: BRANDON SCHAUER

**REQUIREMENTS**

**Complete a separate application for:**

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

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

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

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

**MAIL APPLICATION AND ATTACHMENTS**

**Mail application with:**

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

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

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

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

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



## TENTATIVE AGREEMENT

### WRIGHT COUNTY & TEAMSTERS LOCAL 320 (Courthouse Unit)

#### 1. Article XXV – DURATION

Three year agreement effective January 1, 2017 through December 31, 2019

#### 2. ARTICLE XVI – HOSPITAL/MEDICAL/LIFE/LTD/STD (Appendix B Attached)

16.1 Effective January 1, 2017 through December 31, 2017, the County will provide three insurance plans:

- a. Plan 3 (300 Deductible Plan & Dental)
  - No increase in County contribution
- b. Plan 4 (1,000 Deductible Plan & Dental)
  - Single – Increase in County contribution of \$25.48 per month
  - Family – Increase in County contribution of \$50.00 per month
- c. Plan 5 (3,000 Deductible Plan & Dental with VEBA)
  - Single – Increase in County contribution of \$20.48 toward insurance premium and \$5 toward VEBA per month
  - Family – Increase in \$40 to Insurance and \$10 to VEBA per month

Effective for January 1, 2018 and January 1, 2019, the County and Union agree to reopen the Agreement regarding the amount of Employer contribution for health insurance premium.

#### 3. ARTICLE XXIV GENERAL PROVISIONS (WAGES ) (Appendix A Attached)

24.1 Employees below the range maximum will be eligible for range movement of 3.25% effective on the employees' anniversary date in job classification. In no event will an employee's wage exceed the maximum of the salary range.

In addition, employees will be granted a ~~1.5%~~ 2.5% general wage increase each year of the agreement effective January 1, ~~2015 and 2016~~ 2017, 2018 and 2019. The salary ranges will increase by ~~1.5%~~ 2.5% each year at the minimum and maximum of the range. Employees who are at or above the range maximum ~~and will not be~~ eligible for a general wage increase ~~shall receive the 1.5% as a non-base lump sum payment for 2015 and 2016.~~

4. ARTICLE X – OVERTIME

10.1 Hours worked in excess of forty (40) hours within a seven (7) day period will be compensated for at one and one-half (1-1/2) times the employee's regular hourly rate of pay. Employees may receive compensatory time on a time and one-half (1-1/2) basis in lieu of overtime pay at the Employer's option. The maximum number of hours of compensatory time allowed shall be 48, non-renewable in the calendar year. All accrued compensatory time must be taken as time off ~~or cashed out~~ prior to the last day of the last pay period of each calendar year, such time may not be carried over from year to year. Compensatory time not taken by this date shall be paid out to the employee at the wage rate in effect on the last pay period of the year.

Compensatory time is may be paid out two (2) times per year following the last pay period of the year in June and/or December. June payout must be requested in advance by the employee.

5. ARTICLE XV – JOB POSTING – PROMOTIONS

15.2 All promoted employees shall serve a ~~twelve (12) month~~ ~~six (6) months'~~ trial period. During the trial period a promoted employee may be replaced in the employee's previous ~~ly held~~ job classification, if a vacancy exists, at the sole discretion of the EMPLOYER. Terminated or demoted employees will be given written reasons for termination or demotion. An employee returned to the previous job classification will also revert to his/her anniversary.

6. ARTICLE II – RECOGNITION

Accounting Clerk	Custodian	Office Tech II
Accounting Technician	Database Administrator	Operations Specialist
Administrative Assistant I	Environmental Health Inspector	Planner
Appraisal Technician	Equipment and Supply Specialist	Property Appraiser
<del>Assessment Assistant</del> <u>Assessment Process Specialist</u>	Feedlot Program Administrator	Property/Evidence Technician
Building Inspector	IT <del>Programmer</del> <u>Developer</u>	Sr. Technical Support Specialist
Business Analyst		Technical Applications Specialist
Civilian Bailiff	<del>Lead</del> <u>Senior</u> Developer	Technical Project Leader
Compost/Recycling Facility Manager	<del>Network Analyst</del> <u>Senior Systems Engineer</u>	Technical Support Specialist
Computer Forensic Investigator	Office Tech. I	<u>Telecom Specialist</u>

7. POLICY 506 – BUSINESS RELATED EXPENSE REIMBURSEMENT

Mileage is reimbursed on the most reasonable and direct route as outlined in the revised policy minus the mileage normally driven to and from the principal work location if the employee does not report to their principal work location during the course of a workday.

8. ARTICLE 18- Sick Leave will be replaced by PAID TIME OFF (PTO) Employees will be provided paid time off in accordance with Wright County Personnel Policy 301. PTO will replace vacation, sick and bereavement leave.

~~18.5~~ 18.1 **Holiday During Vacation Period:** If a holiday, as defined elsewhere in the Holiday Article, occurs during the calendar week in which PTO is taken by an employee, the employee shall not be charged vacation on the day of the holiday.

—Article 19 will be deleted except for 19.5 will be retained and placed under article 18 as 18.2

~~19.5~~ 18.2 **Family and Medical Leave Act:** Employees shall be eligible for leaves of absence in accordance with the Federal Family Medical Leave Act and applicable state statutes and County policy as modified.

9. Article 20 - Bereavement Leave will be deleted.

~~8.10.~~ OTHER ITEMS:

- a. Vacation Donation – eliminate requirement of MOA when an employee desires to donate accrued vacation to another employee in need.

See revision to Policy 310 PTO/Vacation Donation to reflect “Wright County permits all employees to donate PTO/Vacation time...”

- b. Flexible Work Schedules – Policy 508 Work Schedule was revised to allow department heads more flexibility in work schedules without approval from the County Board or Health and Human Services Board.
- c. Clarify Retirement Eligibility – define retirement eligibility as consistent with PERA retirement eligibility / PERA definition of retirement in all references to retirement throughout the contract.

ARTICLE 3. DEFINITIONS

3.16 Retirement Eligibility – Defined consistent with PERA retirement eligibility.

- d. Change all Roman Numerals to numbers.

~~d.~~ ~~e.~~ 3.13 Permanent Status: The satisfactory completion of twelve (12) month probation period in any job classification in which the employee has not previously achieved permanent status. ~~Probationary employees will be eligible to use accrued vacation after six months of employment.~~

e.—f. 14.1 All newly hired or rehired employees will serve a twelve (12) month probationary period. ~~Probationary employees will be eligible to use accrued vacation after six (6) months of employment.~~

g. 24.2 An employee, who is promoted to a new position at a higher grade level, shall receive a pay adjustment that is a salary increase of 4% over the employee's current base pay or the minimum of the new salary range, whichever is greater. At the sole discretion of the employer, the County Coordinator and/or Human Resources Director may approve a pay adjustment that is a salary increase of up to and including 12% over the employee's current base pay based on the applicant's education, experience, and labor market conditions. In no event can a promotional increase exceed the maximum of the new salary range.

**24.3 Part-Time Pro-Rated Benefits:** Any part-time employee who is covered by this agreement and is subject to the provisions of P.E.L.R.A., M.S. 179A.03 et seq., shall receive pro-rated holidays, ~~vacation~~ and ~~sick leave~~ Paid Time Off (PTO) based on the number of hours of their job appointment. Benefits is defined as holidays, ~~vacation~~, PTO and ~~insurance and sick leave~~ for purposes of this Agreement. Part-time employees working 20 hours or more per week shall be eligible for insurance receiving pro-rata Employer contribution. Range movement for part-time employees will be granted per Wright County policy.

This Tentative Agreement is submitted contingent upon the requirement that the Tentative Agreement be ratified by the Union membership and that the Union notify the County in writing on or before January 31, 2017.

# WRIGHT COUNTY REQUEST FOR BOARD ACTION

**REQ. AGENDA TIME:** \_\_\_\_\_ **BOARD MEETING DATE:** February 7, 2017

**CONSENT AGENDA:** X **AMT. OF TIME REQUIRED:** \_\_\_\_\_

**ITEM FOR CONSIDERATION:** \_\_\_\_\_

<p style="text-align: center;"><u>Administration</u></p> <p>ORIGINATING DEPARTMENT/SERVICE</p> <p><b>X</b> <u>Sue Vergin</u></p> <p>REQUESTOR'S SIGNATURE</p> <p>_____ REVIEWED BY/DATE</p>	<p><b>BOARD ACTION REQUESTED:</b></p> <p>Authorize Signatures on the Labor Agreement with Assistant Wright County Attorney's Association.</p>
---	---

**BACKGROUND/JUSTIFICATION:**

\_\_\_\_\_

	<p><b>COUNTY ATTORNEY REVIEW DATE:</b></p>	<p><b>FINANCIAL IMPLICATIONS: \$</b> _____</p>
<p><b>COUNTY COORDINATOR/DATE:</b></p>	<p><b>ADMINISTRATIVE RECOMMENDATION:</b></p> <p><input type="checkbox"/> APPROVAL</p> <p><input type="checkbox"/> DENIAL</p> <p><input type="checkbox"/> NO RECOMMENDATION</p>	<p><b>BUDGETED:</b>      _____      _____</p> <p style="text-align: right;">                    <b>YES      NO</b></p> <p><b>FUNDING:</b>      _____      _____</p> <p style="text-align: right;">                    <b>LEVY      OTHER</b></p>

**COMMENTS:**

\_\_\_\_\_

**COMMENTS:**

\_\_\_\_\_

**LABOR AGREEMENT**  
**BETWEEN**  
**ASSISTANT WRIGHT COUNTY ATTORNEY'S ASSOCIATION**  
**AND**  
**COUNTY OF WRIGHT**

**January 1, 2017 through December 31, 2019**

## TABLE OF CONTENTS

Article 1	Purpose of Agreement.....	1
Article 2	Recognition .....	1
Article 3	Definitions.....	1
Article 4	Employer Security.....	2
Article 5	Employer Authority.....	2
Article 6	Association Security.....	3
Article 7	Employee Rights - Grievance Procedure .....	3
Article 8	Savings Clause.....	6
Article 9	Seniority .....	6
Article 10	Discipline.....	7
Article 11	Hours of Work.....	8
Article 12	Insurance.....	8
Article 13	Holidays.....	9
Article 14	Vacations.....	10
Article 15	Sick Leave .....	11
Article 16	Bereavement Leaves.....	12
Article 17	Severance Pay .....	12
Article 18	Leave of Absence .....	13
Article 19	General Provisions .....	13
Article 20	Compensation.....	13
Article 21	Waiver .....	13
Article 22	Duration .....	14
Appendix A	Wage Scale	
Appendix B	Health Insurance	

**ARTICLE 1 - PURPOSE OF AGREEMENT**

This Agreement is entered into between the County of Wright, hereinafter referred to as the Employer, and the Assistant Wright County Attorneys Association, hereinafter referred to as the Association.

It is the intent and purpose of this Agreement to:

- 1.1 Establish procedures for the resolution of disputes concerning this Agreement's interpretation and/or application; and
- 1.2 Place in written form the parties' agreement upon terms and conditions of employment for the duration of this Agreement.

**ARTICLE 2 - RECOGNITION**

- 2.1 The Employer recognizes the Association as the exclusive representative of all employees in the classification of Assistant County Attorney working in the Wright County Attorney's Office, Buffalo, Minnesota, who are public employees within the meaning of Minn. Stat. ' 179A.03, subd. 14, excluding supervisory, confidential, and all other employees.
- 2.2 In the event the Employer and the Association are unable to agree as to the inclusion or exclusion of a new or modified job class, the issue shall be submitted to the Bureau of Mediation Services for determination.
- 2.3 No agreement covering the terms and conditions of employment made between the Association and the Employer shall be binding upon the Employer unless the witnessed signature of the Employer is affixed thereon.

**ARTICLE 3 - DEFINITIONS**

- 3.1 Association. Assistant Wright County Attorneys Association.
- 3.2 Association Member. A member of the Assistant Wright County Attorneys Association.
- 3.3 Employee. A member of the exclusively recognized bargaining unit.
- 3.4 Employer. The Wright County Board of Commissioners.
- 3.5 Department. The Wright County Attorney's Office.

- 3.6 Association Officer. Officer elected or appointed by the Assistant Wright County Attorneys Association.
- 3.7 Continuous Service. Unceasing service from last date of hire, including approved leaves of absence. An employee shall be given credit for prior continuous service upon return from layoff.
- 3.8 Days. Working days, unless otherwise indicated.
- 3.9 Promotion. A change of an employee from one work classification to a higher one with greater compensation, based upon experience, performance and abilities.
- 3.10 Probationary Period. The first twelve (12) months of service for a newly hired employee, rehired employee or promoted employee. Probationary employees will be eligible to use accrued vacation after six (6) months employment.
- 3.11 Leave of Absence. Compensated or non-compensated absences from assigned duties for reasons and duration stated in writing to the Employer to be granted only at the discretion of the Employer or the Employer's designated representative.
- 3.12 Layoff. A reduction in work force.
- 3.13 Seniority. Seniority shall be determined as the length of continuous service as a licensed attorney within the County Attorney's Office.

#### **ARTICLE 4 - EMPLOYER SECURITY**

- 4.1 The Association agrees that during the life of this Agreement the Association will not cause, encourage, participate in or support any strike, slow-down or other interruption of or interference with the normal functions of the Employer.

#### **ARTICLE 5 - EMPLOYER AUTHORITY**

- 5.1 The Employer retains the full and unrestricted right to operate and manage all staff, facilities and equipment; to establish functions and programs; to set and amend budgets; to determine utilization of technology; to establish and modify the organizational structure; to select, direct and determine the number of personnel; to establish work schedules and to perform any inherent managerial functions not specifically limited by the Agreement.
- 5.2 The Employer may issue work rules. Work rules shall not conflict with the express terms of this Agreement.

## **ARTICLE 6 - ASSOCIATION SECURITY**

- 6.1 The Employer shall deduct from the wages of employees who authorize such a deduction in writing an amount necessary to cover monthly Association dues. Such monies shall be remitted monthly to the designated representative of the Association.
- 6.2 The Association may designate employees from the bargaining unit to act as stewards and shall inform the Employer in writing of such choice and changes of stewards.
- 6.3 The Association agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders or judgments brought or issued against the Employer as a result of any action taken or not taken by the Employer under the provisions of the article.

## **ARTICLE 7 - EMPLOYEE RIGHTS - GRIEVANCE PROCEDURE**

- 7.1 Definition of a Grievance. A grievance is defined as a dispute or disagreement as to the interpretation or application of a specific provision of this Agreement.
- 7.2 Association Representatives. The Employer shall recognize representatives designated by the Association as the grievance representatives for the bargaining unit. They shall have the duties and responsibilities established by this article. The Association shall notify the Employer of the names of such Association representatives and of their successors as provided by Article 6.2 of this Agreement.
- 7.3 Processing of a Grievance. It is recognized and accepted by the Association and the Employer that the processing of the grievances as hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee and an Association representative shall be allowed a reasonable amount of time without loss in pay when a grievance is investigated and presented to the Employer during normal working hours provided that the employee and the Association representative have notified and received the approval of the designated supervisor.
- 7.4 Procedure. Grievances, as defined by Section 7.1 shall be resolved in conformance with the following procedure.

Step 1. An employee claiming a violation concerning the interpretation or application of this Agreement shall, within twenty-one (21) calendar days after such alleged violation has occurred, present such grievance to the County Attorney. The County Attorney will discuss and give an answer to such Step 1 grievance within ten (10) calendar days after receipt. A grievance not resolved in Step 1 and appealed to Step 2 shall be placed in writing setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of the Agreement allegedly violated, the remedy requested and shall be appealed to Step 2 within ten (10) calendar days after the Employer's final answer in Step 1. Any grievance not appealed in writing to Step 2 by the Association within ten (10) calendar days shall be considered waived.

Step 2. If appealed, the written grievance shall be presented by the Association and discussed with the Employer designated Step 2 representative. The Employer designated representative shall give the Association the Step 2 answer in writing within ten (10) calendar days after receipt of such Step 2 grievance. A grievance not resolved in Step 2 may be appealed to Step 3 within ten (10) calendar days following the Employer's final Step 2 answer. Any grievance not appealed in writing to Step 3 by the Association within ten (10) calendar days shall be considered waived.

Step 3. If appealed, the written grievance shall be presented by the Association and discussed with the Employer designated Step 3 representative. The Employer designated representative shall give the Association the Employer's answer in writing within ten (10) calendar days after receipt of such Step 3 grievance. A grievance not resolved in Step 3 may be appealed to Step 4 within fifteen (15) calendar days following the Employer designated representative's final answer in Step 3. Any grievance not appealed in writing to Step 4 by the Association within fifteen (15) calendar days shall be considered waived. Subject to mutual agreement by both parties mediation may be held prior to Step 4 of the grievance procedure.

Step 4. A grievance unresolved in Step 3 and appealed in Step 4 shall be submitted to arbitration. The selection of an arbitrator shall be made in accordance with rules established by the Minnesota Bureau of Mediation Services and applicable provisions of Minn. Stat. 179A.

7.5 Arbitrator's Authority.

- A. The Arbitrator shall have no right to amend, modify, nullify, ignore, add to or subtract from the terms and conditions of this Agreement. The Arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and the Association and shall have no authority to make a decision on any other issue not so submitted.
- B. The Arbitrator shall be without power to make decisions contrary to or inconsistent with or modifying or varying in any way the application of law, rules or regulations that have the force and effect of law. The Arbitrator's decision shall be submitted in writing within thirty (30) days following close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the Employer and the Association and shall be based solely on the Arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented.
- C. The fees and expenses for the Arbitrator's services and proceeding shall be borne equally by the Employer and the Association provided that each party shall be responsible for compensating its own representative and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings, the costs shall be shared equally.

7.6 Waiver. If a grievance is not presented within the time limits set forth, it shall be considered "waived." If a grievance is not appealed to the next step with the specific time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits, the Association may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the Employer and the Association in each step.

7.7 Choice of Remedy. If, as a result of the written Employer response in Step 3, the grievance remains unresolved and if the grievance involves the suspension, demotion or discharge of employee, who has completed the required probationary period, the grievance may be appealed either to Step 4 of Article 7, or procedures such as Veterans' Preference, if by law they can appeal. If appealed to any procedure other than Step 4 of Article 7, the grievance is not subject to the arbitration procedures as provided in Step 4 of Article 7. The aggrieved employee

shall indicate in writing which procedure is to be utilized-Step 4 of Article 7 or another appeal procedure-and shall sign a statement to the effect that the choice of any other hearing precludes the aggrieved employee from making a subsequent appeal through Step 4 of Article 7. *Except with respect to statutes under the jurisdiction of the United States Equal Employment Opportunity Commission, an employee pursuing a statutory remedy is not precluded from also pursuing an appeal under the grievance procedure.* If a court of competent jurisdiction rules contrary to Board of Governors or if Board of Governors is judicially or legislatively overruled, the italicized portion of this section shall be deleted.

#### **ARTICLE 8 - SAVINGS CLAUSE**

- 8.1 This Agreement is subject to the laws of the United States and the State of Minnesota. In the event any provision of this Agreement shall be held contrary to law by a court or administrative agency of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, or is contrary to an administrative ruling or is in violation of legislation or administrative regulations, such provisions shall be voided. All other provisions of this Agreement shall continue in full force and effect. The voided provision may be renegotiated at the written request of either party.

#### **ARTICLE 9 - SENIORITY**

- 9.1 Seniority List. Full-time employees shall be placed on the seniority list. A seniority list effective January 1st, shall be submitted to the Association on January 10 of each year.
- 9.2 Initial Probationary Period. During the initial probationary period, a newly hired or rehired employee may be discharged at the sole discretion of the Employer.
- 9.3 Layoff. A reduction of work force will be accomplished on the basis of inverse seniority. Employees shall be recalled from lay off on the basis of inverse seniority. An employee on lay off shall have an opportunity to return to work within two (2) years from the time of the employee's lay off before any new employee is hired. Any employee on lay off who is notified at the employee's last known address by registered mail to return to work and who fails to return within five (5) work days, shall be considered to be a voluntary termination.
- 9.4 Promotion. Promotions from Assistant County Attorney I to Assistant County Attorney II or Assistant County Attorney III shall be considered when necessary

and appropriate for the orderly advancement of an employee and in the best interest of the Employer, upon recommendation by the County Attorney.

9.5 Promotion out of the Bargaining Unit. Employees who are promoted to a departmental position outside the bargaining unit shall have his/her seniority frozen. A promoted employee who seeks to return to the bargaining unit may do so if a position is available or he/she may elect to fill the next vacant position. A returning employee shall be placed on the salary schedule at a rate comparable to the rates he/she would have received had he/she remained in the bargaining unit.

9.6 Pay on Promotion. An employee, who is promoted to a new position at a higher grade level, shall receive a pay adjustment that is a salary increase of 4% over the current employee's base pay or the minimum of the new salary range, whichever is greater. At the sole discretion of the employer, the County Coordinator and /or Human Resources Director may approve a pay adjustment that is a salary increase of up to and including 12% over the employee's current base pay based on the applicant's education, experience, and labor market conditions. In no event can a promotional increase exceed the maximum of the new salary range.

#### **ARTICLE 10 - DISCIPLINE**

10.1 The Employer will discipline employees for just cause only. Discipline will be in one or more of the following forms:

- a. Oral reprimand
- b. Written reprimand
- c. Suspension
- d. Demotion
- e. Discharge

10.2 Suspensions, demotions and discharges will be in written form.

10.3 Notices of suspension and notices of discharge, which are to become part of an employee's personnel file, shall be read and acknowledged by signature of the employee. Employees and the Association will receive a copy of such notices.

10.4 Employees will not be questioned concerning an investigation of a disciplinary action unless the employee has been given an opportunity to have an Association representative present at such questioning.

10.5 Grievances relative to this article shall be initiated by the Association in Step 2 of the grievance procedure under Article 7.

#### **ARTICLE 11 - HOURS OF WORK**

11.1 The sole authority in work schedules is the Employer. As professional employees, employees recognize their mission and responsibility to perform the work as necessary on behalf of the County.

11.2 Pay shall be based on an annual salary.

11.3 The Employer may, at its discretion, offer alternative work schedules.

#### **ARTICLE 12 - INSURANCE**

12.1 Effective January 1, 2017 through December 31, 2019, the County will provide three insurance plans: (Appendix B)

- a. \$300 Deductible Plan & Dental (Plan 3)
  - The County will contribute up to a maximum of \$ 945.00 towards single health and preventative dental coverage, and \$1,095.40 towards family health and preventative dental coverage.
- b. \$1000 Deductible Plan & Dental (Plan 4)
  - The County will contribute up to a maximum of \$ 815.48 towards single health and preventative dental coverage, and \$ 1,345.00 towards family health and preventative dental coverage.
- c. \$3000 Deductible Plan (With VEBA) & Dental (Plan 5)
  - The County will contribute up to a maximum of \$ 710.48 towards single health and preventative dental coverage, and \$1,135.00 towards family health and preventative dental coverage.
  - The County will make contributions to a VEBA account equivalent to the amount of \$ 105.00 per month for single insurance coverage, and \$ 210.00 a month for family insurance coverage.

Effective for January 1, 2018 and January 1, 2019 the County and Union agree to reopen the Agreement regarding the amount of Employer contribution for health insurance premiums.

- 12.2 Employees are eligible for health and preventive dental coverage the first day of the month following the date of hire.
- 12.3 In instances where spouses are employed by Wright County, both individuals shall receive an employer contribution toward one family policy covering eligible family members. Each family unit shall determine which employee shall be the policy holder. The policy holder shall be eligible to receive a county contribution equivalent to the dollar amount contributed toward family coverage. The employee who is considered a dependent of the policyholder shall be eligible for a County contribution equivalent to the dollar amount contributed toward single coverage. This single County contribution amount shall be applied towards the family policy of the policyholder.
- 12.4 Employees will be provided life insurance in the amount of \$20,000. Employees will be provided short-term disability and long-term disability coverage in the amount of \$100/month.
- 12.5 Affordable Care Act. In the event the health insurance provisions of this Agreement fail to meet the requirements of the Affordable Care Act and its related regulations or cause the Employer to be subject to a penalty, tax or fine, the Association and the Employer will meet immediately to bargain over alternative provisions so as to comply with the Act and avoid and/or minimize any penalties, taxes or fines for the Employer.

**ARTICLE 13 - HOLIDAYS**

- 13.1 All employees shall be paid the following holidays:
 

New Year's Day	Martin Luther King Day
President's Day	Memorial Day
Independence Day	Labor Day
Veterans Day	Thanksgiving Day
Day after Thanksgiving	Day Christmas Day
- 13.2 Holiday Pay. Eligible employees shall receive eight (8) hours pay for each of the holidays listed above on which they perform no work.
- 13.3 Observance. Whenever any of the holidays listed above fall on Saturday, the preceding Friday shall be observed as the holiday. Whenever any of the holidays listed above fall on Sunday, the succeeding Monday shall be observed as the holiday.

13.4 Floating Holiday. In addition to the recognized holidays previously listed, eligible employees will receive one (1) floating holiday in each calendar year. An unused floating holiday will be forfeited at the end of the calendar year. The following outlines the accrual rate for new hires and the procedures for use of the floating holiday:

1. Pro-rated floating holidays for new full-time hires.

<u>If Hired</u>	<u>Eligible to Receive (hrs)</u>
January – October	8
November	4
December	0

2. The floating holiday must be scheduled with prior approval of the employee’s supervisor and can be scheduled only as a full day or half-day segments.
3. Floating holidays may be used during the first six months of employment; however, in the event an employee leaves County employment during that six month period, the amount of time taken shall be paid back to the County.
4. Floating holidays which have not been used prior to an employee’s termination date shall be forfeited.
5. Floating holidays are pro-rated for part-time employees.

**ARTICLE 14 - VACATIONS**

14.1 Employees shall earn vacation time according to the following schedule:

0 through 3 years	96 hours	12 days
4 through 6 years	112 hours	14 days
7 through 10 years	136 hours	17 days
11 through 15 years	160 hours	20 days
16 through 20 years	176 hours	22 days
20 years and thereafter	192 hours	24 days

14.2 Carry Over. Employees shall be allowed to carry over one and one-half (1-1/2) times their annually earned vacation time. Employees may accrue more than one and one-half (1-1/2) times their annual earned vacation time during a calendar year, but cannot carry over that amount beyond the last full pay period of the

year. Vacation shall be requested in advance and shall be approved and coordinated at the discretion of the County Attorney. Vacation leave may be used in the pay period immediately following the pay period in which it was accrued.

- 14.3 Probationary Period and Accumulation. Employees shall accumulate vacation during the probationary period based on original hire date or rehire date, but shall not be eligible to take vacation until the completion of the initial probationary period. Employees terminated during the initial probationary period shall not be compensated for accumulated vacation. Vacation accrues on a per pay period basis. Employees on an unpaid leave shall earn vacation time pro-rata based on compensated hours worked. New hires who work less than a full two weeks the first pay period will have their accrual prorated.
- 14.4 Accrual. Vacation accrual shall be based on continuous service.
- 14.5 Holidays not Charged. If a holiday occurs during the calendar week in which an employee takes a vacation, the employee shall not be charged vacation on the day of the holiday.
- 14.6 Cash upon Separation. Any employee who is laid off, discharged or separates from the service of the Employer, for any reason, prior to taking their vacation shall be compensated in cash for the unused vacation accumulated at the time of separation.

## **ARTICLE 15 - SICK LEAVE**

- 15.1 Rate and Accumulation. All employees shall be allowed to accumulate sick leave to a maximum of nine hundred twenty (920) hours. Full-time employees shall earn 3.69 hours of sick leave per pay period. Employees on an unpaid leave shall earn sick leave pro-rata based on compensated hours worked. Sick leave may be taken in increments of one (1) hour. Sick leave may be used in the pay period immediately following the pay period in which it was accrued.
- 15.2 Reasons Granted. Sick leave will be granted for actual sickness, temporary physical disability or quarantine.
- 15.3 Use for Immediate Family Illness. Sick leave will be granted for serious illness in his/her immediate family when the employee is required to be in attendance. This is limited to the employee's child, spouse, parent, sibling or grandparent. A child is a biological, adoptive, foster or step child who is under the age of 18, or an individual under age 20 who is still attending secondary school.

- 15.4 Proof of Illness. The Employer, at its discretion, may require a doctor's certificate showing the nature of injury, illness and/or an evaluation of the necessity of such absence.
- 15.5 Catastrophic Bank. When an employee has nine hundred twenty (920) hours accumulated in the regular sick leave bank, he/she shall accumulate additional leave in the catastrophic bank at the rate of 1.85 hours per pay period. Sick leave in the catastrophic bank may be utilized for serious illness or injury when the regular sick leave bank has been completely exhausted. Sick leave in the catastrophic bank shall not be included in severance pay.
- 15.6 Abuse of Sick Leave. Use of sick leave benefits for reasons other than those stated in this article shall be just cause for disciplinary action as provided by the discipline article of this Agreement.

**ARTICLE 16 - BEREAVEMENT LEAVES**

- 16.1 Up to three (3) days of paid bereavement leave shall be granted due to the death of an immediate family member, as defined in the County's Personnel Policy Manual.

**ARTICLE 17 - SEVERANCE PAY**

- 17.1 Payment Granted. An employee whose employment is terminated due to retirement, disability, permanent layoff or other honorable conditions shall be granted severance pay based on the formula as set forth below:

2-5 years service	10% of sick pay
6-10 years service	15% of sick pay
11-15 years service	25% of sick pay
16+ years service	35% of sick pay

Upon death, severance benefits are to be paid to the named survivors. Severance pay does not include catastrophic sick bank.

- 17.2 Payment Denied. An employee who is terminated for just cause shall lose all severance benefits.

**ARTICLE 18 - LEAVE OF ABSENCE**

- 18.1            General Conditions. Employees may be granted a leave of absence upon request of the employee at the sole discretion of the Employer. Employees who have been granted an approved leave shall be allowed to return to their former position and pay or position of comparable duties.
  
- 18.2            Employees shall be eligible for leaves of absence in accordance with the Federal Family Medical Leave Act, applicable State statutes and County policy.

**ARTICLE 19 - GENERAL PROVISIONS**

- 19.1            Open Range Movement. The Employer shall, annually, on or before the employee's anniversary date, review each employee's performance to determine whether the employee's salary should be increased. Employees below the range maximum will be eligible for range movement of 3.25% effective on the employee's anniversary date in classification. In no event will an employee's wage exceed the maximum of the salary range. The County Attorney shall grant such an increase upon satisfactory performance. If a salary increase is not granted pursuant to this section, the Employer shall inform the employee of the reason in writing. The employee may grieve the decision.

In addition, employees will be granted a 2.5% general wage increase each year of the Agreement effective January 1, 2017, 2018 and 2019.

**ARTICLE 20 - COMPENSATION**

- 20.1            Salary Schedule. Employees shall be compensated in accordance with the salary schedules attached hereto as Appendix A.

**ARTICLE 21 - WAIVER**

- 21.1            Any and all prior agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment to the extent inconsistent with the provisions of this Agreement are hereby superseded.
  
- 21.2            The parties mutually acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any term or condition of employment not removed by law from bargaining. All agreements and understandings arrived at by the parties are set forth in writing in this Agreement for the stipulated duration of this



**APPENDIX A**  
**2017 - 2019 WAGE SCALE**

**Salary Ranges (Hourly)**

Grade	Wage Range 2017		Wage Range 2018		Wage Range 2019	
	New Min Gen Adj 2.5%	New Max Gen Adj 2.5%	New Min Gen Adj 2.5%	New Max Gen Adj 2.5%	New Min Gen Adj 2.5%	New Max Gen Adj 2.5%
18	\$30.03	\$42.04	\$30.78	\$43.09	\$31.55	\$44.17
22	\$35.47	\$49.65	\$36.35	\$50.89	\$37.26	\$52.17
24	\$38.36	\$53.70	\$39.32	\$55.05	\$40.30	\$56.42

## APPENDIX B

### 2017 Employer and Employee Contribution for Health Insurance Premiums

2017 Plan Year: January 1 - December 31, 2017

Health Partners Plans 3, 4 and 5

#### Employer Contribution and Employee Cost for Family Coverage

*\*includes preventative dental premium*

	Total Monthly Premium	Monthly County Contribution	Monthly Employee Cost	Monthly County VEBA Contribution	Total Monthly County Contribution
Family Plan 3	\$1,911.53	\$1,095.40	<b>\$816.13</b>	\$0.00	<b>\$1,095.40</b>
Family Plan 4	\$1,691.61	\$1,345.00	<b>\$346.61</b>	\$0.00	<b>\$1,345.00</b>
Family Plan 5	\$1,457.78	\$1,135.00	<b>\$322.78</b>	\$210.00	<b>\$1,345.00</b>

Increase to Employee	Percent Premium Increased	Percent of Increase Covered by County
\$98.30	5.42%	0.00%
\$26.58	4.74%	65.29%
-\$2.95	2.61%	107.96%

#### Employer Contribution and Employee Cost for Single Coverage

*\*includes preventative dental premium*

	Total Monthly Premium	Monthly County Contribution	Monthly Employee Cost	Monthly County VEBA Contribution	Total Monthly County Contribution
Single Plan 3	\$934.77	\$945.40	<b>\$0.00</b>	\$0.00	<b>\$945.40</b>
Single Plan 4	\$826.06	\$815.48	<b>\$10.58</b>	\$0.00	<b>\$815.48</b>
Single Plan 5	\$710.48	\$710.48	<b>\$0.00</b>	\$105.00	<b>\$815.48</b>

Increase to Employee	Percent Premium Increased	Percent of Increase Covered by County
\$0.00	5.48%	100.00%
\$10.58	4.80%	67.32%
-\$2.17	2.65%	111.85%

**LABOR AGREEMENT BETWEEN  
THE COUNTY OF WRIGHT AND  
AMERICAN FEDERATION OF STATE, COUNTY & MUNICIPAL  
EMPLOYEES, COUNCIL NO. 65 LOCAL NO. 2685  
AFL-CIO**

**JANUARY 1, 2017 - DECEMBER 31, 2019**

## TABLE OF CONTENTS

ARTICLE	PAGE
1. PURPOSE OF AGREEMENT .....	1
2. RECOGNITION .....	1
3. DEFINITIONS .....	1
4. UNION SECURITY .....	2
5. EMPLOYER SECURITY .....	3
6. EMPLOYER AUTHORITY .....	3
7. EMPLOYEE RIGHTS - GRIEVANCE PROCEDURE .....	4
8. SAVINGS CLAUSE .....	6
9. WORK SCHEDULES .....	6
10. OVERTIME PAY .....	7
11. RIGHT OF SUBCONTRACT .....	7
12. DISCIPLINE .....	8
13. SENIORITY .....	8
14. PROBATIONARY PERIODS .....	9
15. JOB POSTING - PROMOTIONS .....	9
16. HOSPITAL/MEDICAL/LIFE/LTD .....	9
17. HOLIDAYS .....	10
18. VACATIONS .....	11
19. SICK LEAVE .....	12
20. WORK OUT OF CLASSIFICATION .....	13

21. WAIVER .....	13
22. HEALTH AND HUMAN SERVICES GENERAL PROVISIONS	14
23. DURATION .....	15
APPENDIX A .....	2017-2019 Pay Structure
APPENDIX B .....	Health Insurance Plans
APPENDIX C .....	Memorandum of Agreement (PHN)
APPENDIX D .....	Memorandum of Agreement (SW- On Call Pay)
APPENDIX E .....	FMLA Policy

LABOR AGREEMENT BETWEEN  
COUNTY OF WRIGHT AND  
AMERICAN FEDERATION OF STATE, COUNTY & MUNICIPAL EMPLOYEES,  
COUNCIL NO. 65 LOCAL NO. 2685  
AFL-CIO

ARTICLE 1 PURPOSE OF AGREEMENT

This Agreement is entered into between the Wright County Board of Commissioners, hereinafter called the EMPLOYER, and the American Federation of State, County and Municipal Employees, Council No. 65, Local No. 2685, AFL-CIO, hereinafter called the UNION. The intent and purpose of this Agreement is to:

Establish procedures for the resolution of disputes concerning this Agreement's interpretation and/or application; and

Place in written form the parties' full and complete agreement upon terms and conditions of employment for the duration of the Agreement.

ARTICLE 2 RECOGNITION

The EMPLOYER recognizes the UNION as the exclusive representative in a unit of all non-supervisory non-confidential employees of the Wright County Health and Human Services Department.

ARTICLE 3 DEFINITIONS

- 3.1 **UNION:** The American Federation of State, County & Municipal Employees, Council No. 65, AFL-CIO.
- 3.2 **EMPLOYER:** Wright County Board of Commissioners.
- 3.3 **UNION MEMBER:** A member of the American Federation of State, County & Municipal Employees, Council No. 65, AFL-CIO.
- 3.4 **EMPLOYEE:** A member of the exclusively recognized bargaining unit.
- 3.5 **BASE PAY RATE:** The employee's hourly rate exclusive of longevity or any other special allowances.
- 3.6 **OVERTIME:** Work performed at the express authorization of the EMPLOYER in excess of forty (40) hours within a seven (7) day period.
- 3.7 **CALL BACK:** Return of an employee to a specified work site to perform assigned duties at the express authorization of the EMPLOYER at a time other than an assigned shift. An extension of or early report to an assigned shift is not a call back.

- 3.8 **STRIKE:** Concerted action in failing to report for duty, the willful absence from one's position, the stoppage of work, slowdown, or abstinence in whole or in part from the full, faithful and proper performance of the duties of employment for the purposes of inducing, influencing or coercing a change in the conditions or compensation or the rights, privileges or obligations of employment.
- 3.9 **IMMEDIATE FAMILY:** Immediate family shall include the employee's spouse, children, parents, brother, sister, grandparents, grandchildren, spouse's parents, spouse's siblings, spouse's grandparents or legal ward.
- 3.10 **ACT:** Minnesota Public Employment Labor Relations Act of 1971, as amended.
- 3.11 **PART-TIME EMPLOYEE:** An employee scheduled on a continuing basis working less than forty (40) hours per week or less than eight (8) hours per day.
- 3.12 **ANNIVERSARY DATE:** The date a person achieves permanent status in a job classification.
- 3.13 **PERMANENT STATUS:** The satisfactory completion of a twelve (12) month probation period in any job classification in which the employee has not previously achieved permanent status. Employees may utilize accrued vacation after six months of employment. The twelve (12) month probationary period goes into effect for employees hired on or after April 1, 2016.
- 3.14 **TRIAL PERIOD:** A period of six (6) continuous months commencing from the date of the promotion or transfer of a permanent employee.
- 3.15 **TEMPORARY EMPLOYEE:** An employee hired on a temporary basis to replace a regular employee who is on a leave of absence or who has been assigned to a specific project. Temporary employee shall include a special project employee who is hired on a grant or other special project basis where the employee has little prospect for permanent employment. Such employees shall earn the salary rate set forth on the Salary Schedule and shall not receive any other benefits or seniority.
- 3.16 **SEASONAL EMPLOYEE:** An employee hired on a seasonal basis, for a period not to exceed seven (7) months (except under certain circumstances, such period may be extended for up to two (2) additional months upon written notice to the UNION and the employee), as designated by the EMPLOYER, in a position with little prospect for permanent employment. Such employees shall earn the salary rate set forth in the Salary Schedule and shall not receive any other benefits or seniority.
- 3.17 Retirement Eligibility – Defined consistent with PERA retirement eligibility.

#### ARTICLE 4 UNION SECURITY

In recognition of the UNION as the exclusive representative, the EMPLOYER shall:

4.1 Deduct each payroll period an amount sufficient to provide the payment of dues established by the UNION from the wages of all employees authorizing in writing such deduction. Such remittance shall include a list of the names of the employees from whose wages deductions were made, along with other pertinent employee information (e.g., hours worked, hourly wage) necessary for the collection and administration of Union dues.

When requested by the Union, the Employer shall deduct from the wages of those employees that are not members of the Union a fair share fee in accordance with Minn. Stat. § 179A.06, subd. 3.

4.2 The Employer shall remit payroll deductions to the Council 65 office.

4.3 The UNION may designate certain employees from the bargaining unit to act as stewards and shall inform the EMPLOYER in writing of such choice.

4.4 The UNION agrees to indemnify and hold the EMPLOYER harmless against any and all claims, suits, orders, or judgments brought or issued against the County as a result of any action taken or not taken by the County under the provisions of this Article.

4.5 The EMPLOYER agrees that during the life of this Agreement that the EMPLOYER will not lock out the employees.

#### 4.6 Bulletin Boards

A. The EMPLOYER agrees to allow the UNION the use of designated bulletin board space for the purpose of posting notices of UNION meetings, notice of UNION elections, results of UNION elections and appointments and other official UNION business and UNION recreation or social affairs.

B. No information may be posted which represents derogatory attacks directed against any employee, the EMPLOYER, or information concerning candidates for any public office or UNION office.

4.7 The EMPLOYER shall not discriminate against an employee on the basis of union membership or non-membership.

### ARTICLE 5 EMPLOYER SECURITY

The UNION agrees that during the life of the Agreement it will not cause, encourage, participate in or support any strike, slow down, other interruption of, or interference with the normal functions of the EMPLOYER.

### ARTICLE 6 EMPLOYER AUTHORITY

6.1 The EMPLOYER retains the full and unrestricted right to operate and manage all manpower, facilities, and equipment; to establish functions and programs; to set and amend budgets; to

determine the utilization of technology; to establish and modify the organizational structure; to select, direct and determine the number of personnel; to establish work schedules; and to perform any inherent managerial function not specifically limited by this Agreement.

6.2 Any term and condition of employment not specifically established or modified by the Agreement shall remain solely within the discretion of the EMPLOYER to modify, establish, or eliminate.

6.3 The EMPLOYER may issue work rules. No work rule shall conflict with the terms of this Agreement. The Employer will attempt to codify the existing work rules and will provide the UNION with periodic reports concerning this codification.

## ARTICLE 7 EMPLOYEE RIGHTS - GRIEVANCE PROCEDURE

7.1 Definition of a Grievance. A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of the Agreement.

7.2 Union Representatives. The EMPLOYER will recognize representatives designated by the UNION as the grievance representatives of the bargaining unit having the duties and responsibilities established by this Article. The UNION shall notify the EMPLOYER in writing of the names of such UNION representatives and of their successors when so designated.

7.3 Processing of a Grievance. It is recognized and accepted by the UNION and the EMPLOYER that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee and the UNION Representative shall be allowed a reasonable amount of time without loss in pay when a grievance is investigated and presented to the EMPLOYER during normal working hours provided the employee and the UNION Representative have notified and received the approval of the designated supervisor.

7.4 Procedure. Grievances, as defined by Section 7.1, shall be resolved in conformance with the following procedure:

Step 1. An employee claiming a violation concerning the interpretation or application of this Agreement shall, within twenty-one (21) calendar days after such alleged violation has occurred, present such grievance to the employee's supervisor as designated by the EMPLOYER. The EMPLOYER designated representative will discuss and give an answer to such Step I grievance within seven (7) calendar days after receipt. A grievance not resolved in Step 1 and appealed to Step 2 shall be placed in writing setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of the Agreement allegedly violated, and the remedy requested and shall be appealed to Step 2 within ten (10) calendar days after the EMPLOYER designated representative's final answer in Step I. Any grievance not appealed in writing to Step 2 by the UNION within ten (10) calendar days shall be considered waived.

Step 2. If appealed, the written grievance shall be presented by the UNION and discussed

with the EMPLOYER designated Step 2 representative. The EMPLOYER designated representative shall give the UNION the EMPLOYER'S Step 2 answer in writing within seven (7) calendar days after receipt of such Step 2 grievance. A grievance not resolved in Step 2 may be appealed to Step 3 within ten (10) calendar days following the EMPLOYER designated representative's final Step 2 answer. Any grievance not appealed in writing to Step 3 by the UNION within ten (10) calendar days shall be considered waived.

Step 3. If appealed, the written grievance shall be presented by the UNION and discussed with the EMPLOYER designated Step 3 representative. The EMPLOYER designated representative shall give the UNION the EMPLOYER'S answer in writing within seven (7) calendar days after receipt of such Step 3 grievance. A grievance not resolved in Step 3 may be appealed to Step 4 within fifteen (15) calendar days following the EMPLOYER designated representative's final answer in Step 3. Any grievance not appealed in writing to Step 4 by the UNION within fifteen (15) calendar days shall be considered waived. Subject to mutual agreement by both parties. Mediation may be held prior to Step 4 of the grievance procedure.

Step 4. A grievance unresolved in Step 3 and appealed in Step 4 shall be submitted to arbitration subject to the provisions of the Act. The selection of an arbitrator shall be made in accordance with the "Rules Governing the Arbitration of Grievances" as established by the Bureau of Mediation Services.

#### 7.5 Arbitrator's Authority

- A. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the EMPLOYER and the UNION, and shall have no authority to make a decision on any other issue not so submitted.
- B. The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in anyway the application of laws, rules or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the EMPLOYER and the UNION and shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented.
- C. The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the EMPLOYER and the UNION provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings the cost shall be shared equally.

7.6 Waiver. If a grievance is not presented within the time limits set forth above, it shall be considered "waived." If a grievance is not appealed to the next step within the specified time

limit or any agreed extension thereof, it shall be considered settled on the basis of the EMPLOYER'S last answer. If the EMPLOYER does not answer a grievance or an appeal thereof within the specified time limits, the UNION may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual agreement of the EMPLOYER and the UNION.

7.7 Choice of Remedy. If, as a result of the written EMPLOYER response in step 3 the grievance remains unresolved, and if the grievance involves the suspension, demotion or discharge of an employee who has completed the required probationary period, the grievance may be appealed either to step 4 of ARTICLE VII or a procedure such as veterans preference or human rights if by law they can appeal. If appealed to any procedure other than step 4 of ARTICLE VII, the grievance is not subject to the arbitration procedure as provided in step 4 of ARTICLE VII. The aggrieved Employee shall indicate in writing which procedure is to be utilized - step 4 of ARTICLE VII or another appeal procedure - and shall sign a statement to the effect that the choice of any other hearing precludes the aggrieved employee from making a subsequent appeal through step 4 of ARTICLE VII. *Except with respect to statutes under the jurisdiction of the United States Equal Employment Opportunity Commission, an employee pursuing a statutory remedy is not precluded from also pursuing an appeal under this grievance procedure.* If a court of competent jurisdiction rules contrary to Board of Governors, or if Board of Governors is judicially or legislatively overruled, the italicized portion of this section shall be deleted.

## ARTICLE 8 SAVINGS CLAUSE

This Agreement is subject to laws of the United States and, the State of Minnesota. In the event any provision of this Agreement shall be held to be contrary to law by a court or administrative agency of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, or is contrary to an administrative ruling or is in violation of legislation or administrative regulations, such provision shall be voided. All other provisions of this Agreement shall continue in full force and effect. The voided provision may be renegotiated at the request of either party.

## ARTICLE 9 WORK SCHEDULES

9.1 The sole authority in work schedules is the EMPLOYER. The normal work day for an employee shall be eight (8) consecutive hours. The normal work week shall be forty (40) hours over five (5) consecutive days.

9.2 Service to the public may require the establishment of regular shifts for some employees on a daily, weekly, seasonal, or annual basis other than the normal 8:00 - 4:30 day. The EMPLOYER will give one (1) week advance notice to the employees affected by the establishment of work days different from the employee's normal eight (8) hour work day.

9.3 In the event that work is required because of unusual circumstances no advance notice need be given. Each employee has an obligation to work overtime or call backs if requested unless unusual circumstances prevent him from so working.

9.4 Service to the public may require the establishment of regular work weeks that schedule work on Saturdays and/or Sundays.

9.5 The Employer may adopt flexible schedules, four ten-hour days, job-sharing, or other non-traditional schedules. An employee may request assignment to such schedules or job sharing but the Employer has no obligation to grant such a request. The adoption of such schedules or job sharing shall not result in obligating the Employer for any premium or overtime pay.

9.6 Nothing contained in this or any other Article shall be interpreted to be a guarantee of a minimum or maximum number of hours the EMPLOYER may assign employees.

#### ARTICLE 10 OVERTIME PAY

10.1 Hours worked in excess of forty (40) hours within a seven (7) day period will be compensated for at one and one-half times the employee's regular hourly rate of pay. Employees may receive compensatory time on a time and one-half (1 ½) basis in lieu of overtime pay at the Employer's option. The maximum number of hours of compensatory time allowed shall be 48, non-renewable. All accrued compensatory time must be taken as time off prior to the last day of the last pay period of each calendar year, such time may not be carried over from year to year. Compensatory time not taken by this date shall be paid out to the employee at the wage rate in effect on the last pay period of the year.

Compensatory time may be paid out two (2) times per year following the last period in June and/or December. June payout must be requested in advance by the employee.

10.2 Overtime will be distributed as equally as practicable within job classifications.

10.3 Overtime refused by employees will, for record purposes under Article 10.2, be considered as unpaid overtime worked.

10.4 For the purpose of computing overtime compensation, overtime hours worked shall not be pyramided, compounded, or paid twice.

10.5 An employee who is called to duty during their scheduled off-duty time shall receive a minimum of two (2) hours pay at one and one-half (1 ½) times the employee's base pay rate. An extension: or early report to a regularly scheduled shift for duty does not qualify the employee for the two (2) hour minimum.

#### ARTICLE 11 RIGHT OF SUBCONTRACT

Nothing in this Agreement shall prohibit or restrict the right of the EMPLOYER from subcontracting work performed by employees covered by this Agreement.

## ARTICLE 12 DISCIPLINE

12.1 The EMPLOYER will discipline employees for just cause only. Discipline will be in one or more of the following forms:

- a) oral reprimand;
- b) written reprimand;
- c) suspension;
- d) demotion; or
- e) discharge.

12.2 Suspensions, demotions and discharges will be in written form.

12.3 Written reprimands, notices of suspension, and notices of discharge which are to become part of an employee's personnel file shall be read and acknowledged by signature of the employee. Employees and the UNION will receive a copy of such reprimands and/or notices.

12.4 Employees may examine their own individual personnel files at reasonable times under the direct supervision of the EMPLOYER.

12.5 An employee shall be allowed UNION representation at any step of the discipline procedure or any investigation which could lead to disciplinary action. The EMPLOYER shall have no obligation to inform or advise an employee of the provisions of this section.

## ARTICLE 13 SENIORITY

13.1 Employee seniority is the length of continuous service with the EMPLOYER. Employee seniority is broken by a voluntary quit, retirement, or discharge for cause.

13.2 Job classification seniority is the length of service within a job classification.

13.3 Reduction of work force.

1. Employer will provide a minimum of fourteen (14) days written notice of layoff. Employer may elect to pay the employee the regular rate of pay for work time which would normally be performed during the fourteen (14) day notice. Employees will be reduced on the basis of job classification seniority. Employees will be recalled within job classifications on the basis of job classification seniority.
2. In lieu of layoff, an employee may elect to bump a least senior employee in a classification equal to or below the employee's current classification in which the employee has previously held. An employee on lay off shall have an opportunity to return to work within the job classification from which the employee was reduced or laid off for a two (2) year period from the time of reduction or lay off, before any new employee is hired or promoted. Any employee on layoff who is notified at the employee's last known address by registered mail to return to work, and who fails to return within twelve (12) work days, shall be considered to be a voluntary termination.

ARTICLE 14 PROBATIONARY PERIODS

- 14.1 All newly hired or rehired employees hired on or after April 1, 2016 will serve a twelve (12) month probationary period.
- 14.2 At any time during the probationary period a newly hired or rehired employee may be terminated at the sole discretion of the EMPLOYER. Terminated employees will be given written reasons for the termination.

ARTICLE 15 JOB POSTING-PROMOTIONS

- 15.1 Permanent vacancies in job classifications listed in ARTICLE II of this Agreement shall be posted. Employees shall have seven (7) calendar days after posting to complete application for such vacancies. The applicant with the highest qualifications will be chosen for the vacancy.
- 15.2 An employee may elect to return to the employee's former job classification during the trial period provided that a vacancy exists.
- 15.3 Employees who are serving a trial period shall be entitled to use earned sick leave and vacation time.
- 15.4 All promoted employees shall serve a six (6) month trial period. During the trial period a promoted employee shall be returned to the employee's previous job classification at the request of the employee and/or at the discretion of the EMPLOYER. An employee returned to the previous job classification shall also revert to the employee's previous anniversary date. There are no increases to wages with the completion of a six (6) month trial period.

ARTICLE 16 HOSPITAL/MEDICAL/LIFE/LTD/STD (Appendix C)

- 16.1 Effective January 1, 2017, through December 31, 2017 the County will provide three insurance plans. (Appendix C).
  - a. Plan 3 - \$300 Deductible Plan & Dental
    - The County will contribute up to a maximum of \$945.40 per month towards single health and preventative dental coverage; and \$1,095.40 per month towards family health and preventative dental coverage.
  - b. Plan 4 - \$1000 Deductible Plan & Dental
    - The County will contribute up to a maximum of \$815.48 per month towards single health and preventative dental coverage; and \$1,345.00 per month towards family health and preventative dental coverage.
  - c. Plan 5 - \$3000 Deductible Plan with VEBA & Dental
    - The County will contribute up to a maximum of \$710.48 per month towards

single health and preventative dental coverage, and \$105.00 per month into the VEBA account; and \$1,135.00 per month towards family health and preventative dental coverage, and \$210.00 per month into the VEBA account.

Effective January 1, 2018 and January 1, 2019, the County and Union agree to reopen the Agreement regarding the amount of Employer contribution for health insurance premium.

16.2 Employees are eligible for health and preventive dental coverage the first day of the month following the date of hire.

16.3 In instances where spouses are employed by Wright County, both individuals shall receive an employer contribution toward one family policy covering eligible family members. Each family unit shall determine which employee shall be the policy holder. The policy holder shall be eligible to receive a County contribution equivalent to the dollar amount contributed toward family coverage. The employee who is considered a dependent of the policyholder shall be eligible for a County contribution equivalent to the dollar amount contributed toward single coverage. This single County contribution amount shall be applied towards the family policy of the policyholder.

16.4 Employees will be provided life insurance in the amount of \$10,000. Employees will be provided short-term disability and long term disability coverage in the amount of \$100/month.

16.5 Affordable Care Act. In the event the health insurance provisions of this Agreement fail to meet the requirements of the Affordable Care Act and its related regulations or cause the Employer to be subject to a penalty, tax or fine, the Union and the Employer will meet immediately to bargain over alternative provisions so as to comply with the Act and avoid and/or minimize any penalties, taxes or fines for the Employer.

## ARTICLE 17 HOLIDAYS

17.1 The following days will be observed as paid holidays:

New Year's Day -	January 1
Martin Luther King Day -	Third Monday in January
Presidents' Day -	Third Monday in February
Memorial Day -	Last Monday in May
Independence Day -	July 4
Labor Day -	First Monday in September
Veterans' Day -	November 11
Thanksgiving Day -	Fourth Thursday in November
Day after Thanksgiving -	Fourth Friday in November
Christmas Day -	December 25

17.2 Holiday Pay. Eligible employees shall receive eight (8) hours' pay for each of the holidays listed above on which they perform no work.

17.3 Observance. Whenever any of the holidays listed above fall on Saturday, the preceding Friday shall be observed as the holiday. Whenever any of the holidays listed above fall on Sunday, the succeeding Monday shall be observed as the holiday.

17.4 Eligibility Requirements. To qualify for a paid holiday employees must work their last scheduled work day before the holiday and the first scheduled work day following the holiday. Employees on prior approved paid absence as provided by this Agreement shall be considered to have worked the day before or after a holiday.

17.5 Work on a Holiday. If an employee works on any of the above holidays the employee shall be paid time and one-half (1 ½) for all hours worked in addition to holiday pay.

17.6 Floating Holiday. In addition to the recognized holidays previously listed, eligible employees will receive one (1) floating holiday in each calendar year. An unused floating holiday will be forfeited at the end of the calendar year. The following outlines the accrual rate for new hires and the procedures for use of the floating holiday:

1. Pro-rated floating holidays for new full-time hires.

<u>If Hired</u>	<u>Eligible to Receive (hrs.)</u>
January - October	8
November	4
December	0

2. The floating holiday must be scheduled with prior approval of the employee's supervisor and can be scheduled only as a full day or half-day segments.
3. Floating holidays may be used during the first six (6) months of employment; however, in the event an employee leaves County employment during that six (6) month period, the amount of time taken shall be paid back to the County.
4. Floating holidays which have not been used prior to an employee's termination date shall be forfeited.
5. Floating holidays are pro-rated for part-time employees.

## ARTICLE 18 VACATIONS

18.1 Eligibility and Allowance. Full-time employees shall earn paid vacation based on years of continuous service with the EMPLOYER in accordance with the following schedule:

0 - 5 years -	96 Hours
6 – 15 years -	120 Hours
During the 16th year the employee shall earn -	128 Hours
During the 17th year the employee shall earn -	136 Hours
During the 18th year the employee shall earn -	144 Hours

During the 19th year the employee shall earn - 152 Hours  
During the 20th year and thereafter the employee shall earn-160 Hours

Effective April 1, 2016 Employees on an unpaid leave shall earn vacation time pro-rata based on compensated hours of work,

18.2 Probationary Period and Accumulation. Employees shall accumulate vacation during the probationary period based on original hire or rehire, and may use accrued vacation after six (6) months of employment. Employees terminated during the probationary period shall not be compensated for accumulated vacation. Employees who are hired during the month shall begin accumulation of vacation time the first of the month following the date they were hired.

18.3 Vacation Pay. The rate of vacation pay shall be the employee's regular straight- time rate of pay in effect for the employee's regular job on the regular work day immediately preceding the employee's vacation period. Vacation leave may be used in the pay period immediately following the pay period in which it was accrued.

18.4 Vacations shall be taken at a time approved by the EMPLOYER.

18.5 Holiday during Vacation Period. If a holiday, as defined elsewhere in the Holiday Article, occurs during the calendar week in which a vacation is taken by an employee, the employee shall not be charged vacation on the day of the holiday.

18.6 Vacation Rights in Case of Lay-Offs or Separation. Any employee who is laid off, discharged, or who separates from the service of the EMPLOYER for any reason prior to taking their vacation shall be compensated in cash for the unused vacation accumulated at the time of separation.

18.7 One hundred sixty (160) hours of accumulated vacation may be carried over from one year to the next. Carryover shall be prorated for part-time employees.

## ARTICLE 19 SICK LEAVE

### 19.1 Allowance and Accumulation.

- A. Full-time employees shall earn 3.69 hours of sick leave per pay period. Effective April 1, 2016, employees on an unpaid leave shall earn sick leave pro-rata based on compensated hours of work. Sick leave may be used in the pay period immediately following the pay period in which it was accrued.
- B. Employees shall start to earn sick leave from their date of hire, and shall accumulate sick leave to a maximum of eight hundred (800) hours.
- C. Sick leave may be taken in increments of 15 minutes.
- D. An employee can accumulate sick time to a maximum amount of 800 hours. After reaching the maximum amount, one-half (1/2) of unused sick time accrued shall go into

a catastrophic bank at the rate of 1.85 hours per pay period. In those months when the accumulated amount falls below the maximum, no time shall be added to the catastrophic bank.

19.2 Use of Sick Leave. Earned sick leave may be used for absences from work necessitated by the following circumstances:

- A. Because of sickness or injury to an employee which renders the employee unable to perform the duties of employment;
- B. Because of quarantine directed by a medical physician;
- C. Because of sickness or injury to the employee's spouse or child pursuant to Minn. Stat. §181.940, etal. Sick leave may be granted for care of a sick parent. The Employer at its discretion, may require a doctor's certificate showing the nature of any injury, illness and/or an evaluation of the necessity of such absence. A child is a biological, adoptive, foster or step child who is under the age of 18, or an individual under age 20 who is still attending secondary school.
- D. Up to three days of paid Bereavement leave shall be granted due to the death of an immediate family member as defined in the County's Personnel Policy Manual. This leave will not be deducted from the employee's sick bank.

19.3 Abuse of Sick Leave. Use of the sick leave benefits for reasons other than those stated in Section 19.2 of this Article shall be just cause for disciplinary action as provided by Article XII (DISCIPLINE).

19.4 Severance Pay. Effective the first day of the first pay period following Health and Human Services Board approval of the Collective Bargaining Agreement, an employee shall be granted severance pay in an amount of one-third (1/3) of accumulated sick leave, not including catastrophic sick bank hours, after twenty (20) years of employment with the County. Catastrophic sick bank hours are not included in severance pay. Severance pay is based on the employee's last rate of pay regardless of hours worked.

## ARTICLE 20 WORK OUT OF CLASSIFICATION

20.1 Employees assigned by the Employer to assume the full responsibilities and authority of a higher job classification shall receive the salary schedule of the higher classification (the next higher dollar step in the classification of that job above the employee's own rate of pay) after five (5) consecutive work days in the higher classification for the duration of the assignment.

## ARTICLE 21 WAIVER

21.1 Any and all prior agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment, to the extent inconsistent with the provisions of this

Agreement, are hereby superseded.

21.2 The parties mutually acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any term or condition of employment not removed by law from bargaining. All agreements and understandings arrived at by the parties are set forth in writing in this Agreement for the stipulated duration of this Agreement. The EMPLOYER and the UNION each voluntarily and unqualifiedly waives the right to meet and negotiate regarding any and all terms and conditions of employment referred to or covered in this Agreement or with respect to any term or condition of employment not specifically referred to or covered by this Agreement, even though such terms or conditions may not have been within the knowledge or contemplation of either or both parties at the time this contract was negotiated or executed.

21.3 This Agreement may be amended by the mutual agreement of the EMPLOYER and the UNION during the life of this Agreement.

## ARTICLE 22 HEALTH AND HUMAN SERVICES GENERAL PROVISIONS

22.1 An employee, who is promoted to a new position at a higher grade level, shall receive a pay adjustment that is a salary increase of 4% over the employee's base pay or the minimum of the new salary range, whichever is greater. At the sole discretion of the employer, the County Coordinator and/or Human Resources Director may approve a pay adjustment that is a salary increase of up to and including 12% over the employee's current base pay based on the applicant's education, experience, and labor market conditions. In no event can a promotional increase exceed the maximum of the new salary range.

22.2. Employees below the range maximum will be eligible for range movement of 3.25% effective on the employee's anniversary date in job classification. In no event will an employee's wage exceed the maximum of the salary range.

In addition, employees will be granted a 2.5% general wage increase each year of the agreement effective January 1, 2017, 2018 and 2019. The salary ranges will increase by 2.5% each year at the minimum and maximum of the range. Employees who are at or above the range maximum will not be eligible for a general wage increase.

Such an increase shall be granted upon review and determination by the employee's immediate supervisor and concurrence of the Director that the employee's performance for the annual review period has been satisfactory. If a salary increase is not granted pursuant to this Section, the EMPLOYER shall inform the employee of the reason in writing. The decision may be grieved by the employee.

22.3 All overtime worked shall be reimbursed in cash at the rate of time and one-half (1 ½).

22.4 Part Time Pro-Rated Benefits. Any part-time employee who is covered by this Agreement and is subject to the provisions of P.E.L.R.A., M.S. 179.A01 et. seq., shall receive pro-rated holidays, vacation and sick leave based on the number of hours of their job assignment.

Benefits are defined as vacations, holidays, insurance and sick leave for purposes of this Agreement. Part-time employees working 20 hours or more per week shall be eligible for insurance receiving a pro-rata Employer contribution. Part-time employees will receive a prorated range movement increase annually on the employee's anniversary date, per County Policy. The range movement increase will be prorated based on the equivalent FTE status of the employee. For example, a 0.5 FTE will receive 0.5 range movement increase. A proration of the range movement increase shall continue annually on the employee's anniversary date based on the employees FTE status for the review period.

22.5 No employee shall receive a reduction in salary as a result of acceptance of a promotion.

22.6 Promotions to another job classification will be to the minimum salary of the job classification if the employee's salary is below the minimum of the job classification to which promoted.

22.7 Employees may be granted unpaid leaves of absence by written request at the sole discretion of the EMPLOYER.

22.8 Reclassified employees will not serve a new probationary period.

22.9 The Union agrees to the FMLA Policy as amended on 9/9/14 effective 7/1/15, as hereto attached as Appendix E, for all leaves that commence on or after 4/1/2016.

Leaves for the birth or adoption of a child which do not commence prior to 4/1/16 but for which paperwork is filed with the Human Resources Department prior to 4/1/2016 shall have the leave provisions detailed under the policy which was in place prior to the Amendments on 9/9/14.

ARTICLE 23 DURATION

This Agreement shall be effective as of January 1, 2017, and shall remain in full force and effect until December 31, 2019.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on this \_\_\_\_ day of \_\_\_\_\_, 2017

FOR THE EMPLOYER:

FOR THE UNION:

\_\_\_\_\_  
Wright County Board Chair

\_\_\_\_\_  
AFSCME Business Agent

\_\_\_\_\_  
Lee Kelly, County Coordinator

\_\_\_\_\_  
Union Steward

## EQUAL APPLICATION

The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination as to race, color, creed, sex, national origin, religion, disability status, public assistance status, gender, marital status, sexual orientation, age or political affiliation.

## STATEMENT CONCERNING HARASSMENT, OFFENSIVE, AND VIOLENT BEHAVIOR

The Employer and the Union believe that all employees have a right to work in an atmosphere free of harassment, offensive and/or violent behavior. To this end the Employer has adopted Personnel Policy Number 703. Any employee who believes that he/she has been subjected to improper harassment is urged to consult that policy. In addition, the employee is urged to contact the County Coordinator, his/her supervisor and his/her Union steward or staff representative if he/she is confronted with harassment while an employee of the County.

**APPENDIX A**  
**2017 - 2019 WAGE SCALE**

**Salary Ranges (Hourly)**

Grade	Wage Range 2017		Wage Range 2018		Wage Range 2019	
	New Min Gen Adj 2.5%	New Max Gen Adj 2.5%	New Min Gen Adj 2.5%	New Max Gen Adj 2.5%	New Min Gen Adj 2.5%	New Max Gen Adj 2.5%
1	\$13.48	\$18.87	\$13.82	\$19.35	\$14.16	\$19.83
2	\$14.16	\$19.82	\$14.51	\$20.31	\$14.87	\$20.82
3	\$14.86	\$20.81	\$15.23	\$21.33	\$15.62	\$21.86
4	\$15.61	\$21.85	\$16.00	\$22.39	\$16.40	\$22.95
5	\$16.39	\$22.94	\$16.80	\$23.51	\$17.22	\$24.10
6	\$17.21	\$24.09	\$17.64	\$24.69	\$18.08	\$25.31
7	\$18.07	\$25.29	\$18.52	\$25.92	\$18.98	\$26.57
8	\$18.97	\$26.56	\$19.44	\$27.22	\$19.93	\$27.90
9	\$19.92	\$27.88	\$20.42	\$28.58	\$20.93	\$29.30
10	\$20.91	\$29.28	\$21.44	\$30.01	\$21.97	\$30.76
11	\$21.96	\$30.74	\$22.51	\$31.51	\$23.07	\$32.30
12	\$23.06	\$32.28	\$23.63	\$33.09	\$24.22	\$33.91
13	\$24.09	\$33.73	\$24.70	\$34.58	\$25.31	\$35.44
14	\$25.18	\$35.25	\$25.81	\$36.13	\$26.45	\$37.04
15	\$26.31	\$36.84	\$26.97	\$37.76	\$27.64	\$38.70
16	\$27.50	\$38.49	\$28.18	\$39.46	\$28.89	\$40.44
17	\$28.73	\$40.23	\$29.45	\$41.23	\$30.19	\$42.26
18	\$30.03	\$42.04	\$30.78	\$43.09	\$31.55	\$44.17
19	\$31.38	\$43.93	\$32.16	\$45.03	\$32.97	\$46.15
20	\$32.79	\$45.91	\$33.61	\$47.05	\$34.45	\$48.23
21	\$34.10	\$47.74	\$34.95	\$48.94	\$35.83	\$50.16
22	\$35.47	\$49.65	\$36.35	\$50.89	\$37.26	\$52.17
23	\$36.88	\$51.64	\$37.81	\$52.93	\$38.75	\$54.25
24	\$38.36	\$53.70	\$39.32	\$55.05	\$40.30	\$56.42
25	\$39.89	\$55.85	\$40.89	\$57.25	\$41.91	\$58.68
26	\$41.39	\$57.95	\$42.42	\$59.39	\$43.49	\$60.88
27	\$42.94	\$60.12	\$44.02	\$61.62	\$45.12	\$63.16

## APPENDIX B

### 2017 Employer and Employee Contribution for Health Insurance Premiums

2017 Plan Year: January 1 - December 31, 2017

Health Partners Plans 3, 4 and 5

#### Employer Contribution and Employee Cost for Family Coverage

*\*includes preventative dental premium*

	Total Monthly Premium	Monthly County Contribution	Monthly Employee Cost	Monthly County VEBA Contribution	Total Monthly County Contribution
Family Plan 3	\$1,911.53	\$1,095.40	<b>\$816.13</b>	\$0.00	<b>\$1,095.40</b>
Family Plan 4	\$1,691.61	\$1,345.00	<b>\$346.61</b>	\$0.00	<b>\$1,345.00</b>
Family Plan 5	\$1,457.78	\$1,135.00	<b>\$322.78</b>	\$210.00	<b>\$1,345.00</b>

Increase to Employee	Percent Premium Increased	Percent of Increase Covered by County
\$98.30	5.42%	0.00%
\$26.58	4.74%	65.29%
-\$2.95	2.61%	107.96%

#### Employer Contribution and Employee Cost for Single Coverage

*\*includes preventative dental premium*

	Total Monthly Premium	Monthly County Contribution	Monthly Employee Cost	Monthly County VEBA Contribution	Total Monthly County Contribution
Single Plan 3	\$934.77	\$945.40	<b>\$0.00</b>	\$0.00	<b>\$945.40</b>
Single Plan 4	\$826.06	\$815.48	<b>\$10.58</b>	\$0.00	<b>\$815.48</b>
Single Plan 5	\$710.48	\$710.48	<b>\$0.00</b>	\$105.00	<b>\$815.48</b>

Increase to Employee	Percent Premium Increased	Percent of Increase Covered by County
\$0.00	5.48%	100.00%
\$10.58	4.80%	67.32%
-\$2.17	2.65%	111.85%

**APPENDIX C - MEMORANDUM OF AGREEMENT**  
**PHN Attraction and Retention Salary Schedule**

This Memorandum of Agreement is entered into between **Wright County** (hereafter “County”) and the **American Federation of State, County and Municipal Employees**, Council 65, Local 2685 (hereafter “Union”) representing employees in the Human Services Department.

**WHEREAS**, the County and the Union are parties to a collective bargaining agreement effective January 1, 2017 through December 31, 2019; and

**WHEREAS**, the parties agree that there is a significant problem in attracting and retaining employees in the classification of Public Health Nurse; and

**WHEREAS**, the above-noted attraction/retention issue is related to external market considerations.

**NOW, THEREFORE**, the parties hereto have agreed to maintain an Attraction and Retention Salary Range for the classification of Public Health Nurse as follows:

1. Job Classification: Public Health Nurse - Pay Grade 13

	<b>Minimum</b>	<b>Maximum</b>
<b>2017</b>	\$26.14	\$38.83
<b>2018</b>	\$26.79	\$39.80
<b>2019</b>	\$27.46	\$40.79

2. Nothing in this Memorandum of Agreement precludes the County from hiring a new employee at a higher rate of pay than the salary minimum based on the employee’s prior qualifications and experience.
3. In the future, if the need for the above-noted attraction/retention salary range no longer exists, newly hired employees will be paid in accordance with the County’s current salary range adjusted accordingly to reflect salary range adjustments in future negotiations.
4. This Memorandum of Agreement has been executed by the parties due to unique circumstances regarding attraction and retention problems of the Public Health Nurse classification which currently exist within the County.
5. Nothing in this Memorandum of Agreement shall constitute a precedent requiring the execution of a subsequent attraction/retention salary range for any classifications in the future.
6. This Memorandum of Agreement represents the complete and total agreement between the parties regarding this matter.

**IN WITNESS WHEREOF**, the parties hereto have executed this Memorandum of Agreement effective the first day of the first pay period following execution of the Agreement.

**FOR WRIGHT COUNTY**

**FOR AFSCME COUNCIL 65**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is entered into between the County of Wright (hereafter "County") and the American Federation of State, County and Municipal Employees, Council 65 (hereafter "Union") representing employees in the Wright County Human Services department.

**WHEREAS**, the County and the Union are parties to a collective bargaining agreement negotiated pursuant to the Public Employment Labor Relations Act; and

**WHEREAS**, the County will designate social workers to rotate weekly on-call responsibilities in accordance with the County's After-Hour On-Call Emergency Services policy.

**NOW, THEREFORE**, the County and the Union agree as follows:

1. Social workers assigned to be on-call for a seven day week will receive \$50 per day as on-call pay for those weeks that the employee is on-call.
2. Said payments shall compensate the employee for being available during the period of on-call as well as time spent for after hours telephone contacts and related data processing.
3. An employee shall be eligible for overtime compensation in situations where an employee must physically leave their location to respond in person to a service call, starting from the time the employee physically leaves his/her location to the time the employee returns to his/her location. In addition, an employee shall be eligible for overtime compensation for case management work on the employee's existing case load as approved by a supervisor.
4. This Memorandum of Agreement represents the full and complete agreement between the parties regarding this matter.

**IN WITNESS WHEREOF**, the parties acknowledge that they have read the foregoing agreement, by signing below, hereby affirm that they fully understand and agree to its terms and applications.

FOR AMERICAN FEDERATION OF STATE,  
COUNTY, AND MUNICIPAL EMPLOYEES,  
COUNCIL 65

Joanne Kunge 03-10-09  
Business Agent Date

\_\_\_\_\_  
Steward Date

FOR COUNTY OF WRIGHT

Dick Mattson 4/13/09  
Board of Commissioners Date

Richard W. Norman 4/13/09  
County Coordinator Date

## 601 FAMILY AND MEDICAL LEAVE

Policy Adopted: 11-16-04

Policy Amended: 09-09-14

Effective: 07-01-15

### 601.01 POLICY STATEMENT

The Family and Medical Leave Act became effective August 5, 1993 and requires all employers with 50 or more employees to provide up to 12 weeks of unpaid leave each year. In accordance with the FMLA, Wright County will grant unpaid leave as provided by law to eligible employees for any one of the following reasons:

- a. The birth of a child or placement of a child with the employee for adoption or foster care. This leave must be taken within the 12-month period following the child's birth or placement with the employee.
- b. In order to care for an immediate family member (spouse, child, or parent) of the employee if such immediate family member has a serious health condition.
- c. A serious health condition of the employee that makes the employee unable to perform the functions of his or her position.
- d. Leave for a qualifying exigency when an employee's spouse, child or parent is on active duty or is notified of an impending call to active duty in the Armed Forces. A qualifying exigency may include short notice deployment, military events or related activities due to deployment, childcare and school activities due to deployment, financial and legal arrangements due to deployment, rest and recuperation related to active duty or post deployment activities related to return from active duty.
- e. 26 weeks of unpaid leave during one twelve (12) month period to care for a spouse, child or parent or next of kin who was/is a service member undergoing medical treatment, recuperation or therapy, is in outpatient status or is on the temporary disabled retired list for a serious injury or illness.

This policy is intended to be a general summary of the FMLA. Each situation will be evaluated on a case by case basis in accordance with statute and regulations.

### **PROCEDURE:**

- Eligible employees are required to use all earned paid time concurrently with FMLA leave in accordance with appropriate policies (see 601.06 Benefits, subsection B).
- HR must be notified of all absences exceeding three (3) days to determine whether it is an FMLA qualified absence. Intermittent absences may also qualify as FMLA absences.
- As deemed appropriate by HR, employees may be required to provide medical certification supporting the need for leave. If it is believed circumstances may have changed during an approved FMLA leave, employees may be required to provide recertification.

- Eligible employees can take up to 12 weeks (or up to 26 weeks to care for an injured or ill servicemember) under this policy during any 12-month period. The County will measure the 12-month period as a rolling 12-month period measured forward from the date the employee's first FMLA leave begins.

### **601.02 ELIGIBILITY**

To be eligible for the leave, an employee must have worked for Wright County for at least 12 months and must have worked at least 1,250 hours over the most recent 12-month period.

### **601.03 LENGTH OF LEAVE**

The maximum length of FMLA leave shall be twelve weeks per 12-month period or up to 26 weeks for an eligible employee to care for a family member recovering from a serious illness or injury sustained in the military line of duty.

The 12-month period shall be measured forward from the date the employee's first FMLA leave begins. The entitlement to FMLA leave for the birth or placement of a child with the employee expires 12-months after the birth or placement of the child. FMLA leave shall be taken concurrently with the Minnesota Parenting Leave.

For instances in which employees are eligible for 26 weeks of leave, this is the maximum of cumulative FMLA leave entitlement under all types of FMLA leave within a 12-month period. If both spouses work for the County, their total leave in any 12-month period shall be an aggregate of 26 weeks in the event that they qualify for the injured or ill service member leave.

### **601.04 INTERMITTENT OR REDUCED LEAVE**

In certain circumstances, FMLA leave may be taken intermittently or on a reduced leave schedule. An employee is eligible for intermittent or reduced leave under any of the following conditions:

- a. Serious Health Condition: Intermittent leave is available when a serious health condition requires periodic treatment by a health care provider, rather than one continuous period of time. Intermittent and reduced leave schedules are available for employees or family members with a serious health condition.
- b. Birth or Placement of a Child: An employee may take FMLA leave intermittently or on a reduced leave schedule for birth or placement for adoption or foster care of a child. This intermittent or reduced leave schedule shall make every attempt to best fit with the needs of the department. An intermittent or reduced leave schedule for the birth or placement for adoption or foster care of a child is subject to Department Head approval.

### **601.05 NOTICE REQUIREMENT**

An employee must notify Human Resources at least thirty (30) days in advance in the event of a foreseeable FMLA leave. In unexpected or unforeseeable situations, an employee should provide as much notice as is practicable, usually verbal notice within two business days of when the need for leave becomes known.

If an employee fails to give thirty (30) days notice for a foreseeable leave with no reasonable excuse for the delay, the leave may be denied until thirty (30) days after the employee provides notice.

The employee may be required to provide a medical certification for any FMLA leave due to their own serious health condition or that of an immediate family member in excess of ten (10) days, or in such cases as Human Resources deems appropriate. In cases where the employee's use of FMLA is of an intermittent nature, a medical certification will be required verifying this fact during each 12-month period in which the employee uses FMLA leave.

During the FMLA leave, Human Resources may request a statement from the employees' health care provider, which updates the employee's or family member's condition and projected date of return to work. A "Fitness for Duty" certification will be required from employees returning to work from their leave.

Human Resources is responsible for completing the "Designation Notice" and "Notice of Eligibility and Rights & Responsibilities" forms in all circumstances in which an employee does qualify for leave under the FMLA, whether or not the employee specifically requests such a FMLA leave.

Wright County reserves the right to designate leaves, paid or unpaid, as FMLA qualifying, and to give notice of the designation to the employee.

At its discretion, the County may require a second medical opinion at its own expense. If the first and second medical opinion differ, the County may require the opinion of a third health care provider approved by both the County and the employee. If the employee unreasonably, in the opinion of the County, refuses to agree on a third health care provider, the County may designate the provider. The third opinion is binding on the County and the employee.

#### **601.06 BENEFITS**

A. Insurance: An employee granted a FMLA leave shall be provided Wright County's group health insurance, dental, life and disability insurance under the same conditions as coverage would have been provided if they had been continuously employed during the leave period. The employee shall continue to pay their portion of the premiums as they had prior to their FMLA leave.

If an employee fails to return to work from an unpaid FMLA leave, the County may recover from the employee the cost of any premiums paid to maintain the employee's coverage, unless the failure to return to work is a continuation of the serious health condition of the employee or immediate family member or for reasons beyond the employee's control.

B. Vacation, Sick Leave and Catastrophic Sick Time: Employees must use all earned paid time (vacation, sick leave, catastrophic sick time, compensatory time, floating holiday) as part of the FMLA leave. The total combination of paid and unpaid leave may not exceed twelve (12) weeks. An employee shall not earn vacation or sick leave while on unpaid FMLA leave. If an unpaid FMLA leave is of an intermittent or reduced leave nature, the employee's vacation and sick leave accrual will be prorated. An employee on FMLA leave due to the birth/adoption of a child may retain 40 hours of earned sick leave. Use of sick leave for the birth of a child must meet authorized sick leave use as defined in policy.

C. Holidays: If an employee needs a full week of FMLA leave in a week with a holiday, the hours the employee does not work on the holiday will count against the employee's FMLA entitlement.

If an employee needs less than a full week of FMLA leave, and a holiday on which the employee would not otherwise have been required to work falls within the partial week of leave, then the hours that the

employee does not work on the holiday will not be counted against the employee's FMLA leave entitlement.

D. PERA: An employee shall not receive PERA contributions while on unpaid FMLA leave.

#### **601.07 USE OF DONATED TIME**

Donated time will count as part of FMLA leave.

#### **601.08 RETURN TO WORK**

Employees returning from FMLA leave have the right to return to the same or equivalent position the employee held when FMLA leave began, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. If the employee's position would have been eliminated or if the employee would have been terminated before the FMLA leave, the employee does not have the right to be reinstated when returning from leave.

Employees will be required to present a fitness-for-duty certificate to be restored to employment. If a fitness-for-duty certification is not received timely, an employee's return to work may be delayed until certification is provided.

If an employee presents a fitness-for-duty certificate indicating work restrictions, the employee must contact the supervisor prior to returning to work to discuss if work is available within stated restrictions. If an employee returns to work, but is unable to perform an essential function of the position due to a physical or mental condition, the employer is not obligated to restore the employee to another position under the FMLA.

If the employee on leave is a salaried employee and among the highest paid ten percent of Wright County's workforce, and restoring the employee would cause "substantial and grievous economic injury" to the operations of the County, the County may deny restoration to the employee when returning to work after a FMLA leave. The County will notify the employee of the intent to deny restoration and the employee will be given an opportunity to return to work.

If an employee discovers that his or her circumstances have changed and the amount of leave originally anticipated is no longer necessary, the employee must provide reasonable notice to the County of his or her intent to return to work (i.e. two business days).

An employee exceeding the authorized FMLA leave without giving proper notice shall be considered to have voluntarily terminated.

# WRIGHT COUNTY REQUEST FOR BOARD ACTION

**REQ. AGENDA TIME:** \_\_ **BOARD MEETING DATE:** February 7, 2017 **CONSENT AGENDA:** X

**AMT. OF TIME REQUIRED:** \_\_\_\_\_ **ITEM FOR CONSIDERATION:** \_\_\_\_\_

<p><u>ADMINISTRATION</u> ORIGINATING DEPARTMENT/SERVICE</p> <p><b>X</b> <u>Sunny M. Hesse</u> REQUESTOR'S SIGNATURE</p> <p>_____ REVIEWED BY/DATE</p>	<p><b>BOARD ACTION REQUESTED:</b> <b>Request approval of revisions to Policy 507 Compensatory Time, subsection 507.05 Payout of Compensatory Time.</b></p>
---	--

**BACKGROUND/JUSTIFICATION:**  
As reviewed and recommended by the Negotiation Committee, requesting approval of revisions to 507.05 Payout of Compensatory Time specific to two (2) payout options, June and December.

	<p>COUNTY ATTORNEY REVIEW DATE:</p>	<p><b>FINANCIAL IMPLICATIONS:</b> \$ _____</p>
<p>COUNTY COORDINATOR/DATE:</p>	<p><b>ADMINISTRATIVE RECOMMENDATION:</b>  <input type="checkbox"/> APPROVAL  <input type="checkbox"/> DENIAL  <input type="checkbox"/> NO RECOMMENDATION</p>	<p><b>BUDGETED:</b>      _____      _____  <span style="margin-left: 150px;">YES      NO</span></p> <p><b>FUNDING:</b>      _____      _____  <span style="margin-left: 100px;">LEVY      OTHER</span></p>

**COMMENTS:**

**COMMENTS:**



**Wright County  
Department of Administration  
Human Resource Risk Management (HRRM) Division**

---

## **507 COMPENSATORY TIME**

**Policy Adopted: 11-16-04**

**Policy Amended: 01-01-17**

### **507.01 POLICY STATEMENT**

Regular and probationary full-time non-exempt employees may earn compensatory time (comp time) in lieu of payment for hours worked over the normal forty (40) hours in one week.

### **507.02 ACCRUAL RATE: NON-EXEMPT**

Eligible non-exempt employees may earn compensatory time at the rate of one and one-half (1-1/2) times the hours worked over forty (40) hours up to a maximum of forty-eight (48) hours per calendar year non-renewable.

### **507.03 APPROVAL**

An employee may not claim compensatory time unless first approved by his or her supervisor.

### **507.04 USE OF COMPENSATORY TIME**

Compensatory time may be used upon approval by the employee's supervisor, and may only be taken in blocks of fifteen (15) minutes or more. Compensatory time may not be carried over from year to year and must be used in the calendar year (January 1 through December 31) that it is earned.

### **507.05 PAYOUT OF COMPENSATORY TIME**

Non-exempt employees seeking to be paid compensatory time in lieu of using it must provide a written request to the Payroll Department no later than December 1st of each calendar year. Requests may be in memo form or written on timesheets. One and one-half hours of time is paid for each hour worked. No payment will be made for less than 2 hour of accrued time. Compensatory time may be paid out two (2) times per year following the last pay period in June and/or December. June payout must be requested in advance by the employee.

# WRIGHT COUNTY REQUEST FOR BOARD ACTION

**REQ. AGENDA TIME:** \_\_\_\_\_ **BOARD MEETING DATE:** 2/7/17 **CONSENT AGENDA:** X

**AMT. OF TIME REQUIRED:** \_\_\_\_\_ **ITEM FOR CONSIDERATION:** \_\_\_\_\_

<p><u>ADMINISTRATION</u> ORIGINATING DEPARTMENT/SERVICE</p> <p><b>X</b> <u>Lee Kelly</u></p> <p>REQUESTOR'S SIGNATURE</p> <p>REVIEWED BY/DATE</p>	<p><b>BOARD ACTION REQUESTED:</b></p> <p><b>Authorize Signatures on Contract with Berwald Roofing for Partial Roof Replacement on Public Works building.</b></p>
---	--

**BACKGROUND/JUSTIFICATION:** Ten bids for this project were opened at the 12/20/16 County Board meeting. Berwald Roofing Company, Inc. was awarded the contract at the 12/27/16 meeting with a low bid of \$240,510. In accordance with the County's procurement policy the Board must sign contracts over \$100,000.

<p><b>DATE/TIME RECEIVED IN ADMINISTRATION OFFICE:</b></p>	<p><b>COUNTY ATTORNEY REVIEW DATE:</b></p>	<p><b>FINANCIAL IMPLICATIONS:</b> \$ _____</p> <p><b>BUDGETED:</b> _____ YES NO</p> <p><b>FUNDING:</b> _____ LEVY OTHER</p>
<p><b>COUNTY COORDINATOR/DATE:</b></p>	<p><b>ADMINISTRATIVE RECOMMENDATION:</b></p> <p><input type="checkbox"/> APPROVAL</p> <p><input type="checkbox"/> DENIAL</p> <p><input type="checkbox"/> NO RECOMMENDATION</p>	

**COMMENTS:**

**COMMENTS:**



# Document A101™ – 2007

## *Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum*

AGREEMENT made as of the Twenty-ninth day of December in the year Two Thousand Sixteen

BETWEEN the Owner:

Wright County  
Department of Administration  
10 2nd Street NW, Room 235  
Buffalo, MN 55313

and the Contractor:

Berwald Roofing Company, Inc.  
2440 N. Charles Street  
N. St. Paul, MN 55109-3080

for the following Project:

2017 Partial Roof Replacement at the Wright County Public Works Service Building  
1901 Highway 25 North  
Buffalo, Minnesota

The Architect:

Inspec, Inc.  
5801 Duluth Street  
Golden Valley, MN 55422  
Telephone Number: 763-546-3434

The Owner and Contractor agree as follows.

### ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

AIA Document A201™–2007, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

Init.

## TABLE OF ARTICLES

1	THE CONTRACT DOCUMENTS
2	THE WORK OF THIS CONTRACT
3	DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
4	CONTRACT SUM
5	PAYMENTS
6	DISPUTE RESOLUTION
7	TERMINATION OR SUSPENSION
8	MISCELLANEOUS PROVISIONS
9	ENUMERATION OF CONTRACT DOCUMENTS
10	INSURANCE AND BONDS

### ARTICLE 1 THE CONTRACT DOCUMENTS

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement and Modifications issued after execution of this Agreement, all of which form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations or agreements, either written or oral. An enumeration of the Contract Documents, other than a Modification, appears in Article 9.

### ARTICLE 2 THE WORK OF THIS CONTRACT

The Contractor shall fully execute the Work described in the Contract Documents, except as specifically indicated in the Contract Documents to be the responsibility of others.

### ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

#### § 3.1

*(Paragraphs deleted)*

It is the intent to start Work as early as April 1, 2017, but no later than May 15, 2017.

§ 3.2 The Contract Time shall be measured from the date of commencement, and shall be prosecuted regularly, diligently, and uninterruptedly for no more than 75 calendar days from the start of the Work.

§ 3.3 The Contractor shall achieve Substantial Completion of the entire Work

*(Paragraphs deleted)*

within 75 calendar days, but not later than July 28, 2017 subject to adjustments of this Contract Time as provided in the Contract Documents.

*(Paragraph deleted)*

Liquidated Damages - The Contractor and the Contractor's surety, if any, shall be liable for and shall pay the Owner Two Hundred Fifty Dollars (\$250.00) as liquidated damages for each calendar day of delay until the Work is Substantially Complete

### ARTICLE 4 CONTRACT SUM

§ 4.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum shall be Two Hundred Forty Thousand Five Hundred Ten Dollars and Zero Cents (\$ 240,510.00 ), subject to additions and deductions as provided in the Contract Documents.

§ 4.2 The Contract Sum is based upon the following alternates, if any, which are described in the Contract Documents and are hereby accepted by the Owner:

N/A

§ 4.3 Unit

*(Paragraphs deleted)*

prices: N/A

*(Table deleted)*

*(Paragraphs deleted)*

**ARTICLE 5 PAYMENTS**

**§ 5.1 PROGRESS PAYMENTS**

§ 5.1.1 Based upon Applications for Payment submitted to the Architect by the Contractor and Certificates for Payment issued by the Architect, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided below and elsewhere in the Contract Documents.

§ 5.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month.

§ 5.1.3 Provided that an Application for Payment is received by the Architect not later than the last day of a month, the Owner shall make payment of the certified amount to the Contractor not later than the last day of the following month. If an Application for Payment is received by the Architect after the application date fixed above, payment shall be made by the Owner not later than Thirty ( 30 ) days after the Architect receives the Application for Payment.

*(Federal, state or local laws may require payment within a certain period of time.)*

§ 5.1.4 Each Application for Payment shall be based on the most recent schedule of values submitted by the Contractor in accordance with the Contract Documents. The schedule of values shall allocate the entire Contract Sum among the various portions of the Work. The schedule of values shall be prepared in such form and supported by such data to substantiate its accuracy as the Architect may require. This schedule, unless objected to by the Architect, shall be used as a basis for reviewing the Contractor's Applications for Payment.

§ 5.1.5 Applications for Payment shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment.

§ 5.1.6 Subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

- .1 Take that portion of the Contract Sum properly allocable to completed Work as determined by multiplying the percentage completion of each portion of the Work by the share of the Contract Sum allocated to that portion of the Work in the schedule of values, less retainage of Five percent ( 5.00 %). Pending final determination of cost to the Owner of changes in the Work, amounts not in dispute shall be included as provided in Section 7.3.9 of AIA Document A201™-2007, General Conditions of the Contract for Construction;
- .2 Add that portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction (or, if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing), less retainage of Zero percent ( 0.00 %);
- .3 Subtract the aggregate of previous payments made by the Owner; and
- .4 Subtract amounts, if any, for which the Architect has withheld or nullified a Certificate for Payment as provided in Section 9.5 of AIA Document A201-2007.

§ 5.1.7 The progress payment amount determined in accordance with Section 5.1.6 shall be further modified under the following circumstances:

- .1 Add, upon Substantial Completion of the Work, a sum sufficient to increase the total payments to the full amount of the Contract Sum, less such amounts as the Architect shall determine for incomplete Work, retainage applicable to such work and unsettled claims; and

Init.

*(Section 9.8.5 of AIA Document A201–2007 requires release of applicable retainage upon Substantial Completion of Work with consent of surety, if any.)*

- .2 Add, if final completion of the Work is thereafter materially delayed through no fault of the Contractor, any additional amounts payable in accordance with Section 9.10.3 of AIA Document A201–2007.

§ 5.1.8 Reduction or limitation of retainage, if any, shall be as follows:

*(Paragraphs deleted)*

N/A

§ 5.1.9 Except with the Owner’s prior approval, the Contractor shall not make advance payments to suppliers for materials or equipment which have not been delivered and stored at the site.

## § 5.2 FINAL PAYMENT

§ 5.2.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when

- .1 the Contractor has fully performed the Contract except for the Contractor’s responsibility to correct Work as provided in Section 12.2.2 of AIA Document A201–2007, and to satisfy other requirements, if any, which extend beyond final payment; and
- .2 a final Certificate for Payment has been issued by the Architect.

§ 5.2.2 The Owner’s final payment to the Contractor shall be made no later than 30 days after the issuance of the Architect’s final Certificate for Payment.

## ARTICLE 6 DISPUTE RESOLUTION

### § 6.1 INITIAL DECISION MAKER

The Architect will serve as Initial Decision Maker pursuant to Section 15.2 of AIA Document A201–2007, unless the parties appoint below another individual, not a party to this Agreement, to serve as Initial Decision Maker.

*(If the parties mutually agree, insert the name, address and other contact information of the Initial Decision Maker, if other than the Architect.)*

### § 6.2 BINDING DISPUTE RESOLUTION

For any Claim subject to, but not resolved by, mediation pursuant to Section 15.3 of AIA Document A201–2007, the method of binding dispute resolution shall be as follows:

*(Check the appropriate box. If the Owner and Contractor do not select a method of binding dispute resolution below, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, Claims will be resolved by litigation in a court of competent jurisdiction.)*

Arbitration pursuant to Section 15.4 of AIA Document A201–2007

Litigation in a court of competent jurisdiction

Other *(Specify)*

## ARTICLE 7 TERMINATION OR SUSPENSION

§ 7.1 The Contract may be terminated by the Owner or the Contractor as provided in Article 14 of AIA Document A201–2007.

§ 7.2 The Work may be suspended by the Owner as provided in Article 14 of AIA Document A201–2007.

Init.

**ARTICLE 8 MISCELLANEOUS PROVISIONS**

§ 8.1 Where reference is made in this Agreement to a provision of AIA Document A201–2007 or another Contract Document, the reference refers to that provision as amended or supplemented by other provisions of the Contract Documents.

§ 8.2 Payments due and unpaid under the Contract shall bear interest from the date payment is due at the rate stated below, or in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.

1.50 % monthly

§ 8.3 The Owner’s representative:

Alan Wilczek  
Wright County  
10 2nd Street NW, Room 235  
Buffalo, MN 55313

§ 8.4 The Contractor’s representative:

Berwald Roofing Company, Inc.  
2440 N. Charles Street  
N. St. Paul, MN 55109-3080

§ 8.5 Neither the Owner’s nor the Contractor’s representative shall be changed without ten days written notice to the other party.

§ 8.6 Other provisions:

**ARTICLE 9 ENUMERATION OF CONTRACT DOCUMENTS**

§ 9.1 The Contract Documents, except for Modifications issued after execution of this Agreement, are enumerated in the sections below.

§ 9.1.1 The Agreement is this executed AIA Document A101–2007, Standard Form of Agreement Between Owner and Contractor.

§ 9.1.2 The General Conditions are AIA Document A201–2007, General Conditions of the Contract for Construction.

§ 9.1.3 The Supplementary and other Conditions of the Contract:

00 72 00 Supplementary Conditions

*(Table deleted)*

§ 9.1.4 The Specifications:

*DIVISION 01 GENERAL REQUIREMENTS*

- 01 10 00 Summary
- 01 20 00 Price and Payment Procedures
- 01 30 00 Administrative Requirements
- 01 30 01 Submittal Cover Sheet
- 01 30 02 Submittal Record Form
- 01 40 00 Quality Requirements
- 01 50 00 Temporary Facilities and Controls

- 01 60 00 Product Requirements
- 01 70 00 Execution Requirements
- 01 70 01 Certificate of Substantial Completion (AIA G704)

*DIVISION 06 WOOD, PLASTICS, AND COMPOSITES*

- 06 10 00 Rough Carpentry

*DIVISION 07 THERMAL AND MOISTURE PROTECTION*

- 07 20 11 Spray Foam Insulation
- 07 41 00 Pre-Engineered Double-Lock Standing Seam Roof Panels
- 07 41 13 Pre-Engineered Standing Seam Wall Panels
- 07 62 00 Sheet Metal Flashing

*DIVISION 09 FINISHES*

- 09 91 00 Painting

*(Table deleted)*

**§ 9.1.5** The Drawings:

- A1 Title Sheet
- A2 Roof Plan
- A3 Details
- A4 Details

*(Table deleted)*

**§ 9.1.6** The Addenda:

Number	Date	Pages
1	December 14, 2016	4

Portions of Addenda relating to bidding requirements are not part of the Contract Documents unless the bidding requirements are also enumerated in this Article 9.

*(Paragraphs deleted)*

**ARTICLE 10 INSURANCE AND BONDS**

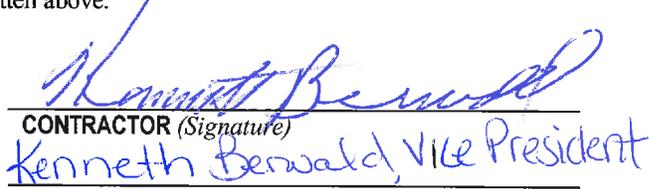
The Contractor shall purchase and maintain insurance and provide bonds as set forth in Article 11 of AIA Document A201-2007 and the Supplementary Conditions.

*(Table deleted)*

This Agreement entered into as of the day and year first written above.

\_\_\_\_\_  
OWNER (Signature)

\_\_\_\_\_  
(Printed name and title)

  
\_\_\_\_\_  
CONTRACTOR (Signature)

Kenneth Berwald, Vice President  
\_\_\_\_\_  
(Printed name and title)

# WRIGHT COUNTY REQUEST FOR BOARD ACTION

**REQ. AGENDA TIME:** \_\_\_\_ **BOARD MEETING DATE:** February 7, 2017 **CONSENT AGENDA:** X

**AMT. OF TIME REQUIRED:** \_\_\_\_ **ITEM FOR CONSIDERATION:** \_\_\_\_\_

County Attorney .  
ORIGINATING DEPARTMENT/SERVICE

X Greg Kryzer  
REQUESTOR'S SIGNATURE

\_\_\_\_\_  
REVIEWED BY/DATE

**BOARD ACTION REQUESTED:**

Refer Discussion of Possible Action Items for the Control and Prevention of Aquatic Invasive Species in Lake Sylvia to the Ways and Means Committee.

**BACKGROUND/JUSTIFICATION:**

Lake Sylvia was recently reported as being infested with Starry Stonewort. Discussion of topics for the committee will include the possible creation of a regional AIS checkpoint, as well as, the possible creation of a Lake Improvement District on Lake Sylvia to help control and prevent AIS infestations.

	<b>COUNTY ATTORNEY REVIEW DATE:</b>	<b>FINANCIAL IMPLICATIONS:</b> \$ _____
<b>COUNTY COORDINATOR/DATE:</b>	<b>ADMINISTRATIVE RECOMMENDATION:</b> <input type="checkbox"/> APPROVAL <input type="checkbox"/> DENIAL <input type="checkbox"/> NO RECOMMENDATION	<b>BUDGETED:</b> _____      _____ YES      NO  <b>FUNDING:</b> _____      _____ LEVY      OTHER

**COMMENTS:**

**COMMENTS:**

# WRIGHT COUNTY

## REQUEST FOR BOARD ACTION

<b>Req. Agenda Time:</b>		<b>Board Meeting Date:</b>	2-7-2017	<b>Consent Agenda:</b>	X
<b>Amt. of Time Required:</b>		<b>Item For Consideration:</b>			
Auditor-Treasurer's Office		<b>Board Action Requested:</b>			
<b>Originating Department/Service</b>		Set March 10, 2017 at 12:00 p.m. as Deadline for Private Sale Bids of Tax Forfeit Parcels.			
<b>Requestor's Signature</b>					
<b>Reviewed By/Date</b>					
<b>Background/Justification:</b>					
<p>PIDs:  155-123-000020 - City of Monticello  213-100-353100 - Township of Monticello  217-054-002140 - Township of Southside  218-000-302100 - Township of Stockholm</p>					
<b>Previous Action On Request/Other Parties Advised:</b>					
<b>Date/Time Received In Administration Office:</b>	<b>County Attorney Review/Date:</b>	<b>Financial Implications: \$</b>			
<b>County Coordinator/Date</b>	<b>Administrative Recommendation:</b> Approval Denial No Recommendation	<b>Budgeted:</b>		Yes	No
		<b>Funding:</b>		Levy	Other
<b>Comments:</b>		<b>Comments:</b>			

# WRIGHT COUNTY REQUEST FOR BOARD ACTION

<b>Req. Agenda Time:</b>		<b>Board Meeting Date:</b>	2-7-2017	<b>Consent Agenda:</b>	X
--------------------------	--	----------------------------	----------	------------------------	---

<b>Amt. of Time Required:</b>		<b>Item For Consideration:</b>	
-------------------------------	--	--------------------------------	--

<b>Auditor-Treasurer's Office</b>	<b>Board Action Requested:</b>
<b>Originating Department/Service</b>	Refer Replacement of Land Records Administrator to Personnel Committee.
<b>Requestor's Signature</b>	
<b>Reviewed By/Date</b>	

**Background/Justification:**

**Previous Action On Request/Other Parties Advised:**

<b>Date/Time Received In Administration Office:</b>	<b>County Attorney Review/Date:</b>	<b>Financial Implications: \$</b>
<b>County Coordinator/Date</b>	<b>Administrative Recommendation:</b> Approval Denial No Recommendation	<b>Budgeted:</b> Yes                      No
		<b>Funding:</b> Levy                      Other

<b>Comments:</b>	<b>Comments:</b>

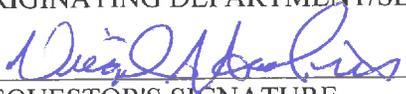
# WRIGHT COUNTY REQUEST FOR BOARD ACTION

<b>Req. Agenda Time:</b>		<b>Board Meeting Date:</b>	2-7-2017	<b>Consent Agenda:</b>	X
<b>Amt. of Time Required:</b>		<b>Item For Consideration:</b>			
Auditor-Treasurer's Office		<b>Board Action Requested:</b>			
<b>Originating Department/Service</b>		Approve Claims as Listed in the Abstract, Subject to Audit, for a Total of \$861,916.82 with 299 Vendors and 549 Transactions.			
<b>Requestor's Signature</b>					
<b>Reviewed By/Date</b>					
<b>Background/Justification:</b>					
<b>Previous Action On Request/Other Parties Advised:</b>					
<b>Date/Time Received In Administration Office:</b>	<b>County Attorney Review/Date:</b>	<b>Financial Implications: \$</b>			
<b>County Coordinator/Date</b>	<b>Administrative Recommendation:</b> Approval Denial No Recommendation	<b>Budgeted:</b> Yes                      No  <b>Funding:</b> Levy                      Other			
<b>Comments:</b>			<b>Comments:</b>		

# WRIGHT COUNTY REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: \_\_\_\_\_ BOARD MEETING DATE: 02-07-17 CONSENT AGENDA: X

AMT. OF TIME REQUIRED: \_\_\_\_\_ ITEM FOR CONSIDERATION: \_\_\_\_\_

**HIGHWAY**  
 \_\_\_\_\_  
 ORIGINATING DEPARTMENT/SERVICE  
  
 \_\_\_\_\_  
 REQUESTOR'S SIGNATURE  
 \_\_\_\_\_  
 \_\_\_\_\_  
 REVIEWED BY/DATE

**BOARD ACTION REQUESTED:**

**Request to Fill Vacant  
Highway Diesel Mechanic Position**

**BACKGROUND/JUSTIFICATION:**

We have a vacancy as of January 31, 2017, due to a recent promotion.

**PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED:**

DATE/TIME RECEIVED IN ADMINISTRATION OFFICE:	COUNTY ATTORNEY REVIEW DATE:	FINANCIAL IMPLICATIONS: \$ _____.
COUNTY COORDINATOR/DATE:	ADMINISTRATIVE RECOMMENDATION: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DENIAL <input type="checkbox"/> NO RECOMMENDATION	BUDGETED: <u>      </u> <u>      </u> YES      NO FUNDING: <u>      </u> <u>      </u> LEVY   OTHER

**COMMENTS:**

**COMMENTS:**

# Wright County Request for Board Action

---

Req. Agenda Time: \_\_\_\_\_ Board Meeting Date: 02/07/17 Consent Agenda X  
Amt of Time Required: 0 Item for Consideration: Refer to Technology Committee

---

IT

**BOARD ACTION REQUESTED:**

Originating Department

Refer Items to the February 8<sup>th</sup>, 2017 Technology Committee

  
Requestor's Signature

---

Reviewed by/date

---

**BACKGROUND/JUSTIFICATION:**

Refer to the Technology Committee:

- a. Records and Data Management Policy (carryover discussion)
- b. PA System
- c. Digital Redaction
- d. Project Management

---

**PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED:**

---

Date/Time Received in  
Administration Office:

County Attorney  
Review Date:

Financial  
Implications

---

County Coordinator/Date

Administrative  
Recommendation:  
 Approval  
 Denial  
 No recommendation

Budgeted:

Funding:

---

**COMMENTS:**

**COMMENTS:**

# Wright County Request for Board Action

---

Req. Agenda Time: \_\_\_\_\_ Board Meeting Date: 02-07-17 Consent Agenda X  
Amt of Time Required: \_\_\_\_\_ Item for Consideration: \_\_\_\_\_

---

Sheriff's Office

**BOARD ACTION REQUESTED:**

Originating Department

Request position replacement for 2 deputies.

Requestor's Signature

---

Reviewed by/date

---

**BACKGROUND/JUSTIFICATION:**

Request position replacement for 2 deputies due to the resignation of Cody Thompson (01-27-17) and Trevor Weinmann (01-31-17).

**PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED:**

Date/Time Received in  
Administration Office:

County Attorney  
Review Date:

Financial  
Implications

County Coordinator/Date

Administrative  
Recommendation:

Budgeted:

\_\_\_ Approval

\_\_\_ Denial

\_\_\_ No recommendation

Funding:

**COMMENTS:**

**COMMENTS:**



## Wright Soil & Water Conservation District

---

Wright SWCD  
311 Brighton Avenue S., Suite C  
Buffalo, MN, 55313

Tel. (763) 682-1933 Ext. 3  
(763)682-1970  
Fax. (763) 682-0262  
[www.wrightswcd.org](http://www.wrightswcd.org)

### **RE: New Water Management Task Force Member**

To the Wright County Commissioners,

Please review the following members for renewal in 2017:

Gloria Grant-Wynnemer has been a Citizen-At-Large on the Water Management Task Force since 2006. She is currently the longest sitting member on the Task Force. She lives in the Howard Lake area. Doug Triplett has been the Township Representative on the Task Force since 2010. He lives and farms south of Annandale. The term for both of the above listed individuals will conclude December 31<sup>st</sup>, 2020.

Please review the following new members:

The SWCD representative for the Task Force was Mark McNamara who severed for well over a decade. Mr. McNamara concluded his latest term. The SWCD Board nominates Jeffery Burns, its newest member, to fill Mr. McNamara's seat. Mr. Burns will serve a full three-year term through December 31<sup>st</sup>, 2020.

There has not been a Mayor's Association representative on the Water Management Task Force since 2013. Per Task Force By-Laws a Mayor is required to fill a seat on the Task Force. Lynn Kissock, mayor of Maple Lake has been nominated by the Mayor's Association for your consideration to fill this vacancy effective February 14<sup>th</sup>, 2017. Mayor Kissock has been the Mayor of Maple Lake for 4 years. Mayor Kissock will complete the vacant seat's original term which concludes December 31<sup>st</sup>, 2017. After which he will be subject to reappointment for a three year term usually served by Task Force Members.

Thank you for your consideration,

Alicia O'Hare  
Water Resource Specialist

# WRIGHT COUNTY REQUEST FOR BOARD ACTION

<b>Req. Agenda Time:</b>	9:05 a.m.	<b>Board Meeting Date:</b>	2-7-2017	<b>Consent Agenda:</b>	
--------------------------	-----------	----------------------------	----------	------------------------	--

<b>Amt. of Time Required:</b>	2 min.	<b>Item For Consideration:</b>	
-------------------------------	--------	--------------------------------	--

Auditor-Treasurer's Office	<b>Board Action Requested:</b>
<b>Originating Department/Service</b>	Approve Tax Forfeit Committee Minutes from Meeting on January 24, 2017.
<b>Requestor's Signature</b>	
<b>Reviewed By/Date</b>	

**Background/Justification:**

**Previous Action On Request/Other Parties Advised:**

<b>Date/Time Received In Administration Office:</b>	<b>County Attorney Review/Date:</b>	<b>Financial Implications: \$</b>	
<b>County Coordinator/Date</b>	<b>Administrative Recommendation:</b> Approval Denial No Recommendation	<b>Budgeted:</b>	
		Yes	No
		<b>Funding:</b>	
		Levy	Other

<b>Comments:</b>	<b>Comments:</b>
------------------	------------------

MINUTES  
Wright County Tax Forfeiture Committee  
January 24<sup>th</sup> 2017

Members present: Brian Asleson, Bob Hiivala, Tammi Vaith, Shawne Lindenfelser, Michael Potter, and Charles Borrell

The tax forfeiture committee was being held to review conditions on the following private sale parcels:

155-123-000020  
213-100-353100  
217-054-002140  
218-000-302100

The committee discussed setting a condition that would require buyers to combine private sale parcels to their current parcel. Everyone was in agreement that we will not be requiring any additional conditions on these private sale parcels. The recommendation of the committee was that the buyers of the private sale parcels should be encouraged to combine these parcels to their current parcel.

# WRIGHT COUNTY REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: \_\_\_\_\_ BOARD MEETING DATE: 02-07-17 CONSENT AGENDA: \_\_\_\_\_

AMT. OF TIME REQUIRED: 10 Min. ITEM FOR CONSIDERATION: \_\_\_\_\_

**BOARD ACTION REQUESTED:**

Approve TCOTW Minutes from January 23, 2017  
and Act on Recommendations.

**HIGHWAY**

ORIGINATING DEPARTMENT/SERVICE

*[Handwritten Signature]*  
REQUESTOR'S SIGNATURE

REVIEWED BY/DATE

**BACKGROUND/JUSTIFICATION:**

Meeting minutes and attachments are enclosed.

**PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED:**

DATE/TIME RECEIVED IN  
ADMINISTRATION OFFICE:

COUNTY ATTORNEY  
REVIEW DATE:

FINANCIAL  
IMPLICATIONS: \$ \_\_\_\_\_

COUNTY COORDINATOR/DATE:

- ADMINISTRATIVE  
RECOMMENDATION:
- APPROVAL
  - DENIAL
  - NO RECOMMENDATION

BUDGETED:                
                  YES      NO

FUNDING:                
                  LEVY    OTHER

COMMENTS:

COMMENTS:

**WRIGHT COUNTY  
TRANSPORTATION COMMITTEE OF THE WHOLE**

**Meeting Minutes  
UNAPPROVED**

**January 23, 2017**

**10:30 a.m.**

**Wright County Highway Department Building  
Meeting Room C-100**

Members Attending:

Chris Husom, County Commissioner  
Darek Vetsch, County Commissioner  
Michael Potter, County Commissioner  
Mark Daleiden, County Commissioner  
Charles Borrell, County Commissioner  
Virgil Hawkins, Highway Engineer  
Lee Kelly, County Coordinator

Others Attending:

Jeremy Carlson, Wright County Right-of-Way Agent  
Marc Mattice, Wright County Parks Administrator  
Connie Holmes, City of Waverly Mayor  
Jim Woitalla, City of Waverly Supervisor  
Sheila Krohse, Bolton & Menk (Waverly Engineer)  
Steve Bot, St. Michael City Administrator  
Barb Holmquist, Wright County Highway Department

**1. Introductions**

Chairperson Charles Borrell called the meeting to order, and introductions were made.

**2. City of Waverly / Wright County CSAH 9 Project**

Highway Engineer Virgil Hawkins distributed a brief summary [Attachment 1] of Wright County's plans for a pavement preservation project for that portion of CSAH 9, from Atlantic Avenue to North Shore Drive in the City of Waverly and the City's request that Wright County become further involved and give additional financial support to enable the City of Waverly to change the scope of its own planned improvements. The City of Waverly has planned a sanitary sewer project around Waverly Lake, beginning on the south end and continuing to the north around CSAH 9. The project would include some watermain facilities. Because of the need to place facilities under the highway, the road surface has to be removed in order for the City to do the project. Wright County was planning a mill and overlay project for CSAH 9 for the 2017 season. Wright County and Waverly have met several times since January of 2016 to discuss the project, and a draft agreement between them has been drawn up outlining that Wright County will eliminate this portion of roadway from its mill and overlay plans in 2017 but give the City the money (approximately \$400,000) to use for road repair/improvement when their sewer project is completed on that portion of CSAH 9 in 2017.

It has been discussed that further improvements be made to that portion of CSAH 9 by constructing the road and shoulders to State Aid standards and adding a separated pedestrian/biking trail along the roadway. Bringing that portion of CSAH 9 up to State Aid standards would add somewhere between \$1 million to \$1.4 million to the cost of the project, and new plans would be needed. As the City is currently about to advertise for bids for the initial project, they would like to know right away whether or not the County would be willing to contribute more money so that they can forego the current plans and begin preparing for a new project with a larger scope of work. Hawkins commented that he is not opposed to bringing this roadway up to State Aid standards, but the question is, 'where does the money come from?' The City said that the current sewer is close to failing, but delaying the project for a year would be possible. If the road were brought up to State Aid standards and included a trail, considerable revision would have to be made to the current plans,

and right-of-way purchases would have to be negotiated and completed. Hawkins said that the Highway staff is in favor of making these recommended changes if money is made available.

A video of this portion of CSAH 9 was viewed, and the close proximity of some houses to the road was noted. Currently, there is no accommodation for pedestrians. There is no room to add a trail on the lake side of the road, so the widening would have to be to the east for both the trail and the shoulders. Retaining walls might be needed and a low area might need to be filled in. Borrell commented that the traffic in this area moves at a fast speed, making it especially dangerous for pedestrians on this narrow stretch of roadway. Commissioner Michael Potter commented that if the mill and overlay is completed without further improvements, it would most likely be 20 more years before the extra improvements are completed. Now would be the time to take care of them. Hawkins said that changes would require a significant revisions of plans. Waverly Mayor Connie Holmes said that the City can manage to survive about a year on the current sewer system, but that would probably be the limit.

Steve Bot, St. Michael City Administrator, commented that there has been considerable growth in the county, especially in the northeastern portion, but all cities are concerned about their transportation needs. The growth has added to the tax revenues, but virtually none of the money that comes in is put toward transportation. As the ADTs rise, the need for funding also rises. The growth within the cities is not the only factor driving the needs, but the traffic that passes through Wright County also drives those needs. Hawkins commented that the City of Monticello would like to see CSAH 39 widened to a four lane, as they currently have issues with some connecting city streets with CSAH 39. Both Potter and Bot agreed that every city in the county has similar concerns about the need for additional highway funding.

Hawkins distributed a summary [Attachment 2] of projects in Wright County that could benefit from a short term local option sales tax, a tax that can only be used to help fund projects related to transportation. He explained that in order to do this, projects must first be identified, and the tax is collected only until the project is funded. A half percent additional sales tax would bring in \$6 to \$7 million per year, which would enable Wright County to tackle some of the bigger projects. Borrell stated his preference for raising the levy instead of a local option sales tax. Even though the sales tax comes from many outside sources, so does the tax on real estate owned by non-residents of Wright County. Real estate tax revenue will also rise as growth continues. Sherburne County has a wheelage tax but would like to follow Wright County's lead in implementing a local option sales tax. Many of the counties surrounding Wright County have already utilized this tax. Potter said that he likes that the tax ends when the project is funded. Commissioner Darek Vetsch commented that if the levy were raised, it hits the pocket book hard, and Commissioner Christine Husom said that she does not like the wheelage tax option. Hawkins commented that Wright County has been fortunate in the past few years in getting a lot of federal funding, which has helped improve Wright County roads. He added that the project for Waverly would be a 2018 project, and the City would like to know Wright County's intentions today so that they can prepare plans and bidding accordingly. Hawkins said that if the Commissioners want the roadway built to State Aid standards, they could make that recommendation today and decide at a later date (budget time in August) how it should be funded.

There was some discussion about money from capital improvements left over at the end of the budget year, but County Coordinator Lee Kelly said that he would not like to rely on that as a funding source. Hawkins said that Wright County will be seeing more development as the economy moves upward. He had recent meetings regarding a travel plaza in both the Albertville and Otsego areas, and he expects to see a lot of growth coming soon. Potter said that Wright County is currently the

10<sup>th</sup> largest county and could soon be the seventh largest county. The residents deserve decent roads in both the heavily and not so heavily populated areas. Commissioner Mark Daleiden added that safety is also an important factor for having good roads. Husom commented that it appears that everyone is committed to this improvement project, and she would like to see it done right. The funding source can be identified at a later time.

**RECOMMENDATION: It was the consensus of the TCOTW that a recommendation be made to the Wright County Board of Commissioners to support the City of Waverly's project by bringing this portion of CSAH 9 (from Atlantic Avenue north to North Shore Drive) up to State Aid standards, including a separated trail, and to provide additional funding of \$1 to \$1.4 million, the funding source of which will be determined by the County Board of Commissioners at a later date.**

There was some additional discussion about possible trail funds, but Parks Administrator Marc Mattice said that most sources are out a few years and application would be too late at this time. There is one source that might still be available, but applications are due at the end of February. He said that he would forward the link to Sheila Kroshe of Bolton & Menk so that she could prepare the application. Both the Parks and Highway Departments can do letters of support, and these can be submitted without formal approval. A resolution would not be needed from the County Board, but a letter of support would be just as helpful. Mattice said that though there is a massive trail plan that identifies who maintains the trails, this trail would be the responsibility of the City of Waverly.

On behalf of the City of Waverly and all of its residents, Holmes thanked the commissioners for their support.

The meeting was adjourned at 11:20 a.m.

Respectfully submitted,

*Barb Holmquist*

## **Item 2 – City of Waverly County State Aid Highway (CSAH) 9 Project**

### **Background:**

1. The City of Waverly has prepared plans to install sanitary sewer around Waverly Lake due to failing grinder pump systems. The plans for installation of the new sewer system includes a portion of County Highway 9 around the east side of Waverly Lake, and the city plans also include some watermain facilities. The city's work will necessitate the pavement of Highway 9 to be removed to accommodate the utility installations.
2. The County's 5-Year Plan includes a pavement preservation project along highway 9 that include the portion of the highway that the city will be installing new utilities. The City and County Highway Department have had several meetings since January of 2016 to discuss this project and have a Draft Cooperative Agreement prepared in which the County will reimburse the City \$400,000 for the amount the County had budgeted for the pavement preservation costs.
3. The County Board held a Road Tour on November 14, 2016 and met with the City onsite to discuss changing the scope of work for the city project to include an off road trail, in effect, meeting state aid reconstruction standards for the project. The cost to meet state aid standards, including right-of-way acquisition, will add about \$1 million to \$1.4 million to the overall cost of the project.
4. A meeting was held on January 5, 2017 with the city and county at the Highway Department that was arranged by Commissioner Borrell and Commissioner Potter to further discuss options for the project. It was the consensus of this meeting to schedule a Transportation Committee Meeting of the Whole to decide the County's participation in this project and how it would be funded (above the \$400,000 local levy already budgeted).

### **City Request:**

The City of Waverly has requested that the County Board make a decision on the scope of work and funding level sooner rather than later, as they have plans ready to go out for bid right now. Changing the scope of work would require the City Engineer to revise the plans considerably,

would require the County to determine Right-of-Way needs/acquisition, which would push the project back a year.

**Staff Recommendation:**

County staff supports the scope of work that would include on off road trail, for safety, and meet state aid standards.

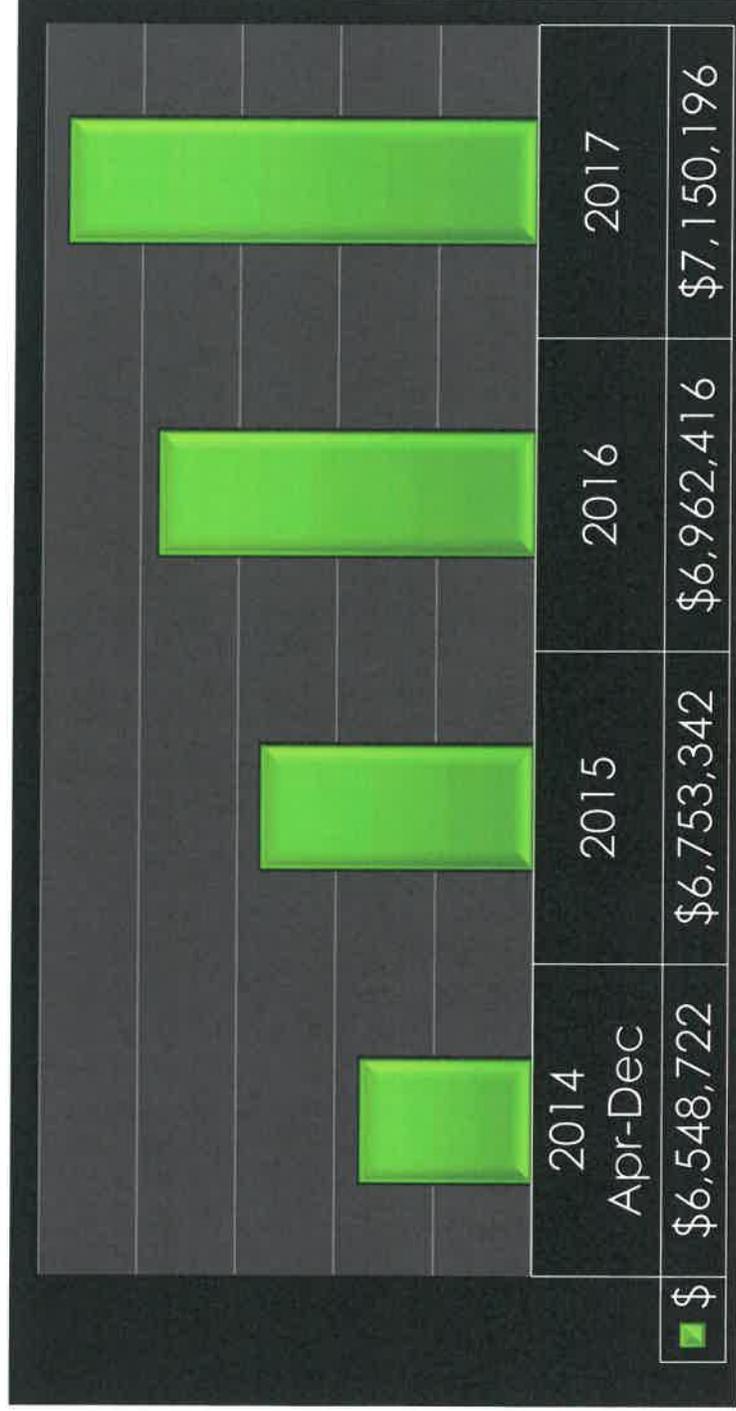
**Options for the Board to Consider:**

1. Approve scope of work that includes meeting state aid standards and off road trail and determine how to fund the additional \$1 million to \$1.4 million in added costs.  
Potential funding sources include: Local Levy; State Aid Municipal/Regular (by borrowing ahead); Local Option Sales Tax of 0.25 or 0.5%; Bonding; other.
2. Leave the scope of work for the project as is, have Agreement with the city finalized for the county to contribute \$400,000, and the city would bid the project this spring.

# How Can Counties Use The Sales Tax for Transportation Funds?

- May only be for the following purposes.
- Capital cost of a specific transportation project or improvement.
- Costs, both capital and operating, of a specific transit project or improvement.
- Capital costs of safe routes to school program under section 174.40.
- Transit operating costs.

# Estimated New Revenue of 1/2 % Sales Tax for Wright Cty.



## County Highway Projects –

Candidates: Local Option Sales Tax

<u>Hwy</u>	<u>Segment</u>	<u>Miles</u>	<u>Built</u>	<u>2012 ADT</u>	<u>Cost</u>
3	TH55 to CSAH2	2.6	1951	1,200	\$ 3,500,000
137	I-94 to 70 <sup>th</sup> St	3.0	1950	4,000	\$ 4,500,000
34	RAB @ CR134	0.25	n/a	4,400	\$ 1,000,000
37	TH25 to CSAH 19	8.5	1930's	3,000-6,000	\$13,000,000
39	CSAH42 – O'Dean	1.5	n/a	10,000+	\$ <u>6,000,000</u>
	TOTAL=				\$28,000,000



BOARD OF COUNTY COMMISSIONERS  
WRIGHT COUNTY, MINNESOTA

Date \_\_\_\_\_

Resolution No. \_\_\_\_\_.

Motion by Commissioner \_\_\_\_\_

Seconded by Commissioner \_\_\_\_\_.

WHEREAS, the County of Wright supports the grant application made to the Minnesota Department of Natural Resources for the Federal Recreational Trail Program. The application is to improve/construct and realign two (2) miles of Single-track Mountain Bike Trails within the 1,200 acre Bertram Chain of Lakes Regional Park.

WHEREAS, the County of Wright recognizes that it has secured \$8,000 in local cash matching funds, and an additional \$8,000 in in kind services for this project.

NOW, THEREFORE, BE IT RESOLVED, if the County of Wright is awarded a grant by the Minnesota Department of Natural resources, the County of Wright agrees to accept the grant award, and may enter into an agreement with the State of Minnesota for the above referenced project. The County of Wright will comply with all applicable laws, environmental requirements and regulations as stated in the grant agreement, and

BE IT FURTHER RESOLVED, the County Board of Commissioners of Wright County names the fiscal agent for Wright County for this project as:

Marc Mattice  
Director of Parks and Recreation  
1901 Highway 25 North  
Buffalo, MN 55313

BE IT FURTHER RESOLVED, the County of Wright hereby assures the Bertram Singletrack Trail will be maintained for a period of no less than 20 years

	YES
HUSOM	_____
VETSCH	_____
DALEIDEN	_____
POTTER	_____
BORRELL	_____

	NO
HUSOM	_____.
VETSCH	_____.
DALEIDEN	_____.
POTTER	_____.
BORRELL	_____.

STATE OF MINNESOTA)                    ss.  
County of Wright                    )

I, Lee Kelly, duly appointed and qualified County Coordinator of the County of Wright, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Wright County, Minnesota, at their session held on the        day of        , 2017, now on file in my office, and have found the same to be a true and correct copy thereof.

Witness my hand and official seal at Buffalo, Minnesota, this        day of        , 2017.

\_\_\_\_\_  
Lee Kelly, County Coordinator

**Parks Commission Minutes**  
**January 11, 2016**  
**6:00 P.M.**

Members Present: Lazenby, Bergquist, Dibben, and Leckey

Staff Present: Marc Mattice; Director  
Brad Harrington; Operations Manager

Public Present: Michael Loch; MORC  
Graydon Betts; MORC  
Jerry Durst  
Charlie Borrel; Wright County Commissioner

The first meeting of 2017 was called to order at 6:10 p.m. on January 9, 2017 with election of officers being the first order of business. The floor was opened for nominations for Chair, Vice Chair, and member appointment to the Bertram Chain of Lakes Advisory Council. Nominations were as follows:

- 1) Bergquist moved to nominate Dibben for the position of Chair.
- 2) Dibben moved to nominate Bergquist for the position of Vice Chair.
- 3) Bergquist moved to nominate Dibben as the appointed Parks Commissioner to the Bertram Chain of Lakes Advisory Council.

**Leckey moved to approve the nominations. The motion was seconded by Lazenby, and carried with all in favor.**

**Leckey moved to approve the November 14, 2017 Parks Commission minutes as presented, seconded by Bergquist, and the motion carried with all in favor.**

Chair Dibben welcomed the newest member of the Parks Commission, Ryan Lazenby and requested that all present introduce themselves, and provide a short background.

Michael Loch and Graydon Betts, representatives from the Minnesota Off-Road Cyclists (MORC) and the trained Dirt Bosses for the Bertram Single Track Mountain Bike Trail provided the Parks Commission with a review of their 2016 work efforts and goals for 2017. This past summer they established additional and/or improved single track trail on the Esker area of the park, a short section called the Lochness loop on the east side, and constructed the first stacked loop on the south end of Long Lake. All three sections were constructed using sustainable design, and many positive comments have been received. These projects turned out well, and rideability of the trail keeps improving with each project. They continued to be proactive with maintenance activities, such as brushing and trimming, and will continue grooming the trail for winter fat tire biking. In 2017, the county has allocated \$8,000 for trail construction/improvements, and MORC is planning to contribute \$5,000. MORC, in conjunction with the Parks Department, are working on defining the areas of most concern for trail improvements and development in 2017. A few options were discussed, which included work on the most northerly sections and the creation of another planned stacked loop to the west of the trailhead to provide riders with a short option. Representatives also took note of the trail usage, stating the ridership at Bertram has grown dramatically as people have begun talking about the trail and the improvements to the system. The Minnesota Off-Road Cyclists also named Wright County as "Land Manager of the Year" for 2016. Mattice thanked MORC for the honor; without the dedicated volunteers, this system would not be where it is today.

Mattice and Harrington provided members with general updates:

1. Winter programs and equipment rentals: The first weekend went well, and with the snow forecast, rentals should be strong this upcoming weekend. This activity is both weather and condition dependent. Programs are filling up with pre-registrations. The Moonlight Snowshoe and Lantern Ski are the next scheduled programs, on January 13, and 14, respectively.
2. The current online reservation software firm has announced that they have merged with Active Network, one of the nations leading recreation software firms. At this point we do not foresee any changes to the current system, except a larger server and additional technical support capabilities. We will need to keep in touch with the company as this merger unfolds as there is potential for increased fees and charges over time.
3. The following table was provided to the committee members to review the major construction projects throughout the system for 2017:

<b>Project</b>	<b>Park</b>	<b>Budget</b>	<b>Estimated Start</b>
Replace Siding on Nature Center	Robert Ney	\$20,000	Out For Bids
Playground Replacement	Beebe Lake	\$90,000	Design – January/February Construction- July
Playground Replacement	Schroeder	\$125,000	Design – January/February Construction – August/September
Beach House Construction (The shortage is from moving from remodel to reconstruction on the Chalet)	Bertram	\$153,000 County \$174,000 YMCA \$163,000 Short	Design – February/March Grading - June Construction – September - November
Picnic Shelter Construction	Bertram	\$60,000	Design – February/March Grading – June Construction - July
Continue Sustainable Design Single Track Trail Construction	Bertram	\$8,000 County \$8,000 MORC	Area of Interest Identified – Flagged Construction - May
Access Road and Parking Area Reconstruction	Collinwood	\$419,000	September
Water Line Installation	Collinwood	\$25,000	Design – Completed Installation - May
Group Camp Pit Toilet – Reconstruction	Collinwood	\$35,000	Design – Completed Reconstruction - June
Archery Range	Clearwater Wayside	Co-op Project With City	On-Going As Staff Time Allows
Payment Management	Bill Anderson, Crawford Lake, Dustin Monument, Robert Ney	\$15,000	Bid Sheet – Completed Seal and Chip – On Contractor Availability
Reconstruction of Restrooms	Otsego	\$250,000	Developing RFP For Design Build Construction – July/August

Mattice presented a revised snow removal policy for consideration. Discussion revolved around current snow removal responsibilities for staff, possible costs associated with an increase in these responsibilities, and public benefits.

**Leckey moved to revise the snow removal policy to include: “when 3 inches of accumulation occurs between Friday morning and noon on Saturdays, staff will be called into remove snow in the parking areas, and trails at Otsego and Montissippi Park, as well as the parking areas at Robert Ney Park. Staff will also groom the west side trails at Robert Ney Park for cross country skiers”. The motion was seconded by Bergquist and carried with all in favor.**

As an information item, Mattice and Harrington provided a written request received from Crisis Nursery to the members present. This request was also reviewed by the Bertram Chain of Lakes Advisory Council. The Crisis Nursery sponsors a 5K run know as the Timber Dash. This event is in its 8<sup>th</sup> year and traditionally has been held at Lake Maria State Park. Organizers have requested our consideration to move from their current location to Bertram Chain of Lakes Regional Park. With an average participation of between 230 and 280 participants they feel Bertram Park will be a better fit for their needs, with larger parking capacity and room for growth. This event was approved by the Bertram Chain of Lakes Advisory Council and will take place on October 7, 2017.

As of January 6, 2017 Wright County Parks was issued the occupancy notice for the Bertram Lakes Rental Chalet. Mattice provided members with a cost analysis of comparable facilities, which included facilities at Carver County Parks, Stearns County Parks, City of Annandale, Anoka County Parks, Washington County Parks, LeSueur County Parks, City of Winona, and Camp Manitou.

**Bergquist moved to recommend a rate of \$175 per day to the Wright County Board of Commissioners. The motion was seconded by Bergquist and carried with all in favor.**

Harrington requested permission to apply to the Federal Recreation Trail Grant Program for assistance in expediting the construction of the Single Track Mountain Bike Trails. The grant requires a 25% local match, which would encompass the \$8,000 currently within the budget plus the volunteer labor hours provided by MORC, for a total project cost of \$70,000.

**Bergquist moved to recommend that the Wright County Board of Commissioners authorize the Parks Department to move forward with submitting a Federal Recreational Trail Grant Application for Single Track Mountain Bike Trail. The motion was seconded by Leckey, and carried with all in favor.**

**The next meeting is scheduled for March 13, 2017 at 6:00 p.m.**

**The meeting was adjourned at 8:10 p.m., followed by a reception for past member Jerry Durst, who served the Parks Commission since 2000.**

## 2016 Year-end Report

### Drainage Inspector

Mike Young

12-10-16

#### 2016 Goals from last year's report:

1. Conduct inspections on the next 30% of the active Ditches, including elevation surveys.
2. Complete two complex repairs from 2015, JD 14 and CD 33.
3. Begin a spraying program.
4. Begin a tree removal program.
5. Continue to work with affected agencies.
6. Make full use of the updated Drainage DB applications.

#### 2016 Stats:

1. Inspections were completed 7 new systems this year out of the 31 active County Drainage Systems.
2. JD 14 was completed, CD 33 phase 1 done, phase two pending.
3. Spraying program was not established as a long-term program, there was headway made to incorporate it into several recently repaired Systems.
4. Tree removal program is underway.
5. Work continues with SWCD, primarily concerning JD 15. There are several other that are in the process of being looked at.
6. The new Mobile application for Drainage DB has been a very useful tool.

#### 2017 Goals:

1. Conduct inspection on 30% of active Systems.
2. Continue to work with MN DOT concerning CD33 and their responsibilities.
3. Meet with County legal and determine the best course of action for the 9 currently entered repair requests as well as new requests as Inspections occur. *Meetings have started and priority systems have been identified.*
4. Develop a bid process and locate companies that will consistently bid on System spraying.
5. Continue to remove trees from System buffer areas.
6. *With the help of Jan identify which systems have as built profiles-work started already.*

The following repairs have been closed in 2016:

System	Repair Number	Reason Closed
JD 14	13-011	Completed
CD 41	13-014	Completed
CD 28	13-009	Completed
JD 15	14-005	Completed
CD 12	14-012	Completed
CD 3	16-001	Completed
CD 16	16-006	Completed

Attached is the current list of repairs that are pending, along with a brief description of where in the process they currently are. *Listed are the repairs as presented to the Ways and Means Committee in early December, highlighted areas are updates since that meeting.*

Drainage	Repair #	Date Received	Problem/Proposed Work	Status
County Ditch 07	13-001	2013-07-15	sediment build up at the current outlet/flooding	
County Ditch 07	13-010	2013-12-12	This ditch goes into JD 15 could become a lateral. The city has modified the ditch with what appears to be no approval of the County. Something should be done here but unclear as to what. There are a number of options. Mr. Rice feels the assessment role is unfair.	Legal issues: Possible transfer to the City of Cokato. <i>Recent meetings resulted in Board agreement to meet with City of Cokato.</i>
County Ditch 10	16-009	2016-07-21	Tree and Brush Removal	Due to be closed within 2 weeks, work started. <i>Has been closed out, complete.</i>
County Ditch 13	13-002	2013-11-12	Excess water backing up into their buildings. Does not remember the ditch ever being tended to in their lifetime.	In the process of redetermination, extensive Agency resistance to any work being done.

County Ditch 13	16-005	2016-04-04	Cleanout, culvert replacement.	
County Ditch 16	13-003	2012-10-01	Ditch repair in 2012 and other years prior, by removing tile and going to an open ditch, has made a deep trench through Alama's pasture	Complete Inspection slated for 2017, system wide failures.
County Ditch 18	16-002	2016-02-08	Clean-out	Permit requested. <i>Legal advised re-creation of as built profile.</i>
County Ditch 22	15-002	2015-03-25	The south lateral of Ditch 22 was walked in its entirety and inspected. The ditch is in poor condition due to vegetation and some debris. All but the final 2500 feet or so of the ditch banks have been maintained. Recommend redetermination, cleanout of south lateral, cleanout of main and west laterals	In the process of redetermination.
County Ditch 29	16-003	2016-03-14	Repair closed system near outlet to Fish Lake	System wide failures, research showed that a partial abandonment and request for re-determination had been requested in 1986. Unable to locate any further documentation.
County Ditch 30	16-010	2016-08-30	Herbicide Spraying, entire length, approx. 2 miles.	Pending.
County Ditch 31	13-007	2013-12-12	Ditch is in need of repair.	In the process of redetermination.
County Ditch 33	15-013	2015-12-04	Cleanout of approx 1670 feet of open ditch, proper sloping of sides, cleanout of one culvert. 4-5-16 Distance of cleanout changed due to new inspections (MY)	Pending. <i>Phase 1 completed.</i>

County Ditch 34	14-010	2014-08-25	Repair on Ditch 34 on farm 7199 6163 Dague Ave SE Ben Durans property	Research shows that City of Delano has requested Storm sewer access. Repair was not noted in previous years. Original request prior to my employment. <i>Exploring options with the help of Co Atty.</i>
County Ditch 36	16-007	2016-05-24	Cleaning, culvert maintenance.	System is flooding CR 75, have been working with Co Highway to see what they want done. Extensive Agency issues.
County Ditch 38	16-004	2016-03-30	Clean out of approx. 1000 feet at the outlet of Ditch 38 to ensure that the flow can continue to an area where natural fall takes over.	Two separate Agencies claiming jurisdiction over any repairs or maintenance. <i>As built profile being recreated.</i>
Joint Ditch 15	13-012	2013-12-05	Requesting clean out, section 04 range 028 through Cokato to Highway 12	Inspection slated for 2017, SWCD reports incomplete in Drainage DB.
Joint Ditch 15	15-005	2015-06-11		
Judicial Ditch 01	15-007	2015-07-14	Ditch inspected 48 after 2 plus inches of rain. Ditch was stagnant in area noted due to vegetation and trees blocking the flow.	Agency issues, one land owner threatened legal action if any repairs, maintenance, or tree removal began.

THESE MINUTES ARE IN DRAFT FORMAT AND REQUIRE APPROVAL BY THE COUNTY BOARD

BUILDING COMMITTEE

MINUTES

January 25, 2017

MEMBERS PRESENT: Potter, Borrell, Kelly

OTHERS PRESENT: Wilczek, Mattice, Jobe, Stephens, Goodrum Schwartz, Kim Johnson

**I. Public Works Deferred Maintenance & Remodel**

Discussion and updates about the Public Works project were provided by Jobe, Mattice, and Wilczek. The updated plan was provided in that carpet is anticipated 1/30/17 with furniture the 31<sup>st</sup> and subsequent office moves, carpet, paint, IT connections to follow in the week after carpet is installed. Wilczek noted that the Extension office is planning to move the week of President's Day as that is their next available time, and custodial staff will be assisting in the transport of their items from the GC to the PW Bldg. Jobe discussed options to change the address of the site from HWY 25 to Braddock Ave and will be working on the process details with Kelly. Mattice indicated that Russell is ready to begin the rekey of the building when the doors & site are ready, and is also gathering the competitive quotes for painting the large shop as approved at previous committee.

**Recommendation:**

Recommendation was given to keep moving forward on the noted items including the address change.

**II. Recycling Center – Tipping Floor Demolition**

Wilczek provided updates on the status of the Recycling Center and the progress to date. He stated the roof system has been tied in and project is near complete. Remaining items include cleanup of the site (insulation piles and scattered metals) and further covering of the conveyor system / pit as the sides were left exposed by the contractor. Wilczek indicated he would be connection with the contractor to get the project closed out.

**Recommendation:**

Update only, no recommendation.

**III. Annex 3<sup>rd</sup> Floor Carpet**

Wilczek stated that he was approached by Potter to gather costs on replacement of some Annex 3<sup>rd</sup> floor office carpets. Wilczek presented a floor plan showing costs of replacement per individual office and Borrell questioned the extent of the depreciating condition. Potter, Goodrum Schwartz, and Johnson indicated some of them are in worse condition than others and should be considered for replacement. Wilczek noted that he and Kelly had intended to phase carpet replacements on a floor by floor basis over the next several budget cycles with 2017 including the 1<sup>st</sup> floor west corridors & board room. Potter also asked about cubicle space 375 and the possibility of putting a higher wall system in with a closeable door and windows on top. Wilczek indicated it was possible and he would gather costs from the furniture vendor. Johnson said she would assess the need and discuss with Wilczek.

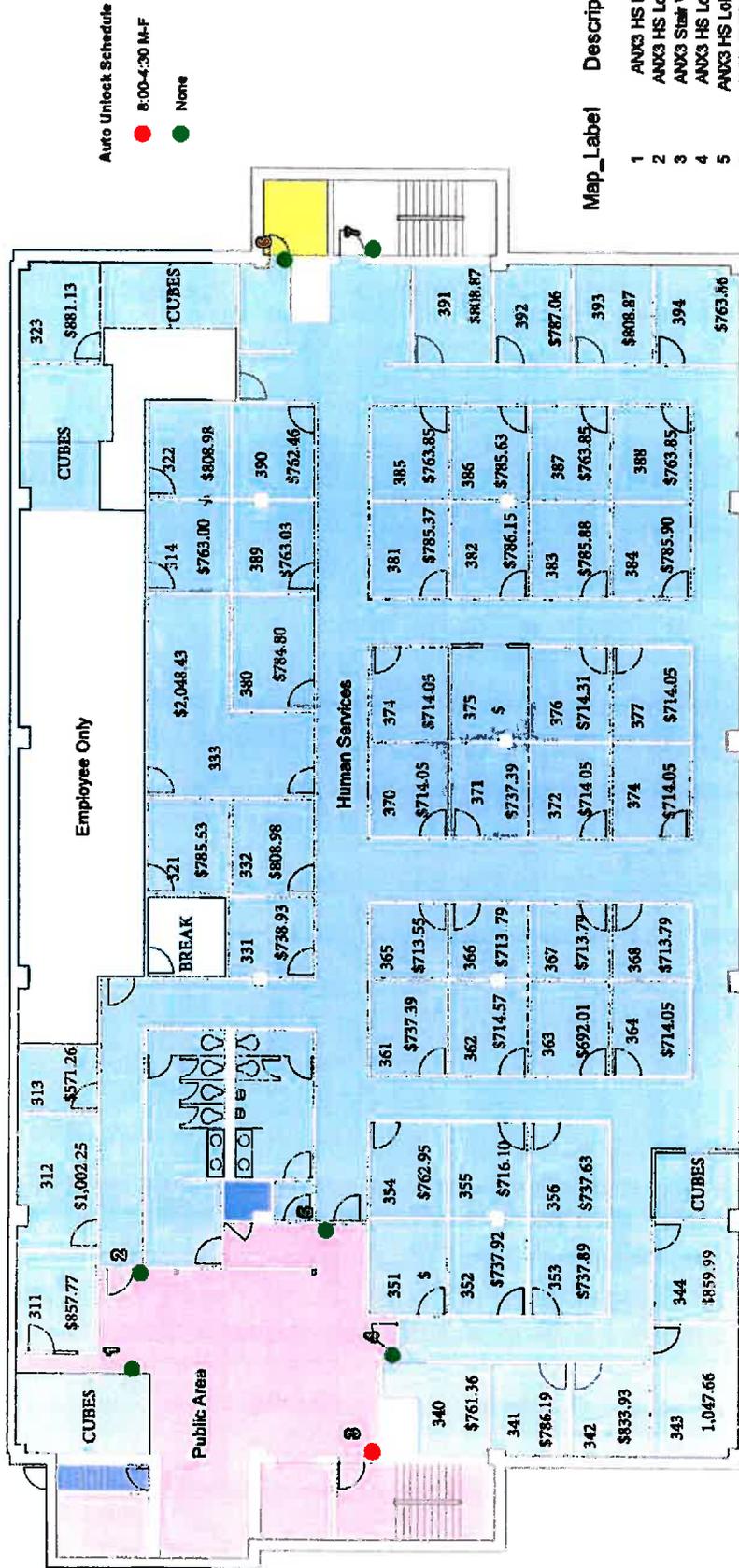
**Recommendation:**

The recommendation from Potter and Borrell was to wait on replacement of the 3<sup>rd</sup> floor private office carpet until next budget cycle when Wilczek assesses the building carpets and prioritizes based on condition. Johnson is to assess the need for the cubicle door higher walls on space 375, then discuss the costs with Wilczek for possible installation.

# Wright County Government Center 3rd Floor Annex

SHAW ECOWORK  
10111 CHANGE IN ATTITUDE  
12516 TAKE ACTION

MATCHES HALLWAY CARPETS



**MEETING MINUTES**

**Issue Date:** 2-2-2017

**To:** Lee Kelly, County Coordinator  
BKV Group Core Team

**From:** Bruce Schwartzman, BKV Group

**Author:** Henry Pittner, BKV Group

**Location:** County Board Room  
Wright County Government Center  
10 2<sup>nd</sup> Street NW, Buffalo, MN

**Subject:** **Project Kick-Off Meeting**

**Meeting Date:** 12-15-2016

**Meeting Time:** 12:30 PM – 3:30 PM

**Expected Outcome:** 1) Project Overview & Questions from Staff; 2) Establish County Goals, Overall Project Schedule, Tour Schedule and Locations, Communication Protocols; 3) Discuss Construction Procurement Methods, Executive Committee Membership, Owner Consultants, and 4) Site Plan Issues.

**Attendees:**

Wright County Team

Christine Husom – District 1 Commissioner  
Patrick Sawatzke – District 2 Commissioner  
Mark Daleiden – District 3 Commissioner  
Michael Potter – District 4 Commissioner  
Charles Borrell – District 5 Commissioner  
Darek Vetsch – District 2 Commissioner Elect  
Lee Kelly – County Coordinator  
Judge Catherine McPherson  
Judge Geoffrey Tenney  
Judge Michele Davis  
Judge Elizabeth Strand  
Judge Kathleen Mottl  
Monica Tschumper - Court Administrator  
Joni Reyes – Court Administration  
Stacie Rademacher – Court Administration  
Barb Stone – Court Administration  
Lisa Kemper – Court Administration  
Kerri Gunnerson – Court Administration  
Joni Marquart – Court Administration  
Oksana Konopatski – Court Administration

Kristy Carlson – Court Administration  
Susan Hagen – Court Administration  
Patti Evaagelist – Court Administration  
Michele Bourget – Court Administration  
Crystal Torres – Court Administration  
Jamie Tatarek – Court Administration  
Dawn DeCook – Court Administration  
Mike MacMillan - Court Services  
Jessica Miller – Court Services  
Margaret Munson – Court Services  
Tom Kelly - County Attorney  
Brian Asleson - County Attorney's Office  
Adam Tagarro – Information Technology  
Alan Wilczek, Facilities Services Director  
Virgil Hawkins - County Engineer  
Sheriff Joe Hagerty  
Chief Deputy Todd Hoffman  
Captain Pat O'Malley  
Sergeant Drew Scherber  
Jami Goodrum Schwartz – Health & Human Svc

Community Attendees

Dave Zumbusch

BKV Group Team

Bruce Schwartzman – BKV Group  
Kelly Naylor – BKV Group  
DuWayne Jones – BKV Group  
Daniel Zutter – BKV Group  
Tiffany Skorey – BKV Group  
Henry Pittner – BKV Group  
Jared Ward – Wenck Associates  
Clifford Buikema - CNB Architect LLC

---

The following represents the author's understanding of the discussions and a complete and accurate record of the decisions and agreements made. Amendments to this record shall be submitted in writing to the author within 5- working days of the issue date of this memorandum.

---

**ITEMS DISCUSSED**

A. Project Overview & Staff Questions

1. Introduction of the design team and their roles.
2. The proposed construction will be located on the site of, and connected to, the existing Wright County Jail/Law Enforcement Center facility located at 3800 Braddock Avenue, Buffalo MN. Coordination with the City of Buffalo and appropriate site plan development will be a key component to the successful completion of this project.
  - The new courthouse will provide approximately 100,000 square feet for all the required judicial operational space for the current need and projected requirements out to 2040. Departments identified to be in the building include: District Court – Courtrooms; District Court - Judicial Chambers; District Court - Court Administration; Law Library / Self Help Center; Court Services; County Attorney's Office; Sheriff's Office Court Security and Holding; Department of Corrections; and, General Building Support.
  - The Public Defender's Office may be included in the project if they want to lease space in the courthouse. A decision from the Public Defender's Office to join the project is expected by the end of 2016. There is a preference to have them in the building to be operationally efficient.
3. Design Phases and Approximate Time Frames
  - Schematic Design – December 2016 to April 2017
  - Design Development – May 2017 to September 2017
  - Construction Documents – October 2017 to February 2018
  - Bidding & Award Phase – March and April 2018
  - Construction Administration – May 2018 to September 2019 (TBD)
4. Questions from Staff / Audience

The following are questions / comments from the staff / audience in the room and BKV's response.

- a. Need a space for victim/advocate meetings adjacent to courtrooms. Response: *We understand the requirement and will review items like this in detail during programming phase with each department.*
- b. Plans for indoor parking for staff? Response: *It has not been discussed at this point. Many facilities have it, however, it is a budget concern. We will also explore the separation of public and staff parking including security implications.*
- c. Tours- would like to tour some private sector environments. Response: *Great idea to see the newest workplace environment options and see how they can be applied to this project. We have toured other court clients through Medtronic and will consider other locations.*
- d. Can there be a separate entry for the juries from the public? Response: *We will consider options during planning.*
- e. Will the building be 2 stories? Are courts on main level? What is the flow for inmate versus public coming to courts? Response: *Our initial concept is a two-story building as shown during the interview – we will be reviewing multiple options. Courtrooms and Agency spaces are arranged throughout the building by traffic requirements – the higher traffic generated spaces will be on the lower floors of the building. Modern courthouses have separate circulation zones for the public, judicial, and inmate – the circulation paths ONLY intersect in the courtroom.*
- f. What are the pros and cons of having the DOC in the space? From a tax payer standpoint what is the advantage of housing them here vs located them in a leased space. Response: *The decision will be driven by operational efficiencies and program space needs requirements.*
- g. A lot of the staff counts and spaces in the “final program” are not accurate. Response: *We will use the final program as a starting point for discussion and review the space and staffing needs to project future space needs.*
- h. Feel that there is a need to have a connection between the courts and LEC facilities. Response: *The building has been planned to accommodate initial intake for remanded persons. A connection between buildings will be considered on the not-secure side of security for the public and staff.*
- i. Can we have windows that open? Response: *Operable windows are not recommended for HVAC systems efficiency and for security reasons.*

## B. Client Goals and Expectations

### 1. County Board

- Conservative population - facility should reflect fiscally conservative concepts - long lasting, durable, functional spaces that are appropriate aesthetically.
- Not- Taj Mahal'ish
- Expandability is a priority beyond the projected 2040 timeline. By the time they move in in 2019, it will only be a 20-year building.

2. Judiciary

- Security is a priority - need to limit risk to public and staff
- Accessibility - public and staff access is important
- Courtroom AV / Technology - as paperless court, litigators want to present their cases electronically through laptops
- Efficient security - efficient from a staffing standpoint
- The building should be in support of operations – public and employee workflow
- Would like to have a full judiciary meeting prior to Executive Committee meetings so that all judges not participating in the committee are aware of the plans.

3. Facilities

- New Court Building will not be attached to the existing geo-thermal fields. Not looking for new geo-thermal fields. Existing bore fields and height of piping may limit placement of building or move pipes.
- Would like to see some integration and back-ups mechanically between the LEC and Courts facilities.
- As part of the design process, would like BKV to review potential rebates for energy through utilities.

C. Communication Process – Point Person

1. County – All communications to be sent to Lee Kelly and copied to Monica Tschumper.
2. BKV Group – All communications to be sent to Bruce Schwartzman.

D. Construction Procurement Methods

1. Provided an overview of potential construction procurement options including: Design|Bid|Build, Construction Manager Agency, Construction at Risk, and Best Value.
2. County Board decided to use Construction Manager Agency procurement method. BKV Group to provide County with suggested RFP language and recommended firms.

E. Owner Consultants

1. Wright County will hire the following consultants for the project: Geotechnical Engineer (soil borings), Commissioning Agent, and Agency Construction Manager.
2. Discussed using current IT Wiring Contractor, but since the costs will exceed the allowable \$100K limit, this will need to be bid.

F. Site Plan Review

1. MN Dot is not against a Hwy 25 access- will need to revisit this topic with MnDot (it had previously been declined when jail was constructed).
2. County discussed purchasing residential property on the southeast corner. The county owns the property surrounding it. BKV to study the impact of purchasing the property for this project.

3. Parcel to the west is currently being mined for gravel- county wants to keep this for at least 10 years to continue mining revenue to county; however, an analysis should be made on the cost of fill.
4. During the site planning, consider an access point off of Braddock Avenue. Probably need a traffic study completed around the whole site including Hwy 25 and Braddock Avenue to consider options for access and impact to the roadways.
5. Need to think about location of work release access and how it interfaces with staff parking if it is located on the same side of the building.
6. Need to consider geothermal piping loop impact in locating the new building.
7. Hope to use the existing storm water pond(s), initial review indicates that there may be capacity built in.
8. Sanitary will have the capacity but there may be some conflicts.
9. Sheriff is concerned about the public using the courthouse accessing the same parking lot as the LEC, suggests looking at a separation drive adjacent to the existing parking.

#### G. Overview of NCSC Program

1. An overview of the National Center for State Courts (NCSC) Program was given. BKV Group intends to confirm with each department their programmatic needs in individually scheduled meetings. Using the NCSC program as a starting point, the meetings will cover the number of staff projected, spaces required, space sizes (standards), function and workflow internally and with other departments, adjacencies within the department and externally, and opportunities for shared spaces between departments.
2. Briefly reviewed spaces of the existing courthouse plan with the new program.
3. Program Comments
  - Law Library. The program does not reflect the function of the space needed - less library and more services for self-help / per se including conferencing and workstations- need to design for what's to come.
  - Courtrooms. Need to accommodate the size of one grand jury in at least one courtroom.
  - Chambers. Need to consider combined restrooms for judicial officers versus single toilet rooms connected to chambers. Location of the restrooms are critical to the concept.
  - Concerns about sharing elevators and restrooms with the public for the County Attorneys. Need to review potential options.
4. Judiciary noted that the State reduced the grant program for court security budget to only \$1M. Competition for the money will be tough and the timing will not work with construction, however, the court will submit a proposal to get in line for any future budgets.

#### H. Tours

1. Discussed potential tour dates of Washington and Blue Earth County. The purpose of the tours is developing a joint language of experiences and understanding of works and doesn't work in the

opinion of the team touring. The tour is not about finishes except to understand what is durable and cleanable that provides a good value for the life cycle.

2. Discussed reviewing a commercial site to better understand workplace environment options.
3. Wright County to develop multiple dates for the tours – will need 2-days for the tours.

**DECISIONS / AGREEMENTS MADE**

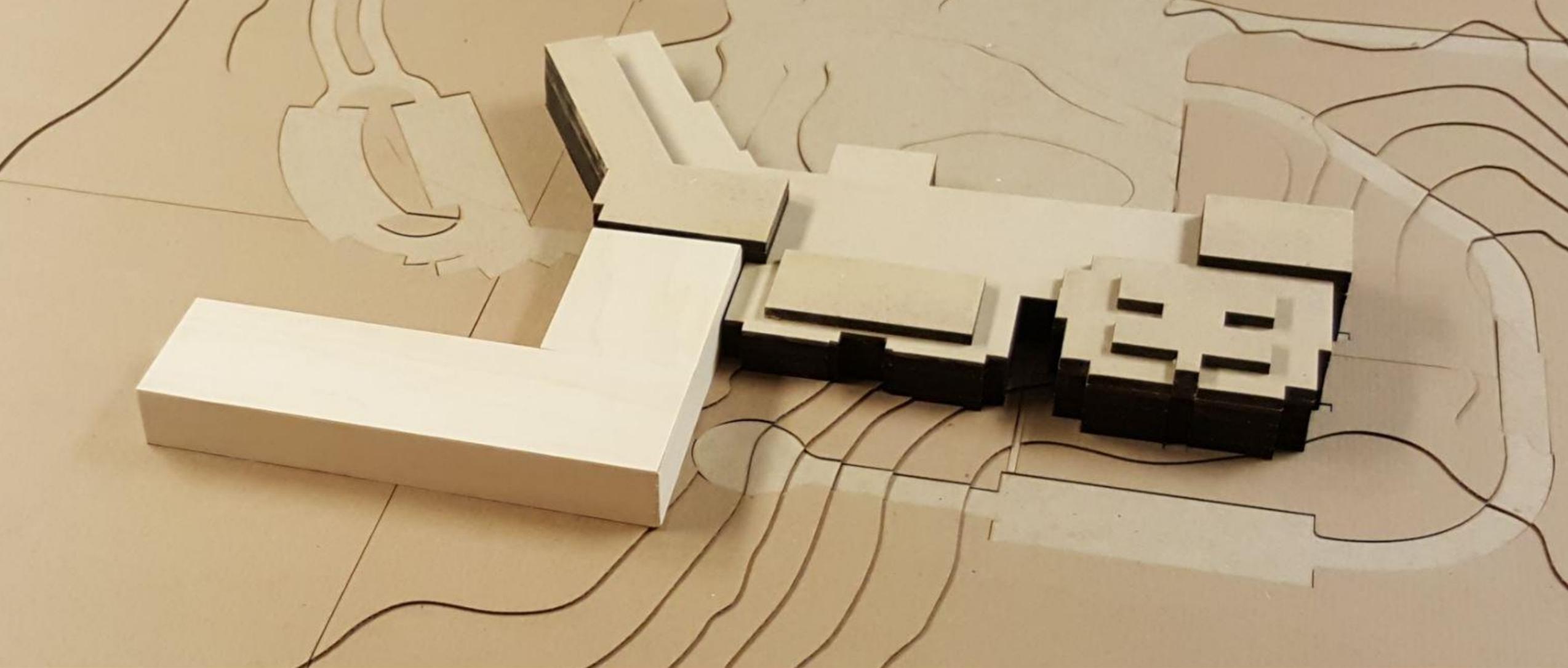
TOPIC	PARTY RESPONSIBLE	DATE ISSUED
<p><b>Communication Protocol.</b></p> <ol style="list-style-type: none"> <li>1. All communications to the county will come to Lee Kelly and with a cc to Monica Tschumper.</li> <li>2. All communications to BKV Group will come to Bruce Schwartzman.</li> </ol>	County Board, BKV Group	12/15/16
<p><b>Executive Committee Membership.</b> The committee was established and includes the following members:            Michael Potter – District 4 Commissioner            Charles Borrell – District 5 Commissioner            Lee Kelly – County Coordinator            Judge Catherine McPherson            Judge Geoffrey Tenney            Monica Tschumper - Court Administrator            Mike MacMillan - Court Services            Tom Kelly - County Attorney            Adam Tagarro – Information Technology            Alan Wilczek - Facilities Services Director            Todd Hoffman – Chief Deputy            Pat O’Malley – Jail Captain</p>	County Board	12/15/16
<p><b>Construction Procurement Method.</b> Decision was made to hire an agency construction manager.</p>	County Board	12/15/16
<p><b>Project Overall Schedule.</b> Approved overall project schedule as follows:</p> <ul style="list-style-type: none"> <li>• Schematic Design – December 2016 to April 2017</li> <li>• Design Development – May 2017 to September 2017</li> <li>• Construction Documents – October 2017 to February 2018</li> <li>• Bidding &amp; Award Phase – March and April 2018</li> <li>• Construction Administration – May 2018 to September 2019</li> </ul>	County Board	12/15/16

**ACTION ITEMS**

Item #	TOPIC	PARTY RESPONSIBLE	TO	DATE DUE
161215-001	<b>Meeting Dates</b> - County & Courts will establish standard meeting day of the week and times so that meetings can be calendared.	Kelly, Tschumper	Schwartzman	Week of 12/18/16
161215-002	<b>Tour Dates</b> – County & Courts will establish potential tour dates for Washington County, Blue Earth County, and a Commercial Location.	Kelly, Tschumper	Schwartzman	Week of 12/18/16
161215-003	<b>Tour Locations</b> – BKV to make recommendations for a commercial tour location.	Naylor	Kelly	Week of 12/18/16
161215-004	<b>Committee Membership</b> – County to provide members names, titles, emails, and phone numbers.	Kelly	Schwartzman	Week of 12/18/16
161215-005	<b>CM Agency RFP</b> – BKV to provide example RFP and recommendations of CM Agency firms.	Schwartzman	Kelly	Week of 1/9/17
161215-006	<b>Procurement Options</b> – Send to county a report describing various procurement options including how they address limiting Sales Tax in the construction cost.	Schwartzman	Kelly	Week of 1/9/17

**End of Meeting Minutes**

Attachments:           BKV Power Point Presentation



December 15, 2016

# Wright County, MN

## Project Kickoff Workshop



Wright County  
MINNESOTA

**BKV**  
GROUP  
Architecture  
Interior Design  
Landscape Architecture  
Engineering

# AGENDA

STAFF OVERVIEW

CLIENT GOALS AND EXPECTATIONS

COMMUNICATION PROCESS – POINT PERSON

POSSIBLE BIDDING / CONSTRUCTION PROCESS

OWNER ACTIVITIES AND CONSULTANTS

SITE PLAN REVIEW

OVERVIEW OF NCSC PROGRAM

GENERAL SPACE COMPARISONS – EXISTING AND PROPOSED (FOR COURTROOMS, OFFICES AND CONFERENCE ROOMS)

COURT TOURS OF WASHINGTON AND BLUE EARTH COUNTY'S – OBJECTIVES AND DATE

SCHEDULE REVIEW / IMMEDIATE NEXT STEPS

CLOSING QUESTIONS

# STAFF OVERVIEW

## 1.INTRODUCTION OF THE DESIGN TEAM AND OUR ROLES

2.THE PROPOSED CONSTRUCTION WILL BE LOCATED ON THE SITE OF, AND CONNECTED TO, THE EXISTING WRIGHT COUNTY JAIL/LAW ENFORCEMENT CENTER FACILITY LOCATED AT 3800 BRADDOCK AVENUE, BUFFALO MN. COORDINATION WITH THE CITY OF BUFFALO AND APPROPRIATE SITE PLAN DEVELOPMENT WILL BE A KEY COMPONENT TO THE SUCCESSFUL COMPLETION OF THIS PROJECT.

## 3.THE NEW COURTHOUSE WILL PROVIDE ALL THE REQUIRED JUDICIAL OPERATIONAL SPACE FOR THE CURRENT NEED AND PROJECTED REQUIREMENTS OUT TO 2040, THOSE DEPARTMENTS ARE:

- DISTRICT COURT - COURTROOMS
- DISTRICT COURT - JUDICIAL CHAMBERS
- DISTRICT COURT - COURT ADMINISTRATION
- LAW LIBRARY / SELF HELP CENTER
- COURT SERVICES
- COUNTY ATTORNEY'S OFFICE
- SHERIFF'S OFFICE COURT SECURITY AND HOLDING
- DEPARTMENT OF CORRECTIONS
- PUBLIC DEFENDER'S OFFICE
- GENERAL BUILDING SUPPORT

## 4.KEY TOPICS WILL BE:

- INGRESS AND EGRESS FROM THE SITE, PARKING, CUSTOMER AND STAFF ACCESS
- SAFETY AND SECURITY NEEDS INCLUDING SECURE PRISONER MOVEMENT AND HOLDING
- TECHNOLOGY
- JURY FACILITIES FOR BOTH PETIT AND GRAND JURIES
- COURTROOM REQUIREMENTS
- CHAMBERS REQUIREMENTS
- CONFERENCE ROOMS / TRAINING FACILITIES
- CUSTOMER AND STAFF ACCESS AND FLOW
- REQUIRED WORK SPACE
- FLEXIBLE WORK SPACE
- SATELLITE WORK SPACE FOR ATTORNEYS, SOCIAL WORKERS AND OTHER STAFF

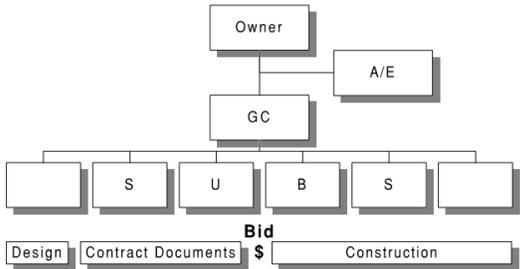
## 5.DESIGN PHASES AND APPROXIMATE TIME FRAMES

- SCHEMATIC DESIGN – DECEMBER 2016 TO MARCH 2017
- DESIGN DEVELOPMENT – APRIL 2017 TO AUGUST 2017
- CONSTRUCTION DOCUMENTS – SEPTEMBER 2017 TO JANUARY 2018
- BIDDING & AWARD PHASE – FEBRUARY AND MARCH 2018
- CONSTRUCTION ADMINISTRATION – APRIL 2018 TO AUGUST 2019 (TBD)

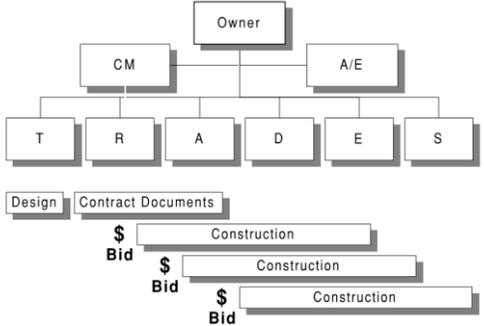
# PROJECT DELIVERY PROCESS

## 4 MAIN OPTIONS

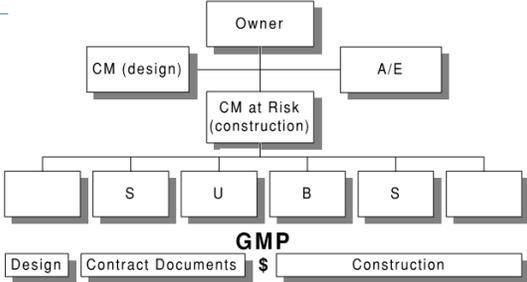
1. TRADITIONAL DESIGN – BID – BUILD



2. AGENCY CONSTRUCTION MANAGEMENT



3. AT-RISK CONSTRUCTION MANAGEMENT



4. BEST VALUE

# SITE ACCESS

## REGIONAL ACCESS:

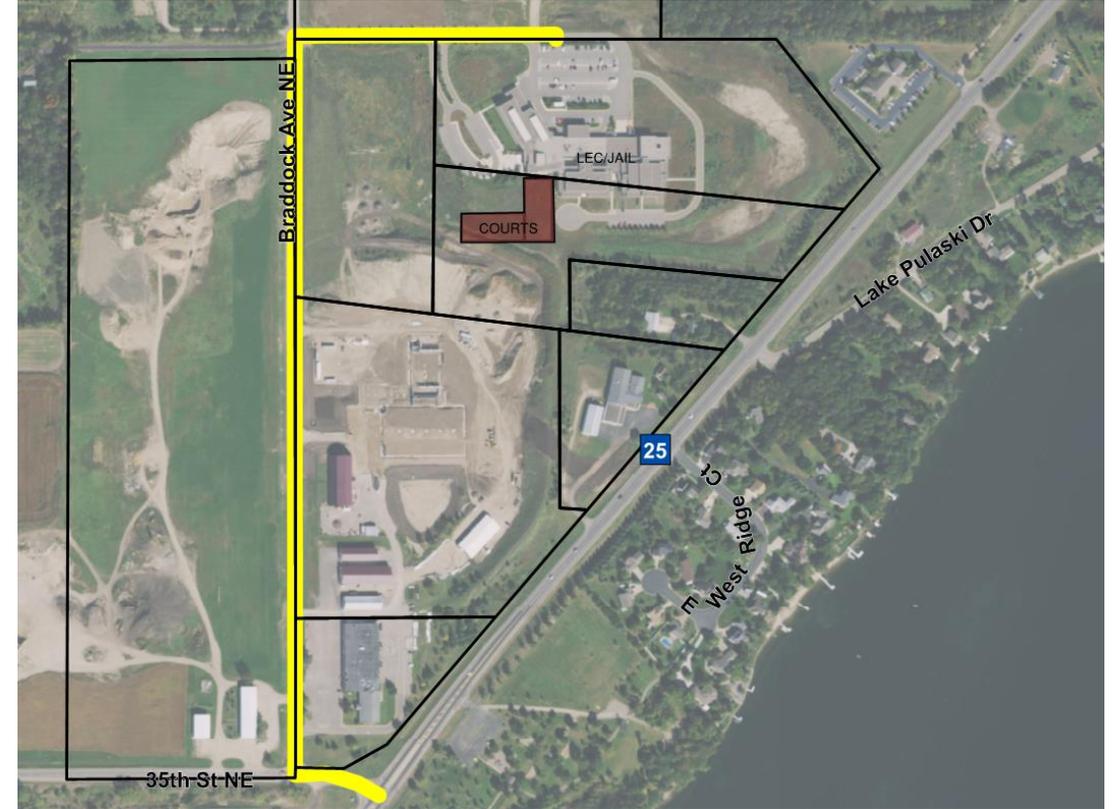
MAJORITY OF TRAFFIC FLOW FROM  
35TH ST. TO BRADDOCK

## SITE ACCESS:

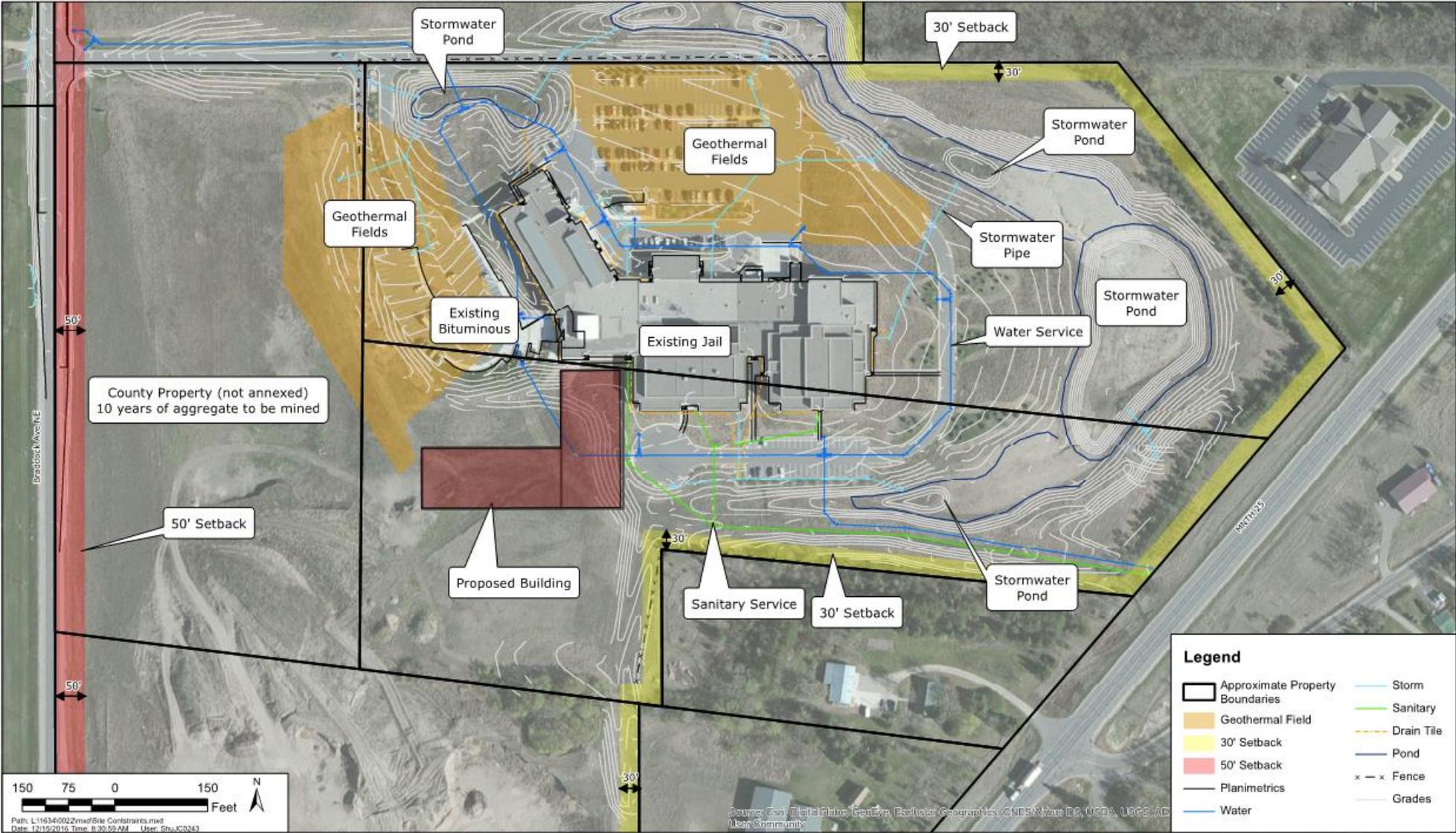
EXISTING THROUGH JAIL

POTENTIAL NEW FROM BRADDOCK

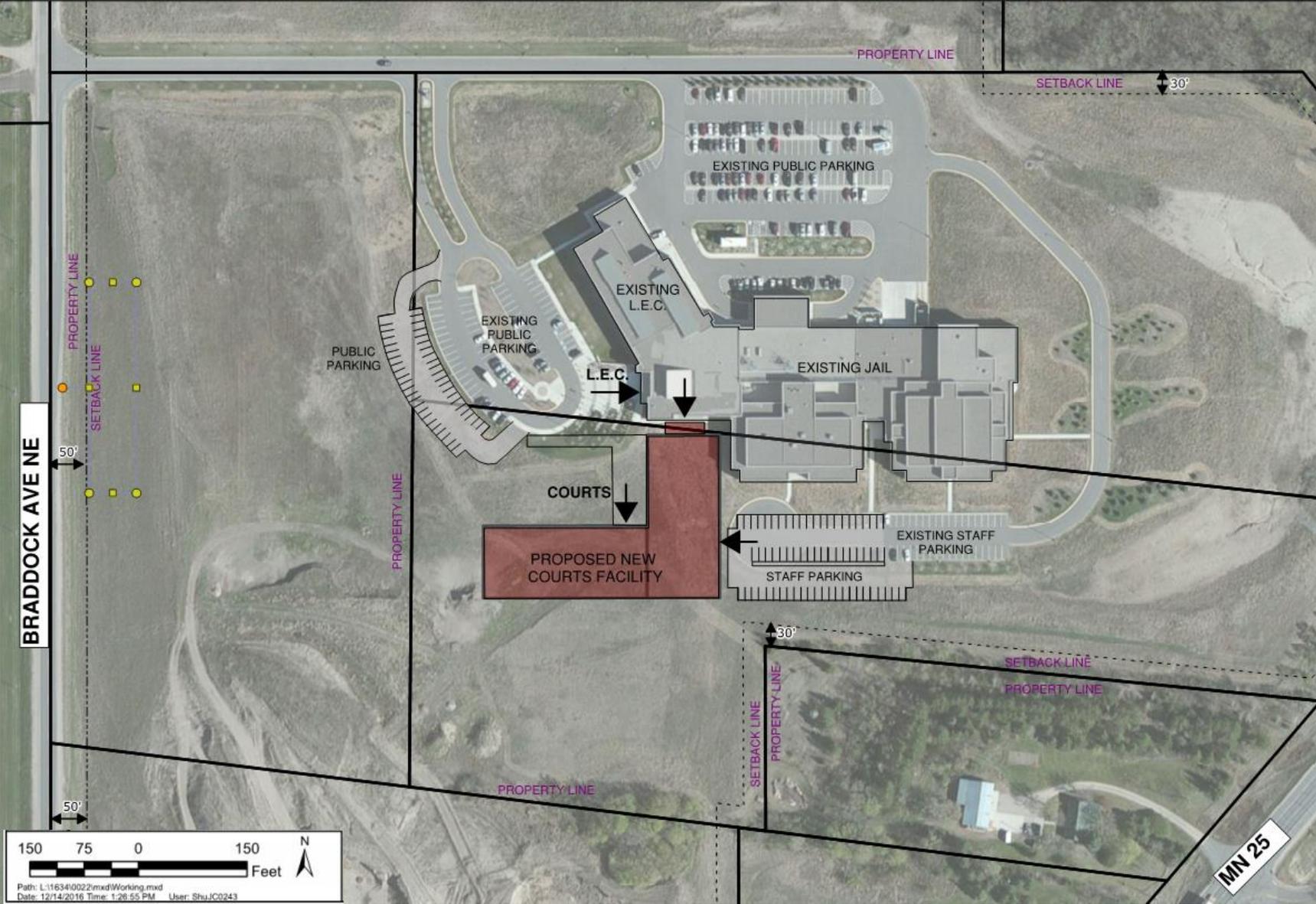
MNDOT HAS DECLINED FROM  
DIRECT FROM HWY 25



# SITE CONSTRAINTS



# PROPOSED SITE PLAN



# SITE ANALYSIS

## PARCELS AND ZONING

- INTERNAL LOT LINE SETBACKS CAN BE IGNORED FOR ADJACENT COUNTY OWNED PROPERTIES
- WILL REQUIRE CONDITIONAL USE PERMIT (SITE PLAN, PRELIMINARY BUILDING FLOOR PLAN, PRELIMINARY EXTERIOR BUILDING ELEVATIONS, UTILITY PLAN, GRADING AND DRAINAGE PLAN, NARRATIVE ON SITE OPERATIONS, SCREENING FOR PARKING AREAS FROM NEIGHBORING RESIDENTIAL USES)
- SHARED PARKING A POSSIBILITY BUT REQUIRES SEPARATE CUP. CAN BE PROCESSED CONCURRENTLY AND REQUIRE NO ADDITIONAL ITEMS EXCEPT NARRATIVE ABOUT HOW SITE CIRCULATION AND PARKING WOULD WORK IN SHARED CONDITION
- AREA IS CURRENTLY UNPLATTED. CITY PLANNER CONSULTANT RECOMMENDS PLAT OF PROPERTIES. PRELIMINARY AND FINAL PLAT CAN BE PROCESSED CONCURRENTLY WITH CUP PROCESSING.
- PARCEL THAT IS NOT ANNEXED LIKELY HAVE TO AVOID IMPROVEMENTS ON – NEEDS FURTHER DISCUSSION WITH CITY
- ACQUISITION OF SE PARCEL HAS BEEN DISCUSSED BY COUNTY

## ACCESS

- MAIN ROUTE TO SITE FROM CO. RD. 138 TO BRADDOCK (CO. RD. 148)
- EXISTING ACCESS THROUGH JAIL SITE POSSIBILITY
- NEW ACCESS FROM BRADDOCK – MAY REQUIRE ANNEXATION OF PARCEL – FURTHER DISCUSSION WITH COUNTY AND CITY
- NEW ACCESS FROM HWY 25 – MNDOT RECALLS DENYING PREVIOUS REQUEST TIED TO JAIL DEVELOPMENT. CAN DISCUSS FURTHER WITH MNDOT

## EXISTING INFRASTRUCTURE

- SEWER AND WATER TO THE SITE – INITIAL REVIEW APPEARS TO BE ADEQUATE
- CONFLICTS WITH SEWER AND WATER TO BE ADDRESSED WITH PROPOSED BUILDING
- STORM SEWER SYSTEM ON SITE – LOOKING INTO EXPANDING/UTILIZING
- GEOTHERMAL INSTALLED – IMPROVEMENTS NEED TO AVOID IMPACTS

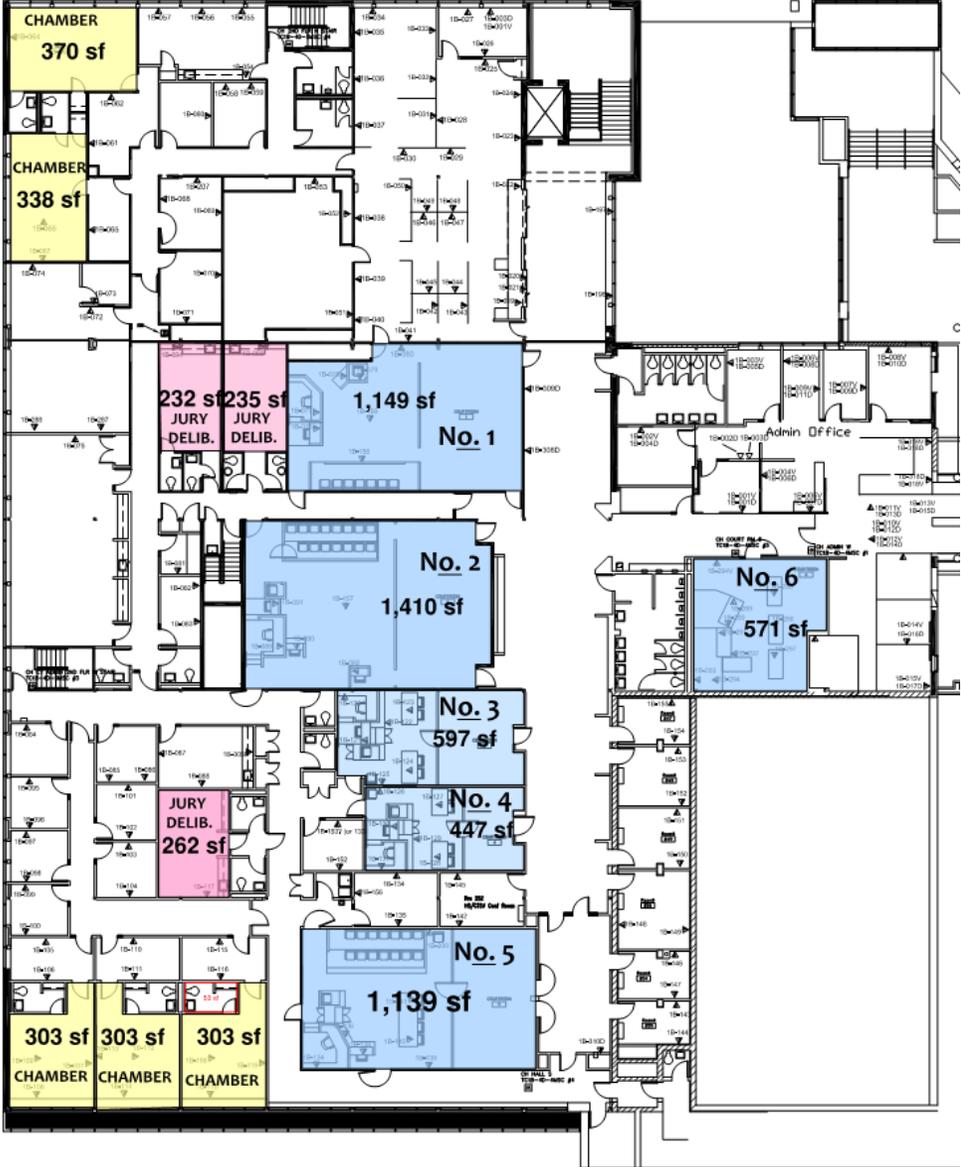
## SITE CONSTRAINTS

- EXISTING BUILDING AND INFRASTRUCTURE
- SETBACKS (EXTERNAL ONLY)
- UNANNEXED PARCEL

## PARKING

- BUFFALO ZONING CODE REQUIRES 453 SPACES REQUIRED (ASSUMING 100% OFFICE AND 90,000 SQ FT)
- ACTUAL PARKING NEEDED WILL BE REFINED ONCE PROGRAMING IS FURTHER ALONG
- PARKING REDUCTION MAY BE POSSIBLE WITH A CUP FOR SHARED PARKING WITH THE EXISTING FACILITY
- EXISTING JAIL PARKING MAY REQUIRE REVAMPING IF AVOIDING UNANNEXED PARCEL (I.E. MAIN ACCESS TO COURT HOUSE FROM JAIL ENTRANCE)

# EXISTING PLANS



# SPACE ANALYSIS

Wright County Courthouse Program Draft		SPACE ANALYSIS FORM								
SPACE NEEDS PROGRAM		Comm #: 2145.01 BKV GROUP								
DATE: December 15, 2016										
SPACE SHEET CODE	DEPARTMENT:	USABLE AREA REQUIRED							COMMENTS	
		Current	2015	2020 PROJECTED	2025 PROJECTED	2030 PROJECTED	2035 PROJECTED	2040 PROJECTED		PROPOSED
	<b>MASTER SUMMARY</b>									
	<b>District Court</b>									
	District Court- Courtrooms	9,500	20,841	20,841	20,841	23,217	23,217	25,593		
	District Court- Judicial Chambers	3,800	5,460	5,460	5,460	6,279	6,279	7,098		
	District Court- Court Administration	6,200	7,692	7,759	7,826	7,960	8,095	8,397		
	Law Library/Self-Help Center	N/A	1,650	1,650	1,650	1,650	1,650	1,650		
	Court Services	5,000	6,649	7,220	7,220	7,388	7,665	7,732		
	County Attorney's Offices	4,800	5,331	5,987	6,143	6,361	6,361	6,657		
	Court Security and Holding	700	2,252	2,283	2,283	2,283	2,283	2,314		
	Building Support	3,400	9,282	9,282	9,282	9,282	9,282	9,282		
	Department of Corrections	2,574	2,574	2,574	2,574	2,574	2,574	2,574		
	Public Defenders Office	3,370	3,370	3,370	3,370	3,370	3,370	3,370		
	<b>Subtotal, Dept. Spaces</b>	<b>39,344</b>	<b>65,101</b>	<b>66,426</b>	<b>66,649</b>	<b>70,364</b>	<b>70,776</b>	<b>74,667</b>		
<b>TOTAL PROPOSED USABLE SF</b>			65,101	66,426	66,649	70,364	70,776	74,667		
Building Factor		30%	-	19,530	19,928	19,995	21,109	21,233	22,400	
<b>TOTAL PROPOSED GROSS SF</b>			-	84,631	86,354	86,644	91,473	92,009	97,067	
Space Sheet Codes: O=Office WS=Workstation										

# SPACE ANALYSIS

Wright County Courthouse Program Draft		SPACE ANALYSIS FORM														
SPACE NEEDS PROGRAM														Comm #: 2145.01		
DATE: December 15, 2016														BKV GROUP		
SPACE SHEET CODE	DEPARTMENT: <b>DISTRICT COURT-COURTROOMS</b>	TOTAL PERSONNEL SPACES REQ'D						NCSC SF UNIT	PROPOSED SF UNIT	USABLE AREA REQUIRED						COMMENTS
		2015	2020	2025	2030	2035	2040			2015 PROPOSED	2020 PROJECTED	2025 PROJECTED	2030 PROJECTED	2035 PROJECTED	2040 PROJECTED	
<b>Spaces</b>																
	Large Jury Trial Courtroom	3	3	3	3	3	3	1,700	1,700	5,100	5,100	5,100	5,100	5,100	5,100	Gallery occupancy at 50-60 persons; 12 person + 2 Alternates jury box
	Petit-Jury Trial Courtroom	3	3	3	4	4	5	1,400	1,400	4,200	4,200	4,200	5,600	5,600	7,000	6-person + 1 Alternate jury box
	Magistrate Courtroom	1	1	1	1	1	1	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	Non-jury
	Soundlock Vestibule	7	7	7	8	8	9	64	64	448	448	448	512	512	576	
	Conference-Medium	7	7	7	8	8	9	120	120	840	840	840	960	960	1,080	In the event that parties need to be separated, attorney meeting rooms should be utilized
	Conference- Small	7	7	7	8	8	9	80	80	560	560	560	640	640	720	Attorney/Client
	Waiting: Victim/Witness	1	1	1	1	1	1	200	200	200	200	200	200	200	200	
	Security Elevator Vestibule	4	4	4	4	4	4	100	100	400	400	400	400	400	400	Assuming 2-floors of courtrooms
	Secure Prisoner Elevator	2	2	2	2	2	2	90	90	180	180	180	180	180	180	
	Temporary Court-Floor Holding Cell	4	4	4	4	4	4	80	80	320	320	320	320	320	320	One per elevator, per floor
	Prisoner/Attorney Meeting Booth	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<b>Located at Central Holding</b>
	Waiting: Public	7	7	7	8	8	9	96	96	672	672	672	768	768	864	Bench seats for 12 persons
	Jury Deliberation	3	3	3	3	3	3	350	350	1,050	1,050	1,050	1,050	1,050	1,050	Space for a 12-14 persons jury panel
	Jury Room Soundlock	3	3	3	3	3	3	36	36	108	108	108	108	108	108	
	Jury Deliberation Toilets	6	6	6	6	6	6	60	60	360	360	360	360	360	360	2-Toilet Rooms at 60sf
	<b>Subtotal</b>	<b>58</b>	<b>58</b>	<b>58</b>	<b>63</b>	<b>63</b>	<b>68</b>			<b>15,438</b>	<b>15,438</b>	<b>15,438</b>	<b>17,198</b>	<b>17,198</b>	<b>18,958</b>	
	<b>Total Net SF</b>									<b>15,438</b>	<b>15,438</b>	<b>15,438</b>	<b>17,198</b>	<b>17,198</b>	<b>18,958</b>	
	<b>Courtrooms w/ 35% Departmental Gross (DGSF)</b>							<b>35%</b>		<b>5,403</b>	<b>5,403</b>	<b>5,403</b>	<b>6,019</b>	<b>6,019</b>	<b>6,635</b>	
	<b>TOTAL PROPOSED USABLE SF</b>									<b>20,841</b>	<b>20,841</b>	<b>20,841</b>	<b>23,217</b>	<b>23,217</b>	<b>25,593</b>	

# SPACE ANALYSIS

Wright County Courthouse Program Draft		SPACE ANALYSIS FORM														
SPACE NEEDS PROGRAM																Comm #: 2145.01
DATE: December 15, 2016																BKV GROUP
SPACE SHEET CODE	DEPARTMENT: <b>DISTRICT COURT-JUDICIAL CHAMBERS</b>	TOTAL PERSONNEL SPACES REQ'D						NSCS SF UNIT	PROPOSED SF UNIT	USABLE AREA REQUIRED						COMMENTS
		2015	2020	2025	2030	2035	2040			2015 PROPOSED	2020 PROJECTED	2025 PROJECTED	2030 PROJECTED	2035 PROJECTED	2040 PROJECTED	
<b>Staff Spaces</b>																
O	District Court Judge	6	6	6	7	7	8	300	300	1,800	1,800	1,800	2,100	2,100	2,400	
O	Court Reporter	6	6	6	7	7	8	120	120	720	720	720	840	840	960	Confidentiality Needed
O	Law Clerk	6	6	6	7	7	8	120	120	720	720	720	840	840	960	Confidentiality Needed
O	Magistrate	1	1	1	1	1	1	150	150	150	150	150	150	150	150	Part-time
	<b>Subtotal</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>22</b>	<b>22</b>	<b>25</b>			<b>3,390</b>	<b>3,390</b>	<b>3,390</b>	<b>3,930</b>	<b>3,930</b>	<b>4,470</b>	
<b>Departmental Spaces</b>																
	Judge's Toilet/Closet	6	6	6	7	7	8	60	60	360	360	360	420	420	480	
	File/Supply Storage	7	7	7	8	8	9	15	15	105	105	105	120	120	135	
	Gallery/Kitchenette	7	7	7	8	8	9	15	15	105	105	105	120	120	135	
	Staff Restroom	2	2	2	2	2	2	120	120	240	240	240	240	240	240	
	<b>Subtotal, Departmental Spaces</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>25</b>	<b>25</b>	<b>28</b>			<b>810</b>	<b>810</b>	<b>810</b>	<b>900</b>	<b>900</b>	<b>990</b>	
	<b>TOTAL SPACES:</b>	<b>41</b>	<b>41</b>	<b>41</b>	<b>47</b>	<b>47</b>	<b>53</b>									
	<b>Total Net SF</b>									<b>4,200</b>	<b>4,200</b>	<b>4,200</b>	<b>4,830</b>	<b>4,830</b>	<b>5,460</b>	
	<b>Judicial Chambers w/ 30% Departmental Gross (DGSF)</b>							<b>30%</b>		<b>1,260</b>	<b>1,260</b>	<b>1,260</b>	<b>1,449</b>	<b>1,449</b>	<b>1,638</b>	
	<b>TOTAL PROPOSED USABLE SF</b>									<b>5,460</b>	<b>5,460</b>	<b>5,460</b>	<b>6,279</b>	<b>6,279</b>	<b>7,098</b>	

# SPACE ANALYSIS

Wright County Courthouse Program Draft		SPACE ANALYSIS FORM														
SPACE NEEDS PROGRAM															Comm #: 2145.01	
DATE: December 15, 2016															BKV GROUP	
SPACE SHEET CODE	DEPARTMENT: <b>DISTRICT COURT-COURT ADMINISTRATION</b>	TOTAL PERSONNEL SPACES REQ'D						NSCS SF UNIT	PROPOSED SF UNIT	USABLE AREA REQUIRED						COMMENTS
		2015	2020	2025	2030	2035	2040			2016 PROPOSED	2020 PROJECTED	2025 PROJECTED	2030 PROJECTED	2035 PROJECTED	2040 PROJECTED	
<b>Administration Management</b>																
O	Court Administrator	1	1	1	1	1	1	250	250	250	250	250	250	250	250	
O	Court Operations Supervisor	1	1	1	1	1	1	120	120	120	120	120	120	120	120	
WS	In-Court Clerk	6	6	7	7	7	8	48	48	288	288	336	336	336	384	
O	Lead Worker	1	1	1	1	1	2	120	120	120	120	120	120	120	240	
WS	Juvenile/Probate-Criminal Division	2	2	2	2	2	3	48	48	96	96	96	96	96	144	
<b>Criminal</b>																
WS	Senior Court Clerks-Financial	6	6	6	6	7	7	48	48	288	288	288	288	336	336	Can be configured in pooled area or 2 staff per office
<b>Financial</b>																
O	Court Operations Supervisor	1	1	1	1	1	1	120	120	120	120	120	120	120	120	
WS	Senior Court Clerks	1	1	1	2	2	2	48	48	48	48	48	96	96	96	
WS	Account Technician	1	1	1	1	1	1	48	48	48	48	48	48	48	48	
<b>Civil/ Family/ Office Asst.</b>																
O	Court Operations Supervisor	1	1	1	1	1	1	120	120	120	120	120	120	120	120	
WS	Civil/Family Senior Court Clerk	6	7	7	8	8	8	48	48	288	336	336	384	384	384	
WS	Office Assistants	3	3	3	3	4	4	48	48	144	144	144	144	192	192	
<b>Subtotal</b>		<b>30</b>	<b>31</b>	<b>32</b>	<b>34</b>	<b>36</b>	<b>39</b>			<b>1,930</b>	<b>1,978</b>	<b>2,026</b>	<b>2,122</b>	<b>2,218</b>	<b>2,434</b>	

# SPACE ANALYSIS

<b>Departmental Spaces</b>															
Public Counter-Workstation	4	4	4	4	4	4	66	66	264	264	264	264	264	264	
Public Queuing Space	4	4	4	4	4	4	70	70	280	280	280	280	280	280	
	1	1	1	1	1	1	150	150	150	150	150	150	150	150	
Public File Review Room/Self-Help Forms															
Administrative File Storage	1	1	1	1	1	1	50	50	50	50	50	50	50	50	
Exhibit/Active Case Records Storage	1	1	1	1	1	1	200	200	200	200	200	200	200	200	High-density Storage
Equipment/Supplies Storage	1	1	1	1	1	1	150	150	150	150	150	150	150	150	
Printers/Scanners Islands	3	3	3	3	3	3	25	25	75	75	75	75	75	75	Distributed throughout office
Work Room/Mail/Copy	1	1	1	1	1	1	150	150	150	150	150	150	150	150	
Coat Closet	1	1	1	1	1	1	15	15	15	15	15	15	15	15	
Staff Restroom	2	2	2	2	2	2	120	120	240	240	240	240	240	240	
Gallery	1	1	1	1	1	1	50	50	50	50	50	50	50	50	
Conference Room/Over-Flow Jury Deliberation Room	1	1	1	1	1	1	400	400	400	400	400	400	400	400	May be used as an additional jury deliberation room in the event that the court has four concurrent jury trials
<b>Jury Assembly/Large Training Room</b>															
Juror Check-in and Vestibule	1	1	1	1	1	1	150	150	150	150	150	150	150	150	
Jury Assembly Area/Training	1	1	1	1	1	1	900	900	900	900	900	900	900	900	Assembly Seating for 60
Reading/Casual Seating Area	1	1	1	1	1	1	100	100	100	100	100	100	100	100	
Presentation Area	1	1	1	1	1	1	120	120	120	120	120	120	120	120	
Gallery/Vending Machine at Jury Area	1	1	1	1	1	1	75	75	75	75	75	75	75	75	
Furniture Storage	1	1	1	1	1	1	75	75	75	75	75	75	75	75	
Jury Toilets	2	2	2	2	2	2	60	120	120	120	120	120	120	120	
<b>Subtotal, Departmental Spaces</b>	<b>29</b>	<b>29</b>	<b>29</b>	<b>29</b>	<b>29</b>	<b>29</b>			<b>3,564</b>	<b>3,564</b>	<b>3,564</b>	<b>3,564</b>	<b>3,564</b>	<b>3,564</b>	
TOTAL SPACES:	59	60				68									
<b>Total Net SF</b>									<b>5,494</b>	<b>5,542</b>	<b>5,590</b>	<b>5,686</b>	<b>5,782</b>	<b>5,998</b>	
<b>Court Administration w/ 40% Departmental Gross (DG SF)</b>							40%		<b>2,198</b>	<b>2,217</b>	<b>2,236</b>	<b>2,274</b>	<b>2,313</b>	<b>2,399</b>	
<b>TOTAL PROPOSED USABLE SF</b>									<b>7,692</b>	<b>7,759</b>	<b>7,826</b>	<b>7,960</b>	<b>8,095</b>	<b>8,397</b>	

# SPACE ANALYSIS

Wright County Courthouse Program Draft		SPACE ANALYSIS FORM														
SPACE NEEDS PROGRAM														Comm #: 2145.01		
DATE: December 15, 2016														BKV GROUP		
SPACE SHEET CODE	DEPARTMENT: <b>LAW LIBRARY/ SELF-HELP CENTER</b>	TOTAL PERSONNEL						NCSC SF UNIT	PROPOSED SF UNIT	USABLE AREA REQUIRED						COMMENTS
		SPACES REQ'D								2015 PROPOSED	2020 PROJECTED	2025 PROJECTED	2030 PROJECTED	2035 PROJECTED	2040 PROJECTED	
		2015	2020	2025	2030	2035	2040									
O WS	<b>Staff Spaces</b>															
	Manager	1	1	1	1	1	1	120	120	120	120	120	120	120	120	120
	Library Assistant	1	1	1	1	1	1	60	60	60	60	60	60	60	60	60
	<b>Subtotal</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>		<b>180</b>	<b>180</b>	<b>180</b>	<b>180</b>	<b>180</b>	<b>180</b>	<b>180</b>	
	<b>Departmental Spaces</b>															
	Meeting-Small	1	1	1	1	1	1	80	80	80	80	80	80	80	80	80
	Meeting-Medium	1	1	1	1	1	1	120	120	120	120	120	120	120	120	120
	Computer Stations-Public	2	2	2	2	2	2	25	50	50	50	50	50	50	50	50
	WestLaw Computer Terminal															
	Microfiche/CD ROM	1	1	1	1	1	1	25	25	25	25	25	25	25	25	25
	Public Reading Carrels	2	2	2	2	2	2	25	50	50	50	50	50	50	50	50
	Reading Table/Work Table	1	1	1	1	1	1	50	50	50	50	50	50	50	50	50
	Reading Lounge/Soft Seating	1	1	1	1	1	1	100	100	100	100	100	100	100	100	100
	Hard Copy Book Stacks	1	1	1	1	1	1	500	500	500	500	500	500	500	500	500
	Paper and Forms	1	1	1	1	1	1	15	15	15	15	15	15	15	15	15
	Storage/Work Room	1	1	1	1	1	1	100	100	100	100	100	100	100	100	100
	Copy Alcove	1	1	1	1	1	1	25	25	25	25	25	25	25	25	25
	<b>Subtotal, Departmental Spaces</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>		<b>1,115</b>	<b>1,115</b>	<b>1,115</b>	<b>1,115</b>	<b>1,115</b>	<b>1,115</b>	<b>1,115</b>	
	<b>Total Net SF</b>								<b>1,295</b>	<b>1,295</b>	<b>1,295</b>	<b>1,295</b>	<b>1,295</b>	<b>1,295</b>	<b>1,295</b>	
	<b>Law Library w/ 25% Departmental Gross (DGSF)</b>							25%	<b>324</b>	<b>324</b>	<b>324</b>	<b>324</b>	<b>324</b>	<b>324</b>	<b>324</b>	
	<b>TOTAL PROPOSED USABLE SF</b>								<b>1,619</b>	<b>1,619</b>	<b>1,619</b>	<b>1,619</b>	<b>1,619</b>	<b>1,619</b>	<b>1,619</b>	

Note: Totals differ by 25sf and are not calculated correctly in report

# SPACE ANALYSIS

Wright County Courthouse Program Draft		SPACE ANALYSIS FORM														
SPACE NEEDS PROGRAM														Comm #: 2145.01		
DATE: December 15, 2016														BKV GROUP		
SPACE SHEET CODE	DEPARTMENT:	TOTAL PERSONNEL SPACES REQ'D						NCSC SF UNIT	PROPOSED SF UNIT	USABLE AREA REQUIRED						COMMENTS
		2015	2020	2025	2030	2035	2040			2015 PROPOSED	2020 PROJECTED	2025 PROJECTED	2030 PROJECTED	2035 PROJECTED	2040 PROJECTED	
	<b>COURT SERVICES</b>															
<b>Staff Spaces</b>																
O	Director	1	1	1	1	1	1	200	200	200	200	200	200	200	200	
O	Supervisor	3	3	3	3	4	4	150	150	450	450	450	450	600	600	1-Juvenile Unit, 1-Program Unit
O	Office Manager	1	1	1	1	1	1	120	120	120	120	120	120	120	120	
O	Agents	20	23	23	24	24	24	120	120	2,400	2,760	2,760	2,880	2,880	2,880	Juvenile Unit-6 (FTE), Juvenile Unit works closely with Program Unit, Program Unit-7 (FTE)
WS	Case Aide	2	2	2	2	2	3	48	48	96	96	96	96	96	144	
WS	Clerical	6	7	7	7	8	8	48	48	288	336	336	336	384	384	2 per Probation Unit
	<b>Subtotal</b>	<b>33</b>	<b>37</b>	<b>37</b>	<b>38</b>	<b>40</b>	<b>41</b>			<b>3,554</b>	<b>3,962</b>	<b>3,962</b>	<b>4,082</b>	<b>4,280</b>	<b>4,328</b>	
<b>Departmental Spaces</b>																
	Clerical Front Counter/Reception	1	1	1	1	1	1	60	60	60	60	60	60	60	60	
	Waiting- Public	1	1	1	1	1	1	200	200	200	200	200	200	200	200	
	UA Testing	1	1	1	1	1	1	70	70	70	70	70	70	70	70	
	UA and Monitoring Supply Area	1	1	1	1	1	1	100	100	100	100	100	100	100	100	
	Admin/ Secure File Storage	1	1	1	1	1	1	50	50	50	50	50	50	50	50	
	Active File Storage/Work Room/Mail	1	1	1	1	1	1	200	200	200	200	200	200	200	200	
	Equipment/Supplies Storage	1	1	1	1	1	1	150	150	150	150	150	150	150	150	
	Printers/Scanner Islands	3	3	3	3	3	3	25	25	75	75	75	75	75	75	Distributed throughout office
	Staff Restrooms	2	2	2	2	2	2	120	120	240	240	240	240	240	240	
	Gallery	1	1	1	1	1	1	50	50	50	50	50	50	50	50	
	Conference/Training Room	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Included in building support
	<b>Subtotal, Departmental Spaces</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>			<b>1,195</b>	<b>1,195</b>	<b>1,195</b>	<b>1,195</b>	<b>1,195</b>	<b>1,195</b>	
	<b>TOTAL SPACES:</b>	<b>46</b>	<b>50</b>	<b>50</b>	<b>51</b>	<b>53</b>	<b>54</b>									
	<b>Total Net SF</b>									<b>4,749</b>	<b>5,157</b>	<b>5,157</b>	<b>5,277</b>	<b>5,475</b>	<b>5,523</b>	
	<b>Court Services w/ 40% Departmental Gross (DGFSF)</b>							<b>40%</b>		<b>1,900</b>	<b>2,063</b>	<b>2,063</b>	<b>2,111</b>	<b>2,190</b>	<b>2,209</b>	
	<b>TOTAL PROPOSED USABLE SF</b>									<b>6,649</b>	<b>7,220</b>	<b>7,220</b>	<b>7,388</b>	<b>7,665</b>	<b>7,732</b>	

# SPACE ANALYSIS

Wright County Courthouse Program Draft		SPACE ANALYSIS FORM														
SPACE NEEDS PROGRAM		Comm #: 2145.01 BKV GROUP														
DATE: December 15, 2016		TOTAL PERSONNEL SPACES REQ'D						NCSC SF UNIT	PROPOSED SF UNIT	USABLE AREA REQUIRED						COMMENTS
SPACE SHEET CODE	DEPARTMENT:	2015	2020	2025	2030	2035	2040			2015 PROPOSED	2020 PROJECTED	2025 PROJECTED	2030 PROJECTED	2035 PROJECTED	2040 PROJECTED	
	<b>COUNTY ATTORNEY'S OFFICE</b>															
<b>Staff Spaces</b>																
O	County Attorney	1	1	1	1	1	1	200	200	200	200	200	200	200	200	200
O	Chief Deputy County Attorney	1	1	1	1	1	1	150	150	150	150	150	150	150	150	150
<b>Criminal Division</b>																
O	Chief of Criminal Division	1	1	1	1	1	1	120	120	120	120	120	120	120	120	120
O	Attorneys	9	12	12	13	13	14	120	120	1,080	1,440	1,440	1,560	1,560	1,680	1,680
<b>Civil Division</b>																
O	Attorneys	3	3	4	4	4	4	120	120	360	360	480	480	480	480	480
<b>Legal/ Administration</b>																
O	Office Manager/Supervisor	1	1	1	1	1	1	150	150	150	150	150	150	150	150	150
WS	Legal/Admin Assistant	10	13	13	14	14	15	48	48	480	624	624	672	672	720	720
<b>Victim/Witness</b>																
O	Assistance Coordinator	1	1	1	1	1	1	120	120	120	120	120	120	120	120	120
O	Legal Assistant	1	1	1	1	1	2	60	60	60	60	60	60	60	60	120
WS	Intern	2	2	2	2	2	2	48	48	96	96	96	96	96	96	96
	<b>Subtotal</b>	<b>30</b>	<b>36</b>	<b>37</b>	<b>39</b>	<b>39</b>	<b>42</b>			<b>2,816</b>	<b>3,320</b>	<b>3,440</b>	<b>3,608</b>	<b>3,608</b>	<b>3,836</b>	
<b>Departmental Spaces</b>																
	Waiting- Public	1	1	1	1	1	1	150	150	150	150	150	150	150	150	150
	Waiting- Victim/Witness	1	1	1	1	1	1	120	120	120	120	120	120	120	120	120
	Conference Room-Small	1	1	1	1	1	1	150	150	150	150	150	150	150	150	150
	Work/Mail/Supply Storage	1	1	1	1	1	1	150	150	150	150	150	150	150	150	150
	Equipment Storage	1	1	1	1	1	1	75	75	75	75	75	75	75	75	75
	Active File Storage	1	1	1	1	1	1	300	300	300	300	300	300	300	300	300
	Printers/Scanners Islands	2	2	2	2	2	2	25	25	50	50	50	50	50	50	50
	Staff Restroom	2	2	2	2	2	2	120	120	240	240	240	240	240	240	240
	Gallery	1	1	1	1	1	1	50	50	50	50	50	50	50	50	50
	Conference/Training Room	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Grand Jury Room	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	<b>Subtotal, Departmental Spaces</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>			<b>1,285</b>	<b>1,285</b>	<b>1,285</b>	<b>1,285</b>	<b>1,285</b>	<b>1,285</b>	<b>1,285</b>
	<b>TOTAL SPACES:</b>	<b>41</b>	<b>47</b>	<b>48</b>	<b>50</b>	<b>50</b>	<b>53</b>									
	<b>Total Net SF</b>									<b>4,101</b>	<b>4,605</b>	<b>4,725</b>	<b>4,893</b>	<b>4,893</b>	<b>5,121</b>	
	<b>Country Attorney's Office w/ 30% Departmental Gross (DGSG)</b>							<b>30%</b>		<b>1,230</b>	<b>1,382</b>	<b>1,418</b>	<b>1,468</b>	<b>1,468</b>	<b>1,536</b>	
	<b>TOTAL PROPOSED USABLE SF</b>									<b>5,331</b>	<b>5,987</b>	<b>6,143</b>	<b>6,361</b>	<b>6,361</b>	<b>6,657</b>	

# SPACE ANALYSIS

Wright County Courthouse Program Draft		SPACE ANALYSIS FORM														
SPACE NEEDS PROGRAM														Comm #: 2145.01		
DATE: December 15, 2016														BKV GROUP		
SPACE SHEET CODE	DEPARTMENT:	TOTAL PERSONNEL SPACES REQ'D						NCSF UNIT	PROPOSED SF UNIT	USABLE AREA REQUIRED						COMMENTS
		2015	2020	2025	2030	2035	2040			2015 PROPOSED	2020 PROJECTED	2025 PROJECTED	2030 PROJECTED	2035 PROJECTED	2040 PROJECTED	
	<b>COURT SECURITY AND HOLDING</b>															
<b>Staff Spaces</b>																
O	Court Security Sergeant	1	1	1	1	1	1	120	120	120	120	120	120	120	120	
WS	Deputy Bailiff	8	9	9	9	9	10	24	24	192	216	216	216	216	240	pooled in one room
	<b>Subtotal</b>	<b>9</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>11</b>			<b>312</b>	<b>336</b>	<b>336</b>	<b>336</b>	<b>336</b>	<b>360</b>	
<b>Departmental Spaces</b>																
	Security Screening Station	-	-	-	-	-	-	-	-	-	-	-	-	-	-	See Building Support
	Security /Information Desk	-	-	-	-	-	-	-	-	-	-	-	-	-	-	See Building Support
	Sally Port	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Exterior
	Transportation Vestibule	1	1	1	1	1	1	120	120	120	120	120	120	120	120	
	Prisoner Vestibule	1	1	1	1	1	1	200	200	200	200	200	200	200	200	
	Group Holding Cells	1	1	1	1	1	1	180	180	180	180	180	180	180	180	
	Small Holding Cells	3	3	3	3	3	3	100	100	300	300	300	300	300	300	
	Attorney Interview	2	2	2	2	2	2	80	80	160	160	160	160	160	160	
	Building Security Monitor Station	-	-	-	-	-	-	-	-	-	-	-	-	-	-	See Building Support
	Security Staff Toilet	1	1	1	1	1	1	60	60	60	60	60	60	60	60	
	Equipment Storage	1	1	1	1	1	1	100	100	100	100	100	100	100	100	Emergency Response, Supplies, Shields Radio, etc.
	Secure In-Custody Elevator Juvenile	1	1	1	1	1	1	120	120	120	120	120	120	120	120	
	Staging/Processing Area															
	Detained Juvenile Waiting	1	1	1	1	1	1	180	180	180	180	180	180	180	180	
<b>Court Holding and Rule 5 (Booking)</b>																
	Sergeant	1	1	1	1	1	1	120	120	120	120	120	120	120	120	
	Corrections Officers Counters	2	2	2	2	2	2	60	60	120	120	120	120	120	120	
	Waiting- Public	1	1	1	1	1	1	180	180	180	180	180	180	180	180	
	Fingerprinting Station	1	1	1	1	1	1	25	25	25	25	25	25	25	25	
	Photo Station	1	1	1	1	1	1	15	15	15	15	15	15	15	15	
	Storage/ Printing/Supplies	1	1	1	1	1	1	75	75	75	75	75	75	75	75	
	<b>Subtotal, Departmental Spaces</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>			<b>1,955</b>	<b>1,955</b>	<b>1,955</b>	<b>1,955</b>	<b>1,955</b>	<b>1,955</b>	
	<b>TOTAL SPACES:</b>	<b>28</b>	<b>29</b>	<b>29</b>	<b>29</b>	<b>29</b>	<b>30</b>			<b>2,267</b>	<b>2,291</b>	<b>2,291</b>	<b>2,291</b>	<b>2,291</b>	<b>2,315</b>	
	<b>Total Net SF</b>									<b>2,267</b>	<b>2,291</b>	<b>2,291</b>	<b>2,291</b>	<b>2,291</b>	<b>2,315</b>	
	<b>Court Security and Holding w/ 30% Departmental Gross (DGSF,</b>							<b>30%</b>		<b>680</b>	<b>687</b>	<b>687</b>	<b>687</b>	<b>687</b>	<b>695</b>	
	<b>TOTAL PROPOSED USABLE SF</b>									<b>2,947</b>	<b>2,978</b>	<b>2,978</b>	<b>2,978</b>	<b>2,978</b>	<b>3,010</b>	

Note: Totals differ from report, \*NSF Totals did not include DGSF

# SPACE ANALYSIS

Wright County Courthouse Program Draft		SPACE ANALYSIS FORM														
SPACE NEEDS PROGRAM														Comm #: 2145.01		
DATE: December 15, 2016														BKV GROUP		
SPACE SHEET CODE	DEPARTMENT:	TOTAL PERSONNEL SPACES REQ'D						NCSC SF UNIT	PROPOSED SF UNIT	USABLE AREA REQUIRED						COMMENTS
		2015	2020	2025	2030	2035	2040			2015 PROPOSED	2020 PROJECTED	2025 PROJECTED	2030 PROJECTED	2035 PROJECTED	2040 PROJECTED	
	<b>BUILDING SUPPORT</b>															
	<b>Building Support</b>															
	Building Entrance Vestibule	1	1	1	1	1	1	250	250	250	250	250	250	250	250	
	Security Screening Area	1	1	1	1	1	1	180	180	180	180	180	180	180	180	
	Security Queuing Area	1	1	1	1	1	1	200	200	200	200	200	200	200	200	
	Public Lobby-Main Floor	1	1	1	1	1	1	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	
	Security Monitoring Room	1	1	1	1	1	1	150	150	150	150	150	150	150	150	
	Public Restroom	3	3	3	3	3	3	360	360	1,080	1,080	1,080	1,080	1,080	1,080	One Set per floor (3 Floors)
	Public Vending Area	1	1	1	1	1	1	75	75	75	75	75	75	75	75	
	Public Elevator	2	2	2	2	2	2	180	180	360	360	360	360	360	360	One per floor
	Elevator Vestibule	3	3	3	3	3	3	200	200	600	600	600	600	600	600	Listed at the Courtroom Holding Area
	Secured Prisoner Elevator	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Secured Staff Elevator	1	1	1	1	1	1	90	90	90	90	90	90	90	90	
	Staff Elevator Vestibule	1	1	1	1	1	1	100	100	100	100	100	100	100	100	
	Building Directory/Information	1	1	1	1	1	1	50	50	50	50	50	50	50	50	
	Tele/Network Server Room	1	1	1	1	1	1	150	150	150	150	150	150	150	150	
	Janitor Closet	3	3	3	3	3	3	50	50	150	150	150	150	150	150	
	Central Janitorial Storage	1	1	1	1	1	1	100	100	100	100	100	100	100	100	
	Janitor Floor Closets	4	4	4	4	4	4	50	50	200	200	200	200	200	200	
	MDF Room	1	1	1	1	1	1	150	150	150	150	150	150	150	150	
	IDF Rooms	2	2	2	2	2	2	80	80	160	160	160	160	160	160	
	General Building Storage	1	1	1	1	1	1	200	200	200	200	200	200	200	200	
	Electrical Closet	3	3	3	3	3	3	80	80	240	240	240	240	240	240	
	Building Mechanical/HVAC	1	1	1	1	1	1	300	300	300	300	300	300	300	300	
	Large Conference/Training/Program Room	1	1	1	1	1	1	750	750	750	750	750	750	750	750	
	Staff Break Room	1	1	1	1	1	1	800	800	800	800	800	800	800	800	
	Additional Areas to consider:	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Trash/Recycle	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Receiving Office	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Security Area with Magnetometer	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Mailroom/ Package X-Ray	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Shops	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Storage Room/Large Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Storage for floor buffers, scizzor lifts, old furniture
	<b>Loading Dock</b>															
	Dock Area	1	1	1	1	1	1	200	200	200	200	200	200	200	200	
	Receiving/Supplies Storage	1	1	1	1	1	1	200	200	200	200	200	200	200	200	
	<b>Subtotal, Departmental Spaces</b>	<b>38</b>	<b>38</b>	<b>38</b>	<b>38</b>	<b>38</b>	<b>38</b>			<b>7,735</b>	<b>7,735</b>	<b>7,735</b>	<b>7,735</b>	<b>7,735</b>	<b>7,735</b>	
	<b>Total Net SF</b>									<b>7,735</b>	<b>7,735</b>	<b>7,735</b>	<b>7,735</b>	<b>7,735</b>	<b>7,735</b>	
	<b>Building Support w/ 20% Departmental Gross (DGSF)</b>							<b>20%</b>		<b>1,547</b>	<b>1,547</b>	<b>1,547</b>	<b>1,547</b>	<b>1,547</b>	<b>1,547</b>	
	<b>TOTAL PROPOSED USABLE SF</b>									<b>9,282</b>	<b>9,282</b>	<b>9,282</b>	<b>9,282</b>	<b>9,282</b>	<b>9,282</b>	

# SPACE ANALYSIS

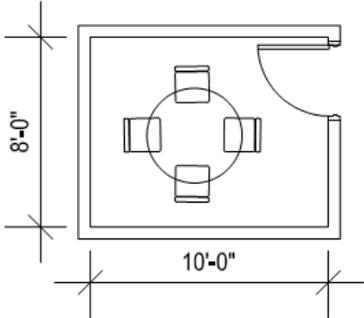
Wright County Courthouse Program Draft		SPACE ANALYSIS FORM														
SPACE NEEDS PROGRAM														Comm #: 2145.01		
DATE: December 15, 2016														BKV GROUP		
SPACE SHEET CODE	DEPARTMENT:	TOTAL PERSONNEL SPACES REQ'D						NCSF UNIT	PROPOSED SF UNIT	USABLE AREA REQUIRED						COMMENTS
		2015	2020	2025	2030	2035	2040			2015 PROPOSED	2020 PROJECTED	2025 PROJECTED	2030 PROJECTED	2035 PROJECTED	2040 PROJECTED	
	<b>DEPARTMENT OF CORRECTIONS</b>															
	<b>Spaces</b>															
O	Community Services Safety Administrator	1	1	1	1	1	1	200	200	200	200	200	200	200	200	
O	Sentence to Serve Crew Leader	1	1	1	1	1	1	150	150	150	150	150	150	150	150	
WS	Office of Administrative Specialist	2	2	2	2	2	2	60	60	120	120	120	120	120	120	
O	Corrections Agents	7	7	7	7	7	7	120	120	840	840	840	840	840	840	
	Public Waiting	1	1	1	1	1	1	200	200	200	200	200	200	200	200	
	Administrative/Secure File Storage	1	1	1	1	1	1	50	50	50	50	50	50	50	50	
	Active File Storage/Workroom/Mail	1	1	1	1	1	1	200	200	200	200	200	200	200	200	
	Equipment/Supplies Storage	1	1	1	1	1	1	75	75	75	75	75	75	75	75	
	Staff Restroom	2	2	2	2	2	2	60	60	120	120	120	120	120	120	
	Gallery	1	1	1	1	1	1	25	25	25	25	25	25	25	25	
	<b>Subtotal</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>			<b>1,980</b>	<b>1,980</b>	<b>1,980</b>	<b>1,980</b>	<b>1,980</b>	<b>1,980</b>	
	<b>Total Net SF</b>									<b>1,980</b>	<b>1,980</b>	<b>1,980</b>	<b>1,980</b>	<b>1,980</b>	<b>1,980</b>	
	<b>Department of Corrections w/ 30% Departmental Gross (DGSF)</b>							<b>30%</b>		<b>594</b>	<b>693</b>	<b>693</b>	<b>693</b>	<b>693</b>	<b>594</b>	
	<b>TOTAL PROPOSED USABLE SF</b>									<b>2,574</b>	<b>2,673</b>	<b>2,673</b>	<b>2,673</b>	<b>2,673</b>	<b>2,574</b>	

# SPACE ANALYSIS

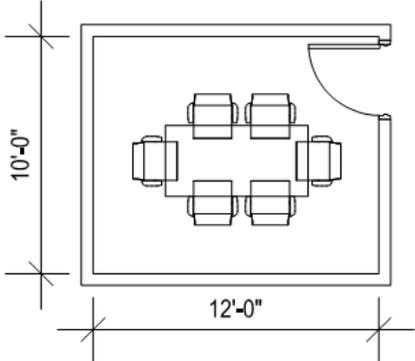
Wright County Courthouse Program Draft		SPACE ANALYSIS FORM														
SPACE NEEDS PROGRAM														Comm #: 2145.01		
DATE: December 15, 2016														BKV GROUP		
SPACE SHEET CODE	DEPARTMENT: <b>PUBLIC DEFENDERS OFFICE</b>	TOTAL PERSONNEL SPACES REQ'D						NCSC SF UNIT	PROPOSED SF UNIT	USABLE AREA REQUIRED						COMMENTS
		2015	2020	2025	2030	2035	2040			2015 PROPOSED	2020 PROJECTED	2025 PROJECTED	2030 PROJECTED	2035 PROJECTED	2040 PROJECTED	
<b>Spaces</b>																
	Attorneys	8	8	8	8	8	8	200	200	1,600	1,600	1,600	1,600	1,600	1,600	
	Support Staff	4	4	4	4	4	4	48	48	192	192	192	192	192	192	
<b>Departmental Spaces</b>																
	Waiting	1	1	1	1	1	1	150	150	150	150	150	150	150	150	
	Conference-Medium	1	1	1	1	1	1	200	200	200	200	200	200	200	200	
	Printer/Copy	1	1	1	1	1	1	100	100	100	100	100	100	100	100	
	File Storage	1	1	1	1	1	1	100	100	100	100	100	100	100	100	
	Galley	1	1	1	1	1	1	50	50	50	50	50	50	50	50	
	Storage	1	1	1	1	1	1	80	80	80	80	80	80	80	80	
	Staff Restrooms	2	2	2	2	2	2	60	120	120	120	120	120	120	120	
	<b>Subtotal</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>988</b>		<b>2,592</b>	<b>2,592</b>	<b>2,592</b>	<b>2,592</b>	<b>2,592</b>	<b>2,592</b>	
	<b>Total Net SF</b>									<b>2,592</b>	<b>2,592</b>	<b>2,592</b>	<b>2,592</b>	<b>2,592</b>	<b>2,592</b>	
	<b>Public Defenders Office w/ 30% Departmental Gross (DGSF)</b>							<b>30%</b>		<b>778</b>	<b>907</b>	<b>907</b>	<b>907</b>	<b>907</b>	<b>778</b>	
	<b>TOTAL PROPOSED USABLE SF</b>									<b>3,370</b>	<b>3,499</b>	<b>3,499</b>	<b>3,499</b>	<b>3,499</b>	<b>3,370</b>	



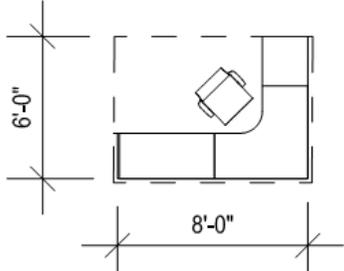
# SPACE STANDARDS



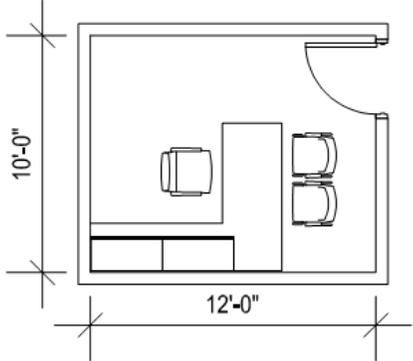
Conference/Meeting - Small



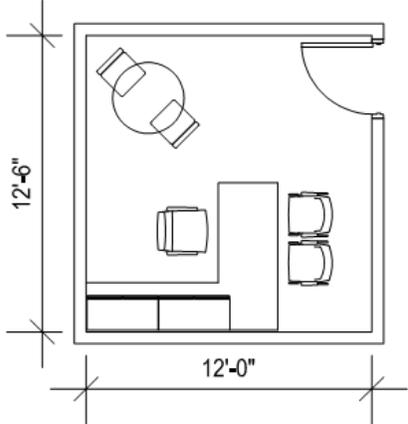
Conference/Meeting - Medium



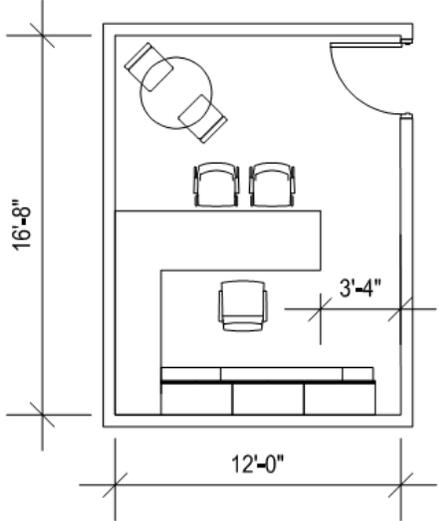
Workstations 48sf (Typ)



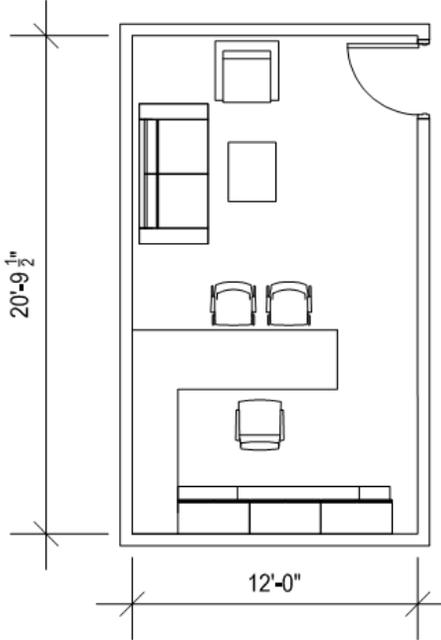
Office: 120sf



Office: 150sf

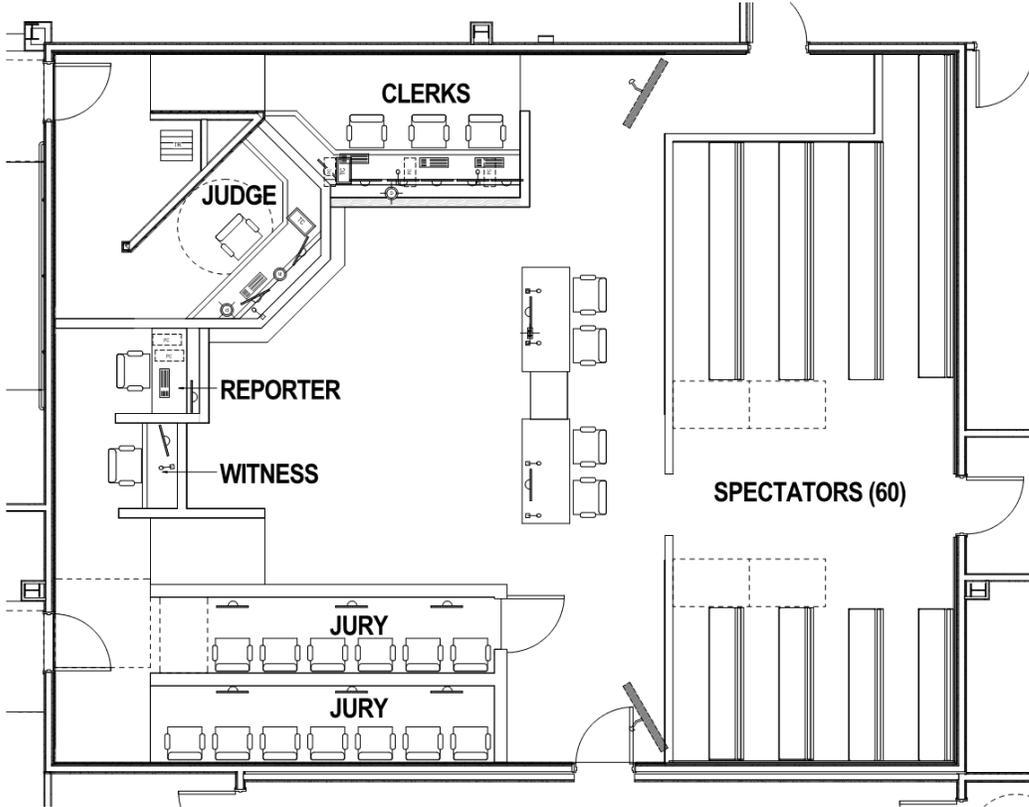


Office: 200sf



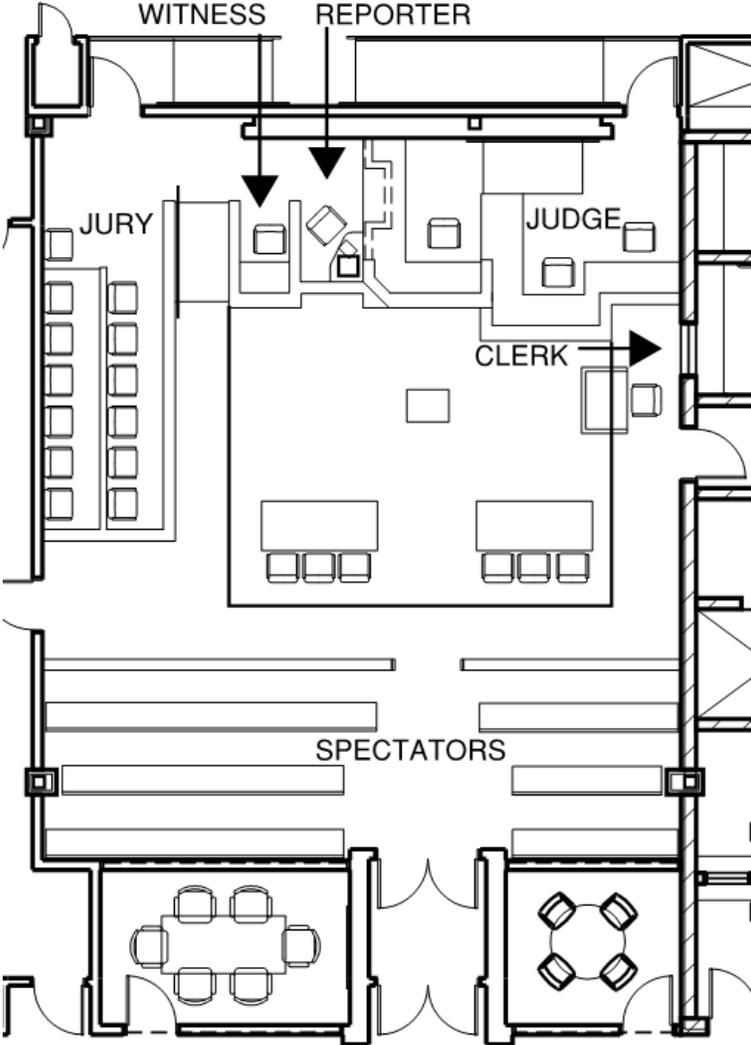
Office: 250sf

# SPACE STANDARDS



**PENNINGTON COUNTY**

1,685 SF



**PINE COUNTY**

1,736 SF

# SCHEDULE REVIEW & NEXT STEPS

## SCHEMATIC DESIGN

DECEMBER 2016 TO MARCH 2017

<b>Workshop 1 - Kickoff</b>		1-day
Project Introduction	1-hour	12/15/2016
Program Review	1-hour	12/15/2016
Site Data Collection and Analysis	1-hour	12/15/2016
General Items	1-hour	12/15/2016
<b>Facility Tours - Off-site</b>		TBD
Week of January 16th		
<b>Workshop 2</b>		2-days
Final Program / Adjacencies Review	1-hour	1/25/2017
Construction Procurement Options	1-hours	1/25/2017
Courtroom Workshop - 1 - Layout, Technology	1-hours	1/25/2017
Multiple Blocking / Stacking Concepts	1-hours	1/25/2017
Department Program Review	1-hour per group	1/26/2017
<b>Workshop 3</b>		2-days
Refined Blocking / Stacking / Costs /	2-hours	2/15/2017
Site Concept / Parking / Flows / Security	1-hour	2/15/2017
Massing / Elevation Studies	1-hour	2/15/2017
Agency / Department Layouts	1-hour per group	2/16/2017
<b>Workshop 4</b>		2-days
Final Design - Site, Building, Layouts, Costs	3-hours	3/1/2017
Department Reviews	1-hour per group	3/2/2017
<b>Final SD Package Submittal</b>		1-day
Committee Review / Approval		3/14/2017
<b>County Board Presentation</b>		3/21/2017

# SCHEDULE REVIEW & NEXT STEPS

## DESIGN DEVELOPMENT

APRIL 2017 TO AUGUST 2017

<b>Workshop 5</b>		2-days
Courtroom Workshop - 2 - plan, 3D, image	3-hours	3/29/2017
Agency / Department Reviews	1-hour each	3/30/2017
<b>Workshop 6</b>		1-day
Site / Civil - parking, detention, grading, utilities	1-hour	4/5/2017
Landscape Architecture / Building Exterior	1-hour	4/5/2017
Site Security / Lighting	1-hour	4/5/2017
<b>Workshop 7</b>		1-day
Interiors - Agency / Department Spaces	2-hours	4/19/2017
Interiors - Public Spaces	2-hours	4/19/2017
<b>Workshop 8</b>		2-days
Lighting & Power	1-hour	5/10/2017
Physical / Electronic Security / Inmate Movement	2-hours	5/10/2017
A-V / Courts Technology	2-hours	5/11/2017
IT Systems	1-hour	5/11/2017
<b>Workshop 9</b>		1-day
Mechanical / Plumbing / Fire Protection / Energy	3-hours	5/31/2017
Loading Dock / Building Operations	1-hour	5/31/2017
<b>Workshop 10</b>		
Physical & Electronic Security	3-hours	6/14/2017
<b>Workshop 11</b>		
Interiors - Agency / Department Spaces	2-hours	6/21/2017
Interiors - Public Spaces	2-hours	6/21/2017
<b>Workshop 12</b>		1-day
Courtroom Design Studies	3-hour	7/12/2017
<b>Workshop 13</b>		2-days
Final Design - Site, Building, Layouts, Costs	3-hours	8/2/2017
Department Reviews	1-hour per group	8/3/2017
<b>Final DD Package Submittal</b>		1-day
Committee Review / Approval		8/17/2017
<b>County Board Presentation</b>		8/22/2017

# SCHEDULE REVIEW & NEXT STEPS

## CONSTRUCTION DOCUMENTS

SEPTEMBER 2017 TO JANUARY 2018

<b>Workshop 14</b>	9/6/2017
<b>Workshop 15</b>	10/4/2017
<b>Workshop 16</b>	11/1/2017
<b>Final CD Package Submittal</b>	1/16/2018
<b>County Board Presentation</b>	1/30/2018

# SCHEDULE REVIEW & NEXT STEPS

## BIDDING & AWARD PHASE

FEBRUARY AND MARCH 2018

Issue Plans for Bids	2/6/2018
Pre-Bid Conference	2/20/2018
Bid Opening	3/8/2018
Bid Reviews & Recommendations	
Council Presentation & Approval to Award	3/20/2018
Bid Awards	3/21/2018

## CONSTRUCTION ADMINISTRATION ACTIVITIES

APRIL 2018 TO AUGUST 2019 (TBD)

**BKV**  
G R O U P  
Architecture  
Interior Design  
Landscape Architecture  
Engineering

Minneapolis

Chicago

Washington DC

ENRICHING LIVES AND STRENGTHENING COMMUNITIES

PERSONNEL COMMITTEE MINUTES  
COUNTY BOARD  
January 25, 2017

MEMBERS PRESENT: Husom, Sawatzke, Hesse

OTHERS PRESENT: L. Kelly, Tagarro, C. Nelson, Goodrum Schwartz, M. Miller, O'Dell, Hoffman, Berg, Hagerty

I. Request to Hire Telecom Specialist Above 12% of Minimum Salary Range

We received five (5) applications for the position and interviewed four (4) candidates. One (1) finalist withdrew from consideration. The top candidate for the position has 36 years of direct experience including phone and PBX system experience. The candidate requested a starting salary of \$71,000. Due to the specialized nature of the position the Committee suggested starting negotiations at \$68,000 up to a maximum of \$71,000 if necessary.

**RECOMMENDATION: Authorize starting wage up to \$71,000**

II. Social Services Reorganization

Michelle Miller provided information regarding the current structure of the Social Services unit and the proposed structure with adding an additional Social Services Supervisor.

Currently, the supervisor to staff ratio in Social Services is an average of 14.5 direct reports with some Supervisors with as high as 16-17 direct reports. The next closest department average county-wide, excluding the Sheriff's Office, is 6.5 direct reports. Previously, it has been the position/focus of the HHS Agency to retain enough staff to perform the regular duties, responsibilities and tasks of the many HHS positions to meet DHS requirements. It has become more and more difficult to provide effective supervision, including coaching and mentoring. In fact, the Social Services Division has been hearing from staff they do not enough time to spend with supervisor due to the number direct reports.

Miller presented two (2) options to add an additional Social Services Supervisor to the unit. Option A (see attached) is the preferred option of adding a new supervisor position to oversee children's mental health. Option B (see attached) is to reclassify a vacant SWIII Mental Health Practitioner position to a Social Services Supervisor position. However, this option reduces the number of licensed staff for clinical supervision. Currently, only one (1) staff person in the mental health unit is licensed and performing this responsibility.

By adding a Social Services Supervisor position, the case load of each supervisor can be reduced providing more time to supervise, coach, and mentor staff. Furthermore, adding a supervisor has the potential to increase TCM revenue. Supervisors will have more time to monitor TCM hits on a regular basis to minimize lost revenue of \$565-\$1000 per client per month due to missed TCM. Currently missed TCM is monitored by Fiscal staff. However it is often too late to address or capture the revenue at that point.

Husom stated the position is not in the budget and asked how it would fit within the approved budget. Jami Goodrum Schwartz, HHS Director, commented if the position is added through reclassification and reorganization it would fit within the current budget. If the position is added as

a new position without reclassifying the SWIII vacancy, she indicated she would make it fit within budget through increased billable time and budget impacts related to turnover.

**RECOMMENDATION: Authorize adding a new Social Services Supervisor position and moving forward with hiring with the earliest start date of April 3, 2017**

III. Request for Temporary Staffing

Jim O'Dell, HHS Technology Supervisor, explained recently an ISS staff person was called to Active Military Duty. The employee's military orders go through March 31 with potential to be extended through September 30. There is currently another ISS vacancy due to internal promotion.

Discussion ensued regarding the possibility of finding a potential temporary candidate from the recruitment process of the open position. Discussion also took place regarding the possibility of filling this need through an agency.

The responsibilities of the temporary position would not include any duties which require access to the BCA computer in HHS. Therefore a BCA background check is not required.

Hesse, O'Dell and Goodrum Schwartz will discuss the options regarding filling this temporary role and determine the best option to meet the needs of the Agency.

**RECOMMENDATION: Hire a temporary employee to cover the military leave of absence.**

IV. Request to Hire Deputy Director of Emergency Management Above 12% of Minimum Salary Range

Chief Deputy Hoffman indicated there were three (3) applicants that passed the interview process. One (1) candidate withdrew from consideration. The top candidate is currently employed with Sherburne County as the Deputy Director of Emergency Management and has been in that role for four (4) years. The candidate has experience with 800 MHZ and is one (1) of very few people in the State certified. He has relationships within the community and emergency management field.

The Sheriff's Office currently works with an outside vendor to perform work with handheld and squad radios. The candidate has the skills and certifications to perform some of the same responsibilities in-house. A current need to reconfigure the radio system is quoted at \$18,500. This candidate's skill set and certifications will allow the work to be performed in-house.

**RECOMMENDATION: Authorize starting wage of \$30.00 per hour.**

**SOCIAL SERVICE REORGANIZATION**

**Option A – Add New Supervisor Position in Social Services**

<b>Current</b>	<b>Future</b>
Currently, there are seven Social Service Supervisors with an average supervisor to staff ratio of 1:14.5	Add an eighth SS Supervisor for an average supervisor to staff ration of 1:12.8
Keep MHP/SWIII position to provide clinical supervision to staff, monitor and approve case plans and potentially carry a caseload	Add supervisor position (Children's Mental Health), realign staff to new units based on proposed organization chart
	Ability to hire internally as clinical supervision would still reside with MHP/SWIII
Revenues attributable to MHP position remains	Potential for additional revenue enhancement as better supervisor ratio allows for improved processes, additional tracking and monitoring of staff
One supervisor for Children's and Adult Mental Health	One supervisor <i>each</i> for Children's and Adult MH staff allowing for better program coverage and targeted client case management strategies
Our philosophy has been to hire line staff/boots on the ground to meet increased challenges of higher caseloads and more visibility in the community	Our philosophy should be to support the staff we hire by having adequate supervision – more hands on and accessible to all staff
	SSS Wages + Benefits = \$80,300

## SOCIAL SERVICE REORGANIZATION

### Option B - Reclassify + Reorganization

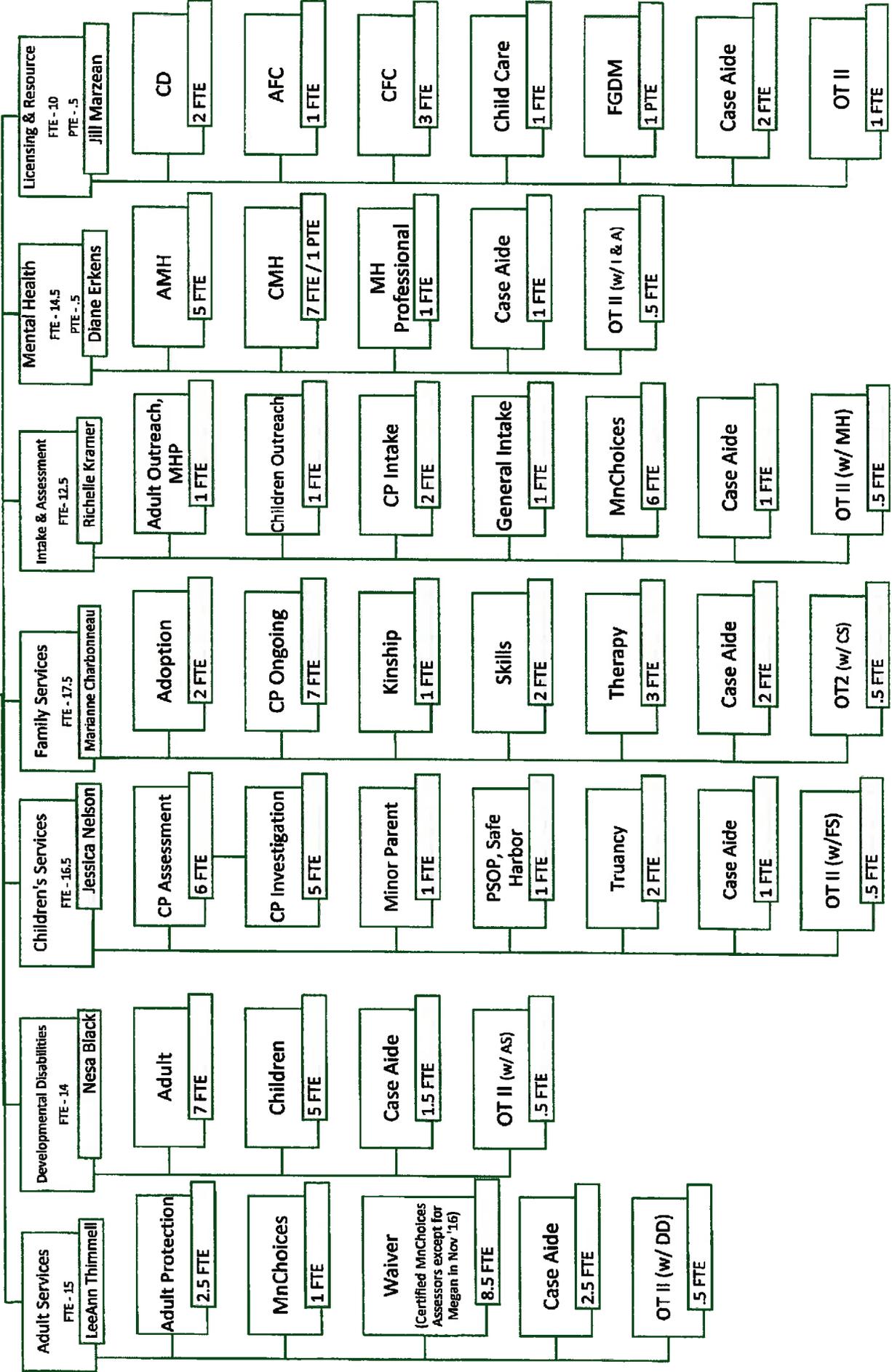
Current	Future
Unable to fill MHP/SWIII position due to few qualified applicants and wages below industry standard	Reclassifying to add a 8 <sup>th</sup> SSS, which brings unit averages from 14.5 to 12.8 and lowers the number of programs each SSS needs to oversee
MHP provides additional caseload coverage when AMH or CMH caseloads are above statutory limits	One fewer social workers to provide services; will need to request additional workers as current areas need staff: DD, AS, Intake (2018)
MHP provides clinical supervision to staff, reviewing, approving case plans	The CMH & AMH Supervisors will take on this additional work load and must be clinically licensed
<b>Reorganization</b>	
General Intake and CP Intake are different functions with little to no backup capabilities	General and CP Intake will be merged, with shared backup between three staff
CADI Adult & Child workers have no backup	CADI Adult & Child Staff will now move into AMH and CMH respectively and backup will be inherent in new unit  Allow for possible future expansion of Adult and Child Welfare functions
Child Welfare position requires additional backup due to high caseload and some cases are PMAP	CW within the CMH Unit allows for additional backup, clinical consultation, and shared responsibility for PMAP CMH cases  We are not meeting statutory requirements and will need to hire additional CW staff in CP and DD
SS Manager shares OTII with one unit	SS Manager has no assigned OTII support
MHSWIII Wages + Benefits = \$73,600	SSS Wages + Benefits = \$80,300 (6,700)

\*This is dependent upon a pending retirement (March, 2017)

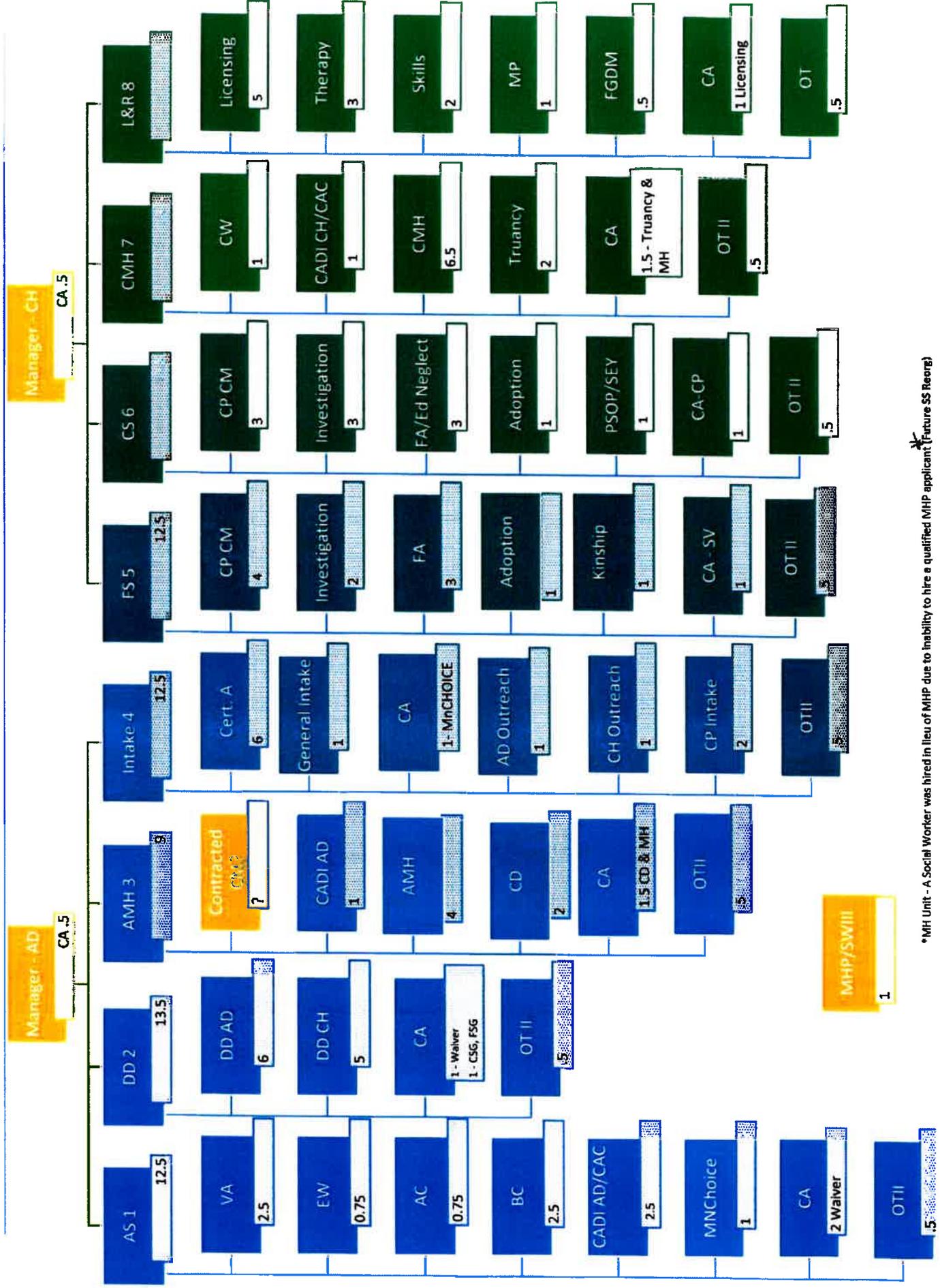
\*\* Two supervisors oversee more than 16 staff; all SSS manage multiple program areas

# Social Services Division

Michelle Miller



\*MH Unit - A Social Worker was hired in lieu of MFPF due to inability to hire a qualified MHP applicant



\*MH Unit - A Social Worker was hired in lieu of MHP due to inability to hire a qualified MHP applicant (Future SS Reorg)

# Request for Temporary Staffing

## HEALTH & HUMAN SERVICES – FTS TECHNOLOGY TEAM ISS

Fernando Perra is on Military Leave for active deployment with the U.S. Army January 18 – March 31, 2017. There is a possibility that the deployment could be extended until September 30, 2017.

The ISS position assists staff with technology related needs. These often include software and hardware incident tickets, project tasks, process documentation, staff relocations, new staff technology orientation, mobile device procurement and administration, State DHS and MDH systems administration and support (including billing), and Wright County systems such as OnBase, PH-Doc, IFS, WebAR and others.

With Mr. Perra's leave HHS is currently short two ISS positions. The posting for the open position closed January 26, and will hopefully be hired by the end of February.

The temporary hire would be assigned to tasks which could be picked up quickly, such as

- Help Desk Tickets
- Equipment Deployments
- New User Setup and Orientation
- Equipment Moves
- Special Projects – such as email retention change and HHS conference rooms scheduling procedure/training among others.

HHS would plan to work with a local temporary staffing agency or post for a 67 day temporary employee. This temporary position would be expected to overlap for a period of two weeks after Mr. Perra returns from leave to assist with his reintegration.

There is a question of whether the temporary staff would need to wait for a completed BCA background check.

# WRIGHT COUNTY TECHNOLOGY COMMITTEE MINUTES

01/25/2017

THESE MINUTES ARE IN DRAFT FORMAT AND REQUIRE APPROVAL BY THE COUNTY BOARD

MEMBERS PRESENT: Commissioner Mark Daleiden, Commissioner Charlie Borrell, Adam Tagarro, Lee Kelly, Christine Partlow, Virgil Hawkins, Sean Riley, Steve Jobe, Bob Hiivala, Mike MacMillian

OTHERS PRESENT: Cheri Nelson, Olga Strobel, Scott Larson, Jen Rasset, Jim O'Dell, Todd Hoffman, Ken Larson, Jason Kramber, Brian Asleson

## **I. Records and Data Management Policy**

Presented by Scott Larson, IT

Upon recognizing the need for Record Management, stemming from a functional and compliance perspective, the Records and Data Management Analyst, Scott Larson, has developed a Policy to guide County personnel and departments in this process. The [document](#) is freely available to view on SharePoint within the [Records Management Site](#). The Policy was also submitted to Department Heads for review. The general scope of the document was received positively. Attorney Brian Asleson brought up Section 2.8. His concern was with the Administration Department being responsible for "Responding to data requests", simply the reality of this request. It was noted that all Departments receive data requests and that it would be difficult to have Administration hold this role. Scott did note that Administration is the Responsible Authority of Records and data, but they can delegate to Department Heads and others as need arises. Brian also questioned "Maintaining a log of all data requests." He stated that Washington County had a Media entity request a log of all the data requests that the County has received. Their response, which was upheld, was that "They are not required by law to create/ maintain such a log of Data Requests." It was also noted that some requests need to be provided where we are not required to know who the requestor is, thus making a log difficult. After discussion it was brought to light that some Departments main course of Daily Operations is with small Data Requests, yet since that is their Daily Work they do not consider it to be an Official Data Request, clarification would be needed. Olga Strobel, IT, stated that Scott has been developing the document, it was approved by Committee and Leadership Team; to move forward it would be beneficial to have full review by Departments. Commissioner Daleiden directed Departments to present written critiques of edits/ changes to the upcoming Technology Meeting on February 8<sup>th</sup>. Scott is available for any clarification on policy items.

**Action: Recess discussion to Tech Committee meeting on 2/8 at 11 am**

## WRIGHT COUNTY TECHNOLOGY COMMITTEE MINUTES

01/25/2017

### **II. 911 Planning Committee**

Presented by Jason Krambler, Sheriff

Through ECN, Emergency Communication Network, the State is requiring the maintained use of a 911 Planning Committee. About 70% of the State has complied with this request. The first step for Wright County's process is to establish the Committee Members and present to the State. 2<sup>nd</sup> step, Jason will be reviewing our current plan with ECN to identify any needed changes. 3<sup>rd</sup> step, he will bring the revised plan back to the Wright County 911 Committee for Approval. At this time it will be submitted to ECN and to the County Board for Approval, if needed. The 911 Planning Committee reports to the Wright County Board and to the Technology Committee. The Technology Committee is actively involved due to the technology requirements necessary to deal with 911 compliance and implementation. The committee was under a former name with some established members. Jason will email suggestions for Committee Members. October 2016 was the original deadline for establishing the Committee, as so, Jason is requesting a timely response in finalizing the 911 Planning Committee Members.

**Action: Information Only, Response requested to email**

### **III. Office 365 Update**

Presented by Cheri Nelson, IT

The move to Office 365 will be a fundamental change in the way the County does business in terms of Software purchasing and actual business itself. Currently the County is purchasing and installing Office 2013. The procedure with software upgrades has been to purchase one license for each device, using this same license for several years till it is determined that it is time to upgrade. Technology may have advanced but we continue to use what was purchased. Office 365 changes that to allow a user to experience the newest product at all times, as any "upgrade" to a program is automatic and included in the current price being paid. It will also allow the use of one license across multiple devices, which in the shift to mobile devices/ working remotely will allow for increased functionality. The County is currently using about 700 Office 2013 licenses (each on its own device). This shift will fluidly allow us to expand that usage to nearly 4000 devices while still only paying for the same amount of users. Another Cost saving is in the form of maintenance and man hours of running 9 servers currently containing our email system. This will no longer be necessary. Office 365 meets BCA compliance & security standards as well. There is a specialized offering of [Office 365 for Government entities](#), with varying degrees of included items, allowing us to purchase what would work best. A question was brought up about Access, it is included in the G3 plan which is currently scheduled to be the main plan for Wright County Users. There are several additional pieces to Office 365 which are currently unavailable with standard Office as well. The integration of Office 365 will be a large task in itself, which the IT department is already preparing for. Training for

## WRIGHT COUNTY TECHNOLOGY COMMITTEE MINUTES

01/25/2017

Administrators and End Users is built into Office 365 and IT is planning for additional training as well. Adam requested approval to move forward with Office 365. It was noted that Office 365 at a 5 year forecast is set to cost more, but when seeing where technology is headed and the actual end number of devices we are able to employ, it was seen as worth the investment. Commissioners Daleiden and Borrell approved to move forward; Department Heads in attendance also voiced their approval to move forward as well.

**Action: Move Forward with Implementation**

### **IV. Project Prioritization**

Presented by Olga Strobel, IT

The IT Department has made continued effort in its task of streamlining Project workload. There are currently 90 Open Projects that the IT department has been tasked with. The Department was able to close out projects while simultaneously taking on new ones, with the end Project total still having been reduced below 100. Infotech was utilized to develop a process and rating system for projects. Commissioner Daleiden noted that this new system has already aided in the decision making of a proposed project, identifying that it was not in the best interest of the County. There is also a Project Request Form that will be completed for all incoming Projects; this feeds into the Process & Rating system used to determine Prioritization of resources. Strobel showcased some of the large projects on the IT Department's task list. It was apparent that there are several big items that the Department is tasked with. These Projects being identifiable as large even from an outside department perspective. The utilization of an effective Project Prioritization Process & Rating system is one useful step in the successful and timely completion of Projects.

**Action: Information Only**

---

## WAYS & MEANS COMMITTEE

### MINUTES

January 25, 2017

MEMBERS PRESENT: Borrell, Husom, and Kelly

OTHERS PRESENT: Vergin, Hiivala, Vaith, Partlow, Goodrum Schwartz, Dahl, Jans, and Asleson

#### **Motor Pool Year End Report and Vehicle Status** (Administration)

Vergin presented the 2016 year-end report for the County's motor pool, which included the usage, cost allocation to department, benefits and goals. (Report Attached)

Borrell suggested that the County only require the use of a motor pool vehicle when the trip will exceed 50 miles, and that employees utilize their own vehicles and receive reimbursement for that mileage. There was discussion regarding the risk to both the county and the employee when using personal vehicles for business purposes.

Vergin informed the Committee that in both 2015 and 2016 the motor pool operated in the black. In 2016, the revenues were \$12,223; there was also a savings of \$3,055 by not having to reimburse employees at the higher rate of 50 cents per mile. The cost to operate the pool in 2016 was 17 cents per mile; in 2015, it was higher due to startup costs and some larger repairs. The average between the two years is 38.5 cents per mile.

Hiivala noted that the motor pool vehicles are fully depreciated and that by adding new vehicles the cost to operate will go up.

Vergin stated that the Motor Pool was previously authorized to add additional vehicles that would come from the rotation of vehicles in the Sheriff's fleet. However, due to the condition of those vehicles Highway maintenance is recommending against that. It is being recommended that the County look at the addition of Chevrolet Cruzes to the motor pool. This would be consistent with vehicles currently being used by HHS.

Jans informed the Committee that there have not been any repairs to the HHS Cruzes, which have 80,000 plus miles. This is much better than the Taurus's and Impalas that are in the Sheriff's fleet.

The cost of a Chevrolet Cruze under the State purchasing contract is approximately \$16,500.

Briefly discussed the potential of standardizing the motor pool and having one person in charge, rather than several departments operating their own fleets.

The Committee requested that the next motor pool report include administration time.

**Recommendation:** Authorize the Motor Pool to proceed with the acquisition of two (2) Chevrolet Cruzes.

#### **Request for Vehicle Purchase** (Health and Human Services)

Partlow stated that HHS is requesting approval to purchase an additional Chevrolet Cruze to replace the Crown Vic that became un-drivable in June of 2016. Information on their fleet usage from 2013 through

2016 was presented. (Report Attached) During those 5 years, Partlow stated that the operation of their fleet has averaged approximately 24.5 cents per mile resulting in a savings of \$189,000 by utilizing their fleet versus reimbursing employees for use of their personal vehicles at 50 cents per mile. Goodrum Schwartz stated that HHS does require that trips of 50 or more miles must use a fleet vehicle, but optional for less.

**Recommendation:** Authorize the acquisition of one (1) Chevrolet Cruze for Health and Human Services.

**Fidelity Bond Limit**

Dahl explained that the fidelity bond is for employee dishonesty and faithful performance of duty. Currently the County has blanket coverage for \$50,000, which is the minimum coverage required by State Statute. Dahl has received information that the County may have additional coverage under Old Republic Surety, and is currently following up on that. The purpose of this discussion is to seek direction as to what the County's tolerance is; is \$50,000 enough, or should the county have more coverage.

According to State Statute once the County's population exceeds 150,000, the fidelity bond coverage will need to be increased.

Hiivala was asked if he could identify to Dahl where the high access to funds occurs within the County.

Borrell and Husom asked that additional information be provided prior to making a recommendation.

**Recommendation:** Bring back the following information to Ways and Means for further consideration: Identify the exact coverage the County has, and costs associated with that existing coverage, and identify additional costs if coverage were to be increased.

**WRIGHT COUNTY GENERAL MOTOR POOL RECAP FOR 2016  
AND PROPOSED EXPANSION**

*Administration is seeking authorization to acquire two additional vehicles into the motor pool. Below is a summary of what has occurred since the inception of the motor pool in April 2015, along with budget information.*

- Started Operation – April, 2015
  - Utilizing 4 retired vehicles from Sheriff's fleet
  - 3 – 2010 Crown Vics and 1 – 2009 Crown Vic
- Operation of Pool since inception on 4/10/2015 to 12/31/16
  - 947 Trips have been logged
  - 77 denied (due to lack of vehicle(s) available)
  - 95 days when all 4 cars were out
- Cost Allocation to Departments
  - Departments are currently charged 40 cents per mile
  - This is tracked and then billed out monthly through the Auditor's office (journal entry system)
  - Overall costs include fuel, maintenance and repairs, and insurance.
  - If it is determined that the mileage rate of 40 cents does not cover the overall costs, an additional charge will be made to the departments based on the percentage of usage as identified in the log.
- Potential Additional Benefits
  - Less use of personal vehicles (risk factor / implications decrease)
  - Potential to reduce the number of department designated vehicles
  - Receive a better return on county money
    - Motor Pool continues to operate in the Black
- Long Term Goals
  - Standardized Fleet
  - Reduce Department Specific Vehicles
  - Reduce/Eliminate Mileage Reimbursements
- Recommending the addition of two vehicles to the fleet in 2017
  - In 2016 we were authorized to add additional vehicles from Sheriff's fleet
    - However due to the condition of those vehicles Hwy Maintenance has recommended not pursuing that option
  - 2017 Budget of \$40,000 will support the acquisition of vehicles
    - Hwy Maintenance is recommending either Chev Cruz or Ford Fusion (less issues than the Impalas)
    - State Contract has these vehicles at approximately \$16,500
  - Will create a more consistent fleet for maintenance (HHS currently uses Cruzes)
  - Will attract higher demand to use the motor pool (Rear wheel drive not desirable)
  - Better gas mileage than current Crown Vics
  - Intent would be to retire the 2009 Crown Vic later this year

## 2016 MOTOR POOL RECAP

AccountNumber	AuditDate	Amount	TransDescription
<b>COURT SERVICES</b>			
01-025-000-0000-6331	1/31/2016	219.20	Fleet Usage
01-025-000-0000-6331	2/28/2016	549.60	Fleet Usage
01-025-000-0000-6331	3/31/2016	446.00	Fleet Usage
01-025-000-0000-6331	4/30/2016	450.80	Fleet Usage
01-025-000-0000-6331	5/31/2016	453.20	Fleet Usage
01-025-000-0000-6331	6/30/2016	652.40	Fleet Usage
01-025-000-0000-6331	7/31/2016	871.20	Fleet Usage
01-025-000-0000-6331	8/31/2016	1,097.20	Fleet Usage
01-025-000-0000-6331	9/30/2016	412.00	Fleet Usage
01-025-000-0000-6331	10/31/2016	1,027.60	Fleet Usage
01-025-000-0000-6331	11/30/2016	512.00	Fleet Usage
01-025-000-0000-6331	12/31/2016	401.60	Fleet Usage
		<u>7,092.80</u>	
<b>Motor Pool Use 17,732 Miles x \$.50 = \$8,866.00 Savings to Dept = \$1,773.20</b>			
<b>COORDINATOR</b>			
01-031-000-0000-6331	1/31/2016	158.00	Fleet Usage
01-031-000-0000-6331	2/28/2016	2.80	Fleet Usage
01-031-000-0000-6331	3/31/2016	120.40	Fleet Usage
01-031-000-0000-6331	4/30/2016	2.00	Fleet Usage
01-031-000-0000-6331	5/31/2016	134.80	Fleet Usage
01-031-000-0000-6331	6/30/2016	42.80	Fleet Usage
01-031-000-0000-6331	7/31/2016	112.80	Fleet Usage
01-031-000-0000-6331	8/31/2016	4.40	Fleet Usage
01-031-000-0000-6331	9/30/2016	14.00	Fleet Usage
01-031-000-0000-6331	10/31/2016	4.40	Fleet Usage
01-031-000-0000-6331	11/30/2016	2.00	Fleet Usage
01-031-000-0000-6331	12/31/2016	7.20	Fleet Usage
		<u>605.60</u>	
<b>Motor Pool Use Miles 1,514 x \$.50 = \$757.00 Savings to Dept = \$151.40</b>			
<b>AUDITOR/TREASURER</b>			
01-041-000-0000-6331	1/31/2016	-	Fleet Usage
01-041-000-0000-6331	2/28/2016	-	Fleet Usage
01-041-000-0000-6331	3/31/2016	-	Fleet Usage
01-041-000-0000-6331	4/30/2016	-	Fleet Usage
01-041-000-0000-6331	5/31/2016	-	Fleet Usage
01-041-000-0000-6331	6/30/2016	-	Fleet Usage
01-041-000-0000-6331	7/31/2016	-	Fleet Usage
01-041-000-0000-6331	8/31/2016	-	Fleet Usage
01-041-000-0000-6331	9/30/2016	-	Fleet Usage
01-041-000-0000-6331	10/31/2016	-	Fleet Usage
01-041-000-0000-6331	11/30/2016	19.20	Fleet Usage
01-041-000-0000-6331	12/31/2016	-	Fleet Usage
		<u>19.20</u>	
<b>Motor Pool Use 48 Miles x \$.50 = \$24.00 Savings to Dept = \$4.80</b>			

## 2016 MOTOR POOL RECAP

AccountNumber	AuditDate	Amount	TransDescription
<b>IT</b>			
01-063-000-0000-6331	1/31/2016	44.40	Fleet Usage
01-063-000-0000-6331	2/28/2016	2.40	Fleet Usage
01-063-000-0000-6331	3/31/2016	60.00	Fleet Usage
01-063-000-0000-6331	4/30/2016	74.80	Fleet Usage
01-063-000-0000-6331	5/31/2016	4.00	Fleet Usage
01-063-000-0000-6331	6/30/2016	44.40	Fleet Usage
01-063-000-0000-6331	7/31/2016	33.20	Fleet Usage
01-063-000-0000-6331	8/31/2016	3.60	Fleet Usage
01-063-000-0000-6331	9/30/2016	92.00	Fleet Usage
01-063-000-0000-6331	10/31/2016	24.00	Fleet Usage
01-063-000-0000-6331	11/30/2016	-	Fleet Usage
01-063-000-0000-6331	12/31/2016	44.40	Fleet Usage
		<u>427.20</u>	
<b>Motor Pool Use 1,068 Miles x \$.50 = \$534.00 Savings to Dept = \$106.80</b>			
<b>ATTORNEYS</b>			
01-091-000-0000-6331	1/31/2016	2.40	Fleet Usage
01-091-000-0000-6331	2/28/2016	-	Fleet Usage
01-091-000-0000-6331	3/31/2016	32.00	Fleet Usage
01-091-000-0000-6331	4/30/2016	2.40	Fleet Usage
01-091-000-0000-6331	5/31/2016	-	Fleet Usage
01-091-000-0000-6331	6/30/2016	103.20	Fleet Usage
01-091-000-0000-6331	7/31/2016	58.00	Fleet Usage
01-091-000-0000-6331	8/31/2016	45.60	Fleet Usage
01-091-000-0000-6331	9/30/2016	9.60	Fleet Usage
01-091-000-0000-6331	10/31/2016	36.40	Fleet Usage
01-091-000-0000-6331	11/30/2016	-	Fleet Usage
01-091-000-0000-6331	12/31/2016	4.00	Fleet Usage
		<u>293.60</u>	
<b>Motor Pool Use 734 Miles x \$.50 = \$367.00 Savings to Dept = \$73.40</b>			
<b>ASSESSOR</b>			
01-105-000-0000-6331	1/31/2016	-	Fleet Usage
01-105-000-0000-6331	2/28/2016	-	Fleet Usage
01-105-000-0000-6331	3/31/2016	51.60	Fleet Usage
01-105-000-0000-6331	4/30/2016	20.00	Fleet Usage
01-105-000-0000-6331	5/31/2016	266.00	Fleet Usage
01-105-000-0000-6331	6/30/2016	394.00	Fleet Usage
01-105-000-0000-6331	7/31/2016	178.00	Fleet Usage
01-105-000-0000-6331	8/31/2016	112.40	Fleet Usage
01-105-000-0000-6331	9/30/2016	251.60	Fleet Usage
01-105-000-0000-6331	10/31/2016	156.00	Fleet Usage
01-105-000-0000-6331	11/30/2016	349.20	Fleet Usage
01-105-000-0000-6331	12/31/2016	146.00	Fleet Usage
		<u>1,924.80</u>	
<b>Motor Pool Use 4,812 Miles x \$.50 = \$2,406.00 Savings to Dept = \$481.20</b>			

## 2016 MOTOR POOL RECAP

AccountNumber	AuditDate	Amount	TransDescription
<b>HEALTH AND HUMAN SERVICES</b>			
01-105-000-0000-6331	1/31/2016	-	Fleet Usage
01-105-000-0000-6331	2/28/2016	-	Fleet Usage
01-105-000-0000-6331	3/31/2016	-	Fleet Usage
01-105-000-0000-6331	4/30/2016	-	Fleet Usage
01-105-000-0000-6331	5/31/2016	618.80	Fleet Usage
01-105-000-0000-6331	6/30/2016	266.40	Fleet Usage
01-105-000-0000-6331	7/31/2016	201.60	Fleet Usage
01-105-000-0000-6331	8/31/2016	210.00	Fleet Usage
01-105-000-0000-6331	9/30/2016	347.20	Fleet Usage
01-105-000-0000-6331	10/31/2016	96.80	Fleet Usage
01-105-000-0000-6331	11/30/2016	-	Fleet Usage
01-105-000-0000-6331	12/31/2016	119.20	Fleet Usage
		1,860.00	
<b>Motor Pool Use 4,650 Miles x \$.50 = \$2,325.00 Savings to Dept = \$465.00</b>			
<b>2016 Budget</b>		<b>40,000.00</b>	
<b>(Repairs &amp; Maintenance)</b>		<b>(2,072.30)</b>	
<b>(Fuel)</b>		<b>(1,797.69)</b>	
<b>Motor Pool Revenues for 2016</b>		<b>12,223.20</b>	(30,558 miles)
<b>2016 Dollars Remaining in Budget</b>		<b>48,353.21</b>	
<b>Dept Savings w/ Motor Pool vs Reimbursment</b>		<b>\$3,055.80</b>	
		<b>51,409.01</b>	
<i>Other Notable Expenses</i>			
Insurance (\$349 each)		1,396.00	Insurance Budget
**Depreciation - vehicles are fully depreciated		-	**Booked for Audit purposes, not an actual expense
Total Operating Expenses	\$ 5,265.99		
Cost per Mile	0.17		
<b>2015 Budget</b>		<b>\$40,000.00</b>	
<b>(Registration Fees/Title Transfers/ Tabs)</b>		<b>(\$577.50)</b>	
<b>(Emergency Survival Kits)</b>		<b>(\$296.45)</b>	
<b>(Repairs/Maintenance/Fuel)</b>		<b>(\$6,236.26)</b>	
<b>Motor Pool Revenues for 2015</b>		<b>\$7,333.47</b>	(18,221 miles)
<b>2015 Dollars Remaining in Budget</b>		<b>\$40,223.26</b>	
Insurance (\$349 each)		\$1,396.00	Insurance Budget
Depreciation **		\$2,468.00	**Booked for Audit purposes, not an actual expense
Total Operating Expenses	\$ 10,974.21		
Cost per Mile	0.60	(Large repairs & start up costs in 2015)	
<b>Average cost per mile for 2015 &amp; 2016 = 38.5 cents</b>			

WAYS & MEANS COMMITTEE  
MINUTES  
February 24, 2016

MEMBERS PRESENT: Sawatzke, Husom and Vergin (for Kelly)

OTHERS PRESENT: B. Hiivala

**Motor Pool Year (Laid over from 1/13/2016)**

Vergin provided information on actual costs through the end of 2015 to operate the Motor Pool. With total costs including depreciation and insurance, the cost per mile was 58 cents; when extracting out start up costs the cost per mile decreased to 53 cents. Costs were then shared with regards to other departments that operate their own fleet. Based on data Vergin collected from 2010 through 2015, the Assessor's office averaged 50 cents per mile to operate their fleet of 5 vehicles during that six year span. The Planning & Zoning department averaged 46 cents per mile from 2010 through 2015, with a fleet of 6 vehicles. It was noted that depreciation will make the cost per mile fluctuate dependent on when vehicles are added to the fleets, as well as repairs with older vehicles.

The Committee agreed that the information provided was good information to have, and that at this time feels that the Motor Pool is a good resource to have, however acquisition of new vehicles is not recommended.

**Recommendation:**

Staff shall continue to track usage and costs of the motor pool to see the benefits; however economics at this time do not warrant acquisition of new vehicles. Staff can pursue the addition of a vehicle to the pool, and replacement of vehicle(s), through vehicle(s) from the Sheriff's Auction.

This request is to purchase a Chevrolet Cruze for approximately \$16,500 plus taxes and licensing to replace the Ford Crown Victoria that became un-drivable in June of 2016.

In early January we did order the van that was approved in the 2017 budget, but based on the utilization and the cost savings we are demonstrating it is beneficial to also replace this car. One of our existing vehicles is a 2004 Ford Windstar, that while still usable, does present unpredictable challenges for staff periodically. The Highway Department has indicated that they do not have turned in vehicles that they would recommend adding to our fleet.

Over the last five years, our fleet of cars has averaged approximately \$0.245 cents per mile resulting in a savings of \$189,000 when compared to the employee reimbursement rate of \$0.50 cents per mile.

Wright County Health & Human Services Vehicle Usage Analysis 2013 - 2016						
Vehicle	Total Costs 2012-2016	2016 8 Cars	2015 8 Cars	2014 8 Cars	2013 5 Cars	2012 5 Cars
Number of Miles Over 5 Years	742,394	184,865	155,930	161,719	111,720	128,160
Purchase Cost	91,213	-	35,483	55,730		
Repairs, Maintenance, & Fuel Actual Cost	91,038	16,657	16,759	21,533	14,286	21,803
Total Annual Cost	182,251	16,657	52,242	77,263	14,286	21,803
Cents Per Mile	<u>0.245</u>	<u>0.090</u>	<u>0.335</u>	<u>0.478</u>	<u>0.128</u>	<u>0.170</u>
Annual Savings Per Vehicle Compared to EE Reimbursement	(189,310)	(75,795)	(25,728)	(3,558)	(41,560)	(42,293)
Total Travel 6333	118,787	113,118	115,897	128,737	117,694	118,488
Rough Estimate of EE Reimbursed Miles @ \$0.50/mile	237,574	226,240	231,790	257,470	235,390	236,980

In 2016 there were 821 trips that were denied a vehicle request, which averages over 2 ½ per work day. Those 821 denied trips estimated approximately 51,200 miles for which we reimbursed staff. The charts on the second page demonstrate both the number of trips and the estimated mileage that has been requested through our SharePoint reservation system.

Count of Trip Date/Time	Column Labels				
Row Labels	2014	2015	2016	2017	Grand Total
☑No Vehicle Assigned	201	752	821	44	1,818
701 - White Minivan	93	400	499	35	1,027
702 - Red Cruze	126	411	451	37	1,025
703 - White Cruze		344	452	41	837
704 - Silver Cruze 2015		346	448	23	817
706 - Blue Cruze	136	381	413	33	963
709 - Silver Cruze 2014	118	414	368	24	924
720 - Crown Victoria	57	51			108
724 - Crown Victoria	78	3			81
725 - Crown Victoria	73	439	190		702
Hwy Dept - Red Van	5	7	24	2	38
(blank)		1			1
<b>Grand Total</b>	<b>887</b>	<b>3,549</b>	<b>3,666</b>	<b>239</b>	<b>8,341</b>

Sum of Miles	Column Labels				
Row Labels	2014	2015	2016	2017	Grand Total
☑No Vehicle Assigned	12,176	44,714	51,227	2,388	110,504
701 - White Minivan	6,554	23,219	29,608	1,719	61,100
702 - Red Cruze	15,569	37,581	39,154	3,484	95,789
703 - White Cruze		31,348	46,020	3,097	80,465
704 - Silver Cruze 2015		31,415	41,246	1,732	74,392
706 - Blue Cruze	13,741	35,093	36,835	3,011	88,680
709 - Silver Cruze 2014	10,259	37,640	34,303	3,024	85,226
720 - Crown Victoria	3,732	3,383			7,115
724 - Crown Victoria	5,284	215			5,499
725 - Crown Victoria	4,644	26,797	9,859		41,300
Hwy Dept - Red Van	355	604	1,904	36	2,899
(blank)		80			80
<b>Grand Total</b>	<b>72,314</b>	<b>272,088</b>	<b>290,156</b>	<b>18,491</b>	<b>653,049</b>

BOARD OF COUNTY COMMISSIONERS  
WRIGHT COUNTY, MINNESOTA

Date February 7, 2017  
Motion by Commissioner \_\_\_\_\_

Resolution No. \_\_\_\_\_  
Seconded by Commissioner \_\_\_\_\_

**RESOLUTION ACCEPTING DONATION FROM UMC**

**WHEREAS**, the County of Wright is authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens;

**WHEREAS**, the following persons and entities have offered to contribute the gifts set forth below to the County:

<u>Name of Donor</u>	<u>Gift</u>
UMC (Ultra Machining Company)	\$20,000 donation to the Wright County Sheriff's Office toward the acquisition of an Unmanned Aerial Vehicle

**WHEREAS**, no goods or services were provided in exchange for said donation and gifts in-kind;

**WHEREAS**, the County Board finds that it is appropriate to accept the donation offered.

**NOW, THEREFORE, BE IT RESOLVED BY THE WRIGHT COUNTY BOARD, AS FOLLOWS:**

The donations above is accepted and shall be used for the acquisition of an Unmanned Aerial Vehicle. The primary mission of the UAV will be for search and rescue.

	YES
HUSOM	_____
VETSCH	_____
DALEIDEN	_____
POTTER	_____
BORRELL	_____

	NO
HUSOM	_____
VETSCH	_____
DALEIDEN	_____
POTTER	_____
BORRELL	_____

STATE OF MINNESOTA)

ss.

County of Wright )

I, Lee Kelly, duly appointed and qualified County Coordinator of the County of Wright, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Wright County, Minnesota, at their session held on the 7<sup>th</sup> day of February, 2017, now on file in my office, and have found the same to be a true and correct copy thereof.

Witness my hand and official seal at Buffalo, Minnesota, this 7<sup>th</sup> day of February, 2017.

\_\_\_\_\_  
Lee Kelly, County Coordinator

**RESOLUTION 17-05**

**A RESOLUTION IN SUPPORT OF MINNESOTA SENATE FILE 85  
AND MINNESOTA HOUSE FILE 113**

**WHEREAS**, the City of Becker is located in Sherburne County and currently hosts Xcel Energy's Sherco Power Generating Plant that produces 2,400 megawatts of electricity and supplies more than 2.5 million people with reliable and cost effective energy; and

**WHEREAS**, the City of Becker and the Sherburne County Board and others support natural gas and carbon free and renewable energy fuel sources; and

**WHEREAS**, the construction of a combined-cycle natural gas electric generating plant in Becker and Sherburne County would create immense economic development opportunities, create jobs, and assist all the stakeholders in transitioning from a coal based economy; and

**WHEREAS**, there is sufficient land available to build a combined-cycle natural gas electric generating plant in the City of Becker and Sherburne County; and

**WHEREAS**, Xcel Energy and the Sherco plant have long been good corporate neighbors, active partners in the community, and desire to build a combined-cycle natural gas electric generating plant in Becker, Minnesota.

**NOW, THEREFORE, BE IT RESOLVED** that the Becker City Council does hereby support House File 113 and Senate File 85.

Tracy Bertram \_\_\_\_\_

Rick Hendrickson \_\_\_\_\_

Lori Keller \_\_\_\_\_

Todd Hanrahan \_\_\_\_\_

Mike Doering \_\_\_\_\_

Adopted this 17<sup>th</sup> day of January 2017.

\_\_\_\_\_  
Tracy Bertram, Mayor

Attest:

\_\_\_\_\_  
Julie Blesi, City Clerk

Drafted by:

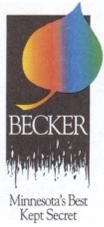
Greg Pruszinske, City Administrator  
P.O. Box 250  
Becker, MN 55308

STATE OF MINNESOTA }  
COUNTY OF SHERBURNE } SS.

The foregoing instrument was acknowledged before me this \_\_\_\_ day of

\_\_\_\_\_, 2017 by \_\_\_\_\_.

\_\_\_\_\_  
Signature of person taking acknowledgement



CITY OF  
**BECKER**

12060 Sherburne Ave., P.O. Box 250, Becker, Minnesota 55308-0250  
Phone: (763)261-4302 ▪ Metro: (763)262-4455 ▪ Fax: (763)261-4411 ▪ [www.ci.becker.mn.us](http://www.ci.becker.mn.us)

January 12, 2017

Representative Jim Newberger  
371 State Office Building  
100 Rev. Dr. Martin Luther King Jr. Blvd.  
St. Paul, Minnesota 55155

Senator Andrew Mathews  
95 University Avenue W.  
Minnesota Senate Bldg., Room 3409  
St. Paul, MN 55155

RE: Becker City Council Support of House File 113 and Senate File 85

Dear Representative Newberger and Senator Mathews:

On behalf of the residents of Becker and the Becker City Council I would like to express our strong support for House File 113 and Senate File 85.

As you know, the City of Becker currently hosts Xcel Energy's Sherburne County Generating Station (Sherco) that produces 2,400 megawatts of electricity and supplies more than 2.5 million people with reliable and cost effective energy. You also may know that two electric generating units at Sherco are scheduled to be decommissioned within the next decade. We support HF 113 and SF 85 to help replace jobs and tax base that will be lost as a result of the decommissioning of Units 1 and 2. Becker also supports a natural gas electric generating plant in Becker as a step to reducing our carbon footprint and providing reliable and low cost base load power.

In addition, we support the building of a natural gas fueled generating station on the existing Sherco plant site as it will create other economic development opportunities for Becker, Sherburne County and Central Minnesota as we transition away from a coal based economy. We also know there is sufficient land available to build a natural gas fueled electric generation plant within the City of Becker thereby saving rate payers land acquisition costs.

Finally, Xcel Energy and the Sherco plant have long been exceptional corporate neighbors, active partners in the community, and noble participants in regional philanthropic endeavors. Xcel Energy has helped position Becker to be what it is today and we hope to continue our partnership and maintain a strong working relationship.

Thank you for the opportunity to express our support of this critical legislation. We urge the passing of HF 113 and SF 85.

Sincerely,



CITY OF  
**BECKER**

12060 Sherburne Ave., P.O. Box 250, Becker, Minnesota 55308-0250

Phone: (763)261-4302 ▪ Metro: (763)262-4455 ▪ Fax: (763)261-4411 ▪ [www.ci.becker.mn.us](http://www.ci.becker.mn.us)

**Tracy Bertram, Mayor**  
City of Becker

CC: Becker City Council

SML7587  
2/2/2017

12:15:44PM

# \*\*\* WRIGHT COUNTY \*\*\*



Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

Page Break By: 1  
1 - Page Break by Fund  
2 - Page Break by Dept

Explode Dist. Formulas?: N

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

\*\*\* WRIGHT COUNTY \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
5	DEPT			COUNTY BOARD		
3921	OFFICE DEPOT 01-005-000-0000-6411		84.98	SUPPLIES 894103751001 01/12/2017 01/12/2017		OPERATING SUPPLIES
<b>3921</b>	<b>OFFICE DEPOT</b>		<b>84.98</b>		<b>1 Transactions</b>	
2490	UNITED PARCEL SERVICE 01-005-000-0000-6205		4.30	SHIPPING 01/21/2017 01/21/2017		POSTAGE
<b>2490</b>	<b>UNITED PARCEL SERVICE</b>		<b>4.30</b>		<b>1 Transactions</b>	
5	<b>DEPT Total:</b>		<b>89.28</b>	<b>COUNTY BOARD</b>	<b>2 Vendors</b>	<b>2 Transactions</b>
13	DEPT			COURT ADMINISTRATOR		
19591	ELKERTON/MARIAN 01-013-000-0000-6270	AP	127.42	PR 16 1249 HRLY 12/01/2016 12/26/2016		COURT APPOINTED COUNSEL
<b>19591</b>	<b>ELKERTON/MARIAN</b>		<b>127.42</b>		<b>1 Transactions</b>	
1203	GABRIEL/CATHLEEN 01-013-000-0000-6270		100.00	PR 17 171 APPEARANCE 01/17/2017 01/17/2017		COURT APPOINTED COUNSEL
	01-013-000-0000-6270		100.00	F3 03 002438 APPEARANCE 01/26/2017 01/26/2017		COURT APPOINTED COUNSEL
	01-013-000-0000-6270		100.00	FA 11 5642 APPEARANCE 01/26/2017 01/26/2017		COURT APPOINTED COUNSEL
	01-013-000-0000-6270		100.00	PR 17 171 APPEARANCE 01/24/2017 01/24/2017		COURT APPOINTED COUNSEL
	01-013-000-0000-6270		100.00	F9 01 1287 APPEARANCE 01/23/2017 01/23/2017		COURT APPOINTED COUNSEL
<b>1203</b>	<b>GABRIEL/CATHLEEN</b>		<b>500.00</b>		<b>5 Transactions</b>	
2490	UNITED PARCEL SERVICE 01-013-000-0000-6205		4.30	SHIPPING 01/21/2017 01/21/2017		POSTAGE
<b>2490</b>	<b>UNITED PARCEL SERVICE</b>		<b>4.30</b>		<b>1 Transactions</b>	

\*\*\* WRIGHT COUNTY \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
13	<b>DEPT Total:</b>		<b>631.72</b>	<b>COURT ADMINISTRATOR</b>	<b>3 Vendors</b>	<b>7 Transactions</b>
25	DEPT			COURT SERVICES		
3702	<b>ANOKA COUNTY FISCAL SERVICES</b>					
	01-025-000-0000-6265	DTG	11,233.00	DEC 2016 JUV DET FEES 12/01/2016 12/31/2016	664861	DETENTION
				1 Transactions		
3702	<b>ANOKA COUNTY FISCAL SERVICES</b>		<b>11,233.00</b>			
96	<b>HENSON/KAYLEE</b>					
	01-025-000-0000-6331		168.00	336 MILES 01/09/2017 01/12/2017		TRAVEL
				1 Transactions		
96	<b>HENSON/KAYLEE</b>		<b>168.00</b>			
5486	<b>MARCO</b>					
	01-025-000-0000-6343		691.00	01/15-02/15/2017 01/15/2017 02/15/2017	322529918	MACHINERY OR EQUIPMENT LEASES
				1 Transactions		
5486	<b>MARCO</b>		<b>691.00</b>			
4275	<b>MINNESOTA MONITORING INC</b>					
	01-025-000-0000-6265	AP	625.25	DEC 2016 JUV CORR EHM FEES 12/01/2016 12/31/2016	3530	DETENTION
	01-025-000-0000-6265	AP	1,134.00	DEC 2016 JUV DTN/CORR EHM FEE 12/01/2016 12/31/2016	3531	DETENTION
	01-025-000-0000-6261	AP	13,370.50	ADULT EHM DEC 2016 12/01/2016 12/31/2016	3533	PROFESSIONAL SERVICES
	01-025-000-0000-6261		1,200.00	DAMAGED EQUIP- CENTERS 01/21/2017 01/21/2017	3585	PROFESSIONAL SERVICES
				4 Transactions		
4275	<b>MINNESOTA MONITORING INC</b>		<b>16,329.75</b>			
645	<b>MN CORRECTIONS ASSOCIATION</b>					
	01-025-000-0000-6245		35.00	MCA MEMBERSHIP RENEW JAHNKE 01/01/2017 01/01/2017		MEMBERSHIPS, DUES & FEES
	01-025-000-0000-6245		35.00	MCA RENEWAL FEDDEMA 01/01/2017 01/01/2017		MEMBERSHIPS, DUES & FEES
	01-025-000-0000-6245		30.00	MCA RENEWAL WEBB 01/01/2017 01/01/2017	04846	MEMBERSHIPS, DUES & FEES
	01-025-000-0000-6245		30.00	MCA RENEWAL KORBEL 01/16/2017 02/23/2018	04859	MEMBERSHIPS, DUES & FEES

\*\*\* WRIGHT COUNTY \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
645	MN CORRECTIONS ASSOCIATION			130.00		4 Transactions	
3998	PREMIER BIOTECH LABS LLC						
	01-025-000-0000-6263			2,483.72	15 CASES INSTANT 9 PANEL 01/20/2017 01/20/2017	65373	RANDOM DRUG TESTING
	01-025-000-0000-6263			77.25	UA CONFIRMATION PANELS 01/10/2017 01/10/2017	L303504	RANDOM DRUG TESTING
3998	PREMIER BIOTECH LABS LLC			2,560.97		2 Transactions	
2490	UNITED PARCEL SERVICE						
	01-025-000-0000-6205			4.30	SHIPPING 01/21/2017 01/21/2017		POSTAGE
2490	UNITED PARCEL SERVICE			4.30		1 Transactions	
6396	WEBB/JANELLE						
	01-025-000-0000-6331			92.00	184 MILES 01/05/2017 01/24/2017		TRAVEL
	01-025-000-0000-6331	AP		33.50	67 MILES 12/08/2016 12/08/2016		TRAVEL
6396	WEBB/JANELLE			125.50		2 Transactions	
25	DEPT Total:			31,242.52	COURT SERVICES	8 Vendors	16 Transactions
31	DEPT				COUNTY COORDINATOR		
5436	ACCURATE USA						
	01-031-000-0000-6411			125.50	MAGICARD DYE FILM 01/23/2017 01/23/2017	19568	OPERATING SUPPLIES
5436	ACCURATE USA			125.50		1 Transactions	
5486	MARCO						
	01-031-000-0000-6343			563.80	01/10-02/10/2017 01/10/2017 02/10/2017	322086380	MACHINERY OR EQUIPMENT LEASES
5486	MARCO			563.80		1 Transactions	
3921	OFFICE DEPOT						
	01-031-000-0000-6411			27.36	SUPPLIES 894793021001 01/16/2017 01/16/2017		OPERATING SUPPLIES
	01-031-000-0000-6411			9.59	SUPPLIES 896692350001 01/23/2017 01/23/2017		OPERATING SUPPLIES

\*\*\* WRIGHT COUNTY \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	01-031-000-0000-6411			128.29	SUPPLIES 894087374001 01/12/2017 01/12/2017		OPERATING SUPPLIES
	01-031-000-0000-6411			41.84	SUPPLIES 896692349001 01/23/2017 01/23/2017		OPERATING SUPPLIES
	01-031-000-0000-6621			60.71	SUPPLIES 896692208001 01/23/2017 01/23/2017		FURNITURE & EQUIPMENT
<b>3921</b>	<b>OFFICE DEPOT</b>			<b>267.79</b>		<b>5</b> Transactions	
89	<b>PSH</b>						
	01-031-000-0000-6245			100.00	IFMA ANNUAL DUES 01/01/2017 12/31/2017	2012017	MEMBERSHIPS, DUES & FEES
<b>89</b>	<b>PSH</b>			<b>100.00</b>		<b>1</b> Transactions	
2490	<b>UNITED PARCEL SERVICE</b>						
	01-031-000-0000-6205			17.01	SHIPPING 01/21/2017 01/21/2017		POSTAGE
<b>2490</b>	<b>UNITED PARCEL SERVICE</b>			<b>17.01</b>		<b>1</b> Transactions	
<b>31</b>	<b>DEPT Total:</b>			<b>1,074.10</b>	<b>COUNTY COORDINATOR</b>	<b>5 Vendors</b>	<b>9 Transactions</b>
<b>41</b>	<b>DEPT</b>				<b>COUNTY AUDITOR-TREASURER</b>		
6019	<b>ESRI</b>						
	01-041-000-0000-6260			900.00	2017 ARCVIEW SUBSCRIPTION 02/14/2017 02/13/2018	25764668	SOFTWARE OR SYSTEMS SUPPORT
<b>6019</b>	<b>ESRI</b>			<b>900.00</b>		<b>1</b> Transactions	
5486	<b>MARCO</b>						
	01-041-000-0000-6343			744.72	01/15-02/15/2017 01/15/2017 02/15/2017	322530445	MACHINERY OR EQUIPMENT LEASES
<b>5486</b>	<b>MARCO</b>			<b>744.72</b>		<b>1</b> Transactions	
64036	<b>MINNESOTA STATE AUDITOR</b>						
	01-041-000-0000-6262	DTG		581.50	07/27/2016-12/27/2016 07/27/2016 12/27/2016	67885	STATE AUDITOR-AUDITING
<b>64036</b>	<b>MINNESOTA STATE AUDITOR</b>			<b>581.50</b>		<b>1</b> Transactions	
6002	<b>PAKOR INC</b>						
	01-041-000-0000-6411			250.10	CASE PASSPORT MEDIA PAPER 01/20/2017 01/20/2017		OPERATING SUPPLIES

\*\*\* WRIGHT COUNTY \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
6002	PAKOR INC			250.10		1 Transactions	
1004	RINKE-NOONAN 01-041-000-0000-6338			190.00	DRAINAGE WETLAND SEMINAR 02/13/2017 02/13/2017	02132017	CONFERENCES & MEETINGS
1004	RINKE-NOONAN			190.00		1 Transactions	
3986	SPRINT 01-041-000-0000-6203	AP		135.40	763 238 3825 GILLMAN HS 12/15/2016 01/14/2017	880683316182	TELEPHONE
3986	SPRINT			135.40		1 Transactions	
58254	ST CLOUD STAMP & SIGN INC 01-041-000-0000-6411			112.94	STAMP,PADS,INK 01/19/2017 01/19/2017	189365	OPERATING SUPPLIES
58254	ST CLOUD STAMP & SIGN INC			112.94		1 Transactions	
2490	UNITED PARCEL SERVICE 01-041-000-0000-6205			4.30	SHIPPING 01/21/2017 01/21/2017		POSTAGE
2490	UNITED PARCEL SERVICE			4.30		1 Transactions	
7563	VAITH/TAMMI 01-041-000-0000-6331			32.50	65 MILES 01/18/2017 01/18/2017		TRAVEL
7563	VAITH/TAMMI			32.50		1 Transactions	
41	DEPT Total:			2,951.46	COUNTY AUDITOR-TREASURER	9 Vendors	9 Transactions
63	DEPT				IT (INFORMATIONAL TECHNOLOGY)		
5721	CDW GOVERNMENT INC 01-063-000-0000-6624			23,133.25	CISCO 2960/YR SUPPORT 01/24/2017 01/24/2017	GQG1012	ENTERPRISE TECHNOLOGY
	01-063-000-0000-6804			678.00	CISCO LIVE LEARNING CREDITSX12 01/25/2017 01/25/2017	GQN9120	STAFF TRAINING
5721	CDW GOVERNMENT INC			23,811.25		2 Transactions	
3440	CYBER ADVISORS INC 01-063-000-0000-6261	AP		495.00	TOUGHBOOK TROUBLESHOOT	52920	PROFESSIONAL SERVICES

\*\*\* WRIGHT COUNTY \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
3440	CYBER ADVISORS INC		495.00	09/22/2016 09/22/2016 1 Transactions		
1264	DELL MARKETING LP 01-063-000-0000-6620		108.79	E PORT REPLICATOR W/USB 3.0 01/11/2017 01/11/2017 1 Transactions	10141358320	COMPUTER OR SOFTWARE PURCHASES
1264	DELL MARKETING LP		108.79			
6019	ESRI 01-063-000-0000-6260		600.00	2017 ARCVIEW SUBSCRIPTION 02/14/2017 02/13/2018 1 Transactions	25764668	SOFTWARE OR SYSTEMS SUPPORT
6019	ESRI		600.00			
3498	MERITIDE INC 01-063-000-0000-6260		7,040.00	NINTEX ANNUAL SOFTWARE 02/28/2017 02/27/2018 1 Transactions	8883	SOFTWARE OR SYSTEMS SUPPORT
3498	MERITIDE INC		7,040.00			
3986	SPRINT 01-063-000-0000-6203	AP	231.91	880683316182 12/15/2016 01/14/2017 1 Transactions		TELEPHONE
3986	SPRINT		231.91			
2490	UNITED PARCEL SERVICE 01-063-000-0000-6261		4.30	SHIPPING 01/21/2017 01/21/2017 1 Transactions		PROFESSIONAL SERVICES
2490	UNITED PARCEL SERVICE		4.30			
3611	VARIDESK LLC 01-063-000-0000-6621	AP	790.00	VARIDESK STANDING DESK 12/19/2016 12/19/2016 1 Transactions	2101752	FURNITURE & EQUIPMENT
3611	VARIDESK LLC		790.00			
63	DEPT Total:		33,081.25	IT (INFORMATIONAL TECHNOLOGY)	8 Vendors	9 Transactions
71	DEPT 1691 DEPARTMENT OF HUMAN SERVICES 01-071-000-0000-6411	DTG	2,590.93	ELECTIONS POSTAL VERIFICATION CARDS ELEC 12/01/2016 12/31/2016	A300IC86166I	OPERATING SUPPLIES

\*\*\* WRIGHT COUNTY \*\*\*



Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
1691	DEPARTMENT OF HUMAN SERVICES			2,590.93						
2490	UNITED PARCEL SERVICE									
	01-071-000-0000-6205			4.30	SHIPPING					POSTAGE
					01/21/2017	01/21/2017				
2490	UNITED PARCEL SERVICE			4.30				1 Transactions		
71	<b>DEPT Total:</b>			<b>2,595.23</b>	<b>ELECTIONS</b>			<b>2 Vendors</b>		<b>2 Transactions</b>
91	DEPT				COUNTY ATTORNEY					
3927	ASLESON/BRIAN J									
	01-091-000-0000-6331			87.50	175 MILES					TRAVEL
					01/19/2017	01/19/2017				
3927	ASLESON/BRIAN J			87.50				1 Transactions		
1744	CONSTELLATION JUSTICE SYSTEMS									
	01-091-000-0000-6260			1,740.00	MAINT FEES				MAWRIGHTMN21	SOFTWARE OR SYSTEMS SUPPORT
					01/01/2017	12/31/2017				
1744	CONSTELLATION JUSTICE SYSTEMS			1,740.00				1 Transactions		
2321	KRYZER/GREG									
	01-091-000-0000-6331			3.45	REIMBURSE PARKING					TRAVEL
					01/03/2017	01/03/2017				
	01-091-000-0000-6331			48.00	96 MILES					TRAVEL
					01/12/2017	01/12/2017				
2321	KRYZER/GREG			51.45				2 Transactions		
5486	MARCO									
	01-091-000-0000-6343			838.00	01/15/2017-02/15/2017			322529330		MACHINERY OR EQUIPMENT LEASES
5486	MARCO			838.00				1 Transactions		
3921	OFFICE DEPOT									
	01-091-000-0000-6411			152.01	SUPPLIES 896351635001					OPERATING SUPPLIES
					01/20/2017	01/20/2017				
	01-091-000-0000-6411			9.58	SUPPLIES 896351794001					OPERATING SUPPLIES
					01/20/2017	01/20/2017				
3921	OFFICE DEPOT			161.59				2 Transactions		
7488	PECHARICH/MICHELE									

\*\*\* WRIGHT COUNTY \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	01-091-000-0000-6261			63.00	TRANSCRIPT STATE V COCHRAN 01/17/2017 01/17/2017		PROFESSIONAL SERVICES
<b>7488</b>	<b>PECHARICH/MICHELE</b>			<b>63.00</b>	<b>1 Transactions</b>		
1004	RINKE-NOONAN 01-091-000-0000-6338			95.00	REGISTRATION DRAINAGE SEMINAR 02/13/2017 02/13/2017		CONFERENCES & MEETINGS
<b>1004</b>	<b>RINKE-NOONAN</b>			<b>95.00</b>	<b>1 Transactions</b>		
3986	SPRINT 01-091-000-0000-6203	AP		98.46	880683316182 12/15/2016 01/14/2017		TELEPHONE
<b>3986</b>	<b>SPRINT</b>			<b>98.46</b>	<b>1 Transactions</b>		
6641	THOMSON REUTERS WEST PUBLISHING C 01-091-000-0000-6235			270.29	MN CRIMINAL LAW 2016 ENTITLEME 01/09/2017 01/09/2017	6112700365	PUBLICATIONS & BROCHURES
<b>6641</b>	<b>THOMSON REUTERS WEST PUBLISHING C</b>			<b>270.29</b>	<b>1 Transactions</b>		
2490	UNITED PARCEL SERVICE 01-091-000-0000-6205			4.30	SHIPPING 01/21/2017 01/21/2017		POSTAGE
<b>2490</b>	<b>UNITED PARCEL SERVICE</b>			<b>4.30</b>	<b>1 Transactions</b>		
<b>91</b>	<b>DEPT Total:</b>			<b>3,409.59</b>	<b>COUNTY ATTORNEY</b>	<b>10 Vendors</b>	<b>12 Transactions</b>
<b>100</b>	<b>DEPT</b>				<b>OTHER GENERAL GOVERNMENT</b>		
3301	ALLINA HEALTH 01-100-000-0000-6261			285.00	HEALTH HISTORIES X3 01/12/2017 01/12/2017	308822633	PROFESSIONAL SERVICES
<b>3301</b>	<b>ALLINA HEALTH</b>			<b>285.00</b>	<b>1 Transactions</b>		
3685	AMERICAN DATABANK LLC 01-100-000-0000-6261	AP		156.70	BACKGROUND CHECKS X4 12/31/2016 12/31/2016	157	PROFESSIONAL SERVICES
<b>3685</b>	<b>AMERICAN DATABANK LLC</b>			<b>156.70</b>	<b>1 Transactions</b>		
1075	BUFFALO/CITY OF 01-100-000-0000-6261	DTG		263.50	TECH ASSIST COURTS PLANNING 226882		PROFESSIONAL SERVICES

\*\*\* WRIGHT COUNTY \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
1075	BUFFALO/CITY OF		263.50	12/14/2016 12/15/2016	1 Transactions	
3654	C & C EMBROIDERY 01-100-000-0000-6808		25.00	COUNTY SHIRT RETIRE HHS EMP 01/11/2017 01/11/2017	2095	EMPLOYEE ENHANCEMENT PROGRAM
3654	C & C EMBROIDERY		25.00	1 Transactions		
2353	EPA AUDIO VISUAL INC 01-100-000-0000-6605		1,963.36	COURTS REMODELING 01/19/2017 01/19/2017	188423	SITE IMPROVEMENTS-COURTHOUSE
2353	EPA AUDIO VISUAL INC		1,963.36	1 Transactions		
20311	EXCEL SYSTEMS 01-100-000-0000-6605		2,003.00	INSTALL NETWORK CABLES 01/24/2017 01/24/2017	133788	SITE IMPROVEMENTS-COURTHOUSE
20311	EXCEL SYSTEMS		2,003.00	1 Transactions		
54	GENEREUX FINWOOD PRODUCTS 01-100-000-0000-6605		5,722.00	NEW CLERK STATIONS COURTS 01/23/2017 01/23/2017	1232017	SITE IMPROVEMENTS-COURTHOUSE
54	GENEREUX FINWOOD PRODUCTS		5,722.00	1 Transactions		
2524	GREEN VIEW INC 01-100-000-0000-6261	AP	1,457.25	CUSTODIAL SERVICES PWB 12/13/2016 12/27/2016		PROFESSIONAL SERVICES
	01-100-000-0000-6261	AP	2,981.50	CUSTODIAL SERVICES HWY BLDG 12/13/2016 12/27/2016		PROFESSIONAL SERVICES
2524	GREEN VIEW INC		4,438.75	2 Transactions		
1628	JUNCTION TOWING & AUTO REPAIR 01-100-000-0000-6353	AP	105.00	TOW 12/16/2016 12/16/2016	41649	LIABILITY INSURANCE
	01-100-000-0000-6353	AP	175.00	TOW 12/21/2016 12/21/2016	43405	LIABILITY INSURANCE
1628	JUNCTION TOWING & AUTO REPAIR		280.00	2 Transactions		
4502	KANTOLA PRODUCTIONS LLC 01-100-000-0000-6804		15,600.00	EMPLOYEE TRAINING ALL STAFF	219286A	STAFF TRAINING

\*\*\* WRIGHT COUNTY \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
<b>4502</b>	<b>KANTOLA PRODUCTIONS LLC</b>		<b>15,600.00</b>	01/25/2017 01/25/2017 1 Transactions		
3965	MN COUNTIES INS TRUST 01-100-000-0000-6353		352.00	ADD 15-2 PARK CHALET/CONTENTS 01/11/2017 01/11/2017	15108	LIABILITY INSURANCE
	01-100-000-0000-6353		2,500.00	DEDUCTIBLE CLAIM 15PE0095 01/16/2017 01/16/2017	15PE0095	LIABILITY INSURANCE
	01-100-000-0000-6353		1,000.00	DEDUCTIBLE CLAIM 16GL0091 01/16/2017 01/16/2017	16GL0091	LIABILITY INSURANCE
<b>3965</b>	<b>MN COUNTIES INS TRUST</b>		<b>3,852.00</b>	<b>3 Transactions</b>		
1366	NATIONAL ASSOCIATION OF COUNTIES 01-100-000-0000-6245		642.33	2017 ANNUAL DUES 01/01/2017 12/31/2017	152034	NACO DUES - AMC DUES
	01-100-000-0000-6245		642.34	2017 ANNUAL DUES 01/01/2017 12/31/2017	152034	NACO DUES - AMC DUES
<b>1366</b>	<b>NATIONAL ASSOCIATION OF COUNTIES</b>		<b>1,284.67</b>	<b>2 Transactions</b>		
4524	NELSON UPPER MIDWEST 01-100-000-0000-6605	AP	63.67	REIMBURSABLES GC 12/20/2016 12/20/2016	156443	SITE IMPROVEMENTS-COURTHOUSE
<b>4524</b>	<b>NELSON UPPER MIDWEST</b>		<b>63.67</b>	<b>1 Transactions</b>		
270	RYAN CHEVROLET 01-100-000-0000-6353	AP	956.59	AUTO REPAIR UNIT #5814 10/19/2016 10/19/2016	10192016	LIABILITY INSURANCE
<b>270</b>	<b>RYAN CHEVROLET</b>		<b>956.59</b>	<b>1 Transactions</b>		
41	TKDA 01-100-000-0000-6353	AP	2,800.00	ENGINEERING STUDY RECYCLE 09/07/2016 09/07/2016	2016002814	LIABILITY INSURANCE
<b>41</b>	<b>TKDA</b>		<b>2,800.00</b>	<b>1 Transactions</b>		
<b>100</b>	<b>DEPT Total:</b>		<b>39,694.24</b>	<b>OTHER GENERAL GOVERNMENT</b>	<b>15 Vendors</b>	<b>20 Transactions</b>
<b>101</b>	<b>DEPT</b>			<b>COUNTY RECORDER</b>		
5486	MARCO 01-101-000-0000-6343		177.00	01/10-2/10/2017	322107749	MACHINERY OR EQUIPMENT LEASES

\*\*\* WRIGHT COUNTY \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
5486	MARCO		177.00	01/10/2017 02/10/2017	1 Transactions	
3986	SPRINT 01-101-000-0000-6203	AP	49.23	880683316182 12/15/2016 01/14/2017	1 Transactions	TELEPHONE
3986	SPRINT		49.23		1 Transactions	
2490	UNITED PARCEL SERVICE 01-101-000-0000-6205		4.30	SHIPPING 01/21/2017 01/21/2017	1 Transactions	POSTAGE
2490	UNITED PARCEL SERVICE		4.30		1 Transactions	
101	DEPT Total:		230.53	COUNTY RECORDER	3 Vendors	3 Transactions
103	DEPT			SURVEYOR		
2517	BATTERIES PLUS 01-103-000-0000-6411		64.95	12V LEAD BATTERY 01/24/2017 01/24/2017	036461935 1 Transactions	OPERATING SUPPLIES
2517	BATTERIES PLUS		64.95		1 Transactions	
3393	CONLIN/MARY 01-103-000-0000-6261		161.00	PR 16 5786 COURT VISITOR 01/21/2017 01/21/2017	1 Transactions	PROFESSIONAL SERVICES
3393	CONLIN/MARY		161.00		1 Transactions	
6019	ESRI 01-103-000-0000-6620		1,236.00	ARCGIS DESKTOP BASIC LIC 01/19/2017 01/19/2017	20500836	COMPUTER OR SOFTWARE PURCHASES
	01-103-000-0000-6620		5,770.00	ARCGIS DESKTOP STANDARD LIC 01/19/2017 01/19/2017	20500841	COMPUTER OR SOFTWARE PURCHASES
	01-103-000-0000-6260		13,200.00	2017 ARCVIEW SUBSCRIPTION 02/14/2017 02/13/2018	25764668	SOFTWARE OR SYSTEMS SUPPORT
	01-103-000-0000-6260		2,100.00	2017 ARCVIEW SUBSCRIPTION 02/14/2017 02/13/2018	25764668	SOFTWARE OR SYSTEMS SUPPORT
6019	ESRI		22,306.00		4 Transactions	
5486	MARCO 01-103-000-0000-6343		439.90	01/15-02/15/2017	322357419	MACHINERY OR EQUIPMENT LEASES

\*\*\* WRIGHT COUNTY \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
5486	MARCO		439.90	01/15/2017 02/15/2017	1 Transactions	
2490	UNITED PARCEL SERVICE 01-103-000-0000-6205		4.30	SHIPPING 01/21/2017 01/21/2017	1 Transactions	POSTAGE
2490	UNITED PARCEL SERVICE		4.30		1 Transactions	
103	<b>DEPT Total:</b>		<b>22,976.15</b>	<b>SURVEYOR</b>	<b>5 Vendors</b>	<b>8 Transactions</b>
105	DEPT			ASSESSOR		
3416	BORRETT/JIM 01-105-000-0000-6411		12.89	REIMBURSE HEADSET BATTERY 01/23/2017 01/23/2017	1 Transactions	OPERATING SUPPLIES
3416	BORRETT/JIM		12.89		1 Transactions	
198	ENGEL/DALE L 01-105-000-0000-6261		400.00	PROFESSIONAL SERVICE 01/17/2017 01/18/2017	1 Transactions	PROFESSIONAL SERVICES
198	ENGEL/DALE L		400.00		1 Transactions	
6019	ESRI 01-105-000-0000-6260		300.00	2017 ARCVIEW SUBSCRIPTION 02/14/2017 02/13/2018	25764668 1 Transactions	SOFTWARE OR SYSTEMS SUPPORT
6019	ESRI		300.00		1 Transactions	
5486	MARCO 01-105-000-0000-6343		341.00	01/15/2017-02/15/2017 01/15/2017 02/15/2017	322356841 1 Transactions	MACHINERY OR EQUIPMENT LEASES
5486	MARCO		341.00		1 Transactions	
3921	OFFICE DEPOT 01-105-000-0000-6411		14.39	SUPPLIES 895477699001 01/18/2017 01/18/2017		OPERATING SUPPLIES
	01-105-000-0000-6411		89.80	SUPPLIES 895477553001 01/18/2017 01/18/2017		OPERATING SUPPLIES
3921	OFFICE DEPOT		104.19		2 Transactions	
3986	SPRINT					

\*\*\* WRIGHT COUNTY \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	01-105-000-0000-6203	AP	79.98	880683316182 12/15/2016 01/14/2017		TELEPHONE
<b>3986</b>	<b>SPRINT</b>		<b>79.98</b>		<b>1</b> Transactions	
2490	UNITED PARCEL SERVICE 01-105-000-0000-6205		4.30	SHIPPING 01/21/2017 01/21/2017		POSTAGE
<b>2490</b>	<b>UNITED PARCEL SERVICE</b>		<b>4.30</b>		<b>1</b> Transactions	
1537	WRIGHT COUNTY JOURNAL PRESS 01-105-000-0000-6235		40.00	PUBLICATIONS 01/01/2017 01/01/2017		PUBLICATIONS & BROCHURES
<b>1537</b>	<b>WRIGHT COUNTY JOURNAL PRESS</b>		<b>40.00</b>		<b>1</b> Transactions	
<b>105</b>	<b>DEPT Total:</b>		<b>1,282.36</b>	<b>ASSESSOR</b>	<b>8 Vendors</b>	<b>9 Transactions</b>
<b>107</b>	DEPT			PLANNING AND ZONING		
3150	CES IMAGING 01-107-000-0000-6411		83.87	INK CARTRIDGE 01/06/2017 01/06/2017	054048	OPERATING SUPPLIES
<b>3150</b>	<b>CES IMAGING</b>		<b>83.87</b>		<b>1</b> Transactions	
6019	ESRI 01-107-000-0000-6260		1,200.00	2017 ARCVIEW SUBSCRIPTION 02/14/2017 02/13/2018	25764668	SOFTWARE OR SYSTEMS SUPPORT
<b>6019</b>	<b>ESRI</b>		<b>1,200.00</b>		<b>1</b> Transactions	
5486	MARCO 01-107-000-0000-6343		594.00	01/15-02/15/2017 01/15/2017 02/15/2017	322357005	MACHINERY OR EQUIPMENT LEASES
<b>5486</b>	<b>MARCO</b>		<b>594.00</b>		<b>1</b> Transactions	
3921	OFFICE DEPOT 01-107-000-0000-6411		8.99	SUPPLIES 894934145001 01/16/2017 01/16/2017		OPERATING SUPPLIES
	01-107-000-0000-6411		22.80	SUPPLIES 894934144001 01/16/2017 01/16/2017		OPERATING SUPPLIES
	01-107-000-0000-6411		18.30	SUPPLIES 894934082001 01/17/2017 01/17/2017		OPERATING SUPPLIES

\*\*\* WRIGHT COUNTY \*\*\*



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
3921	OFFICE DEPOT		50.09		3 Transactions	
3986	SPRINT 01-107-000-0000-6203	AP	36.85	880683316182 12/15/2016	01/14/2017 1 Transactions	TELEPHONE
3986	SPRINT		36.85		1 Transactions	
2490	UNITED PARCEL SERVICE 01-107-000-0000-6205		4.30	SHIPPING 01/21/2017	01/21/2017 1 Transactions	POSTAGE
2490	UNITED PARCEL SERVICE		4.30		1 Transactions	
4728	WOODFORD/MICHAEL 01-107-000-0000-6331		60.00	120 MILES 01/03/2017	01/31/2017 1 Transactions	TRAVEL
4728	WOODFORD/MICHAEL		60.00		1 Transactions	
107	DEPT Total:		2,029.11	PLANNING AND ZONING	7 Vendors	9 Transactions
111	DEPT			BUILDING CARE		
6156	AMERIPRIDE SERVICES 01-111-000-0000-6301	AP	96.35	UNIFORMS GC MAINT 12/6/2016 12/06/2016	857296	REPAIRS & MAINTENANCE
6156	AMERIPRIDE SERVICES 01-111-000-0000-6302	AP	56.24	UNIFORMS LEC MAINT 12/06/2016 12/06/2016	857313	JAIL/LEC REPAIRS AND MAINTENANCE
6156	AMERIPRIDE SERVICES 01-111-000-0000-6301	AP	91.43	UNIFORMS GC MAINT 12/13/2016 12/13/2016	859826	REPAIRS & MAINTENANCE
6156	AMERIPRIDE SERVICES 01-111-000-0000-6302	AP	55.63	UNIFORMS LEC MAINT 12/13/2016 12/13/2016	859844	JAIL/LEC REPAIRS AND MAINTENANCE
6156	AMERIPRIDE SERVICES 01-111-000-0000-6301	AP	91.43	UNIFORMS GC MAINT 12/20/2016 12/20/2016	862364	REPAIRS & MAINTENANCE
6156	AMERIPRIDE SERVICES 01-111-000-0000-6302	AP	55.63	UNIFORMS LEC MAINT 12/20/2016 12/20/2016	862382	JAIL/LEC REPAIRS AND MAINTENANCE
6156	AMERIPRIDE SERVICES 01-111-000-0000-6301	AP	91.43	UNIFORMS GC MAINT 12/27/2016 12/27/2016	864904	REPAIRS & MAINTENANCE
6156	AMERIPRIDE SERVICES 01-111-000-0000-6302	AP	55.63	UNIFORMS LEC MAINT 12/27/2016 12/27/2016	864937	JAIL/LEC REPAIRS AND MAINTENANCE
6156	AMERIPRIDE SERVICES		593.77		8 Transactions	

\*\*\* WRIGHT COUNTY \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
519	<b>B &amp; B SHEETMETAL &amp; ROOFING</b>					
	01-111-000-0000-6301		324.75	REPAIRS HHS ROOF LEAK 01/03/2017 01/03/2017	54091	REPAIRS & MAINTENANCE
	01-111-000-0000-6301		348.62	ROOF REPAIR HHSC 01/27/2017 01/27/2017	54135	REPAIRS & MAINTENANCE
<b>519</b>	<b>B &amp; B SHEETMETAL &amp; ROOFING</b>		<b>673.37</b>	<b>2 Transactions</b>		
5453	<b>C WALKER TRUCKING</b>					
	01-111-000-0000-6301	AP	875.00	PLOWING HHSC 12/01/2016 12/31/2016	122716	REPAIRS & MAINTENANCE
	01-111-000-0000-6301	AP	2,400.00	PLOWING GC 12/01/2016 12/31/2016	122716	REPAIRS & MAINTENANCE
	01-111-000-0000-6302	AP	2,400.00	PLOWING LEC 12/01/2016 12/31/2016	122716	JAIL/LEC REPAIRS AND MAINTENANCE
<b>5453</b>	<b>C WALKER TRUCKING</b>		<b>5,675.00</b>	<b>3 Transactions</b>		
5974	<b>CENTER POINT ENERGY</b>					
	01-111-000-0000-6409	AP	174.55	5811649 12/09/2016 01/10/2017		JAIL/LEC FUEL FOR BUILDING
	01-111-000-0000-6409	AP	2,659.54	7915763 12/09/2016 01/10/2017		JAIL/LEC FUEL FOR BUILDING
	01-111-000-0000-6409	AP	654.37	7410820 0 12/08/2016 01/10/2017		JAIL/LEC FUEL FOR BUILDING
	01-111-000-0000-6410	AP	4,562.49	10557862 9 12/08/2016 01/10/2017		FUEL FOR BUILDINGS
	01-111-000-0000-6410	AP	977.48	5942963 12/08/2016 01/09/2017		FUEL FOR BUILDINGS
	01-111-000-0000-6410	AP	2,597.99	5866092 12/09/2016 01/10/2017		FUEL FOR BUILDINGS
	01-111-000-0000-6410	AP	10,559.04	5871994 12/09/2016 01/10/2017		FUEL FOR BUILDINGS
	01-111-000-0000-6410	AP	1,543.89	5767681 12/09/2016 01/10/2017		FUEL FOR BUILDINGS
<b>5974</b>	<b>CENTER POINT ENERGY</b>		<b>23,729.35</b>	<b>8 Transactions</b>		
2609	<b>CENTURYLINK</b>					
	01-111-000-0000-6251	AP	148.20	763 682 4213 302 11/01/2016 11/01/2016		UTILITY SERVICES
	01-111-000-0000-6251		65.59	763 682 6301 951		UTILITY SERVICES

\*\*\* WRIGHT COUNTY \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	01-111-000-0000-6251		131.10	01/04/2017 02/03/2017 763 682 4213 302		UTILITY SERVICES
	01-111-000-0000-6251		32.82	01/04/2017 02/03/2017 763 682 9707 099		UTILITY SERVICES
	01-111-000-0000-6251		69.00	01/04/2017 02/03/2017 763 682 2411 493		UTILITY SERVICES
	01-111-000-0000-6252		144.04	01/04/2017 02/03/2017 763 682 4945 693		JAIL/LEC UTILITY SERVICES
<b>2609</b>	<b>CENTURYLINK</b>		<b>590.75</b>		<b>6</b> Transactions	
5196	<b>CLIMATE AIR</b>					
	01-111-000-0000-6302	AP	296.00	REPAIRS MAU JAIL 12/27/2016 12/27/2016	39044	JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6302	AP	1,700.00	REPAIRS ACTUATOR JAIL 12/28/2016 12/28/2016	39099	JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6301		142.50	REPAIRS STEAM ROOM FULTON GC 01/13/2017 01/13/2017	39234	REPAIRS & MAINTENANCE
	01-111-000-0000-6301		685.17	REPAIRS BOILER GC 01/16/2017 01/16/2017	39253	REPAIRS & MAINTENANCE
	01-111-000-0000-6302		609.20	REPAIRS MAU LEC 01/18/2017 01/18/2017	39265	JAIL/LEC REPAIRS AND MAINTENANCE
<b>5196</b>	<b>CLIMATE AIR</b>		<b>3,432.87</b>		<b>5</b> Transactions	
1594	<b>ERNST GENERAL CONSTRUCTION INC</b>					
	01-111-000-0000-6302		115.50	REPAIRS JAIL SHOWER DOOR LEC 01/10/2017 01/10/2017	1102017	JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6301	AP	664.32	REPAIRS SIDEWALK GC 11/07/2016 11/07/2016	11072016	REPAIRS & MAINTENANCE
<b>1594</b>	<b>ERNST GENERAL CONSTRUCTION INC</b>		<b>779.82</b>		<b>2</b> Transactions	
1665	<b>FARM-RITE EQUIPMENT INC</b>					
	01-111-000-0000-6301	AP	1,029.50	SUPPLIES 12/15/2016 12/15/2016	P25175	REPAIRS & MAINTENANCE
<b>1665</b>	<b>FARM-RITE EQUIPMENT INC</b>		<b>1,029.50</b>		<b>1</b> Transactions	
3041	<b>GLUNZ CONSTRUCTION SEPTIC SERVICE</b>					
	01-111-000-0000-6302		130.00	PUMP HOLDING TANK SSSIL 01/09/2017 01/09/2017	597593	JAIL/LEC REPAIRS AND MAINTENANCE

\*\*\* WRIGHT COUNTY \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	01-111-000-0000-6301		130.00	PUMPING TANK 01/12/2017 01/12/2017	597595	REPAIRS & MAINTENANCE
<b>3041</b>	<b>GLUNZ CONSTRUCTION SEPTIC SERVICE</b>		<b>260.00</b>		<b>2 Transactions</b>	
2812	<b>GRAINGER</b>					
	01-111-000-0000-6302	AP	1,062.69	SUPPLIES 12/29/2016 12/29/2016	9317454255	JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6301	AP	103.62	SUPPLIES 12/29/2016 12/29/2016	9317454263	REPAIRS & MAINTENANCE
	01-111-000-0000-6302		97.52	SUPPLIES 01/03/2017 01/03/2017	9319338670	JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6301		91.84	SUPPLIES GC 01/06/2017 01/06/2017	9323830498	REPAIRS & MAINTENANCE
	01-111-000-0000-6411		65.54	SUPPLIES 01/23/2017 01/23/2017	9338514780	OPERATING SUPPLIES
	01-111-000-0000-6302		276.80	SUPPLIES 01/24/2017 01/24/2017	9340192245	JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6302		138.40	CREDIT 01/25/2017 01/25/2017	9340422089	JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6302		74.41	SUPPLIES 01/25/2017 01/25/2017	9340747238	JAIL/LEC REPAIRS AND MAINTENANCE
<b>2812</b>	<b>GRAINGER</b>		<b>1,634.02</b>		<b>8 Transactions</b>	
1991	<b>H M CRAGG CO</b>					
	01-111-000-0000-6411	AP	1,350.00	UPS BATTERY INSPECTIONS 11/28/2016 11/28/2016	0192008IN	OPERATING SUPPLIES
<b>1991</b>	<b>H M CRAGG CO</b>		<b>1,350.00</b>		<b>1 Transactions</b>	
2001	<b>HILLYARD INC - MINNEAPOLIS</b>					
	01-111-000-0000-6411	AP	1,666.95	SUPPLIES HWY 11/04/2016 11/04/2016	602301652	OPERATING SUPPLIES
	01-111-000-0000-6301		825.00	DRY VACUUM GC 01/04/2017 01/04/2017	602369699	REPAIRS & MAINTENANCE
	01-111-000-0000-6411		1,738.06	SUPPLIES GC 01/09/2017 01/09/2017	602374535	OPERATING SUPPLIES
	01-111-000-0000-6411		163.50	SUPPLIES 01/17/2017 01/17/2017	602384781	OPERATING SUPPLIES
	01-111-000-0000-6412		3,886.24	SUPPLIES LEC 01/18/2017 01/18/2017	602386336	JAIL/LEC OPERATING SUPPLIES

\*\*\* WRIGHT COUNTY \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	01-111-000-0000-6411		2,005.31	SUPPLIES GC 01/25/2017 01/25/2017	602395344	OPERATING SUPPLIES
<b>2001</b>	<b>HILLYARD INC - MINNEAPOLIS</b>		<b>10,285.06</b>		<b>6</b> Transactions	
3271	IDC AUTOMATIC 01-111-000-0000-6301		243.48	REPAIRS GARAGE DOOR BUTTON 01/05/2017 01/05/2017	333823IN	REPAIRS & MAINTENANCE
<b>3271</b>	<b>IDC AUTOMATIC</b>		<b>243.48</b>		<b>1</b> Transactions	
33159	INDIANHEAD SPECIALTY CO INC 01-111-000-0000-6301	AP	61.42	SIGNS MV & RECORDER 12/28/2016 12/28/2016	377283	REPAIRS & MAINTENANCE
<b>33159</b>	<b>INDIANHEAD SPECIALTY CO INC</b>		<b>61.42</b>		<b>1</b> Transactions	
159	INTEGRATED FIRE & SECURITY 01-111-000-0000-6301	AP	455.00	REPAIRS GATES HWY BLD 11/23/2016 11/23/2016	67593	REPAIRS & MAINTENANCE
	01-111-000-0000-6301	AP	135.00	REPAIRS SMOKE ALARMS GC 12/30/2016 12/30/2016	68080	REPAIRS & MAINTENANCE
<b>159</b>	<b>INTEGRATED FIRE &amp; SECURITY</b>		<b>590.00</b>		<b>2</b> Transactions	
967	KLEIN HEATING AND COOLING 01-111-000-0000-6301		1,847.00	REPAIRS HEATING HWY SHOP 01/27/2017 01/27/2017	3583	REPAIRS & MAINTENANCE
<b>967</b>	<b>KLEIN HEATING AND COOLING</b>		<b>1,847.00</b>		<b>1</b> Transactions	
3141	LAPLANT DEMO INC 01-111-000-0000-6251	AP	581.07	WASTE DISPOSAL GC 12/30/2016 12/30/2016	44545	UTILITY SERVICES
	01-111-000-0000-6252	AP	661.81	WASTE DISPOSAL LEC 12/30/2016 12/30/2016	44546	JAIL/LEC UTILITY SERVICES
<b>3141</b>	<b>LAPLANT DEMO INC</b>		<b>1,242.88</b>		<b>2</b> Transactions	
2693	LOBERG ELECTRIC 01-111-000-0000-6302		107.63	REPAIRS EXTERIOR LIGHT LEC 01/02/2017 01/02/2017	24261	JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6301		245.45	REPAIRS PROJ RECEPTACLE HHSC 01/03/2017 01/03/2017	24272	REPAIRS & MAINTENANCE

\*\*\* WRIGHT COUNTY \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
2693	LOBERG ELECTRIC			353.08		2 Transactions	
7510	MENARDS - BUFFALO						
	01-111-000-0000-6302			36.18	SUPPLIES LEC 01/09/2017	01/09/2017	31923 JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6412			182.91	SUPPLIES LEC 01/09/2017	01/09/2017	31923 JAIL/LEC OPERATING SUPPLIES
7510	MENARDS - BUFFALO			219.09		2 Transactions	
648	MIDWEST MACHINERY CO						
	01-111-000-0000-6302			166.31	TRACTOR REPAIR 01/23/2017	01/23/2017	JAIL/LEC REPAIRS AND MAINTENANCE
648	MIDWEST MACHINERY CO			166.31		1 Transactions	
4151	MIDWEST SUPPLY & DISTRIBUTING						
	01-111-000-0000-6411			1,018.16	ICE MELT PWB 01/19/2017	01/19/2017	39043201 OPERATING SUPPLIES
	01-111-000-0000-6412			1,018.16	ICE MELT LEC 01/19/2017	01/19/2017	39043301 JAIL/LEC OPERATING SUPPLIES
4151	MIDWEST SUPPLY & DISTRIBUTING			2,036.32		2 Transactions	
5818	MN DEPARTMENT OF LABOR & INDUSTRY						
	01-111-000-0000-6302			20.00	BOILER LIC JAIL 01/02/2017	01/02/2017	ABR01559071 JAIL/LEC REPAIRS AND MAINTENANCE
5818	MN DEPARTMENT OF LABOR & INDUSTRY			20.00		1 Transactions	
3921	OFFICE DEPOT						
	01-111-000-0000-6301			47.99	SUPPLIES 894788536001 01/16/2017	01/16/2017	REPAIRS & MAINTENANCE
	01-111-000-0000-6301			15.60	SUPPLIES 894111962001 01/12/2017	01/12/2017	REPAIRS & MAINTENANCE
	01-111-000-0000-6301			809.82	SUPPLIES 894111962001 01/12/2017	01/12/2017	REPAIRS & MAINTENANCE
	01-111-000-0000-6302			13.71	SUPPLIES 894111962001 01/12/2017	01/12/2017	JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6302			34.19	SUPPLIES 894111962001 01/12/2017	01/12/2017	JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6302			143.97	SUPPLIES 894115288000 01/13/2017	01/13/2017	JAIL/LEC REPAIRS AND MAINTENANCE

\*\*\* WRIGHT COUNTY \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	01-111-000-0000-6302		10.17	SUPPLIES 894111962001 01/12/2017 01/12/2017		JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6302		143.97	SUPPLIES 894115288001 01/12/2017 01/12/2017		JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6302		359.92	SUPPLIES 894111962002 01/13/2017 01/13/2017		JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6411		66.52	SUPPLIES 896693283001 01/23/2017 01/23/2017		OPERATING SUPPLIES
	01-111-000-0000-6411		9.99	SUPPLIES 896693177001 01/23/2017 01/23/2017		OPERATING SUPPLIES
	01-111-000-0000-6411		15.60-	CREDIT 894799921001 01/13/2017 01/13/2017		OPERATING SUPPLIES
	01-111-000-0000-6412		36.99	SUPPLIES 894114646001 01/12/2017 01/12/2017		JAIL/LEC OPERATING SUPPLIES
	01-111-000-0000-6412		16.19	SUPPLIES 894114647001 01/12/2017 01/12/2017		JAIL/LEC OPERATING SUPPLIES
<b>3921</b>	<b>OFFICE DEPOT</b>		<b>1,693.43</b>		<b>14</b> Transactions	
<b>6140</b>	<b>RUSSELL SECURITY RESOURCE INC</b>					
	01-111-000-0000-6301	AP	755.00	REPAIRS DOOR CLOSERS GC 11/10/2016 11/10/2016	A28386	REPAIRS & MAINTENANCE
	01-111-000-0000-6301		100.00	REPIN/CLEAN LOCK GC 01/03/2017 01/03/2017	A29053	REPAIRS & MAINTENANCE
	01-111-000-0000-6301		132.20	COMBO PADLOCKS X2 GC 01/03/2017 01/03/2017	A29073	REPAIRS & MAINTENANCE
	01-111-000-0000-6301		72.85	REPAIRS LOCK REPLACE HHSC 01/05/2017 01/05/2017	A29089	REPAIRS & MAINTENANCE
	01-111-000-0000-6301		17.80	KEYS FOR RECORDERS 01/20/2017 01/20/2017	A29172	REPAIRS & MAINTENANCE
<b>6140</b>	<b>RUSSELL SECURITY RESOURCE INC</b>		<b>1,077.85</b>		<b>5</b> Transactions	
<b>3986</b>	<b>SPRINT</b>					
	01-111-000-0000-6204	AP	519.04	880683316182 12/15/2016 01/14/2017		JAIL/LEC TELEPHONE
<b>3986</b>	<b>SPRINT</b>		<b>519.04</b>		<b>1</b> Transactions	
<b>3687</b>	<b>VOSS LIGHTING</b>					
	01-111-000-0000-6411		4.00	LIGHT BULBS GC 01/06/2017 01/06/2017	1529535100	OPERATING SUPPLIES

\*\*\* WRIGHT COUNTY \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	01-111-000-0000-6411			322.00	LIGHT BULBS GC 01/06/2017 01/06/2017	1529585300	OPERATING SUPPLIES
	01-111-000-0000-6411			74.50	LIGHT BULBS GC 01/25/2017 01/25/2017	1529674100	OPERATING SUPPLIES
<b>3687</b>	<b>VOSS LIGHTING</b>			<b>400.50</b>		<b>3</b> Transactions	
3741	WASTE MANAGEMENT OF WI-MN 01-111-000-0000-6252			376.10	WASTE RECYCLING LEC 01/01/2017 01/01/2017	698587015935	JAIL/LEC UTILITY SERVICES
<b>3741</b>	<b>WASTE MANAGEMENT OF WI-MN</b>			<b>376.10</b>		<b>1</b> Transactions	
4421	ZIEGLER CAT 01-111-000-0000-6301			660.00	CONTRACT TRANSFER SWITCH GC 01/01/2017 12/31/2017	E9429903	REPAIRS & MAINTENANCE
	01-111-000-0000-6301			4,878.68	MAINT CONTRACT GENERATOR GC 01/01/2017 12/31/2017	E9429903	REPAIRS & MAINTENANCE
<b>4421</b>	<b>ZIEGLER CAT</b>			<b>5,538.68</b>		<b>2</b> Transactions	
<b>111</b>	<b>DEPT Total:</b>			<b>66,418.69</b>	<b>BUILDING CARE</b>	<b>28 Vendors</b>	<b>93 Transactions</b>
<b>121</b>	DEPT 2050 <b>MACVSO</b>				VETERANS SERVICE		
	01-121-000-0000-6245			100.00	ASSOC MEMBERSHIP PICKARD 01/01/2017 01/01/2017		MEMBERSHIPS, DUES & FEES
	01-121-000-0000-6338			50.00	CONFERENCE PRE REGISTRATION 01/01/2017 01/01/2017		CONFERENCES & MEETINGS
<b>2050</b>	<b>MACVSO</b>			<b>150.00</b>		<b>2</b> Transactions	
77	<b>NACVSO</b> 01-121-000-0000-6245			40.00	ASSOC MEMBERSHIP PICKARD 01/01/2017 01/01/2017		MEMBERSHIPS, DUES & FEES
<b>77</b>	<b>NACVSO</b>			<b>40.00</b>		<b>1</b> Transactions	
3986	<b>SPRINT</b> 01-121-000-0000-6203	AP		37.99	880683316182 12/15/2016 01/14/2017		TELEPHONE
<b>3986</b>	<b>SPRINT</b>			<b>37.99</b>		<b>1</b> Transactions	
819	<b>STERLING SOLUTIONS INC</b>						

\*\*\* WRIGHT COUNTY \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	01-121-000-0000-6301		750.00	ANNUAL MAINT VIMS SOFTWARE 01/03/2017 12/31/2017	00819058	REPAIRS & MAINTENANCE
<b>819</b>	<b>STERLING SOLUTIONS INC</b>		<b>750.00</b>	<b>1 Transactions</b>		
2490	UNITED PARCEL SERVICE 01-121-000-0000-6205		4.30	SHIPPING 01/21/2017 01/21/2017		POSTAGE
<b>2490</b>	<b>UNITED PARCEL SERVICE</b>		<b>4.30</b>	<b>1 Transactions</b>		
<b>121</b>	<b>DEPT Total:</b>		<b>982.29</b>	<b>VETERANS SERVICE</b>	<b>5 Vendors</b>	<b>6 Transactions</b>
<b>201</b>	DEPT			SHERIFF		
6158	ARAMARK SERVICES INC 01-201-000-0000-6261		120.00	REFRESHMENTS UMCPI TRAINING 01/24/2017 01/24/2017	200723300179	PROFESSIONAL SERVICES
<b>6158</b>	<b>ARAMARK SERVICES INC</b>		<b>120.00</b>	<b>1 Transactions</b>		
685	AT & T 01-201-000-0000-6261		125.00	SUBPOENA ICR#16027813 01/20/2017 01/20/2017	235307	PROFESSIONAL SERVICES
<b>685</b>	<b>AT &amp; T</b>		<b>125.00</b>	<b>1 Transactions</b>		
6528	BEAUCHANE/LOUIS 01-201-000-0000-6411		27.88	REIMBURSE CELL PHONE CASE 01/28/2017 01/28/2017		OPERATING SUPPLIES
<b>6528</b>	<b>BEAUCHANE/LOUIS</b>		<b>27.88</b>	<b>1 Transactions</b>		
3499	BOBS TOWING AND RECOVERY INC 01-201-000-0000-6261		255.00	17001307 01/01/2017 01/01/2017	010791	PROFESSIONAL SERVICES
<b>3499</b>	<b>BOBS TOWING AND RECOVERY INC</b>		<b>255.00</b>	<b>1 Transactions</b>		
4902	BURDAS TOWING 01-201-000-0000-6261		255.00	17001839 01/19/2017 01/19/2017	034084	PROFESSIONAL SERVICES
	01-201-000-0000-6261		190.00	17001725 01/18/2017 01/18/2017	034163	PROFESSIONAL SERVICES
	01-201-000-0000-6261		668.01	17002574 01/26/2017 01/26/2017	1716246	PROFESSIONAL SERVICES

\*\*\* WRIGHT COUNTY \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
<b>4902</b>	<b>BURDAS TOWING</b>		<b>1,113.01</b>		<b>3</b> Transactions	
1813	<b>COLLINS BROTHERS TOWING</b>					
	01-201-000-0000-6261		170.00	17001298 01/14/2017	75279 01/14/2017	PROFESSIONAL SERVICES
<b>1813</b>	<b>COLLINS BROTHERS TOWING</b>		<b>170.00</b>		<b>1</b> Transactions	
3064	<b>EMERGENCY AUTOMOTIVE TECH INC</b>					
	01-201-000-0000-6452		2,550.00	STRIP/BUILD SQUAD 837 01/18/2017	12922 01/18/2017	VEHICLE MAINTENANCE
	01-201-000-0000-6621		270.00	EQUIPMENT SQUAD 837 01/18/2017	12922 01/18/2017	FURNITURE & EQUIPMENT
	01-201-000-0000-6452		2,550.00	STRIP/BUILD SQUAD 856 01/18/2017	12945 01/18/2017	VEHICLE MAINTENANCE
	01-201-000-0000-6621		720.90	EQUIPMENT SQUAD 856	12945	FURNITURE & EQUIPMENT
	01-201-000-0000-6452		2,550.00	STRIP/BUILD SQUAD 859 01/31/2017	12950 01/31/2017	VEHICLE MAINTENANCE
	01-201-000-0000-6621		32.55	EQUIP FOR SQUAD 859 01/31/2017	12950 01/31/2017	FURNITURE & EQUIPMENT
<b>3064</b>	<b>EMERGENCY AUTOMOTIVE TECH INC</b>		<b>8,673.45</b>		<b>6</b> Transactions	
6019	<b>ESRI</b>					
	01-201-000-0000-6260		300.00	2017 ARCVIEW SUBSCRIPTION 02/14/2017	25764668 02/13/2018	SOFTWARE OR SYSTEMS SUPPORT
<b>6019</b>	<b>ESRI</b>		<b>300.00</b>		<b>1</b> Transactions	
173	<b>FITNESS EVOLUTION</b>					
	01-201-000-0000-6412		100.00	SCUBA TRAINING 01/18/2017	01/18/2017	B&W OPERATING SUPPLIES
<b>173</b>	<b>FITNESS EVOLUTION</b>		<b>100.00</b>		<b>1</b> Transactions	
3162	<b>GRANITE ELECTRONICS</b>					
	01-201-000-0000-6301		393.00	RADIO REPAIR 01/03/2017	1530028061 01/03/2017	REPAIRS & MAINTENANCE
<b>3162</b>	<b>GRANITE ELECTRONICS</b>		<b>393.00</b>		<b>1</b> Transactions	
163	<b>HIEMSTRA/MARI</b>					
	01-201-000-0000-6331		28.00	56 MILES 01/18/2017	01/18/2017	TRAVEL

\*\*\* WRIGHT COUNTY \*\*\*



Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
163	HIEMSTRA/MARI			28.00		1 Transactions	
4008	HOLIDAY COMPANIES 01-201-000-0000-6452			423.50	CAR WASHES JAN 2017 01/01/2017 02/01/2017	25001021719	VEHICLE MAINTENANCE
4008	HOLIDAY COMPANIES			423.50		1 Transactions	
33159	INDIANHEAD SPECIALTY CO INC 01-201-000-0000-6411			16.45	NAME PLATE BEAUCHANE 01/20/2017 01/20/2017	379281	OPERATING SUPPLIES
33159	INDIANHEAD SPECIALTY CO INC			16.45		1 Transactions	
6841	L3 COMMUNICATIONS INC 01-201-000-0000-6621			2,328.57	VIDEO CAMERA 01/13/2017 01/13/2017	0250802IN	FURNITURE & EQUIPMENT
6841	L3 COMMUNICATIONS INC			2,328.57		1 Transactions	
2470	LEE/NICHOLAS 01-201-000-0000-6411			16.52	REIMBURSE CELL PHONE CASE 01/28/2017 01/28/2017		OPERATING SUPPLIES
2470	LEE/NICHOLAS			16.52		1 Transactions	
5486	MARCO 01-201-000-0000-6343			1,074.00	01/15/2017-02/15/2017 01/15/2017 02/15/2017	322356460	MACHINERY OR EQUIPMENT LEASES
5486	MARCO			1,074.00		1 Transactions	
3588	NEOPOST USA INC 01-201-000-0000-6205			63.08	RENT/MAINT 02/15/2017 03/14/2017	54548460	POSTAGE
3588	NEOPOST USA INC			63.08		1 Transactions	
3844	NET TRANSCRIPTS INC 01-201-000-0000-6261			394.02	TRANSCRIBE STATEMENTS 01/18/2017 01/18/2017	11415IN	PROFESSIONAL SERVICES
	01-201-000-0000-6261			220.89	TRANSCRIBE STATEMENTS 01/15/2017 01/15/2017	11602IN	PROFESSIONAL SERVICES
3844	NET TRANSCRIPTS INC			614.91		2 Transactions	

\*\*\* WRIGHT COUNTY \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
3921	OFFICE DEPOT						
	01-201-000-0000-6411			82.39	SUPPLIES 897356756001 01/24/2017 01/24/2017		OPERATING SUPPLIES
	01-201-000-0000-6411			71.48	SUPPLIES 894096869001 01/12/2017 01/12/2017		OPERATING SUPPLIES
	01-201-000-0000-6411			100.06	SUPPLIES 894939170001 01/23/2017 01/23/2017		OPERATING SUPPLIES
	01-201-000-0000-6411			12.78	SUPPLIES 894097200001 01/12/2017 01/12/2017		OPERATING SUPPLIES
	01-201-000-0000-6621			264.30	SUPPLIES 894096869001 01/12/2017 01/12/2017		FURNITURE & EQUIPMENT
	01-201-000-0000-6621			264.30	SUPPLIES 894757470001 01/16/2017 01/16/2017		FURNITURE & EQUIPMENT
<b>3921</b>	<b>OFFICE DEPOT</b>			<b>795.31</b>	<b>6 Transactions</b>		
3319	SPEE DEE INC						
	01-201-000-0000-6205			12.67	SHIPPING 01/16/2017 01/16/2017	3210875	POSTAGE
<b>3319</b>	<b>SPEE DEE INC</b>			<b>12.67</b>	<b>1 Transactions</b>		
3986	SPRINT						
	01-201-000-0000-6203	AP		8.42	763 458 6001 12/15/2016 01/14/2017		TELEPHONE
	01-201-000-0000-6203	AP		49.23	612 807 6563 12/15/2016 01/14/2017		TELEPHONE
	01-201-000-0000-6203	AP		2,622.58	880683316182 12/15/2016 01/14/2017		TELEPHONE
	01-201-000-0000-6301	AP		2,732.36	271188815DATA CARDS 12/15/2016 01/14/2017	271188815110	REPAIRS & MAINTENANCE
	01-201-000-0000-6203	AP		0.99-	EQUIPMENT 763 274 8418 12/15/2016 01/14/2017	880683316182	TELEPHONE
	01-201-000-0000-6203	AP		299.98-	EQUIPMENT RETURN 12/15/2016 01/14/2017	880683316182	TELEPHONE
<b>3986</b>	<b>SPRINT</b>			<b>5,111.62</b>	<b>6 Transactions</b>		
6851	TASER INTERNATIONAL						
	01-201-000-0000-6411			383.05	CARTRIDGES & BATTERIES 01/19/2017 01/19/2017	SI1466183	OPERATING SUPPLIES

\*\*\* WRIGHT COUNTY \*\*\*



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
6851	TASER INTERNATIONAL		383.05		1 Transactions	
4628	VERIZON WIRELESS 01-201-000-0000-6203	AP	6.48	780564637 CELL 12/21/2016	01/20/2017 9779029779	TELEPHONE
4628	VERIZON WIRELESS		6.48		1 Transactions	
201	<b>DEPT Total:</b>		<b>22,151.50</b>	<b>SHERIFF</b>	<b>23 Vendors</b>	<b>41 Transactions</b>
250	DEPT			SHERIFF-CORRECTIONS		
4268	ABBOTT NORTHWESTERN HOSPITAL 01-250-000-0000-6458		5.36	LABS (RKT) 01/02/2017	01/02/2017 XRQ494917Z01	JAIL MEDICAL
4268	ABBOTT NORTHWESTERN HOSPITAL		5.36		1 Transactions	
6158	ARAMARK SERVICES INC 01-250-000-0000-6459		7,536.05	INMATE MEALS 01/12/17-01/18/17 01/12/2017	01/18/2017 2007233000177	LAW ENFORCE-JAIL FOOD-LAUNDRY
6158	ARAMARK SERVICES INC		7,536.05		1 Transactions	
5406	BUFFALO HOSPITAL 01-250-000-0000-6458	AP	313.81	ER ROOM VISIT (JWH) 12/27/2016	12/27/2016 EH6827159900	JAIL MEDICAL
5406	BUFFALO HOSPITAL		313.81		1 Transactions	
2327	CONSULTING RADIOLOGISTS LTD MN 01-250-000-0000-6458	AP	59.26	RADIOLOGY BUFFALO HOSPITAL SAT 09/12/2016	09/12/2016 CR335769	JAIL MEDICAL
	01-250-000-0000-6458	AP	4.79	RADIOLOGY BUFFALO HOSPITAL DDF 12/13/2016	12/13/2016 CR610259	JAIL MEDICAL
	01-250-000-0000-6458		6.64	RADIOLOGY BUFFALO HOSPITAL TRN 01/09/2017	01/09/2017 CR629837	JAIL MEDICAL
2327	CONSULTING RADIOLOGISTS LTD MN		70.69		3 Transactions	
1264	DELL MARKETING LP 01-250-000-0000-6260		1,803.67	OPTIPLEX5040 COMPUTERS W/PROGR 01/06/2017	01/06/2017 10140562426	SOFTWARE OR SYSTEMS SUPPORT
1264	DELL MARKETING LP		1,803.67		1 Transactions	

\*\*\* WRIGHT COUNTY \*\*\*



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
19799	EMERGENCY PHYSICIANS PROFESSIONAL 01-250-000-0000-6458	AP	71.08	EMERGENCY VISIT BUFFALO HOSPIT 12/27/2016 12/27/2016	EPP1952857	JAIL MEDICAL
<b>19799</b>	<b>EMERGENCY PHYSICIANS PROFESSIONAL</b>		<b>71.08</b>	<b>1 Transactions</b>		
1331	MN SHERIFFS ASSOCIATION 01-250-000-0000-6245		25.00	MSA PUBLIC SAFETY MEMBERSHIP D 01/02/2017 01/02/2017	21535	MEMBERSHIPS, DUES & FEES
<b>1331</b>	<b>MN SHERIFFS ASSOCIATION</b>		<b>25.00</b>	<b>1 Transactions</b>		
6915	OFFICE OF MN IT SERVICES 01-250-000-0000-6261	DTG	17.40	VOICE SERVICES DEC 2016 12/01/2016 12/31/2016	W16120649	PROFESSIONAL SERVICES
<b>6915</b>	<b>OFFICE OF MN IT SERVICES</b>		<b>17.40</b>	<b>1 Transactions</b>		
<b>250</b>	<b>DEPT Total:</b>		<b>9,843.06</b>	<b>SHERIFF-CORRECTIONS</b>	<b>8 Vendors</b>	<b>10 Transactions</b>
<b>521</b>	<b>DEPT</b>			<b>PARKS</b>		
393	APOLLO GLASS COMPANY 01-521-000-0000-6301		137.50	WINDOW REPLACEMENT 01/23/2017 01/23/2017	0070138	REPAIRS & MAINTENANCE
<b>393</b>	<b>APOLLO GLASS COMPANY</b>		<b>137.50</b>	<b>1 Transactions</b>		
110	ARNOLDS 01-521-000-0000-6621		18,516.00	NEW F3990 KUBOTA FRONT DECK 01/24/2017 01/24/2017		FURNITURE & EQUIPMENT
<b>110</b>	<b>ARNOLDS</b>		<b>18,516.00</b>	<b>1 Transactions</b>		
976	AUTO VALUE 01-521-000-0000-6301		14.48	SUPPLIES 01/03/2017 01/03/2017	82120590	REPAIRS & MAINTENANCE
<b>976</b>	<b>AUTO VALUE</b>		<b>14.48</b>	<b>1 Transactions</b>		
2527	BEEBE LAKE IMPROVEMENT ASSOCIATIO 01-521-000-0000-6245		60.00	ANNUAL MEMBERSHIP DUES 01/01/2017 01/01/2017		MEMBERSHIPS, DUES & FEES
<b>2527</b>	<b>BEEBE LAKE IMPROVEMENT ASSOCIATIO</b>		<b>60.00</b>	<b>1 Transactions</b>		
5974	CENTER POINT ENERGY					

\*\*\* WRIGHT COUNTY \*\*\*



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	01-521-000-0000-6251	AP	16.03	5856799 1 12/20/2016 01/20/2017		UTILITY SERVICES - ELECTRICITY
	01-521-000-0000-6251	AP	16.03	5856795 9 12/20/2016 01/20/2017		UTILITY SERVICES - ELECTRICITY
<b>5974</b>	<b>CENTER POINT ENERGY</b>		<b>32.06</b>		<b>2</b> Transactions	
194	<b>ELK RIVER MUNICIPAL UTILITIES</b>					
	01-521-000-0000-6251	DTG	40.87	ELECTRIC FEES 12/01/2016 01/04/2017	3179	UTILITY SERVICES - ELECTRICITY
<b>194</b>	<b>ELK RIVER MUNICIPAL UTILITIES</b>		<b>40.87</b>		<b>1</b> Transactions	
1665	<b>FARM-RITE EQUIPMENT INC</b>					
	01-521-000-0000-6698		1,615.00	REPLACE LEVELING BAR 01/18/2017 01/18/2017		SHOP EQUIPMENT-MINOR
<b>1665</b>	<b>FARM-RITE EQUIPMENT INC</b>		<b>1,615.00</b>		<b>1</b> Transactions	
5849	<b>FEDERATED CO-OPS INC</b>					
	01-521-000-0000-6251		177.92	LP TANK FILL CHALET 01/08/2017 01/08/2017	124101300	UTILITY SERVICES - ELECTRICITY
<b>5849</b>	<b>FEDERATED CO-OPS INC</b>		<b>177.92</b>		<b>1</b> Transactions	
1510	<b>GRACK/DAVID</b>					
	01-521-000-0000-6450		200.00	CONTRACT PROGRAM SNOWSHOE 01/22/2017 01/22/2017		RECREATION PROGRAMS
<b>1510</b>	<b>GRACK/DAVID</b>		<b>200.00</b>		<b>1</b> Transactions	
2812	<b>GRAINGER</b>					
	01-521-000-0000-6411		297.93	SUPPLIES 01/20/2017 01/20/2017	9336520680	OPERATING SUPPLIES
<b>2812</b>	<b>GRAINGER</b>		<b>297.93</b>		<b>1</b> Transactions	
5486	<b>MARCO</b>					
	01-521-000-0000-6343		314.00	01/15/2017-02/15/2017 01/15/2017 02/15/2017	322357203	MACHINERY OR EQUIPMENT LEASES
<b>5486</b>	<b>MARCO</b>		<b>314.00</b>		<b>1</b> Transactions	
1706	<b>MARTIN MARIETTA MATERIALS</b>					
	01-521-000-0000-6301		218.34	CLASS 2 GRANITE 01/05/2017 01/05/2017	19481248	REPAIRS & MAINTENANCE

\*\*\* WRIGHT COUNTY \*\*\*



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
<b>1706</b>	<b>MARTIN MARIETTA MATERIALS</b>		<b>218.34</b>		<b>1</b> Transactions	
507	MIDWAY IRON & METAL CO INC 01-521-000-0000-6605		1,818.70	STEEL FOR NEW ACCESS 01/18/2017 01/18/2017	23558	SITE IMPROVEMENTS
<b>507</b>	<b>MIDWAY IRON &amp; METAL CO INC</b>		<b>1,818.70</b>		<b>1</b> Transactions	
2614	MIES OUTLAND INC 01-521-000-0000-6633		12,028.94	POLARIS RANGER 01/26/2017 01/26/2017	E13387	VEHICLES PURCHASED
<b>2614</b>	<b>MIES OUTLAND INC</b>		<b>12,028.94</b>		<b>1</b> Transactions	
6362	MILLERS SEWAGE TREATMENT SOLUTION 01-521-000-0000-6261	AP	375.00	2016 SEPTIC MONITOR REPORT 01/01/2016 12/31/2016	9041	PROFESSIONAL SERVICES
<b>6362</b>	<b>MILLERS SEWAGE TREATMENT SOLUTION</b>		<b>375.00</b>		<b>1</b> Transactions	
4078	SILENT RUN ADVENTURES LLC 01-521-000-0000-6450		1,000.00	CONTRACT PROGRAM DOG SLED 01/24/2017 01/24/2017	1214	RECREATION PROGRAMS
<b>4078</b>	<b>SILENT RUN ADVENTURES LLC</b>		<b>1,000.00</b>		<b>1</b> Transactions	
5541	SNOWPLOWS PLUS 01-521-000-0000-6452		444.00	REPLACEMENT SNOWPLOW MOUNT 01/20/2017 01/20/2017	4241	VEHICLE MAINTENANCE
<b>5541</b>	<b>SNOWPLOWS PLUS</b>		<b>444.00</b>		<b>1</b> Transactions	
3986	SPRINT 01-521-000-0000-6203	AP	58.53	880683316182 12/15/2016 01/14/2017		TELEPHONE
<b>3986</b>	<b>SPRINT</b>		<b>58.53</b>		<b>1</b> Transactions	
766	STEVE O SEPTIC 01-521-000-0000-6301		65.00	PORTA TOILET RENTAL/SERVICE 01/16/2017 01/16/2017	1039	REPAIRS & MAINTENANCE
<b>766</b>	<b>STEVE O SEPTIC</b>		<b>65.00</b>		<b>1</b> Transactions	
2490	UNITED PARCEL SERVICE 01-521-000-0000-6205		4.30	SHIPPING		POSTAGE

\*\*\* WRIGHT COUNTY \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
2490	UNITED PARCEL SERVICE			4.30	01/21/2017 01/21/2017 1 Transactions		
4433	XCEL ENERGY 01-521-000-0000-6251	AP		81.70	51 4402454 4 12/20/2016 01/23/2017 1 Transactions	532776227	UTILITY SERVICES - ELECTRICITY
4433	XCEL ENERGY			81.70			
2991	ZEP SALES & SERVICES 01-521-000-0000-6411			157.80	SUPPLIES 01/11/2017 01/11/2017	9002619681	OPERATING SUPPLIES
	01-521-000-0000-6452			75.16	SUPPLIES 01/11/2017 01/11/2017	9002619681	VEHICLE MAINTENANCE
2991	ZEP SALES & SERVICES			232.96	2 Transactions		
521	DEPT Total:			37,733.23	PARKS	22 Vendors	24 Transactions
603	DEPT 5486 MARCO				EXTENSION		
	01-603-000-0000-6343			437.22	01/10-2/10/2017 01/10/2017 02/10/2017 1 Transactions	322097114	MACHINERY OR EQUIPMENT LEASES
5486	MARCO			437.22			
7584	NATIONAL 4-H COUNCIL 01-603-000-0000-6244			144.46	4 H CURRICULUM 01/09/2017 01/09/2017	1053254	PROGRAM EXPENSES
7584	NATIONAL 4-H COUNCIL			144.46	1 Transactions		
2490	UNITED PARCEL SERVICE 01-603-000-0000-6205			4.30	SHIPPING 01/21/2017 01/21/2017		POSTAGE
2490	UNITED PARCEL SERVICE			4.30	1 Transactions		
603	DEPT Total:			585.98	EXTENSION	3 Vendors	3 Transactions
1	Fund Total:			279,002.29	GENERAL REVENUE FUND		292 Transactions

**\*\*\* WRIGHT COUNTY \*\*\***



Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
282	DEPT				NUCLEAR POWER PLANT		
6019	ESRI 02-282-000-0000-6620			600.00	2017 ARCVIEW SUBSCRIPTION 02/14/2017 02/13/2018	25764668	COMPUTER OR SOFTWARE PURCHASES
<b>6019</b>	<b>ESRI</b>			<b>600.00</b>	<b>1 Transactions</b>		
3986	SPRINT 02-282-000-0000-6859	AP		171.69	880683316182 12/15/2016 01/14/2017		MISCELLANEOUS EXPENSES
<b>3986</b>	<b>SPRINT</b>			<b>171.69</b>	<b>1 Transactions</b>		
2490	UNITED PARCEL SERVICE 02-282-000-0000-6205			4.30	SHIPPING 01/21/2017 01/21/2017		POSTAGE
<b>2490</b>	<b>UNITED PARCEL SERVICE</b>			<b>4.30</b>	<b>1 Transactions</b>		
4628	VERIZON WIRELESS 02-282-000-0000-6203	AP		167.03	380566183 EOC CELL 12/11/2016 01/10/2017	9778444046	TELEPHONE
<b>4628</b>	<b>VERIZON WIRELESS</b>			<b>167.03</b>	<b>1 Transactions</b>		
282	<b>DEPT Total:</b>			<b>943.02</b>	<b>NUCLEAR POWER PLANT</b>	<b>4 Vendors</b>	<b>4 Transactions</b>
2	<b>Fund Total:</b>			<b>943.02</b>	<b>RESERVES FUND</b>		<b>4 Transactions</b>

\*\*\* WRIGHT COUNTY \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
310	DEPT			HIGHWAY ADMINISTRATION		
5721	CDW GOVERNMENT INC 03-310-000-0000-6621		86.18	WASP CHRG ONLY BASE 020717 01/13/2017 01/13/2017	GNF7004	FURNITURE & OFFICE EQUIPMENT
5721	CDW GOVERNMENT INC		86.18	1 Transactions		
525	CENTURYLINK 03-310-000-0000-6203		146.93	INTERNET TO SHOPS 020717 01/20/2017 02/19/2017	430864594	TELEPHONE
525	CENTURYLINK		146.93	1 Transactions		
2361	CORDELL/WILLIAM 03-310-000-0000-6261		337.50	PROF SERV JAN 26TH 020717 01/28/2017 01/28/2017	1702	PROFESSIONAL SERVICES
2361	CORDELL/WILLIAM		337.50	1 Transactions		
1264	DELL MARKETING LP 03-310-000-0000-6621	AP	556.06	BARCODE SCANNER EPORT L 020717 12/05/2016 12/05/2016	10131757008	FURNITURE & OFFICE EQUIPMENT
	03-310-000-0000-6621		5,529.18	RAJ REPLACEMENT COMPUTE 020717 01/07/2017 01/07/2017	10139544340	FURNITURE & OFFICE EQUIPMENT
1264	DELL MARKETING LP		6,085.24	2 Transactions		
6019	ESRI 03-310-000-0000-6260		1,700.00	2017 ARCVIEW SUBSCRIPTION 02/14/2017 02/13/2018	25764668	SOFTWARE OR SYSTEMS SUPPORT
	03-310-000-0000-6260		300.00	2017 ARCVIEW SUBSCRIPTION 02/14/2017 02/13/2018	25764668	SOFTWARE OR SYSTEMS SUPPORT
6019	ESRI		2,000.00	2 Transactions		
3092	HAWKINS/VIRGIL 03-310-000-0000-6331		75.00	MILEAGE REIMB MCEA CONF 020717 01/17/2017 01/17/2017		TRAVEL
	03-310-000-0000-6331		19.00	MILEAGE REIMB FRANKLIN 020717 01/05/2017 01/05/2017		TRAVEL
3092	HAWKINS/VIRGIL		94.00	2 Transactions		
1366	NATIONAL ASSOCIATION OF COUNTIES 03-310-000-0000-6245		642.33	2017 ANNUAL DUES	152034	MEMBERSHIPS, DUES & FEES

\*\*\* WRIGHT COUNTY \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	03-310-000-0000-6245		642.33	01/01/2017 12/31/2017 2017 ANNUAL DUES	152034	MEMBERSHIPS, DUES & FEES
<b>1366</b>	<b>NATIONAL ASSOCIATION OF COUNTIES</b>		<b>1,284.66</b>		<b>2</b> Transactions	
<b>3921</b>	<b>OFFICE DEPOT</b>					
	03-310-000-0000-6409	AP	85.89	PAPER 020717 07/08/2016 07/08/2016	849892063	OFFICE SUPPLIES
	03-310-000-0000-6409	AP	18.56	SURGE PROTECTOR 020717 07/11/2016 07/11/2016	849892154	OFFICE SUPPLIES
	03-310-000-0000-6409	AP	51.59	BX BOTTOM FILES 020717 07/09/2016 07/09/2016	849969252	OFFICE SUPPLIES
	03-310-000-0000-6409	AP	52.90	WIRE HOOKS 020717 07/12/2016 07/12/2016	850345580	OFFICE SUPPLIES
	03-310-000-0000-6409	AP	7.29	OFFICE SUPPLIES 020717 07/11/2016 07/11/2016	850345624	OFFICE SUPPLIES
	03-310-000-0000-6409	AP	15.31	PAPER 020717 12/12/2016 12/12/2016	886355522	OFFICE SUPPLIES
	03-310-000-0000-6409		54.91	OFFICE SUPPLIES 020717 01/20/2017 01/20/2017	896345655	OFFICE SUPPLIES
	03-310-000-0000-6409		13.48	OFFICE SUPPLIES 020717 01/20/2017 01/20/2017	896345730	OFFICE SUPPLIES
	03-310-000-0000-6409		53.66	OFFICE SUPPLIES 020717 01/25/2017 01/25/2017	897595676	OFFICE SUPPLIES
	03-310-000-0000-6621		69.83	KEYBOARD 020717 01/25/2017 01/25/2017	897595676	FURNITURE & OFFICE EQUIPMENT
<b>3921</b>	<b>OFFICE DEPOT</b>		<b>423.42</b>		<b>10</b> Transactions	
<b>3986</b>	<b>SPRINT</b>					
	03-310-000-0000-6203	AP	84.18	880683316182 12/15/2016 01/14/2017		TELEPHONE
<b>3986</b>	<b>SPRINT</b>		<b>84.18</b>		<b>1</b> Transactions	
<b>2490</b>	<b>UNITED PARCEL SERVICE</b>					
	03-310-000-0000-6205		4.30	SHIPPING 01/21/2017 01/21/2017		POSTAGE
<b>2490</b>	<b>UNITED PARCEL SERVICE</b>		<b>4.30</b>		<b>1</b> Transactions	
<b>2487</b>	<b>WINDSTREAM</b>					

\*\*\* WRIGHT COUNTY \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	03-310-000-0000-6203		184.29	INTERNET TO SHOP 020717 01/16/2017 02/15/2017	91562156	TELEPHONE
<b>2487</b>	<b>WINDSTREAM</b>		<b>184.29</b>		<b>1</b> Transactions	
1537	WRIGHT COUNTY JOURNAL PRESS 03-310-000-0000-6235		40.00	ANNUAL PAPER RENEWAL 020717 03/21/2017 03/21/2018	HWY DEPT	PUBLICATIONS & BROCHURES
<b>1537</b>	<b>WRIGHT COUNTY JOURNAL PRESS</b>		<b>40.00</b>		<b>1</b> Transactions	
1523	WRIGHT COUNTY SURVEYOR 03-310-000-0000-6260		2,000.00	2017 ARCHVIEW SUB THRU 020717 01/17/2017 01/17/2017	ALEK	SOFTWARE OR SYSTEMS SUPPORT
<b>1523</b>	<b>WRIGHT COUNTY SURVEYOR</b>		<b>2,000.00</b>		<b>1</b> Transactions	
<b>310</b>	<b>DEPT Total:</b>		<b>12,770.70</b>	<b>HIGHWAY ADMINISTRATION</b>	<b>13 Vendors</b>	<b>26 Transactions</b>
<b>320</b>	DEPT			HIGHWAY ENGINEERING		
114	COMMISSIONER OF TRANSPORTATION 03-320-000-0000-6804		50.00	BIT PLANT MON TRG B.H. 020717 01/31/2017 01/31/2017	HENDRICKS	STAFF TRAINING
<b>114</b>	<b>COMMISSIONER OF TRANSPORTATION</b>		<b>50.00</b>		<b>1</b> Transactions	
4542	FRONTIER PRECISION INC 03-320-000-0000-6502		659.00	WARR FOR TBC ADV 1 YR 020717 01/17/2017 02/17/2017	156624	ENGINEERING EQUIPMENT
<b>4542</b>	<b>FRONTIER PRECISION INC</b>		<b>659.00</b>		<b>1</b> Transactions	
3365	WSB & ASSOCIATES INC 03-320-000-0000-6505	AP	4,967.00	HSIP RICWS PROJ 020717 11/01/2016 11/30/2016	03499000	CONSULTANT FEES
<b>3365</b>	<b>WSB &amp; ASSOCIATES INC</b>		<b>4,967.00</b>		<b>1</b> Transactions	
<b>320</b>	<b>DEPT Total:</b>		<b>5,676.00</b>	<b>HIGHWAY ENGINEERING</b>	<b>3 Vendors</b>	<b>3 Transactions</b>
<b>330</b>	DEPT			HIGHWAY MAINTENANCE		
525	CENTURYLINK 03-330-000-0000-6543		29.04	SIGNAL LIGHT@ 19 020717 01/20/2017 02/19/2017	314117353	TRAFFIC SIGNALS

\*\*\* WRIGHT COUNTY \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
525	CENTURYLINK		29.04		1 Transactions	
1817	COMPASS MINERALS AMERICA INC 03-330-000-0000-6533		17,787.41	HWY MAPLE LAKE SALT 020717 01/06/2017 01/06/2017	71583198	DEICING MATERIALS
	03-330-000-0000-6533		1,990.89	HWY MAPLE LAKE SALT 020717 01/11/2017 01/11/2017	71586523	DEICING MATERIALS
	03-330-000-0000-6533		15,126.53	HWY SALT COKATO SHOP 020717 01/23/2017 01/23/2017	71595826	DEICING MATERIALS
	03-330-000-0000-6533		6,476.35	HWY SALT COKATO SHOP 020717 01/24/2017 01/24/2017	71596647	DEICING MATERIALS
1817	COMPASS MINERALS AMERICA INC		41,381.18		4 Transactions	
1670	DELANO/CITY OF 03-330-000-0000-6553	AP	3,386.42	2015 ANNUAL MAINT AGRMT 020717 01/01/2015 12/31/2015	CSAH 17	MISCELLANEOUS CONTRACTS
1670	DELANO/CITY OF		3,386.42		1 Transactions	
609	DESIGN ELECTRICAL INC-COLD SPRING E 03-330-000-0000-6543	AP	825.00	REIMB FOR LIGHT ROUNDABT 12/19/2016 12/19/2016	4519	TRAFFIC SIGNALS
609	DESIGN ELECTRICAL INC-COLD SPRING E		825.00		1 Transactions	
194	ELK RIVER MUNICIPAL UTILITIES 03-330-000-0000-6543	DTG	17.88	LIGHT ON CR 36 020717 12/01/2016 01/04/2017	C#22826	TRAFFIC SIGNALS
	03-330-000-0000-6543	DTG	17.88	LIGHT ON CO 42 020717 12/01/2016 01/04/2017	C#22826	TRAFFIC SIGNALS
	03-330-000-0000-6543	DTG	22.07	LIGHT ON CR 37 020717 12/01/2016 01/04/2017	C#22827	TRAFFIC SIGNALS
	03-330-000-0000-6543	DTG	22.06	LIGHT ON CR 42 020717 12/01/2016 01/04/2017	C#22827	TRAFFIC SIGNALS
194	ELK RIVER MUNICIPAL UTILITIES		79.89		4 Transactions	
6027	ENVIROTECH SERVICES INC 03-330-000-0000-6533	AP	5,509.08	HWY APEX MELTDOWN 020717 12/29/2016 12/29/2016	1704396	DEICING MATERIALS
	03-330-000-0000-6533	AP	5,516.64	HWY APEX MELTDOWN 020717 12/29/2016 12/29/2016	1704397	DEICING MATERIALS

\*\*\* WRIGHT COUNTY \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	03-330-000-0000-6533		5,509.08	APEX MELTDOWN 020717 01/19/2017 01/19/2017	1706741	DEICING MATERIALS
	03-330-000-0000-6533		5,512.32	APEX MELTDOWN 020717 01/19/2017 01/19/2017	1706742	DEICING MATERIALS
	03-330-000-0000-6533		5,506.92	APEX MELTDOWN 020717 01/19/2017 01/19/2017	1706743	DEICING MATERIALS
	03-330-000-0000-6533		5,510.16	APEX MELTDOWN 020717 01/19/2017 01/19/2017	1706744	DEICING MATERIALS
	03-330-000-0000-6533		5,510.16	APEX MELTDOWN 020717 01/19/2017 01/19/2017	1706745	DEICING MATERIALS
	03-330-000-0000-6533		5,684.04	APEX MELTDOWN 020717 01/19/2017 01/19/2017	1706746	DEICING MATERIALS
<b>6027</b>	<b>ENVIROTECH SERVICES INC</b>		<b>44,258.40</b>		<b>8</b> Transactions	
<b>7338</b>	<b>GOPHER STATE ONE CALL</b>					
	03-330-000-0000-6543		100.00	HWY LOCATES ANNUAL FEE 020717 01/31/2017 01/31/2017	7001488	TRAFFIC SIGNALS
	03-330-000-0000-6543		71.55	HWY LOCATES FOR JAN 020717 01/31/2017 01/31/2017	7011487	TRAFFIC SIGNALS
<b>7338</b>	<b>GOPHER STATE ONE CALL</b>		<b>171.55</b>		<b>2</b> Transactions	
<b>3583</b>	<b>KONRAD MATERIAL SALES LLC</b>					
	03-330-000-0000-6557		812.00	UPM ASPHALT PATCH BAGS 020717 01/08/2017 01/08/2017	1253020	SC WINTER MIX BITUMINOUS
<b>3583</b>	<b>KONRAD MATERIAL SALES LLC</b>		<b>812.00</b>		<b>1</b> Transactions	
<b>1295</b>	<b>MAPLE LAKE/CITY OF</b>					
	03-330-000-0000-6553	DTG	2,340.15	2015 ANNUAL MAINT AGRMT 020717 01/01/2015 12/31/2015	7,8,57	MISCELLANEOUS CONTRACTS
<b>1295</b>	<b>MAPLE LAKE/CITY OF</b>		<b>2,340.15</b>		<b>1</b> Transactions	
<b>3328</b>	<b>MEEKER COOPERATIVE LIGHTS &amp; POWER</b>					
	03-330-000-0000-6543	AP	26.89	LIGHT ON CR100 020717 11/29/2016 12/31/2016	3251100	TRAFFIC SIGNALS
	03-330-000-0000-6543	AP	26.88	LIGHT ON CR 141 020717 11/29/2016 12/31/2016	3251100	TRAFFIC SIGNALS
<b>3328</b>	<b>MEEKER COOPERATIVE LIGHTS &amp; POWER</b>		<b>53.77</b>		<b>2</b> Transactions	
<b>916</b>	<b>MIDSTATES EQUIP AND SUPPLY</b>					

\*\*\* WRIGHT COUNTY \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	03-330-000-0000-6537		43,992.00	RIGHT POINTE POLYFIBER 020717 01/18/2017 01/18/2017	217027	RUBBERIZED CRACKFILLER-MAINTENANC
	03-330-000-0000-6537		43,992.00	RIGHT POINTE POLYFIBER 020717 01/20/2017 01/20/2017	217039	RUBBERIZED CRACKFILLER-MAINTENANC
	03-330-000-0000-6537		21,996.00	RIGHT POINTE POLYFIBER 020717 01/23/2017 01/23/2017	217044	RUBBERIZED CRACKFILLER-MAINTENANC
<b>916</b>	<b>MIDSTATES EQUIP AND SUPPLY</b>		<b>109,980.00</b>		<b>3</b> Transactions	
1854	<b>MONTROSE/CITY OF</b> 03-330-000-0000-6553	DTG	1,371.72	2015 ANNUAL MAINT AGRMT 020717 01/01/2015 12/31/2015	CSAH60	MISCELLANEOUS CONTRACTS
<b>1854</b>	<b>MONTROSE/CITY OF</b>		<b>1,371.72</b>		<b>1</b> Transactions	
7435	<b>TRAFFIC CONTROL CORPORATION</b> 03-330-000-0000-6543		333.33	SIGNAL REPAIRS 020717 01/24/2017 01/24/2017	96272	TRAFFIC SIGNALS
	03-330-000-0000-6543		333.33	SIGNAL REPAIRS 020717 01/24/2017 01/24/2017	96272	TRAFFIC SIGNALS
	03-330-000-0000-6543		333.34	SIGNAL REPAIRS 020717 01/24/2017 01/24/2017	96272	TRAFFIC SIGNALS
<b>7435</b>	<b>TRAFFIC CONTROL CORPORATION</b>		<b>1,000.00</b>		<b>3</b> Transactions	
1483	<b>TRUEMAN WELTERS INC.</b> 03-330-000-0000-6343	AP	18.00	HWY RENT CASE BAL DUE 020717 12/15/2016 12/15/2016	EB16281	EQUIPMENT RENTAL
<b>1483</b>	<b>TRUEMAN WELTERS INC.</b>		<b>18.00</b>		<b>1</b> Transactions	
1785	<b>WAVERLY/CITY OF</b> 03-330-000-0000-6553	AP	3,943.68	2015 ANNUAL MAINT AGRMT 020717 01/01/2015 12/31/2015	CSAH9	MISCELLANEOUS CONTRACTS
<b>1785</b>	<b>WAVERLY/CITY OF</b>		<b>3,943.68</b>		<b>1</b> Transactions	
4433	<b>XCEL ENERGY</b> 03-330-000-0000-6543		13.84	LIGHT IN SOUTH HAVEN 020717 12/26/2016 01/25/2017	110828526	TRAFFIC SIGNALS
	03-330-000-0000-6543	AP	28.51	LIGHT 020717 11/21/2016 12/26/2016	FEB9STMT	TRAFFIC SIGNALS
	03-330-000-0000-6543	AP	36.18	LIGHT 303891223 020717 11/17/2016 12/20/2016	FEB9STMT	TRAFFIC SIGNALS

\*\*\* WRIGHT COUNTY \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	03-330-000-0000-6543	AP		9.08	LIGHT 304225458 020717 12/01/2016 01/04/2017	FEB9STMT	TRAFFIC SIGNALS
	03-330-000-0000-6543	AP		33.15	LIGHT 020717 11/28/2016 01/01/2017	FEB9STMT	TRAFFIC SIGNALS
	03-330-000-0000-6543	AP		29.56	LIGHT 020717 11/17/2016 12/20/2016	FEB9STMT	TRAFFIC SIGNALS
	03-330-000-0000-6543	AP		11.41	INSTALL NO. 217241 020717 12/06/2016 01/08/2017	FEB9STMT	TRAFFIC SIGNALS
	03-330-000-0000-6543	AP		17.05	INSTALL NO. 209695 020717 12/06/2016 01/08/2017	FEB9STMT	TRAFFIC SIGNALS
	03-330-000-0000-6543	AP		17.05	INSTALL NO 187498 020717 12/06/2016 01/08/2017	FEB9STMT	TRAFFIC SIGNALS
	03-330-000-0000-6543	AP		27.05	INSTALL NO. 210841 020717 12/06/2016 01/08/2017	FEB9STMT	TRAFFIC SIGNALS
	03-330-000-0000-6543	AP		15.05	LIGHT 304225459 020717 12/06/2016 01/09/2017	FEB9STMT	TRAFFIC SIGNALS
	03-330-000-0000-6543	AP		27.05	INSTALL NO. 210840 020717 12/06/2016 01/08/2017	FEB9STMT	TRAFFIC SIGNALS
	03-330-000-0000-6543	AP		28.02	LIGHT 020717 11/29/2016 01/02/2017	FEB9STMT	TRAFFIC SIGNALS
	03-330-000-0000-6543	AP		9.09	LIGHT 020717 12/01/2016 01/04/2017	FEB9STMT	TRAFFIC SIGNALS
	03-330-000-0000-6543	AP		28.35	LIGHT 020717 11/29/2016 01/02/2017	FEB9STMT	TRAFFIC SIGNALS
	03-330-000-0000-6543	AP		28.01	LIGHT 020717 11/28/2016 01/01/2017	FEB9STMT	TRAFFIC SIGNALS
	03-330-000-0000-6543	AP		27.05	INSTALL NO. 187499 020717 12/06/2016 01/08/2017	FEB9STMT	TRAFFIC SIGNALS
	03-330-000-0000-6543	AP		32.49	LIGHT 020717 11/17/2016 12/20/2016	FEB9STMT	TRAFFIC SIGNALS
<b>4433</b>	<b>XCEL ENERGY</b>			<b>417.99</b>		<b>18</b>	<b>Transactions</b>
<b>330</b>	<b>DEPT Total:</b>			<b>210,068.79</b>	<b>HIGHWAY MAINTENANCE</b>	<b>16</b>	<b>Vendors</b>
							<b>52 Transactions</b>
<b>340</b>	<b>DEPT</b>				<b>HIGHWAY SHOP MAINTENANCE</b>		
	6156 <b>AMERIPRIDE SERVICES</b>						
	03-340-000-0000-6411			52.39	SHOP SUPPLIES - JAN 17, 020717 01/17/2017 01/17/2017	0873111	OPERATING SUPPLIES
	03-340-000-0000-6599			10.35	RUGS FOR BLDG JAN 17, 2 020717	0873111	BUILDING MAINTENANCE-P.W.BLDG.

\*\*\* WRIGHT COUNTY \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	03-340-000-0000-6411		52.39	01/17/2017 01/17/2017 SHOP SUPPLIES JAN 24, 2 020717	0875679	OPERATING SUPPLIES
	03-340-000-0000-6599		10.35	01/24/2017 01/24/2017 RUGS FOR BLDG JAN 24, 2 020717	0875679	BUILDING MAINTENANCE-P.W.BLDG.
<b>6156</b>	<b>AMERIPRIDE SERVICES</b>		<b>125.48</b>		<b>4</b> Transactions	
1646	<b>BOYER TRUCK PARTS</b>					
	03-340-000-0000-6574		181.09	01/03/2017 01/03/2017 HWY REPAIR PARTS 020717	1115473	REPAIR PARTS
	03-340-000-0000-6574		123.28	01/04/2017 01/04/2017 HWY REPAIR PARTS 020717	1115473XI	REPAIR PARTS
	03-340-000-0000-6574		144.38	01/27/2017 01/27/2017 HWY REPAIR PARTS 020717	1121891	REPAIR PARTS
	03-340-000-0000-6574	AP	36.92	12/27/2016 12/27/2016 HWY REPAIR PARTS 020717	176808R	REPAIR PARTS
	03-340-000-0000-6574		403.47	01/18/2017 01/18/2017 HWY REPAIR PARTS 020717	177436R	REPAIR PARTS
	03-340-000-0000-6574		57.60	01/05/2017 01/05/2017 HWY REPAIR PARTS FREIGH 020717	CM1115473	REPAIR PARTS
<b>1646</b>	<b>BOYER TRUCK PARTS</b>		<b>946.74</b>		<b>6</b> Transactions	
4858	<b>BUFFALO AUTO VALUE</b>					
	03-340-000-0000-6571	AP	18.00-	12/20/2016 12/20/2016 BATTERY CORE RETURN 020717	82119882	BATTERIES
	03-340-000-0000-6571	AP	124.99	12/21/2016 12/21/2016 BATTERY 020717	82119943	BATTERIES
	03-340-000-0000-6571	AP	36.00-	12/21/2016 12/21/2016 BATTERY CORE RETURN 020717	82119961	BATTERIES
	03-340-000-0000-6571		451.80	01/05/2017 01/05/2017 BATTERY 020717	82120728	BATTERIES
	03-340-000-0000-6571		166.95-	01/05/2017 01/05/2017 CORE CREDIT 020717	82120735	BATTERIES
	03-340-000-0000-6571		143.88	01/06/2017 01/06/2017 BATTERY 020717	82120784	BATTERIES
	03-340-000-0000-6571		149.90	01/11/2017 01/11/2017 BATTERY 020717	82121014	BATTERIES
	03-340-000-0000-6571		205.90	01/12/2017 01/12/2017 BATTERY 020717	82121107	BATTERIES

\*\*\* WRIGHT COUNTY \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	03-340-000-0000-6571		132.99	BATTERY 020717 01/12/2017 01/12/2017	82121116	BATTERIES
	03-340-000-0000-6571		92.95-	CORE CREDIT 020717 01/12/2017 01/12/2017	82121125	BATTERIES
	03-340-000-0000-6571		18.00-	CORE CREDIT 020717 01/12/2017 01/12/2017	82121126	BATTERIES
	03-340-000-0000-6571		151.90	BATTERY 020717 01/19/2017 01/19/2017	82121477	BATTERIES
	03-340-000-0000-6574		193.00	WIRE AND BRAID 020717 01/20/2017 01/20/2017	82121536	REPAIR PARTS
<b>4858</b>	<b>BUFFALO AUTO VALUE</b>		<b>1,222.46</b>	<b>13</b> Transactions		
<b>7544</b>	<b>CENTRA SOTA COOPERATIVE - BUFFALO</b>					
	03-340-000-0000-6563		1,429.27	HWY DIESEL FUEL 020717 01/25/2017 01/25/2017	6114275	DIESEL
	03-340-000-0000-6563		1,154.50	HWY DIESEL FUEL 020717 01/20/2017 01/20/2017	6302435	DIESEL
	03-340-000-0000-6563		745.81	HWY DIESEL FUEL 020717 01/24/2017 01/24/2017	6302449	DIESEL
	03-340-000-0000-6563		16,917.00	HWY DIESEL FUEL 020717 01/13/2017 01/13/2017	8104080	DIESEL
	03-340-000-0000-6564		17,108.66	HWY UNLEADED FUEL 020717 01/11/2017 01/11/2017	8104083	UNLEADED GASOLINE
<b>7544</b>	<b>CENTRA SOTA COOPERATIVE - BUFFALO</b>		<b>37,355.24</b>	<b>5</b> Transactions		
<b>1655</b>	<b>CENTRAL MCGOWAN INC</b>					
	03-340-000-0000-6411		37.61	SHOP WELDING SUPPLIES 020717 01/14/2017 01/14/2017	00990994	OPERATING SUPPLIES
<b>1655</b>	<b>CENTRAL MCGOWAN INC</b>		<b>37.61</b>	<b>1</b> Transactions		
<b>4744</b>	<b>EAST SIDE OIL COMPANY</b>					
	03-340-000-0000-6411		67.50	RECYCLE OIL & FILTERS 020717 01/03/2017 01/03/2017	R56083	OPERATING SUPPLIES
<b>4744</b>	<b>EAST SIDE OIL COMPANY</b>		<b>67.50</b>	<b>1</b> Transactions		
<b>2812</b>	<b>GRAINGER</b>					
	03-340-000-0000-6574		83.00	HWY REPAIR PARTS 020717 01/12/2017 01/12/2017	9328607206	REPAIR PARTS
	03-340-000-0000-6574		83.00	HWY REPAIR PARTS 020717	9329150305	REPAIR PARTS

\*\*\* WRIGHT COUNTY \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	03-340-000-0000-6574		18.48	01/12/2017 01/12/2017 HWY REPAIR PARTS 020717	9341762400	REPAIR PARTS
	03-340-000-0000-6574		198.51	01/26/2017 01/26/2017 HWY REPAIR PARTS 020717	9342155901	REPAIR PARTS
<b>2812</b>	<b>GRAINGER</b>		<b>382.99</b>		<b>4</b> Transactions	
3162	<b>GRANITE ELECTRONICS</b>					
	03-340-000-0000-6560		280.81	01/24/2017 01/24/2017 INSTALL RADIO IN UNIT 1 020717	153003519	RADIO COMMUNICATION
	03-340-000-0000-6560		246.21	01/24/2017 01/24/2017 INSTALL RADIO IN 245 020717	153003519	RADIO COMMUNICATION
<b>3162</b>	<b>GRANITE ELECTRONICS</b>		<b>527.02</b>		<b>2</b> Transactions	
3993	<b>HECKSEL MACHINE INC</b>					
	03-340-000-0000-6574		384.00	01/10/2017 01/10/2017 PARTS-STEEL 1" PINS 020717	101716	REPAIR PARTS
<b>3993</b>	<b>HECKSEL MACHINE INC</b>		<b>384.00</b>		<b>1</b> Transactions	
4376	<b>HOTSYMINNESOTA.COM</b>					
	03-340-000-0000-6411		237.50	01/26/2017 01/26/2017 SOAP FOR WASHBAY 020717	54417	OPERATING SUPPLIES
<b>4376</b>	<b>HOTSYMINNESOTA.COM</b>		<b>237.50</b>		<b>1</b> Transactions	
7510	<b>MENARDS - BUFFALO</b>					
	03-340-000-0000-6698	AP	43.68	12/19/2016 12/19/2016 SHOP EQUIPMENT 020717	30460	SHOP EQUIPMENT-MINOR
<b>7510</b>	<b>MENARDS - BUFFALO</b>		<b>43.68</b>		<b>1</b> Transactions	
600	<b>MORRIES PARTS &amp; SERVICE GROUP</b>					
	03-340-000-0000-6574		55.28	01/04/2017 01/04/2017 HWY RETURN GASKET 020717	503226FO	REPAIR PARTS
	03-340-000-0000-6574		41.39	01/03/2017 01/03/2017 HWY REPAIR PARTS 020717	503566FO	REPAIR PARTS
	03-340-000-0000-6574		85.46	01/11/2017 01/11/2017 HWY REPAIR PARTS 020717	503667FO	REPAIR PARTS
	03-340-000-0000-6574		443.98	01/18/2017 01/18/2017 HWY REPAIR PARTS 020717	503748FO	REPAIR PARTS
	03-340-000-0000-6574		632.97	01/18/2017 01/18/2017 HWY REPAIR PARTS 020717	503758FO	REPAIR PARTS

\*\*\* WRIGHT COUNTY \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	03-340-000-0000-6570		520.00	01/19/2017 01/19/2017 TIRES 020717	503795FO	TIRES
	03-340-000-0000-6574		34.24	01/20/2017 01/20/2017 HWY REPAIR PARTS 020717	503848FO	REPAIR PARTS
	03-340-000-0000-6574		199.64	01/25/2017 01/25/2017 MORRIES-SHER VEH PARTS 020717	CS494201	REPAIR PARTS
	03-340-000-0000-6575		233.45	01/12/2017 01/12/2017 MORRIES-SHER LABOR 020717	CS494201	OUTSIDE LABOR
	03-340-000-0000-6574		252.73	01/12/2017 01/12/2017 MORRIES-SHER PARTS 020717	CS501886	REPAIR PARTS
	03-340-000-0000-6575		638.95	01/26/2017 01/26/2017 MORRIES-SHER LABOR 020717	CS501886	OUTSIDE LABOR
	03-340-000-0000-6574		53.04	01/26/2017 01/26/2017 MORRIES-SHER VEH PARTS 020717	CS503134	REPAIR PARTS
	03-340-000-0000-6575		165.00	01/25/2017 01/25/2017 MORRIES-SHER LABOR 020717	CS503134	OUTSIDE LABOR
<b>600</b>	<b>MORRIES PARTS &amp; SERVICE GROUP</b>		<b>3,245.57</b>	01/25/2017 01/25/2017 <b>13 Transactions</b>		
6224	<b>MSC INDUSTRIAL SUPPLY CO</b>					
	03-340-000-0000-6411		125.17	01/18/2017 01/18/2017 SHOP SUPPLIES 020717	9013524001	OPERATING SUPPLIES
	03-340-000-0000-6574		339.10	01/18/2017 01/18/2017 HWY REPAIR PARTS 020717	9013524001	REPAIR PARTS
<b>6224</b>	<b>MSC INDUSTRIAL SUPPLY CO</b>		<b>464.27</b>	<b>2 Transactions</b>		
4873	<b>NORTHERN SAFETY TECHNOLOGY</b>					
	03-340-000-0000-6574	AP	1,798.00	12/29/2016 12/29/2016 HWY REPAIR PARTS-SPEAKE 020717	42764	REPAIR PARTS
<b>4873</b>	<b>NORTHERN SAFETY TECHNOLOGY</b>		<b>1,798.00</b>	<b>1 Transactions</b>		
595	<b>O'REILLY AUTO PARTS</b>					
	03-340-000-0000-6574		59.98	01/17/2017 01/17/2017 HWY REPAIR PARTS 020717	1524204265	REPAIR PARTS
<b>595</b>	<b>O'REILLY AUTO PARTS</b>		<b>59.98</b>	<b>1 Transactions</b>		
3921	<b>OFFICE DEPOT</b>					
	03-340-000-0000-6599	AP	254.79	12/12/2016 12/12/2016 CUPS & TOWELS 020717	886355522	BUILDING MAINTENANCE-P.W.BLDG.

\*\*\* WRIGHT COUNTY \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	03-340-000-0000-6599	AP		28.74	PINE SOL 020717 12/10/2016 12/10/2016	886355679	BUILDING MAINTENANCE-P.W.BLDG.
<b>3921</b>	<b>OFFICE DEPOT</b>			<b>283.53</b>		<b>2</b> Transactions	
926	ROYAL TIRE INC 03-340-000-0000-6570			1,495.34	HWY TIRES 020717 01/30/2017 01/30/2017	4-611971	TIRES
<b>926</b>	<b>ROYAL TIRE INC</b>			<b>1,495.34</b>		<b>1</b> Transactions	
3696	RUNNING'S SUPPLY INC 03-340-000-0000-6574	AP		35.98	HWY - PART FOR UNIT 404 020717 12/20/2016 12/20/2016	1673627	REPAIR PARTS
	03-340-000-0000-6574			15.47	HWY REPAIR PARTS 020717 01/10/2017 01/10/2017	1681241	REPAIR PARTS
	03-340-000-0000-6599			74.97	SHOVELS FOR BLGS 020717 01/10/2017 01/10/2017	1681241	BUILDING MAINTENANCE-P.W.BLDG.
<b>3696</b>	<b>RUNNING'S SUPPLY INC</b>			<b>126.42</b>		<b>3</b> Transactions	
270	RYAN CHEVROLET 03-340-000-0000-6574			96.05	HWY REPAIR PARTS 020717 01/19/2017 01/19/2017	364440	REPAIR PARTS
<b>270</b>	<b>RYAN CHEVROLET</b>			<b>96.05</b>		<b>1</b> Transactions	
2474	SIGN MAN OF MN INC/THE 03-340-000-0000-6574			18.00	TRUCK NUMBERS 020717 01/12/2017 01/12/2017	1080	REPAIR PARTS
<b>2474</b>	<b>SIGN MAN OF MN INC/THE</b>			<b>18.00</b>		<b>1</b> Transactions	
6221	SUBURBAN TIRE WHOLESALE INC 03-340-000-0000-6570			4,243.81	HWY TIRES 020717 01/19/2017 01/19/2017	10144556	TIRES
	03-340-000-0000-6570			369.24	HWY TIRES 020717 01/20/2017 01/20/2017	10144579	TIRES
	03-340-000-0000-6570			726.72	HWY TIRES 020717 01/24/2017 01/24/2017	10144660	TIRES
<b>6221</b>	<b>SUBURBAN TIRE WHOLESALE INC</b>			<b>5,339.77</b>		<b>3</b> Transactions	
1281	TOWMASTER 03-340-000-0000-6574			186.12	HWY REPAIR PARTS 020717	388267	REPAIR PARTS

\*\*\* WRIGHT COUNTY \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	03-340-000-0000-6574		24.92	01/18/2017 01/18/2017 HWY REPAIR PARTS 020717	388269	REPAIR PARTS
	03-340-000-0000-6574		136.77	01/18/2017 01/18/2017 HWY REPAIR PARTS 020717	388329	REPAIR PARTS
<b>1281</b>	<b>TOWMASTER</b>		<b>347.81</b>		<b>3</b> Transactions	
<b>4433</b>	<b>XCEL ENERGY</b>					
	03-340-000-0000-6596	AP	611.70	WAV GAS UTIL 302201128 020717 11/28/2016 01/01/2017	FEB9STMT	UTILITIES-OUTLYING SHOPS
	03-340-000-0000-6596	AP	508.87	COKATO SHOP ELEC 302601 020717 11/29/2016 01/02/2017	FEB9STMT	UTILITIES-OUTLYING SHOPS
	03-340-000-0000-6596	AP	243.70	WAV SHOP ELECTRIC 30251 020717 11/28/2016 01/01/2017	FEB9STMT	UTILITIES-OUTLYING SHOPS
	03-340-000-0000-6596	AP	41.27	MISC WAV ELEC CHGS 020717 11/28/2016 12/31/2016	FEB9STMT	UTILITIES-OUTLYING SHOPS
<b>4433</b>	<b>XCEL ENERGY</b>		<b>1,405.54</b>		<b>4</b> Transactions	
<b>340</b>	<b>DEPT Total:</b>		<b>56,010.50</b>	<b>HIGHWAY SHOP MAINTENANCE</b>	<b>23 Vendors</b>	<b>74 Transactions</b>
<b>380</b>	<b>DEPT</b>			<b>UNALLOCATED NON-HIGHWAY OPERATI</b>		
	7518 DECKER/TOM					
	03-380-000-0000-6520		125.00	BOOT REIMB. T DECKER 020717 01/30/2017 01/30/2017		SAFETY PROGRAM & SUPPLIES
	7518 DECKER/TOM		<b>125.00</b>		<b>1</b> Transactions	
	2541 M & M EXPRESS SALES AND SERVICE					
	03-380-000-0000-6520	AP	221.85	FORESTRY HELMET SYS 020717 12/14/2016 12/14/2016	54073	SAFETY PROGRAM & SUPPLIES
	2541 M & M EXPRESS SALES AND SERVICE		<b>221.85</b>		<b>1</b> Transactions	
	3965 MN COUNTIES INS TRUST					
	03-380-000-0000-6353		103.00	ADD 2016 BOBCAT 5600 TOOL CAT 01/11/2017 01/11/2017	15108	LIABILITY INSURANCE
	3965 MN COUNTIES INS TRUST		<b>103.00</b>		<b>1</b> Transactions	
	3613 MUNSON LAKES NUTRITION					
	03-380-000-0000-6520		50.00	TOM DECKER GLOVE ALLOWA 020717 01/17/2017 01/17/2017	0460357CP	SAFETY PROGRAM & SUPPLIES

\*\*\* WRIGHT COUNTY \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
03-380-000-0000-6520			50.00	MATT POLZIN GLOVE ALLOW 020717 01/17/2017 01/17/2017	0460358CP	SAFETY PROGRAM & SUPPLIES
03-380-000-0000-6520			50.00	J WRIGHT GLOVE ALLOWANC 020717 01/17/2017 01/17/2017	0460359CP	SAFETY PROGRAM & SUPPLIES
03-380-000-0000-6520			50.00	COREY P GLOVE ALLOWANCE 020717 01/17/2017 01/17/2017	0460360CP	SAFETY PROGRAM & SUPPLIES
03-380-000-0000-6520			50.00	JIM FIVE GLOVE ALLOWANC 020717 01/17/2017 01/17/2017	0460361CP	SAFETY PROGRAM & SUPPLIES
03-380-000-0000-6520			45.60	K MORTENSON GLOVE ALLOW 020717 01/17/2017 01/17/2017	0460363CP	SAFETY PROGRAM & SUPPLIES
03-380-000-0000-6520			49.94	B ERICKSON GLOVE ALLOWA 020717 01/17/2017 01/17/2017	0460364CP	SAFETY PROGRAM & SUPPLIES
03-380-000-0000-6520			50.00	HACKENMUELLER GLOVE ALL 020717 01/17/2017 01/17/2017	0460365CP	SAFETY PROGRAM & SUPPLIES
03-380-000-0000-6520			50.00	TOM HAAG GLOVE ALLOWANC 020717 01/20/2017 01/20/2017	0460537CP	SAFETY PROGRAM & SUPPLIES
03-380-000-0000-6520			50.00	M MONSON GLOVE ALLOWANC 020717 01/20/2017 01/20/2017	0460539CP	SAFETY PROGRAM & SUPPLIES
03-380-000-0000-6520			50.00	D DEMARAIS GLOVE ALLOWA 020717 01/20/2017 01/20/2017	0460562CP	SAFETY PROGRAM & SUPPLIES
03-380-000-0000-6520			49.56	B CASEY GLOVE ALLOWANCE 020717 01/20/2017 01/20/2017	0460564CP	SAFETY PROGRAM & SUPPLIES
03-380-000-0000-6520			50.00	D JORE GLOVE ALLOWANCE 020717 01/20/2017 01/20/2017	0460566CP	SAFETY PROGRAM & SUPPLIES
03-380-000-0000-6520			33.98	GENE ROSS GLOVE ALLOWAN 020717 01/24/2017 01/24/2017	0460757CP	SAFETY PROGRAM & SUPPLIES
03-380-000-0000-6520			21.07	CASARI GLOVE ALLOWANCE 020717 01/24/2017 01/24/2017	0460758CP	SAFETY PROGRAM & SUPPLIES
03-380-000-0000-6520			21.07	TYLER L GLOVE ALLOWANCE 020717 01/24/2017 01/24/2017	0460759CP	SAFETY PROGRAM & SUPPLIES
03-380-000-0000-6520			41.06	B HAYNES GLOVE ALLOWANC 020717 01/24/2017 01/24/2017	0460760CP	SAFETY PROGRAM & SUPPLIES
03-380-000-0000-6520			44.06	KOTILA GLOVE ALLOWANCE 020717 01/24/2017 01/24/2017	0460785CP	SAFETY PROGRAM & SUPPLIES
03-380-000-0000-6520			50.00	D CZAN GLOVE ALLOWANCE 020717 01/26/2017 01/26/2017	0460928CP	SAFETY PROGRAM & SUPPLIES
03-380-000-0000-6520			47.62	KNUTSON GLOVE ALLOWANCE 020717 01/26/2017 01/26/2017	0460930CP	SAFETY PROGRAM & SUPPLIES
03-380-000-0000-6520			50.00	BERNING GLOVE ALLOWANCE 020717 01/26/2017 01/26/2017	0460931CP	SAFETY PROGRAM & SUPPLIES

SML7587  
 2/2/2017 12:15:44PM  
**3** ROAD AND BRIDGE FUND

**\*\*\* WRIGHT COUNTY \*\*\***



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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	03-380-000-0000-6520		48.60	01/26/2017 01/26/2017 T WALDRON GLOVE ALLOWAN 020717	0460932CP	SAFETY PROGRAM & SUPPLIES
<b>3613</b>	<b>MUNSON LAKES NUTRITION</b>		<b>1,002.56</b>	01/26/2017 01/26/2017 <b>22 Transactions</b>		
<b>380</b>	<b>DEPT Total:</b>		<b>1,452.41</b>	<b>UNALLOCATED NON-HIGHWAY OPERAT</b>	<b>4 Vendors</b>	<b>25 Transactions</b>
<b>3</b>	<b>Fund Total:</b>		<b>285,978.40</b>	<b>ROAD AND BRIDGE FUND</b>		<b>180 Transactions</b>

\*\*\* WRIGHT COUNTY \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
420	DEPT			FINANCIAL SERVICES		
1366	NATIONAL ASSOCIATION OF COUNTIES 11-420-600-0020-6245		186.28	2017 ANNUAL DUES 01/01/2017 12/31/2017	152034	DUES
	11-420-600-0020-6245		186.28	2017 ANNUAL DUES 01/01/2017 12/31/2017	152034	DUES
<b>1366</b>	<b>NATIONAL ASSOCIATION OF COUNTIES</b>		<b>372.56</b>	<b>2 Transactions</b>		
2490	UNITED PARCEL SERVICE 11-420-600-0020-6205		1.29	SHIPPING 01/21/2017 01/21/2017		POSTAGE
<b>2490</b>	<b>UNITED PARCEL SERVICE</b>		<b>1.29</b>	<b>1 Transactions</b>		
<b>420</b>	<b>DEPT Total:</b>		<b>373.85</b>	<b>FINANCIAL SERVICES</b>	<b>2 Vendors</b>	<b>3 Transactions</b>
430	DEPT			SOCIAL SERVICES		
1366	NATIONAL ASSOCIATION OF COUNTIES 11-430-700-0020-6245		353.29	2017 ANNUAL DUES 01/01/2017 12/31/2017	152034	DUES
	11-430-700-0020-6245		353.28	2017 ANNUAL DUES 01/01/2017 12/31/2017	152034	DUES
<b>1366</b>	<b>NATIONAL ASSOCIATION OF COUNTIES</b>		<b>706.57</b>	<b>2 Transactions</b>		
2490	UNITED PARCEL SERVICE 11-430-700-0020-6205		2.19	SHIPPING 01/21/2017 01/21/2017		POSTAGE
<b>2490</b>	<b>UNITED PARCEL SERVICE</b>		<b>2.19</b>	<b>1 Transactions</b>		
<b>430</b>	<b>DEPT Total:</b>		<b>708.76</b>	<b>SOCIAL SERVICES</b>	<b>2 Vendors</b>	<b>3 Transactions</b>
450	DEPT			PUBLIC HEALTH SERVICES		
1366	NATIONAL ASSOCIATION OF COUNTIES 11-450-430-0020-6245		102.77	2017 ANNUAL DUES 01/01/2017 12/31/2017	152034	DUES
	11-450-430-0020-6245		102.77	2017 ANNUAL DUES 01/01/2017 12/31/2017	152034	DUES
<b>1366</b>	<b>NATIONAL ASSOCIATION OF COUNTIES</b>		<b>205.54</b>	<b>2 Transactions</b>		

SML7587  
 2/2/2017 12:15:44PM  
 11 HUMAN SERVICES FUND

**\*\*\* WRIGHT COUNTY \*\*\***



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

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
2490	UNITED PARCEL SERVICE 11-450-430-0020-6205		0.82	SHIPPING 01/21/2017 01/21/2017		POSTAGE
2490	UNITED PARCEL SERVICE		0.82	1 Transactions		
450	<b>DEPT Total:</b>		206.36	<b>PUBLIC HEALTH SERVICES</b>	2 Vendors	3 Transactions
11	<b>Fund Total:</b>		1,288.97	<b>HUMAN SERVICES FUND</b>		9 Transactions

\*\*\* WRIGHT COUNTY \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
393	DEPT			S.C.O.R.E.		
1849	ALBERTVILLE/CITY OF 20-393-000-0000-6801	DTG	2,684.40	2016 4TH QTR RECYCLING 10/01/2016 12/31/2016		MISCELLANEOUS EXPENSE
<b>1849</b>	<b>ALBERTVILLE/CITY OF</b>		<b>2,684.40</b>	<b>1 Transactions</b>		
1028	ALBION TOWNSHIP 20-393-000-0000-6801	DTG	714.00	2016 4TH QTR RECYCLING 10/01/2016 12/31/2016		MISCELLANEOUS EXPENSE
<b>1028</b>	<b>ALBION TOWNSHIP</b>		<b>714.00</b>	<b>1 Transactions</b>		
5067	BEAUDRY PROPANE INC 20-393-000-0000-6801		2,731.40	PROPANE DELIVERY HEAT 01/05/2017 01/05/2017	427313	MISCELLANEOUS EXPENSE
<b>5067</b>	<b>BEAUDRY PROPANE INC</b>		<b>2,731.40</b>	<b>1 Transactions</b>		
1861	BUFFALO TOWNSHIP 20-393-000-0000-6801	DTG	905.60	2016 4TH QTR RECYCLING 10/01/2016 12/31/2016		MISCELLANEOUS EXPENSE
<b>1861</b>	<b>BUFFALO TOWNSHIP</b>		<b>905.60</b>	<b>1 Transactions</b>		
1075	BUFFALO/CITY OF 20-393-000-0000-6801	DTG	5,548.80	2016 2ND QTR RECYCLING 01/01/2016 12/31/2016		MISCELLANEOUS EXPENSE
	20-393-000-0000-6801	DTG	5,432.80	2016 4TH QTR RECYCLING 01/01/2016 12/31/2016		MISCELLANEOUS EXPENSE
	20-393-000-0000-6801	DTG	6,142.80	2016 3RD QTR RECYCLING 01/01/2016 12/31/2016		MISCELLANEOUS EXPENSE
	20-393-000-0000-6801	DTG	5,061.40	2016 1ST QTR RECYCLING 01/01/2016 12/31/2016		MISCELLANEOUS EXPENSE
<b>1075</b>	<b>BUFFALO/CITY OF</b>		<b>22,185.80</b>	<b>4 Transactions</b>		
7324	CHATHAM TOWNSHIP 20-393-000-0000-6801	DTG	922.30	2016 4TH QTR RECYCLING 10/01/2016 12/31/2016		MISCELLANEOUS EXPENSE
<b>7324</b>	<b>CHATHAM TOWNSHIP</b>		<b>922.30</b>	<b>1 Transactions</b>		
1851	CLEARWATER/CITY OF 20-393-000-0000-6801	DTG	1,487.80	2016 4TH QTR RECYCLING		MISCELLANEOUS EXPENSE

\*\*\* WRIGHT COUNTY \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
1851	CLEARWATER/CITY OF		1,487.80	10/01/2016 12/31/2016	1 Transactions	
1103	COKATO TOWNSHIP 20-393-000-0000-6801	DTG	376.20	2016 4TH QTR RECYCLING 10/01/2016 12/31/2016	1 Transactions	MISCELLANEOUS EXPENSE
1103	COKATO TOWNSHIP		376.20	10/01/2016 12/31/2016	1 Transactions	
1852	COKATO/CITY OF 20-393-000-0000-6801	DTG	1,006.20	2016 4TH QTR RECYCLING 10/01/2016 12/31/2016	1 Transactions	MISCELLANEOUS EXPENSE
1852	COKATO/CITY OF		1,006.20	10/01/2016 12/31/2016	1 Transactions	
7328	CORINNA TOWNSHIP 20-393-000-0000-6801	DTG	1,258.60	2016 4TH QTR RECYCLING 10/01/2016 12/31/2016	1 Transactions	MISCELLANEOUS EXPENSE
7328	CORINNA TOWNSHIP		1,258.60	10/01/2016 12/31/2016	1 Transactions	
1670	DELANO/CITY OF 20-393-000-0000-6801	DTG	2,542.60	2016 1ST QTR RECYCLING 01/01/2016 12/31/2016		MISCELLANEOUS EXPENSE
	20-393-000-0000-6801	DTG	2,945.60	2016 3RD QTR RECYCLING 01/01/2016 12/31/2016		MISCELLANEOUS EXPENSE
	20-393-000-0000-6801	DTG	2,857.60	2016 4TH QTR RECYCLING 01/01/2016 12/31/2016		MISCELLANEOUS EXPENSE
	20-393-000-0000-6801	DTG	2,750.60	2016 2ND QTR RECYCLING 01/01/2016 12/31/2016		MISCELLANEOUS EXPENSE
1670	DELANO/CITY OF		11,096.40	01/01/2016 12/31/2016	4 Transactions	
1171	FRENCH LAKE TOWNSHIP 20-393-000-0000-6801	DTG	518.00	2016 4TH QTR RECYCLING 10/01/2016 12/31/2016	1 Transactions	MISCELLANEOUS EXPENSE
1171	FRENCH LAKE TOWNSHIP		518.00	10/01/2016 12/31/2016	1 Transactions	
1908	HANOVER/CITY OF 20-393-000-0000-6801	DTG	1,155.00	2016 4TH QTR RECYCLING 10/01/2016 12/31/2016	1 Transactions	MISCELLANEOUS EXPENSE
1908	HANOVER/CITY OF		1,155.00	10/01/2016 12/31/2016	1 Transactions	

\*\*\* **WRIGHT COUNTY** \*\*\*



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
1324	MAPLE LAKE TOWNSHIP 20-393-000-0000-6801	DTG	907.60	2016 4TH QTR RECYCLING 10/01/2016 12/31/2016		MISCELLANEOUS EXPENSE
<b>1324</b>	<b>MAPLE LAKE TOWNSHIP</b>		<b>907.60</b>	<b>1 Transactions</b>		
1345	MIDDLEVILLE TOWNSHIP 20-393-000-0000-6801	DTG	883.30	2016 4TH QTR RECYCLING 10/01/2016 12/31/2016		MISCELLANEOUS EXPENSE
<b>1345</b>	<b>MIDDLEVILLE TOWNSHIP</b>		<b>883.30</b>	<b>1 Transactions</b>		
2557	MN DEPARTMENT OF HEALTH 20-393-000-0000-6801		200.00	ANNUAL MONITOR WELL MAINT 01/18/2017 01/18/2017		MISCELLANEOUS EXPENSE
<b>2557</b>	<b>MN DEPARTMENT OF HEALTH</b>		<b>200.00</b>	<b>1 Transactions</b>		
4092	OLSON & SONS ELECTRIC 20-393-000-0000-6801	AP	282.88	HEATER FOR FIRE SUPPRESSION 12/19/2016 12/19/2016	54354	MISCELLANEOUS EXPENSE
<b>4092</b>	<b>OLSON &amp; SONS ELECTRIC</b>		<b>282.88</b>	<b>1 Transactions</b>		
7418	ROCKFORD TOWNSHIP 20-393-000-0000-6801	DTG	2,195.50	2016 4TH QTR RECYCLING 10/01/2016 12/31/2016		MISCELLANEOUS EXPENSE
<b>7418</b>	<b>ROCKFORD TOWNSHIP</b>		<b>2,195.50</b>	<b>1 Transactions</b>		
1856	ROCKFORD/CITY OF 20-393-000-0000-6801	DTG	1,405.60	2016 4TH QTR RECYCLING 10/01/2016 12/31/2016		MISCELLANEOUS EXPENSE
<b>1856</b>	<b>ROCKFORD/CITY OF</b>		<b>1,405.60</b>	<b>1 Transactions</b>		
1463	SILVER CREEK TOWNSHIP 20-393-000-0000-6801	DTG	839.40	2016 4TH QTR RECYCLING 10/01/2016 12/31/2016		MISCELLANEOUS EXPENSE
<b>1463</b>	<b>SILVER CREEK TOWNSHIP</b>		<b>839.40</b>	<b>1 Transactions</b>		
1461	SIMPLEX GRINNELL LP 20-393-000-0000-6801		575.81	ANNUAL FIRE ALARM CONTRACT 02/01/2017 01/31/2018	79129666	MISCELLANEOUS EXPENSE

\*\*\* WRIGHT COUNTY \*\*\*



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
1461	SIMPLEX GRINNELL LP		575.81		1 Transactions	
1858	SOUTH HAVEN/CITY OF 20-393-000-0000-6801	DTG	305.60	2016 4TH QTR RECYCLING 10/01/2016 12/31/2016		MISCELLANEOUS EXPENSE
1858	SOUTH HAVEN/CITY OF		305.60		1 Transactions	
1440	SOUTHSIDE TOWNSHIP 20-393-000-0000-6801	DTG	1,091.50	2016 4TH QTR RECYCLING 10/01/2016 12/31/2016		MISCELLANEOUS EXPENSE
1440	SOUTHSIDE TOWNSHIP		1,091.50		1 Transactions	
1857	ST MICHAEL/CITY OF 20-393-000-0000-6801	DTG	6,868.20	2016 4TH QTR RECYCLING 10/01/2016 12/31/2016		MISCELLANEOUS EXPENSE
1857	ST MICHAEL/CITY OF		6,868.20		1 Transactions	
1785	WAVERLY/CITY OF 20-393-000-0000-6801	DTG	771.80	2016 4TH QTR RECYCLING 10/01/2016 12/31/2016		MISCELLANEOUS EXPENSE
1785	WAVERLY/CITY OF		771.80		1 Transactions	
1530	WOODLAND TOWNSHIP 20-393-000-0000-6801	DTG	605.60	2016 4TH QTR RECYCLING 10/01/2016 12/31/2016		MISCELLANEOUS EXPENSE
1530	WOODLAND TOWNSHIP		605.60		1 Transactions	
393	DEPT Total:		63,974.49	S.C.O.R.E.	26 Vendors	32 Transactions
20	Fund Total:		63,974.49	WASTE MANAGEMENT FUND		32 Transactions

**\*\*\* WRIGHT COUNTY \*\*\***



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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
150	DEPT			LEVY STABILIZATION FUND		
4568	<b>AK MATERIAL HANDLING SYSTEMS INC</b> 34-150-000-0000-6605		4,680.00	INSTALL LABOR PWB MEZZ BEAM 01/04/2017 01/04/2017	S1056616	SITE IMPROVEMENTS
<b>4568</b>	<b>AK MATERIAL HANDLING SYSTEMS INC</b>		<b>4,680.00</b>	<b>1 Transactions</b>		
737	<b>AMERICAN PRESSURE INC</b> 34-150-000-0000-6605	AP	773.61	WASH BAY REPAIRS PWB 12/27/2016 12/27/2016	93580	SITE IMPROVEMENTS
<b>737</b>	<b>AMERICAN PRESSURE INC</b>		<b>773.61</b>	<b>1 Transactions</b>		
6496	<b>COKATO MOTOR SALES INC</b> 34-150-000-0000-6605		36,820.59	WOW VAN HHSC 01/12/2017 01/12/2017	3555	SITE IMPROVEMENTS
<b>6496</b>	<b>COKATO MOTOR SALES INC</b>		<b>36,820.59</b>	<b>1 Transactions</b>		
4667	<b>GRINDSTONE CONSTRUCTION SERVICES I</b> 34-150-000-0000-6605	AP	21,581.28	CONTRACTOR APP 2 PWB DEF MAINT 12/30/2016 12/30/2016	1230216	SITE IMPROVEMENTS
<b>4667</b>	<b>GRINDSTONE CONSTRUCTION SERVICES I</b>		<b>21,581.28</b>	<b>1 Transactions</b>		
4506	<b>INSPEC</b> 34-150-000-0000-6605	AP	2,500.00	PARTIAL ROOF REPLACE PWB FEE 12/27/2016 12/27/2016	2573	SITE IMPROVEMENTS
<b>4506</b>	<b>INSPEC</b>		<b>2,500.00</b>	<b>1 Transactions</b>		
36745	<b>KJELLBERG'S CARPET ONE</b> 34-150-000-0000-6605	AP	672.84	VCT FLOORING REPLACE PWB 12/05/2016 12/05/2016	CG601575	SITE IMPROVEMENTS
<b>36745</b>	<b>KJELLBERG'S CARPET ONE</b>		<b>672.84</b>	<b>1 Transactions</b>		
2693	<b>LOBERG ELECTRIC</b> 34-150-000-0000-6605	AP	3,773.50	REPAIRS ELECTRICAL SURVEYOR 12/22/2016 12/22/2016	24224	SITE IMPROVEMENTS
<b>2693</b>	<b>LOBERG ELECTRIC</b>		<b>3,773.50</b>	<b>1 Transactions</b>		
507	<b>MIDWAY IRON &amp; METAL CO INC</b> 34-150-000-0000-6605		299.02	PWB HOIST PIT COVERS 01/21/2017 01/21/2017	338903	SITE IMPROVEMENTS

**\*\*\* WRIGHT COUNTY \*\*\***



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

Vendor No.	Name Account/Formula	Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
<b>507</b>	<b>MIDWAY IRON &amp; METAL CO INC</b>		<b>299.02</b>		<b>1 Transactions</b>	
4524	<b>NELSON UPPER MIDWEST</b> 34-150-000-0000-6605	AP	57.23	REIMBURSABLES PWB 12/20/2016 12/20/2016	156434	SITE IMPROVEMENTS
<b>4524</b>	<b>NELSON UPPER MIDWEST</b>		<b>57.23</b>		<b>1 Transactions</b>	
3528	<b>OSI ENVIRONMENTAL INC</b> 34-150-000-0000-6605	AP	440.00	VEHICLE LIFT PIT CLEAN PWB 12/09/2016 12/09/2016	2062694	SITE IMPROVEMENTS
<b>3528</b>	<b>OSI ENVIRONMENTAL INC</b>		<b>440.00</b>		<b>1 Transactions</b>	
3687	<b>VOSS LIGHTING</b> 34-150-000-0000-6605		661.42	LIGHT FIXTURES PWB DEF MAINT 01/04/2017 01/04/2017	1529535101	SITE IMPROVEMENTS
<b>3687</b>	<b>VOSS LIGHTING</b>		<b>661.42</b>		<b>1 Transactions</b>	
<b>150</b>	<b>DEPT Total:</b>		<b>72,259.49</b>	<b>LEVY STABILIZATION FUND</b>	<b>11 Vendors</b>	<b>11 Transactions</b>
<b>161</b>	DEPT			HIGHWAY BUILDING BOND PROCEEDS		
519	<b>B &amp; B SHEETMETAL &amp; ROOFING</b> 34-161-000-0000-6605	AP	7,480.91	HWY BUILDING PAYMENTS 12/25/2016 12/25/2016		HIGHWAY BUILDING
<b>519</b>	<b>B &amp; B SHEETMETAL &amp; ROOFING</b>		<b>7,480.91</b>		<b>1 Transactions</b>	
1075	<b>BUFFALO/CITY OF</b> 34-161-000-0000-6605		165.00	PWB DEF MAINT ENGINEERING SERV 01/02/2017 01/02/2017	201701060529	HIGHWAY BUILDING
<b>1075</b>	<b>BUFFALO/CITY OF</b>		<b>165.00</b>		<b>1 Transactions</b>	
4637	<b>CE CONTRACT</b> 34-161-000-0000-6605		2,437.43	ROLLER SHADES HWY BLD 01/04/2017 01/04/2017	8621	HIGHWAY BUILDING
<b>4637</b>	<b>CE CONTRACT</b>		<b>2,437.43</b>		<b>1 Transactions</b>	
4128	<b>CENTRAL MN FABRICATION INC</b> 34-161-000-0000-6605	AP	38,341.00	HWY BUILDING 11/01/2016 11/01/2016		HIGHWAY BUILDING

**\*\*\* WRIGHT COUNTY \*\*\***



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

<u>Vendor No.</u>	<u>Name</u> <u>Account/Formula</u>	<u>Rpt</u> <u>Accr</u>	<u>Amount</u>	<u>Warrant Description</u> <u>Service Dates</u>	<u>Invoice #</u> <u>Paid On Bhf #</u>	<u>Account/Formula Description</u> <u>On Behalf of Name</u>
<b>4128</b>	<b>CENTRAL MN FABRICATION INC</b>		<b>38,341.00</b>		<b>1 Transactions</b>	
1264	<b>DELL MARKETING LP</b> 34-161-000-0000-6605	AP	556.06	SCANNER,SURGE PROTECT,E PORT 12/05/2016 12/05/2016	1013175708	HIGHWAY BUILDING
<b>1264</b>	<b>DELL MARKETING LP</b>		<b>556.06</b>		<b>1 Transactions</b>	
3957	<b>E2 ELECTRICAL SERVICES INC</b> 34-161-000-0000-6605	AP	9,976.76	HWY BUILDING 11/30/2016		HIGHWAY BUILDING
<b>3957</b>	<b>E2 ELECTRICAL SERVICES INC</b>		<b>9,976.76</b>		<b>1 Transactions</b>	
4164	<b>J&amp;B EQUIPMENT COMPANY</b> 34-161-000-0000-6605	AP	5,544.50	HWY BUILDING 12/31/2016		HIGHWAY BUILDING
<b>4164</b>	<b>J&amp;B EQUIPMENT COMPANY</b>		<b>5,544.50</b>		<b>1 Transactions</b>	
7510	<b>MENARDS - BUFFALO</b> 34-161-000-0000-6605	AP	238.05	SUPPLIES HWY BLD 12/30/2016	31248	HIGHWAY BUILDING
<b>7510</b>	<b>MENARDS - BUFFALO</b>		<b>238.05</b>		<b>1 Transactions</b>	
4181	<b>NORTHERN LIGHTS STEEL FAB INC</b> 34-161-000-0000-6605	AP	13,202.44	HWY BUILDING 10/20/2016		HIGHWAY BUILDING
<b>4181</b>	<b>NORTHERN LIGHTS STEEL FAB INC</b>		<b>13,202.44</b>		<b>1 Transactions</b>	
3921	<b>OFFICE DEPOT</b> 34-161-000-0000-6605	AP	66.79	SUPPLIES 879792955001 11/17/2016		HIGHWAY BUILDING
<b>3921</b>	<b>OFFICE DEPOT</b>		<b>66.79</b>		<b>1 Transactions</b>	
4716	<b>PRIME CONSTRUCTION SOLUTIONS</b> 34-161-000-0000-6605	AP	18,667.50	HWY BUILDING 07/13/2016		HIGHWAY BUILDING
<b>4716</b>	<b>PRIME CONSTRUCTION SOLUTIONS</b>		<b>18,667.50</b>		<b>1 Transactions</b>	
6140	<b>RUSSELL SECURITY RESOURCE INC</b> 34-161-000-0000-6605		178.00	DOOR HOLDER HWY BLD	A29093	HIGHWAY BUILDING

**\*\*\* WRIGHT COUNTY \*\*\***



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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
<b>6140</b>	<b>RUSSELL SECURITY RESOURCE INC</b>		<b>178.00</b>	01/03/2017 01/03/2017	<b>1</b> Transactions	
3651	<b>SUMMIT COMPANIES</b> 34-161-000-0000-6605	AP	8,170.52	HWY BUILDING 05/31/2016		HIGHWAY BUILDING
<b>3651</b>	<b>SUMMIT COMPANIES</b>		<b>8,170.52</b>		<b>1</b> Transactions	
4144	<b>TEKTON CONSTRUCTION COMPANY</b> 34-161-000-0000-6605	AP	2,541.25	HWY BUILDING 12/31/2016		HIGHWAY BUILDING
<b>4144</b>	<b>TEKTON CONSTRUCTION COMPANY</b>		<b>2,541.25</b>		<b>1</b> Transactions	
<b>161</b>	<b>DEPT Total:</b>		<b>107,566.21</b>	<b>HIGHWAY BUILDING BOND PROCEEDS</b>	<b>14 Vendors</b>	<b>14 Transactions</b>
<b>170</b>	DEPT			CAPITAL TECHNOLOGY		
5721	<b>CDW GOVERNMENT INC</b> 34-170-000-0000-6621		19,382.55	CISCO SWITCHES/YR SUPPORT 01/16/2017 01/16/2017	GNS5075	EDMS INFRASTRUCTURE
	34-170-000-0000-6621		16,850.70	CISCO UCS/YR SUPPORT 01/17/2017 01/17/2017	GPB3528	EDMS INFRASTRUCTURE
	34-170-000-0000-6621		6,159.30	CISCO UCS/YR SUPPORT 01/18/2017 01/18/2017	GPJ2123	EDMS INFRASTRUCTURE
<b>5721</b>	<b>CDW GOVERNMENT INC</b>		<b>42,392.55</b>		<b>3</b> Transactions	
3417	<b>DATABANK IMX LLC</b> 34-170-000-0000-6262		4,950.00	ONBASE LIC/MAINT CSTS 02/01/2017 01/31/2018	I45003650	EDMS - LAW LEGAL
<b>3417</b>	<b>DATABANK IMX LLC</b>		<b>4,950.00</b>		<b>1</b> Transactions	
1344	<b>MARCO</b> 34-170-000-0000-6265		236.00	DMV KONICA UPGRADE KIT/LIC 01/11/2017 01/11/2017	3957642	EDMS - ENTERPRISE
<b>1344</b>	<b>MARCO</b>		<b>236.00</b>		<b>1</b> Transactions	
<b>170</b>	<b>DEPT Total:</b>		<b>47,578.55</b>	<b>CAPITAL TECHNOLOGY</b>	<b>3 Vendors</b>	<b>5 Transactions</b>
<b>34</b>	<b>Fund Total:</b>		<b>227,404.25</b>	<b>CAPITAL IMPROVEMENTS FUND</b>		<b>30 Transactions</b>

\*\*\* WRIGHT COUNTY \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

41 DITCH FUND

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
610	DEPT 1004 RINKE-NOONAN 41-610-000-0000-6261	AP	1,169.00	GENERAL DITCH CD31 DNR LAWSUIT LEGAL FEES 12/31/2016 12/31/2016	264446	PROFESSIONAL SERVICES
	1004 RINKE-NOONAN		1,169.00	1 Transactions		
610	<b>DEPT Total:</b>		<b>1,169.00</b>	<b>GENERAL DITCH</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
692	DEPT 3286 BATTLES/RICK 41-692-000-0000-6261		2,156.40	JUDICIAL DITCH 15 JD15 REDETERMINATION VIEW FEES 01/03/2017 01/03/2017	01032017	PROFESSIONAL SERVICES
	3286 BATTLES/RICK		2,156.40	1 Transactions		
692	<b>DEPT Total:</b>		<b>2,156.40</b>	<b>JUDICIAL DITCH 15</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
41	<b>Fund Total:</b>		<b>3,325.40</b>	<b>DITCH FUND</b>		<b>2 Transactions</b>
	<b>Final Total:</b>		<b>861,916.82</b>	<b>299 Vendors</b>	<b>549 Transactions</b>	

# \*\*\* WRIGHT COUNTY \*\*\*



**Recap by Fund**

<u>Fund</u>	<u>Amount</u>	<u>Name</u>
1	279,002.29	GENERAL REVENUE FUND
2	943.02	RESERVES FUND
3	285,978.40	ROAD AND BRIDGE FUND
11	1,288.97	HUMAN SERVICES FUND
20	63,974.49	WASTE MANAGEMENT FUND
34	227,404.25	CAPITAL IMPROVEMENTS FUND
41	3,325.40	DITCH FUND
<b>All Funds</b>	<b>861,916.82</b>	<b>Total</b>

Approved by, .....

.....

.....