

WRIGHT COUNTY BOARD  
AGENDA  
MARCH 29, 2016

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 3-22-16**

Documents: [2016-03-22 WRIGHT COUNTY BOARD MINUTES \(INFO\).PDF](#)

**III. REVIEW & APPROVAL OF AGENDA**

**IV. CONSENT AGENDA**

**A. ADMINISTRATION**

1. Approve Request From City Of Otsego To Waive The 30-Day Notice To Amend The TIF (Tax Increment Financing) Plan For TIF District No. 1 For P&F Machining, Inc., Great River Centre.

Documents: [AMENDMENT WAIVER LETTER WRIGHT COUNTY.PDF](#),  
[AMENDMENT WAIVER WRIGHT COUNTY.PDF](#), [TIF PLAN MOD 3 17 16.PDF](#)

**B. ADMINISTRATION**

1. Close Wright County Administration Office At 4:00 P.M. On 4-18-16 To Conduct Active Shooter Training.

**C. ADMINISTRATION**

1. Approve Charitable Gambling Application Form LG220, Arthritis Foundation Upper Midwest Region, Stockholm Karting Center, 13185 US Hwy. 12 SW, Cokato MN 55321 (Stockholm Twp.)

Documents: [CHARITABLE GAMBLING APPLICATION.PDF](#)

**D. AUDITOR/TREASURER**

1. Approve Claims As Listed In The Abstract, Subject To Audit, For A Total Of \$278,211.55 With 221 Vendors And 419 Transactions.

Documents: [AGENDA 3-29 CONSENT CLAIMS.PDF](#)

**E. AUDITOR/TREASURER**

1. Approve Renewal Of 2016 Tobacco License For:
  - A. City Of St. Michael: Fox Hollow Golf Club.

Documents: [AGENDA 3-29 CONSENT TOBACCO LICENSE RENEWAL.PDF](#)

**F. HEALTH & HUMAN SERVICES**

1. Position Replacement
  - A. Financial Worker
  - B. Social Worker

Documents: [2016-03-29 WC REQUEST FOR BOARD ACTION - FW.PDF](#),  
[2016-03-29 WC REQUEST FOR BOARD ACTION - SW.PDF](#)

**G. PARKS & RECREATION DEPARTMENT**

1. The Wright County Parks Commission Recommends To The Wright County Board Of Commissioners:

A. Acceptance Of The 2015 Wright County Parks Department Year End Report.

B. Adoption Of The Collinwood Park Master Plan.

Documents: [2015 YEAR END REPORT.PDF](#), [MASTER PLAN - COLLINWOOD - FINAL \(REDUCED\).PDF](#)

#### H. VETERANS SERVICES

1. Recommend Approval Of The Renewal Of An Existing Revocable License By Wright County To Provide One Parking Space, Located At 1901, HWY 25 N, Buffalo, MN 55313 For The Purpose Of Parking A Government Owned Vehicle That Is Used To Provide Transportation For Veterans Living In Wright County Area To The St. Cloud VA Health Care System For Medical Care. This License Is Deemed Effective April 1, 2016 And Shall Automatically Expire On September 30, 2016.

Documents: [REQUEST FOR BOARD ACTION - REVOCABLE LICENSE APR-SEP2016.PDF](#), [WRIGHT COUNTY REVOCABLE LICENSE APR-SEP2016.PDF](#)

#### V. TIMED AGENDA ITEMS

A. 9:05 A.M. PRESENTATION OF RETIREMENT PLAQUE TO BARB GABRELICK, COUNTY RECORDER

B. 9:10 A.M. BOB HIIVALA, AUDITOR/TREASURER

1. Approve February Revenue/Expenditure Budget Report.

2. Authorize Purchase Of DS200 Ballot Counter From ES&S (Election Systems & Software).

3. Informational Only: Mail Balloting.

Documents: [AGENDA 3-29 APPROVE FEBRUARY REV-EXP REPORT.PDF](#), [AGENDA 3-29 AUTHORIZE PURCHASE OF DS200.PDF](#), [AGENDA 3-29 INFO RE MAIL BALLOTING.PDF](#), [AGENDA 3-29 MAIL BALLOT EMAIL.PDF](#)

C. 9:20 A.M. LAUNETTE FIGLIUZZI, VETERANS SERVICE OFFICER

Recommend Approval For Launette Figliuzzi, The Wright County Veterans Service Officer, To Attend The National Association Of County Veterans Service Officer (NACVSO), Inc. Annual Accreditation Training Conference & Business Meeting From May 14<sup>th</sup> To May 20<sup>th</sup>, 2016 In Myrtle Beach, SC.

Documents: [BOARD ACTION REQUEST-OUT OF STATE TRAVEL TO NACVSO TRAINING 2016.PDF](#), [NACVSO - 2016 CEU TRAINING AGENDA.PDF](#)

D. 9:25 A.M. MARC MATTICE, PARKS ADMINISTRATOR

1. Update Regarding Planning Efforts Of The Crow River Regional Trail.

2. As Recommended By The Wright County Parks Commission Authorize The Parks Department To Apply For Regional Designation For:

A. Crow River Regional Trail

B. Crow River System Of Parks

C. Stanley Eddy Park Reserve

3. Review And Adopt Resolutions As Recommended By The Wright County Park Commission.

A. Regional Designation Support Resolution - Crow River System Of Parks.

B. Regional Designation Support Resolution - Crow River Regional Trail.

- C. Regional Designation Support Resolution - Stanley Eddy Park Reserve.
- D. For Crow River Regional Trail - To Three Rivers Parks District.
- E. Greater Minnesota Parks And Trails - Bonding For Local Park And Trail Grants.

Documents: [3-29-16 AGENDA ITEM.PDF](#), [3-14-16 PC MEETING MINUTES.PDF](#), [RESOLUTION FOR DESIGNATION CROW RIVER SYSTEM OF PARKS.PDF](#), [RESOLUTION FOR DESIGNATION CROW RIVER REGIONAL TRAIL.PDF](#), [RESOLUTION FOR DESIGNATION STANLEY EDDY.PDF](#), [RESOLUTION FOR DESIGNATION CROW RIVER REGIONAL TRAIL THREE RIVERS PARKS.PDF](#), [RESOLUTION IN SUPPORT OF BONDING FUNDS.PDF](#), [CROW RIVER REGIONAL TRAIL - BOARD COMMITTEE POWER POINT.PDF](#)

## **VI. ITEMS FOR CONSIDERATION**

### **A. COMMITTEE MINUTES**

- 1. Committee Of The Whole, Personnel, Technology.

Documents: [2016-03-22 COMMITTEE OF THE WHOLE MINUTES AND ATTACHMENTS.PDF](#), [2016-03-23 PERSONNEL COMMITTEE MINUTES.PDF](#), [2016-03-23 TECHNOLOGY COMMITTEE MINUTES.PDF](#)

### **B. WATERSHED DISTRICT TERM LIMITS**

Documents: [WATERSHED DISTRICT TERM LIMITS.PDF](#)

### **C. PROPERTY AT 4030 NABER AVENUE, ST MICHAEL (DALEIDEN)**

Documents: [PID 114-800-083300.PDF](#), [BEACON MAP.PDF](#)

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

## **VIII. ADJOURNMENT**

### **IX. NOTE: COMMITTEE OF THE WHOLE MEETING @ 10:45 AM RE: CURRENT PUBLIC WORKS BUILDING**

### **X. CLAIMS LISTING**

Documents: [AUDIT LIST FOR BOARD 3-29-2016.PDF](#)

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

INFORMATIONAL

WRIGHT COUNTY BOARD  
MINUTES  
MARCH 22, 2016

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

**MINUTES**

Husom moved to approve the 3-08-16 County Board Minutes, seconded by Potter, and carried 5-0.

**AGENDA**

Petitions were accepted to the Agenda as follows: Aud./Treas. Item 3, "January Revenue/Expenditure Guidelines" (Hiivala); Aud./Treas. Item 4, "Schedule Ditch Committee Of The Whole Meeting" (Sawatzke); Item For Consid. #C, "Authorize Attendance, MN Chamber of Commerce Business/Transportation Day at the Capital" (Potter). Daleiden moved to approve the Agenda as amended, seconded by Borrell. The motion carried 5-0.

**CONSENT AGENDA**

Daleiden moved to approve the Consent Agenda, seconded by Borrell. The motion carried 5-0:

- A. ADMINISTRATION
  - 1. Authorize Signatures On Maintenance Agreement With Green View, Inc. For Custodial Services, Public Works Building, 3-28-16 to 12-31-16.
- B. ADMINISTRATION
  - 1. Claim - Madden, Galanter & Hansen, LLP, \$1,870.40.
- C. ADMINISTRATION
  - 1. Position Replacement:
    - A. .4 FTE Office Tech I, Law Library.
  - 2. Remove Law Library Staffing from 3-23-16 Personnel Committee Agenda.
- D. ADMINISTRATION
  - 1. Approval of 2015-2016 AFSCME Labor Agreement and Authorize Signatures.
- E. AUDITOR/TREASURER
  - 1. Approve Claims as Listed in the Abstract, Subject to Audit, for a Total of \$527,073.96 with 283 Vendors and 466 Transactions.
- F. HEALTH & HUMAN SERVICES
  - 1. Position Replacements:
    - A. Health Promotion Coordinator
    - B. .8 FTE Public Health Nurse
    - C. .7 FTE Public Health Nurse
- G. INFORMATION TECHNOLOGY
  - 1. Refer to the 3-23-16 Technology Committee:
    - A. Boardroom Audio/Video
    - B. Wireless Project Update and Future Discussion
    - C. Server room updating
- H. SHERIFF'S OFFICE
  - 1. Position Replacement:
    - A. Two Deputies.

**TIMED AGENDA ITEMS**

**BOB HIIVALA, AUDITOR/TREASURER**

Adopt Resolution Establishing an Absentee Ballot Board for the Current Election Cycle, ending 12-31-17.

This will be for the two-year cycle. Daleiden moved to adopt Resolution 16-16, seconded by Potter, carried 5-0 on a roll call vote.

Approve 1 Day to 4 Day Temporary On Sale Liquor License for the Church of St. Mary of Czestochowa.

Borrell moved to approve the License, seconded by Husom, and carried 5-0.

January Revenue/Expenditure Guidelines

Daleiden moved to approve the Guidelines, seconded by Potter, and carried 5-0.

Ditch Committee Of The Whole Meeting

Daleiden moved to schedule a Ditch Committee Of The Whole Meeting for 3-28-16 at 3:00 P.M. The motion was seconded by Borrell and carried 5-0. Agenda items include:

- 1) Discuss Five County Ditch Repairs That Have Recommendations To Proceed Based Upon The System Failing
- 2) Discuss Delay Tactics From Different Agencies
- 3) Discuss Information Received From WACA Representative
- 4) Information From Legal Counsel
- 5) Determine Who Does Have The Jurisdiction To Complete Repairs Needed To The County Drainage Infrastructure

**STEVE JOBE, COUNTY SURVEYOR**

Announce the Winners of the drawing:

- A. Wright County Premium Wall Map - Ken & Corrine Brevik
- B. SmartMap - Edna Knoblauch

Jobe announced the winners (above) of the drawing held 3-11-16 and updated the Board on the progress of the plat book sales.

**VIRGIL HAWKINS, HIGHWAY ENGINEER**

Bids were opened on 3-04-16 at the Public Works Building for various Seasonal Requirement Bids (outlined below). Bids came in lower resulting in substantial savings. The largest savings was realized in the Reclaim and Overlay area of about 20%. Daleiden moved to approve Items 1-5 of the Seasonal Bids as recommended. The motion was seconded by Potter and carried 5-0. The bids follow:

**Item 1 (includes both Plant-Mixed Bituminous Mixture and Equipment Rental):**

**Category: Plant-Mixed Bituminous Mixture (\$/ton). Budgeted Amount: \$454,000.**

Recommendation: Accept all bids.

<u>Name of Bidder</u>	<u>Bid Security</u>	Item 1	Item 2	Item 3
		<u>SP 12.5</u>	<u>SP 9.5</u>	<u>Fine Mix</u>
	<u>Yes</u>	<u>100</u>	<u>5,000</u>	<u>100</u>
Mid-Minnesota Hot Mix	X	<u>\$50.40</u>	<u>\$51.40</u>	<u>\$67.00</u>
	\$250	100+ ton/day	100+ton/day	100+ ton/day
	Cashiers	<u>\$49.40</u>	<u>\$50.40</u>	<u>\$58.00</u>
	Check			
<hr/>				
Hardrives, Inc.	Bid Bond	<u>\$35.55</u>	<u>\$40.55</u>	
		100+ ton/day	100+ton/day	100+ ton/day

**Category: Equipment Rental**

Recommendation: Accept all bids.

	<u>Terning Excavating Inc. Jake's Excavating, Inc.</u>	<u>T&amp;S Trucking</u>
	<u>Cokato, MN</u>	<u>Buffalo, MN</u>
18 CY Scraper/hr.		\$175.00 19 & 21 Yd Scrapers 9520 JD Tractors
Dozer/hr.	\$125.00	\$150.00 Cat D6K 6 Way Dozer D6R
Rubber Tired Tractor Mounted Backhoe/hr		
Hydraulic Excavator or Large Backhoe/hr	\$135.00	\$135.00 CAT 315B Excavator
Self-Propelled Pneu Tired Roller/hr		
4CY Front End Loader (4WD pneu. tired)-/hr		
Motor Grader/hr		
Crawler Type Loader (3 CY)/hr		
2 CY Skid Loader (#1650 life capacity)	\$115.00	
½ CY Skid Loader (#1650 life capacity)		
10 CY Truck/hr.	\$85.00	
10 CY Truck w/ snowplow & wing		
Self-Propelled Pickup Sweeper/hr.	\$76.00/hour 2004 Elgin Pelican Sweeper	
Trax-Cavator/hr		
247B Rubber Track Loader 1950# Lift Capacity 9' Dump		
247B CAT All-Terrain Loader		
257 CAT All-Terrain Loader (End of Plant Mixed Materials and Equipment Rental Bids)		

**Item 2:****Category: Pavement Markings.**

2016 Seasonal Bids, Contract #1607, Engineer's Estimate: \$380,450

Recommendation: Award the Seasonal Bids of Pavement Markings to Traffic Marking Services of Maple Lake in the amount of \$354,060.

<u>Name of Bidder</u>	<u>Bid Bond</u>	<u>Yellow (10,000)</u>	<u>White (21,000)</u>
Traffic Marking Service	Yes	\$11.34/gal \$113,400 total	\$11.46/gal \$240,660 total
		TOTAL Yellow & White	\$354,060

(End of Pavement Markings bids)

**Item 3:****Category: Micro-Surfacing**

2016 Seasonal Bids, Contract #1606, Engineer's Estimate: \$599,685.78

Recommendation: Award the 2016 Seasonal Bid of Micro-Surfacing to Astech Corp. of St. Cloud, Minnesota, in the amount of \$422,930.16.

<u>Name of Bidder</u>	<u>Bid Bond</u>	<u>Breakdown</u>	<u>Total</u>
Astech Corp.	Yes	Bit Material for MS 59,965 @ 3.05	\$182,893.25
		Surface Course, 1,946 @ 97.00	\$188,762.00
		Fog Seal, 4,469 @ 2.50	\$11,172.00
		Traffic Control	\$27,000.00
		Interim Pvmnt Marking, 77,073 @ 0.17	\$13,102.41
GRAND TOTAL:			\$422,930.16

(End of Micro-Surfacing bids)

**Item 4:****Category: Sealcoating**

2016 Seasonal Bids, Contract #1605, Engineer's Estimate: \$675,146.52

Recommendation: Award the Seasonal Bid for Sealcoating to Astech Corporation of St. Cloud in the amount of \$628,854.54.

<u>Name of Bidder</u>	<u>Bid Amount</u>	<u>Breakdown/Grand Total</u>
Pearson Bros.	RR Protective Liability Ins, 1 LS	5,000 / 5,000
	Bit for Material for Fog Seal, 61,996 GAL	.10 / 6,199.60
	Bit for Material for Sealcoat, 136,994 GAL	2.51 / 343,854.94
	Bit Sealcoat, 489,266 SY	0.51 / 249,525.66
	Traffic Control, 1.00 LS	20,000 / 20,000
	Interim Pavement Marking, 24,756 LF	0.40 / 9,902.40
GRAND TOTAL: \$634,482.60		

Astech Corp.	RR Protective Liability Ins, 1 LS	5,000 / 5,000
	Bit for Material for Fog Seal, 61,996 GAL	1.50 / 92,994.00
	Bit for Material for Sealcoat, 136,994 GAL	1.00 / 136,994.00
	Bit Sealcoat, 489,266 SY	0.75 / 366,949.50
	Traffic Control, 1.00 LS	18,500 / 18,500
	Interim Pavement Marking, 24,756 LF	0.34 / 8,417.04

GRAND TOTAL: \$628,854.54

Allied Blacktop	RR Protective Liability Ins, 1 LS	12,500 / 12,500
	Bit for Material for Fog Seal, 61,996 GAL	1.38 / 85,554.48
	Bit for Material for Sealcoat, 136,994 GAL	1.99 / 272,618.06
	Bit Sealcoat, 489,266 SY	0.43 / 210,384.38
	Traffic Control, 1.00 LS	140,000 / 140,000
	Interim Pavement Marking, 24,756 LF	0.36 / 8,912.16

GRAND TOTAL: \$729,969.08

(End of Sealcoat Bids)

**ITEM 5:**

**Award Annual Pavement Preservation Bid, Engineer’s Estimate \$5,078,217.65**

Recommendation: Award Contract No. 1601 (including Alternate Bids 1, 2, & 3) to Knife River Corporation in the amount of \$4,178,704.07

Alternate Bid 1: Rhoades Avenue SW (Sate Park Road Account and Township Funds)

Alternate Bid 2: New Highway Department Lot (Bond for New Building)

Alternate Bid 3: Schroeder Park Lot Paving (Park Funds)

<u>Name of Bidder</u>	<u>Bid Amount</u>	<u>Percent Over/Under Estimate</u>
Knife River Corporation-North Central	\$4,178,704.07	17.71% under estimate
Hardrives Inc.	\$4,460,892.64	12.16% under estimate
Duininck Bros. Inc.	\$6,718,457.27	32.20% over estimate

(End of Pavement Preservation Bid)

**Approve Speed Zoning Request - new CSAH 38**

Hawkins requested a speed zoning study on 70<sup>th</sup> Street NE, which will soon be the newly designated CSAH 38 (from CSAH 19 east to CSAH 42, approximately 6.13 miles). This process generally takes about one year. Daleiden moved to adopt Resolution #16-17 requesting a speed zoning study, seconded by Potter, carried 5-0 on a roll call vote.

**Approve Owners Committee Of The Whole (COTW) Minutes from 03-03-16 and Act on Recommendations**

Potter moved to approve the 3-03-16 Owners Committee Of The Whole Minutes. The motion was seconded by Husom and carried 5-0. The Owners Minutes follow:

**1. Project Update**

Francois distributed what he referred to as a “four-month rolling schedule” and photos of the job site [Attachment 2 – Six Pages], an overview of activities that have been completed, are in process, and are on schedule for the upcoming two months. He said that the roofing is completed with the final membrane is being installed, and the project with the flashing is being finalized. They’ve been working on the vehicle lift pits and installing in-slab heat in the second half of the fleet maintenance bay; and in a couple of weeks, the rest of the in-floor heat should be in and the slab can be poured. They are working on both the electrical and mechanical rough-ins and have a handful of overhead doors yet to be installed. They are waiting on this until all of the slabs are poured so that access to the

building is easier for large equipment hauling concrete without the chance of doing damage to the doors. Crews are working on the final portion of the interior masonry walls, and framing for drywall and rough-ins are in progress. All the rooftop equipment is now in place and was put there by crane, an operation that went very well.

Completion of the final details should take place over the next two months, such as the finish on the doorframes, work on window frames, and the exterior metal panel on the upper half of the walls. The overhead mechanical and electrical rough-ins will be completed, and work on the interior finishes will begin, such as taping, painting, carpeting, and tiling. Installation of the vehicle lifts, the lube system, and the overhead cranes will begin soon. They are waiting for warmer weather to start the outside landscaping.

Hawkins said that he would like to revisit the proposal to include stained concrete in certain areas of the building and presented a memorandum [Attachment 3] to that effect (previously presented at the February 4, 2016 Owners Committee meeting). The original proposal had included a larger area for stained concrete at a cost of about \$13,000; but this has since been revised, and the new total for the smaller areas is closer to \$3,600. These areas would include the hallways to the meeting room and the break/lunch room. Husom commented that she thought this was a good proposal. The building would still be utilitarian, but she stated that she thought the public areas should have a nice appearance. Borrell said that he had no problem with it, especially when considering the significantly lower cost of the smaller areas, and Daleiden said that he would also go along with it.

RECOMMENDATION: It was the consensus of the OCOTW that the proposal to install stained concrete in the hallways and the break/lunch room be approved and that the work be allowed to proceed.

## **2. Budget Update**

Francois said that the budget is in overall good shape. Much of the aggregate base for the site work is done and bids for the asphalt paving will be opened tomorrow. He is still getting a handful of quotes for items that were not included in the bids, such as sealant, fencing and gates, and an allowance for a monument sign. Hawkins said that a bid had been received for the fluids and lube system and will be presented to the Board this coming week on March 8. Cordell asked about the sign pallets/racking and Francois said that this has been given an allowance and final costs have not been determined yet.

There is still over \$400,000 left in the contingency line item, a fund that was set aside to cover unexpected expenses or overruns. The amount spent on change orders and expected change orders not yet implemented totals about \$166,000. When they see the likelihood of a change order coming, they log it, track it, and determine what price to expect. Hawkins commented that he has been overwhelmed by the good service of both HCM Architects and Kraus-Anderson in doing such a nice job for this project.

Quotes were received from three different vendors (all deal with Herman Miller brand) for the office furniture, and the lowest quote came from Alternate Business Furniture, Inc., of Eden Prairie, Minnesota. Different items of equipment that are office related are included in the furniture line item.

Francois said that as of today the project is well under budget, and as work progresses it could be even more than the current 10.3% under budget figure.

## **3. Change Orders**

Two change orders were presented to the committee. PCO #97, in the amount of \$1,442, is for a bracing that needs to be in two pieces rather than in one piece. If not revised, the bracing would have been across one of the windows. This cost covers eight hours of labor plus materials. PCO #117, in the amount of \$248, is to modify the existing roof girders by removing some of the webbing in order to fit the duct work through an opening. The engineers of the manufacturer approved the change, in writing, and the warranty will not be affected.

RECOMMENDATION: It was the consensus of the OCOTW that Change Orders #97 and #117 be approved as presented.

The next meeting of the Owners Committee will meet on Thursday, April 7, 2016 at 10:30 a.m. in the Public Works Building.

(End of 3-03-16 Owners Committee Of The Whole Minutes)

**Request permission to add three projects to 2016 Pavement Preservation Program**

Based on favorable bids, there is \$1.3 million of the budget remaining. The request is to accomplish three additional pavement preservation projects that are in the current 5-Year Plan.

<u>Highway</u>	<u>Length</u>	<u>Estimated Cost/Funding</u>
CSAH 42 Otsego	1.5 miles	\$260,000 / State Aid Regular
CR 116	2.0 miles	\$320,000 / Local Levy
CR 147	0.9 miles	\$150,000 / Local Levy

Potter moved to add the three projects to the 2016 Pavement Preservation Program and authorize a bid opening on 4-29-16 at 11:00 A.M. The motion was seconded by Husom and carried 5-0.

**Approve Agreement No. 16-51 for Pavement Preservation Improvements along CSAH 20 in the City of Rockford.**

The City of Rockford is completing a downtown beautification project including street lights and sidewalks. The Agreement incorporates the County's pavement work into their project and vice versa. The Rockford City Council has signed the Agreement. Potter moved to approve the Agreement, seconded by Daleiden. The motion carried 5-0.

**9:30 A.M. PUBLIC HEARING RE: PLANNING COMMISSION RECOMMENDATION TO AMEND SECTION 762.2 SOLAR ENERGY FARMS AND 762.3 SOLAR ENERGY SYSTEMS**

At 9:30 A.M., the Public Hearing was opened on a Planning Commission recommendation to accept amendments to the Wright County Zoning Ordinance as follows:

Add the following to Section 762.2 Solar Energy Farms Requirements and Standards:

"Solar Energy Farms and Systems will be considered by the Planning Commission on restricted parcels of land zoned General Agricultural (AG)."

Add the following to Section 762.3 Solar Energy Systems Requirements and Standards:

"Solar Energy Systems will be considered by the Planning Commission on restricted parcels of land zoned General Agricultural (AG)."

Sean Riley, Planning & Zoning Administrator, said the Board laid the proposed amendments over from January to allow additional time for township review. Riley outlined a map reflecting proposed solar farms in Wright County and an overview of their status.

Borrell stated that capacity can be increased at substations but is expensive and would involve stacking and a redo of the wiring. Riley said there is a ceiling on what the substations can handle. There is a substation planned on CR 30 in Woodland Township.

**Public Comment:**

DeWayne Bauman, Franklin Township Supervisor. Feels the solar farm push relates to the MET Council. Franklin Township is not against solar but rather the use of prime agricultural land for solar farms. He suggested use of other locations such as gravel pits. Bauman thinks the land used for solar farms should be zoned commercial. He also referenced impacts on those residing or owning property near a solar farm.

John Czanstkowski, Sr., Franklin Township Supervisor. Czanstkowski agreed with comments by Bauman and questioned whether precedence is being set for what can be placed on restricted land. This will have an effect on neighboring properties. At the Township Meeting on 3-21-16, he said there was not one person in favor of the proposed changes to the Ordinance. Carver County has placed this on hold until more information is obtained.

Don Schmidt, Buffalo Township. Schmidt said the Planning Commission approved another project in Buffalo Township at the 3-17-16 Meeting. This equates to 160 acres lost in Buffalo Township in the past year. Both parcels are owned by the solar industry. One sold for \$13,000/acres. He supported comments made by Franklin Township. He asked the Board to envision the future based on what has happened in the last year or two. Will

Wright County be a farming community with a rural residential atmosphere or a community with chain link fences enclosing solar panels? Schmidt feels the solar farm issue has moved way too fast. Prime farm land could be lost, and he supports looking at other potential land types (gravel pits, etc.) for solar farms locations.

Laura Caspari, Senior Product Developer with SoCore Energy, Chicago Illinois. SoCore Energy is developing two solar facilities with Wright Hennepin Cooperative. One is located in Middleville Township, the other in Maple Lake Township. Both projects are 2 megawatts (less than 10 acres in size) and are on leased land. Their location is next to electrical substations which have been sized for the existing load in the area. It would not involve new transmission lines. Both projects will require a lift of the entitlement restriction. Native plants will be around the arrays. Caspari said solar project locations require connection to an electrical grid and the land needs to be flat. She asked that the Board consider the entitlement lifting. Without that, they will not be able to develop the projects.

Evan Carlson, Developer, Innovative Power Systems. Carlson stated sites are not permanent after their useful life and can be decommissioned. Innovative Power Systems is targeting Xcel areas in Wright County. Sites are extremely restricted by utilities infrastructure. Within that area, Xcel's infrastructure must be adhered to (being in proximity to substations and utility lines). This results in only a handful of potential sites. The site must then be leased from a willing landowner. In response to Daleiden, Carlson explained the useful life of a solar panel is dependent on the equipment. Panels can be replaced but the useful life varies between 15-25 years. Panels can be left for up to 35 years but production declines. Leases are generally for 25-35 years. At times, a CUP (Conditional Use Permit) may expire at that time and would require re-application. He suggested that individual townships could implement moratoriums if desired, leaving the land available for use in other townships.

DeWayne Bauman, Franklin Township Supervisor. Bauman asked why decommissioning is being discussed if solar is the way of the future. The U.S. has many solar panels made in China and shipped by 2010, so they may be starting with 7-year old technology. Fixed solar panels typically generate only 4 hours/day; 5-6 hours/day if they are moveable. Bauman thought it would be advantageous to use the moveable panels so as to get more out of the panels in a small area. He asked that prime agricultural land not be used. Power companies are purchasing the land at a lower cost because of the agricultural zoning.

John Czanstkowski, Sr., Franklin Township Supervisor. In 2015, there were 500 farms lost in Minnesota. When the economy was going well, 1 million acres of productive farmland were lost nationwide to development. At the last Planning Commission Meeting, photos were provided showing panels on posts at the edge of building sites in southern Minnesota. In that way, land can be tilled. Landowners may not understand they are tying up land for 25 years and could get more money for land from cities developing.

Gordy Simonson, Solar Stone. Simonson referenced upgrades at substations and said that causes a limitation (whether engineering or financially possible). Various developers are in cues in substations. Once capacity is used, any developer behind that cue must pay for upgrades. Two Solar Stone solar garden projects in Winona County were retired due to cost. Applications for projects 5 megawatts or less had to be submitted to Xcel by 9-25-15. After that date, Xcel did not accept applications for more than 1 megawatt. He referenced Solar Stone projects in various areas in the State that are being placed in decommissioned wastewater treatment plants and a retired gravel pit.

Simonson stated panels are about 20% efficient in terms of gathering the sun's energy and converting from DC to AC energy. Technology is being developed to increase efficiencies in panels. He envisioned that sites will be upgraded in the future with these upgraded panels and estimated that 1 acre sites may be able to generate 25 megawatts versus 5 megawatts. Sawatzke said it may make sense for developers to wait for the new technologies, resulting in less acreage required and less impact on substations. Husom added that if Xcel Energy restricts arrays to 1 megawatt going forward, fewer acres will be needed. Husom is supportive of all business, and that includes both agriculture and solar. Things have moved quickly with solar farms, and that is why she is reviewing it.

Simonson was present at the January County Board Meeting on this topic. At that time, the action was to lay this topic over to allow further review by townships. He inquired whether any townships decided to move forward

with a moratorium. Sawatzke responded that the County received a letter from Buffalo Township reflecting they decided not to place a moratorium on solar farms for various reasons.

Borrell stated the County has a solar ordinance. Discussion today is regarding placing a solar panel on restricted land. Buffalo and Franklin Township have spoken against this. He said Woodland Township is supportive of solar. Borrell said discussion today should relate to restricted parcels, not solar in general.

Don Schmidt, Buffalo Township. Borrell asked Schmidt about Buffalo Township's decision on the moratorium. Schmidt responded that the Township consulted with legal staff and the process is quite involved. They would basically have to set up their own Planning & Zoning to handle this and there may be liability issues. The decision was not to proceed based on the advice of the attorney.

John Czanstkowski, Sr., Franklin Township Supervisor. Czanstkowski spoke with Franklin Township's attorney on a moratorium. He was informed that it can be done but a Planning & Zoning ordinance would have to be put into place. He understands they can do a one-issue moratorium for one year on the solar industry plants.

Borrell reiterated that discussion today relates to the amendment for restricted land. Buffalo and Franklin Townships have different issues and to his knowledge, this would not affect any of the proposed sites in those Townships. Riley said he is unable to take applications or map the potential sites because that is not an allowed use on restricted land. There are potential sites pending based on action today.

Husom referenced County gravel pits as a possible location for solar farms, resulting in farm land not being taken out of production. Discussion followed on whether more citizens will be concerned in the future once this moves forward. Borrell suggested that Buffalo and Franklin Townships could move forward with a moratorium and let other townships proceed.

DeWayne Bauman, Franklin Township Supervisor.

Bauman told Borrell that Franklin Township did not say they were against solar. That is why they are not putting a moratorium on. They are opposed to using good agricultural land for this purpose. Discussion followed on gravel pit locations and their proximity to substations.

Sawatzke asked whether there is an option of creating an amendment to the zoning ordinance and map that would create an overlay district for solar panels or fields. This would not include the cities, and would only include the townships if they desired. Townships could indicate specific land areas that they would like included.

Kryzer stated that if the Board were to adopt an overlay district, it would be a valid exercise of the Board's zoning authority. The County could indicate to townships that if they do not respond, the entire agricultural area will be included. Kryzer thought that could be done as long as the Board is reasonable on the application of the overlay district. The County can't be arbitrary and capricious. Kryzer said this could include township input as well as criteria (i.e., distance from substations, prime agricultural land, soil conditions, etc.). Sawatzke asked whether this district would have any standing if someone goes to the PUC. Kryzer answered no. State law trumps the County's Ordinance. Borrell said he would be supportive of an overlay district.

Don Schmidt, Buffalo Township. Schmidt supported looking into the overlay district.

Evan Carlson, Developer, Innovative Power Systems. Carlson said just because a site is preferred, it does not make it a viable site. He did not come across one gravel pit site that looked to be viable.

John Czanstkowski, Sr., Franklin Township Supervisor. Czanstkowski said when Franklin Township received the letter from Planning & Zoning, they didn't totally understand what was being requested. He suggested including a better description of what is happening in order to obtain more input.

It was the consensus that this topic will be brought forward at the Township Quarterly Meeting in April.

Jeff Young, Monticello Township. Young stated solar farms was a topic of discussion at the Monticello Township Meeting last evening. It involves a property on CR 106 and the means to run the power to a substation, as there is

not a substation nearby. The question was raised and no one seemed to have an answer. He said it was very confusing. He supported bringing discussion to the Quarterly Meeting of the Townships.

The Public Hearing was closed at 11:03 A.M.

Borrell moved to approve to amend the County Zoning Ordinance as follows:

Add the following to Section 762.2 Solar Energy Farms Requirements and Standards:

“Solar Energy Farms and Systems will be considered by the Planning Commission on restricted parcels of land zoned General Agricultural (AG).”

Add the following to Section 762.3 Solar Energy Systems Requirements and Standards:

“Solar Energy Systems will be considered by the Planning Commission on restricted parcels of land zoned General Agricultural (AG).”

The motion failed for lack of a second.

Daleiden made a motion to table the issue for 30 days to allow for additional conversation at the Township Officers Meeting and to allow the County Attorney’s Office the opportunity to look at this more in depth to determine what can be done legally. The motion was seconded by Borrell. Sawatzke asked whether the motion includes discussion points such as the concept of overlays. Daleiden stated that is correct. Daleiden wants residents to have the opportunity to do what they want with their properties but also does not want to put solar farms next to neighbors who have an issue with that. The motion carried 4-1 with Potter casting the nay vote.

The meeting recessed at 11:09 A.M. and reconvened at 11:21 A.M.

## ITEMS FOR CONSIDERATION

### 3-09-16 BUILDING COMMITTEE MINUTES

At today’s County Board Meeting, the following corrections were made to the Minutes: Page 1, 2<sup>nd</sup> paragraph, 4<sup>th</sup> line, change to read, “Borrell asked if it is more cost-effective to leave the restrooms as they are and add the family/unisex accessible restroom” (Borrell); Page 2, 4<sup>th</sup> paragraph, 1<sup>st</sup> line should read, “Daleiden said the entrance from the IT area into Conference Room 153 is a priority” (Daleiden). Lee Kelly, County Coordinator, stated the IT Expansion will be a standing Building Committee item. As quotes or updates are available, they will be discussed at the Committee level. Daleiden moved to approve the Building Committee Minutes as corrected. The motion was seconded by Borrell and carried 5-0:

#### I. Annex Restroom / Custodial Closet – Schematic Design

Hatfield distributed a proposal from Hagen, Christensen & McIlwain Architects (HCM) regarding architectural and engineering design services for the Wright County Government Center Restroom Upgrades – Phase 1 Design project.

Daleiden said to move forward with the restroom schematic design. Borrell asked whether the expansion would create a family/unisex restroom or enlarge both the existing women’s and men’s restrooms. Daleiden said Hatfield recommends a completely barrier-free restroom for both women and men. Borrell asked if it is more cost-effective to leave the restrooms as they are and add the family/unisex accessible restroom. Hatfield said the first floor hall to the Motor Vehicle License Bureau gets lots of traffic. He preferred to start over with a new design.

Daleiden said they need the drawings first to be able to determine the project cost. Brad said both the women’s and men’s restrooms would be ADA compliant.

Kelly said the project would be funded out of Site Improvements.

Recommendation: Approve HCM Proposal for Architectural and Engineering Design Services for the Wright County Government Center Restroom Upgrades – Phase 1 Design Project, not to exceed \$5,600, and \$200 for Team Reimbursables.

**3-09-16 Building Committee Minutes (cont.):**II. IT Expansion

Tagarro distributed two office reconfiguration plans by Alternative Business Furniture, Inc. (ABF), Options 3 and 4. He said he prefers Option 4 (see attachments). ABF refurbishes Herman Miller workstation furniture and components. ABF provides a 12-year warranty, similar to Herman Miller.

Tagarro said the plan does not show a few walls that will be removed. He distributed a quote from Ernst Construction, Inc. regarding expanding existing Information Technology (IT) Department into the vacated Law Library and conference room (see attached). Tagarro said Conference Room 153 would be eliminated if this design is implemented. Those present discussed several potential changes to Option 4, including removing a door by the restroom expansion and another by the IT reception area.

Tagarro said his figures include the cost of an anti-static floor by the technician bench. They will re-use as many Herman Miller components in County inventory as possible; however, these are different shades of color from the newer versions at ABF.

Tagarro said he has no cost estimates for Option 4 yet. He will finalize the details and determine the necessary hardware and equipment. He referred to the Ernst quote regarding various aspects of the demolition and expansion. The consensus was to paint walls impacted by construction versus re-wallpaper them.

There was discussion regarding adding a door into the old employee lunchroom that now houses three cubicles for IT staff. Daleiden asked whether a 34 inch door instead of a 36 inch one would comply with code. Hatfield will investigate.

Daleiden said the new IT conference room should be available to other County employees since Conference Room 153 will be absorbed in the expansion. There was discussion about where to relocate the ITV equipment that is currently held in 153. Tagarro said the equipment is stored on a rolling cart, and can be moved wherever needed.

Tagarro said the Ernst Construction costs (including a 10 percent contingency fee) and HCM design costs total \$27,060. There will be additional expenses for furniture and installation, as well as reconfiguring the security system, and running electrical and network connections to all work stations.

Daleiden said the entrance from the IT area into Conference Room 153 is a priority. Tagarro said they also need a remote door access button moved in the reception area. Hatfield said Maintenance staff can take care of that.

There was a lengthy discussion regarding project priorities, replacing some carpet tiles, relocating staff during construction, color schemes, and scheduling electrical and security work.

Kelly said funding for the IT Expansion Project would come from Site Improvements.

There was discussion regarding changing the Conference Room Policy for Room 122 in light of the elimination of Conference Room 153. Currently, 122 is accessible only to County employees. It is slightly larger than 153, with a similar capacity. Nelson requested a cable lock on the floor of 122 to secure the ITV cart. Tagarro will follow up with Deb Schreiner in Administration regarding scheduling options available without 153.

Recommendation: Staff will act on the following:

- 1) Verify demand for Conference Room 153;
- 2) Determine whether to open the wall to the Law Library and create a door to the IT Conference Room;
- 3) Find out what code requires for the IT Conference Room door width;
- 4) Obtain quotes from Excel, Wright Hennepin Security and other vendors for remaining project items.

(End of 3-09-16 Building Committee Minutes)

**3-09-16 PERSONNEL COMMITTEE MINUTES**

At today's County Board Meeting, the 3-09-16 Personnel Committee Minutes were corrected as follows: Page 1, Item 2, 1<sup>st</sup> line should read, "Tagarro confirmed that the current candidate is part of the eighth or ninth recruitment process" (Husom). Husom moved to approve the Minutes as corrected, seconded by Daleiden, and carried 5-0:

I. Request to Appoint Interim Recorder

Gabrelcik distributed a copy of Minnesota Statute 375.08: BOARD TO FILL VACANCIES IN COUNTY OFFICES (see attached). Based on this Statute, Kelly recommended appointing Deputy County Recorder Kelly Day as Interim County Recorder following Gabrelcik's retirement on 3/31/16.

Recommendation: Appoint Deputy County Recorder Kelly Day as Interim County Recorder.

II. Request to Hire Senior Systems Engineer Above 12 Percent of Beginning Hiring Wage

Kelly said there have been challenges finding a qualified candidate for this position. Tagarro confirmed that the current candidate is part of the eighth or ninth recruitment process. This candidate requests compensation at the top of the Senior Systems Engineer pay range, or \$81,000. At that rate, the candidate would incur a decrease in pay from their current position. The candidate has worked for a neighboring county in a similar position since 2011. Tagarro said he was impressed with his skill set.

Recommendation: Approve hiring Senior Systems Engineer Above 12 Percent of Beginning Hiring Wage at \$81,000 Annually.

III. Request to Hire Facilities Services Director Above 12 Percent of Beginning Hiring Wage

Kelly said four candidates interviewed for this position. The most qualified candidate works in the private sector, and currently earns more than 12 percent above the beginning hiring wage for this position, including bonuses and a company vehicle. He has more than ten years of experience in facilities operation and real estate management of major office buildings, medical, retail, and industrial complexes. He oversees nearly one million square feet of facilities. The candidate holds a four-year degree in Business Management, with a minor in Communications. Kelly said his references were all positive. His background and team player attitude set him apart from other candidates.

Kelly said 12 percent above the beginning pay range is \$74,000. The compensation range for this position is \$66,539 to \$93,163. The candidate is asking for \$80,000 per year.

Recommendation: Approve Hiring Facilities Service Director Above 12 Percent of Beginning Hiring Range at \$80,000 Annually.

(End of 3-09-16 Personnel Committee Minutes)

**COURTS FEASIBILITY STUDY PROJECT SCHEDULE**

Kelly has been in contact with Wold Architects and Court Administration. He requested a kickoff meeting on 3-29-16 at 3:00 P.M. Moving forward, the proposed schedule would be at 3:00 PM every other week. Daleiden and Potter would be the appointees. Potter moved to authorize all Commissioners to attend the Courts Feasibility Project Schedule Meeting on 3-29-16 at 3:00 P.M. The motion was seconded by Husom and carried 5-0.

**MN CHAMBER OF COMMERCE TRANSPORTATION BUSINESS DAY AT THE CAPITAL MEETING (POTTER)**

Daleiden moved to authorize attendance by Potter, seconded by Husom, and carried 5-0.

**ADVISORY COMMITTEE / ADVISORY BOARD UPDATES**

1. Love Inc. Transitional Housing Shower. Husom announced the event will be held on 3-22-16 from 6:30-8:30 PM at the Buffalo Community Center.
2. Job Fair, Monticello High School. Husom said the Job Fair will be held at the Monticello High School on 3-24-16 from 2:00 PM to 7:00 PM.
3. Public Works Labor Management Meeting. Husom attended their most recent meeting.

**ADVISORY COMMITTEE/ADVISORY BOARD UPDATES (CONT.):**

4. Safe Communities of Wright County. Husom attended. The group was provided with fatality statistics.
 

2015:	8 crashes and 8 deaths	3 on I-94 7 drivers; 1 rear seat passenger
2014:	5 fatalities	1 impaired driver Youngest age 16, oldest age 88 1 on a State highway, 3 on County roads, 1 on a city street
5. State Health Meeting. Husom attended. The group has three priorities at the Federal level on health issues (water, opiate use, and the Zika Virus).
6. Mayor's Association Meeting. Husom attended. An update was provided on the I-94 Corridor.
7. AMC Transportation Sub Committee. Potter serves on this Sub-Committee. Doing a regional meeting to keep legislators in tune to transportation projects.
8. GRRL. Potter said Debra Luken is retiring. A reception is being held on 3-31-16 in Monticello between 3:30 and 6:00 PM.
9. Rockford Safe Schools. Potter said there was a crash in front of the Rockford High School yesterday. He said this area was being reviewed for safety improvements and a crash occurred yesterday.
10. AMC Legislative Conference. Sawatzke and Borrell attended. Sawatzke said at the Environment and Natural Resources Meeting a handout was provided on the new buffer laws. SWCD will be issuing violations and will notify the County or Watershed if there is a non-compliant property. There will be a local option for enforcement. Counties or Watersheds can issue corrective action to be enforced through BWSR or the State. Sawatzke asked Kelly to notify Hiivala that there is information that needs to be submitted to the State. Public waters goes into effect 11-17-16 and ditches go into effect 11-18-16.

The meeting adjourned at 11:48 A.M.



March 16, 2016

Mr. Lee Kelly  
County Coordinator  
Wright County  
10 2<sup>nd</sup> Street NW  
Buffalo, MN 55313

Dear Mr. Kelly:

As you are aware, Otsego is providing Tax Increment Financing (TIF) assistance to P & F Machining, Inc., to construct a 54,400 square foot manufacturing facility, and the City is now requesting your assistance in adopting an amendment to the previously approved TIF district to allow this project to come to fruition.

A public hearing was held on the creation of a TIF district and financing plan for this project on February 22, 2016, at which time the Otsego City Council approved both the creation of the district and the financing plan. Subsequently, additional and substantial site improvement costs have been identified that make this project financially unfeasible for the developer without additional TIF assistance. Therefore, the City is proposing to increase the assistance to the developer by approximately \$232,000.

This project will benefit Otsego, Wright County, and the School District by adding jobs and tax base. We respectfully request your assistance in waiving the thirty-day notice requirement by signing the attached waiver to allow this project to proceed to construction as soon as possible. We look forward to any comments you have regarding this proposed amendment. Please contact me if you have any questions about this project.

Sincerely,

Lori Johnson  
City Administrator

**WRIGHT COUNTY  
STATE OF MINNESOTA**

**REQUEST FOR WAIVING THE THIRTY-DAY NOTIFICATION PERIOD PURSUANT TO MINNESOTA STATUTES, SECTION 469.175, SUBDIVISION 2. (Waiver)**

The City Council of the City of Otsego (the "City") is considering the modification of the Tax Increment Financing Plan (the "TIF Plan Modification") for Tax Increment Financing District No. 1 - Great River Centre (the "TIF District"); and

Minnesota Statutes, Section 469.175, Subd. 2 requires that the County Board be provided notice of the TIF Plan Modification, a copy of the TIF Plan Modification and the estimate of fiscal and economic implications of the proposed TIF Plan Modification at least thirty days before the public hearing required by Minnesota Statutes, Section 469.175, Subd. 2; and

The County Board of Commissioners for Wright County has received a copy of the proposed TIF Plan Modification, including estimates of the fiscal and economic implications of the TIF District; and

The City has requested a waiver of the County Board's thirty-day comment period provided by Minnesota Statutes, Section 469.175, Subd. 2; and

The County Board desires to waive the thirty-day notification requirement in order to expedite the City's adopting of the TIF Plan Modification; and

The County Board has reviewed the TIF Plan Modification and the fiscal impacts of the TIF District;

By signing this Waiver with the authorization of the County Board the Wright County Coordinator acknowledges that the County Board agrees to waive the 30-day comment period on the TIF Plan by providing a comment on the TIF Plan Modification, as provided in Minnesota Statutes, Section 469.175, Subd. 2.

The County Board's comment(s) on the TIF Plan Modification is (are): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved by Wright County this \_\_\_\_\_ day of \_\_\_\_\_, 2016

Attest:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title



*As of March 17, 2016  
Draft for County and School District*

**Modification to the  
Tax Increment Financing Plan**

**for the**

**Tax Increment Financing District No. 1 - Great River Centre  
(an economic development district)**

**within**

**Development District No. 1**

City of Otsego  
Wright County  
State of Minnesota

Adopted: February 22, 2016  
Modification #1 Public Hearing: April 11, 2016



**EHLERS**

Prepared by: EHLERS & ASSOCIATES, INC.  
3060 Centre Pointe Drive, Roseville, Minnesota 55113-1105  
651-697-8500 fax: 651-697-8555 [www.ehlers-inc.com](http://www.ehlers-inc.com)

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(for reference purposes only)

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**Section 1 - Tax Increment Financing Plan  
for Tax Increment Financing District No. 1 - Great River Centre**

**Subsection 1-1. Foreword**

The City of Otsego (the "City"), staff and consultants have prepared the following information to expedite the establishment of Tax Increment Financing District No. 1 - Great River Centre (the "District"), an economic development tax increment financing district, located in Development District No. 1.

**Subsection 1-2. Statutory Authority**

Within the City, there exist areas where public involvement is necessary to cause development or redevelopment to occur. To this end, the City has certain statutory powers pursuant to *Minnesota Statutes ("M.S.")*, Sections 469.124 to 469.133, inclusive, as amended, and *M.S.*, Sections 469.174 to 469.1794, inclusive, as amended (the "Tax Increment Financing Act" or "TIF Act"), to assist in financing public costs related to this project.

This section contains the Tax Increment Financing Plan (the "TIF Plan") for the District. Other relevant information is contained in the Development Program for Development District No. 1.

**Subsection 1-3. Statement of Objectives**

The District currently consists of one parcel of land and adjacent and internal rights-of-way. The District is being created to facilitate construction of a 54,400 square foot manufacturing facility. Please see Appendix A for further District information. The City has designated P & F Properties, Inc. as the developer and development is likely to begin in 2016. This TIF Plan is expected to achieve many of the objectives outlined in the Development Program for Development District No. 1.

The activities contemplated in the Development Program and the TIF Plan do not preclude the undertaking of other qualified development or redevelopment activities. These activities are anticipated to occur over the life of Development District No. 1 and the District.

*(AS MODIFIED APRIL 11, 2016)*

**The TIF Plan is being modified (the "TIF Plan Modification") in order to increase the budget in light of revised project costs.**

**Subsection 1-4. Development Program Overview**

1. Property to be Acquired - Portions of the property located within the District may be retained by the City or may be acquired by the City in the future.
2. Relocation - Relocation services, to the extent required by law, are available pursuant to *M.S.*, Chapter 117 and other relevant state and federal laws.
3. Upon approval of a developer's plan relating to the project and completion of the necessary legal requirements, the City may sell to a developer selected properties that it may acquire within the District or may lease land or facilities to a developer.
4. The City may perform or provide for some or all necessary acquisition, construction,

relocation, demolition, and required utilities and public street work within the District.

5. The City proposes both public and private infrastructure within the District. The proposed reuse of private property within the District will be for a manufacturing facility, and there will be continued operation of Development District No. 1 after the capital improvements within Development District No. 1 have been completed.

#### **Subsection 1-5. Description of Property in the District and Property To Be Acquired**

The District encompasses all property and adjacent rights-of-way and abutting roadways identified by the parcels listed in Appendix C of this TIF Plan. Please also see the map in Appendix B for further information on the location of the District.

The City currently owns the property to be included in the District.

#### **Subsection 1-6. Classification of the District**

The City, in determining the need to create a tax increment financing district in accordance with *M.S., Sections 469.174 to 469.1794*, as amended, inclusive, finds that the District, to be established, is an economic development district pursuant to *M.S., Section 469.174, Subd. 12* as defined below:

*"Economic development district" means a type of tax increment financing district which consists of any project, or portions of a project, which the authority finds to be in the public interest because:*

- (1) it will discourage commerce, industry, or manufacturing from moving their operations to another state or municipality; or*
- (2) it will result in increased employment in the state; or*
- (3) it will result in preservation and enhancement of the tax base of the state.*

The District is in the public interest because it will meet the statutory requirement from clause 1, 2, and 3.

Pursuant to *M.S., Section 469.176, Subd. 4c*, revenue derived from tax increment from an economic development district may not be used to provide improvements, loans, subsidies, grants, interest rate subsidies, or assistance in any form to developments consisting of buildings and ancillary facilities, if more than 15 percent of the buildings and facilities (determined on the basis of square footage) are used for a purpose other than:

- (1) The manufacturing or production of tangible personal property, including processing resulting in the change in condition of the property;
- (2) Warehousing, storage, and distribution of tangible personal property, excluding retail sales;
- (3) Research and development related to the activities listed in items (1) or (2);
- (4) Telemarketing if that activity is the exclusive use of the property; or
- (5) Tourism facilities;
- (6) Space necessary for and related to the activities listed in items (1) to (5)

In meeting the statutory criteria the City relies on the following facts and findings:

The facilities in the District meet the conditions of Purposes 1, 2, and 6.

The District is being created to assist in the construction of a manufacturing facility for P & F Machining,

Inc. The proposed facility will be used for manufacturing precision parts and related activities.

Pursuant to *M.S., Section 469.176, Subd. 7*, the District does not contain any parcel or part of a parcel that qualified under the provisions of *M.S., Sections 273.111, 273.112, or 273.114* or *Chapter 473H* for taxes payable in any of the five calendar years before the filing of the request for certification of the District.

### **Subsection 1-7. Duration and First Year of Tax Increment of the District**

Pursuant to *M.S., Section 469.175, Subd. 1, and M.S., Section 469.176, Subd. 1*, the duration of the District must be indicated within the TIF Plan. Pursuant to *M.S., Section 469.176, Subd. 1b.*, the duration of the District will be 8 years after receipt of the first increment by the City. The date of receipt by the City of the first tax increment is expected to be 2018. Thus, it is estimated that the District, including any modifications of the TIF Plan for subsequent phases or other changes, would terminate after 2026, or when the TIF Plan is satisfied. If increment is received in 2019, the term of the District will be 2027. The City reserves the right to decertify the District prior to the legally required date.

### **Subsection 1-8. Original Tax Capacity, Tax Rate and Estimated Captured Net Tax Capacity Value/Increment and Notification of Prior Planned Improvements**

Pursuant to *M.S., Section 469.174, Subd. 7 and M.S., Section 469.177, Subd. 1*, the Original Net Tax Capacity (ONTC) as certified for the District will be based on the market values placed on the property by the assessor in 2016 for taxes payable 2017.

Pursuant to *M.S., Section 469.177, Subds. 1 and 2*, the County Auditor shall certify in each year (beginning in the payment year 2018) the amount by which the original value has increased or decreased as a result of:

1. Change in tax exempt status of property;
2. Reduction or enlargement of the geographic boundaries of the district;
3. Change due to adjustments, negotiated or court-ordered abatements;
4. Change in the use of the property and classification;
5. Change in state law governing class rates; or
6. Change in previously issued building permits.

In any year in which the current Net Tax Capacity (NTC) value of the District declines below the ONTC, no value will be captured and no tax increment will be payable to the City.

The original local tax rate for the District will be the local tax rate for taxes payable 2017, assuming the request for certification is made before June 30, 2017. The ONTC and the Original Local Tax Rate for the District assuming Pay 2016 figures appear in the table below.

Pursuant to *M.S., Section 469.174 Subd. 4 and M.S., Section 469.177, Subd. 1, 2, and 4*, the estimated Captured Net Tax Capacity (CTC) of the District, within Development District No. 1, upon completion of the projects within the District, will annually approximate tax increment revenues as shown in the table below. The City requests 100 percent of the available increase in tax capacity for repayment of its obligations and current expenditures, beginning in the tax year payable 2018. The Project Tax Capacity (PTC) listed is an estimate of values when the projects within the District are completed.

<b>Project Estimated Tax Capacity upon Completion (PTC)</b>	<b>\$84,510</b>	
<b>Original Estimated Net Tax Capacity (ONTC)</b>	<b>\$2,588</b>	
<b>Estimated Captured Tax Capacity (CTC)</b>	<b>\$81,922</b>	
<b>Original Local Tax Rate</b>	<b>1.17068</b>	Pay 2016
<b>Estimated Annual Tax Increment (CTC x Local Tax Rate)</b>	<b>\$95,904</b>	
<b>Percent Retained by the City</b>	<b>100%</b>	

Pursuant to *M.S., Section 469.177, Subd. 4*, the City shall, after a due and diligent search, accompany its request for certification to the County Auditor or its notice of the District enlargement pursuant to *M.S., Section 469.175, Subd. 4*, with a listing of all properties within the District or area of enlargement for which building permits have been issued during the eighteen (18) months immediately preceding approval of the TIF Plan by the municipality pursuant to *M.S., Section 469.175, Subd. 3*. The County Auditor shall increase the original net tax capacity of the District by the net tax capacity of improvements for which a building permit was issued.

**The City has reviewed the area to be included in the District and found no parcels for which building permits have been issued during the 18 months immediately preceding approval of the TIF Plan by the City.**

**Subsection 1-9. Sources of Revenue/Bonds to be Issued**

The costs outlined in the Uses of Funds will be financed primarily through the annual collection of tax increments. The City reserves the right to incur bonds or other indebtedness as a result of the TIF Plan. As presently proposed, the projects within the District will be financed by a pay-as-you-go note. Any refunding amounts will be deemed a budgeted cost without a formal TIF Plan Modification. This provision does not obligate the City to incur debt. The City will issue bonds or incur other debt only upon the determination that such action is in the best interest of the City.

The total estimated tax increment revenues for the District are shown in the table below:

<u>SOURCES OF FUNDS</u>	<u>TOTAL</u>
Tax Increment	\$610,000
<u>Interest</u>	<u>\$61,000</u>
<b>TOTAL</b>	<b>\$671,000</b>

The City may issue bonds (as defined in the TIF Act) secured in whole or in part with tax increments from the District in a maximum principal amount of \$524,000. Such bonds may be in the form of pay-as-you-go notes, revenue bonds or notes, general obligation bonds, or interfund loans. This estimate of total bonded indebtedness is a cumulative statement of authority under this TIF Plan as of the date of approval.

(AS MODIFIED APRIL 11, 2016)

The total estimated tax increment revenues for the District are shown in the table below:

<u>SOURCES OF FUNDS</u>	<u>TOTAL</u>
Tax Increment	\$860,033
<u>Interest</u>	<u>\$86,003</u>
<b>TOTAL</b>	<b>\$946,036</b>

The City may issue bonds (as defined in the TIF Act) secured in whole or in part with tax increments from the District in a maximum principal amount of \$806,998. Such bonds may be in the form of pay-as-you-go notes, revenue bonds or notes, general obligation bonds, or interfund loans. This estimate of total bonded indebtedness is a cumulative statement of authority under this TIF Plan as of the date of approval.

**Subsection 1-10. Uses of Funds**

Currently under consideration for the District is a proposal to facilitate construction of a 54,400 square foot manufacturing facility. The City has determined that it will be necessary to provide assistance to the project(s) for certain District costs, as described. The City has studied the feasibility of the development or redevelopment of property in and around the District. To facilitate the establishment and development or redevelopment of the District, this TIF Plan authorizes the use of tax increment financing to pay for the cost of certain eligible expenses. The estimate of public costs and uses of funds associated with the District is outlined in the following table:

<u>USES OF TAX INCREMENT FUNDS</u>	<u>TOTAL</u>
Site Improvements/Preparation	\$463,000
<u>Administrative Costs (up to 10%)</u>	<u>\$61,000</u>
PROJECT COST TOTAL	\$524,000
<u>Interest</u>	<u>\$147,000</u>
<b>PROJECT AND INTEREST COSTS TOTAL</b>	<b>\$671,000</b>

The total project cost, including financing costs (interest) listed in the table above does not exceed the total projected tax increments for the District as shown in Subsection 1-9.

Estimated capital and administrative costs listed above are subject to change among categories by modification of the TIF Plan without hearings and notices as required for approval of the initial TIF Plan, so long as the total capital and administrative costs combined do not exceed the total listed above. Further, the City may spend up to 20 percent of the tax increments from the District for activities (described in the table above) located outside the boundaries of the District but within the boundaries of the Project (including administrative costs, which are considered to be spend outside the District), subject to all other terms and conditions of this TIF Plan.

(AS MODIFIED APRIL 11, 2016)

To facilitate the establishment and development or redevelopment of the District, this TIF Plan authorizes the use of tax increment financing to pay for the cost of certain eligible expenses. The estimate of public costs and uses of funds associated with the District is outlined in the following table:

<u>USES OF TAX INCREMENT FUNDS</u>	<u>TOTAL</u>
Site Improvements/Preparation	\$720,995
<u>Administrative Costs (up to 10%)</u>	<u>\$86,003</u>
<b>PROJECT COST TOTAL</b>	<b>\$806,998</b>
<u>Interest</u>	<u>\$139,038</u>
<b>PROJECT AND INTEREST COSTS TOTAL</b>	<b>\$946,036</b>

The total project cost, including financing costs (interest) listed in the table above does not exceed the total projected tax increments for the District as shown in Subsection 1-9.

**Subsection 1-11. Business Subsidies**

Pursuant to *M.S., Section 116J.993, Subd. 3*, the following forms of financial assistance are not considered a business subsidy:

- (1) A business subsidy of less than \$150,000;
- (2) Assistance that is generally available to all businesses or to a general class of similar businesses, such as a line of business, size, location, or similar general criteria;
- (3) Public improvements to buildings or lands owned by the state or local government that serve a public purpose and do not principally benefit a single business or defined group of businesses at the time the improvements are made;
- (4) Redevelopment property polluted by contaminants as defined in *M.S., Section 116J.552, Subd. 3*;
- (5) Assistance provided for the sole purpose of renovating old or decaying building stock or bringing it up to code and assistance provided for designated historic preservation districts, provided that the assistance is equal to or less than 50% of the total cost;
- (6) Assistance to provide job readiness and training services if the sole purpose of the assistance is to provide those services;
- (7) Assistance for housing;
- (8) Assistance for pollution control or abatement, including assistance for a tax increment financing hazardous substance subdistrict as defined under *M.S., Section 469.174, Subd. 23*;
- (9) Assistance for energy conservation;
- (10) Tax reductions resulting from conformity with federal tax law;
- (11) Workers' compensation and unemployment compensation;
- (12) Benefits derived from regulation;
- (13) Indirect benefits derived from assistance to educational institutions;
- (14) Funds from bonds allocated under chapter 474A, bonds issued to refund outstanding bonds, and bonds issued for the benefit of an organization described in section 501 (c) (3) of the Internal Revenue Code of 1986, as amended through December 31, 1999;
- (15) Assistance for a collaboration between a Minnesota higher education institution and a business;
- (16) Assistance for a tax increment financing soils condition district as defined under *M.S., Section*

469.174, Subd. 19;

- (17) Redevelopment when the recipient's investment in the purchase of the site and in site preparation is 70 percent or more of the assessor's current year's estimated market value;
- (18) General changes in tax increment financing law and other general tax law changes of a principally technical nature;
- (19) Federal assistance until the assistance has been repaid to, and reinvested by, the state or local government agency;
- (20) Funds from dock and wharf bonds issued by a seaway port authority;
- (21) Business loans and loan guarantees of \$150,000 or less;
- (22) Federal loan funds provided through the United States Department of Commerce, Economic Development Administration; and
- (23) Property tax abatements granted under *M.S., Section 469.1813* to property that is subject to valuation under Minnesota Rules, chapter 8100.

The City will comply with *M.S., Sections 116J.993 to 116J.995* to the extent the tax increment assistance under this TIF Plan does not fall under any of the above exemptions.

### **Subsection 1-12. County Road Costs**

Pursuant to *M.S., Section 469.175, Subd. 1a*, the county board may require the City to pay for all or part of the cost of county road improvements if the proposed development to be assisted by tax increment will, in the judgment of the county, substantially increase the use of county roads requiring construction of road improvements or other road costs and if the road improvements are not scheduled within the next five years under a capital improvement plan or within five years under another county plan.

If the county elects to use increments to improve county roads, it must notify the City within forty-five days of receipt of this TIF Plan. In the opinion of the City and consultants, the proposed development outlined in this TIF Plan will have little or no impact upon county roads, therefore the TIF Plan was not forwarded to the county 45 days prior to the public hearing. The City is aware that the county could claim that tax increment should be used for county roads, even after the public hearing.

### **Subsection 1-13. Estimated Impact on Other Taxing Jurisdictions**

The estimated impact on other taxing jurisdictions assumes that the redevelopment contemplated by the TIF Plan would occur without the creation of the District. However, the City has determined that such development or redevelopment would not occur "but for" tax increment financing and that, therefore, the fiscal impact on other taxing jurisdictions is \$0. The estimated fiscal impact of the District would be as follows if the "but for" test was not met:

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**IMPACT ON TAX BASE**

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	<b>Estimated 2015/Pay 2016 Total Net Tax Capacity</b>	<b>Estimated Captured Tax Capacity (CTC) Upon Completion</b>	<b>Percent of CTC to Entity Total</b>
Wright County	130,336,497	81,922	<b>0.0629%</b>
City of Otsego	11,358,615	81,922	<b>0.7212%</b>
ISD No. 728	45,124,595	81,922	<b>0.1815%</b>

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**IMPACT ON TAX RATES**

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	<b>Estimated Pay 2016 Extension Rates</b>	<b>Percent of Total</b>	<b>CTC</b>	<b>Potential Taxes</b>
Wright County	0.399450	34.12%	81,922	<b>32,724</b>
City of Otsego	0.378900	32.37%	81,922	<b>31,040</b>
ISD No. 728	0.392330	33.51%	81,922	<b>32,140</b>
Other	<u>0.000000</u>	<u>0.00%</u>	<u>81,922</u>	<u>0</u>
<b>Total</b>	1.170680	100.00%		<b>95,904</b>

The estimates listed above display the captured tax capacity when all construction is completed. The tax rate used for calculations is the estimated Pay 2016 rate. The total net capacity for the entities listed above are based on estimated Pay 2016 figures. The District will be certified under the actual Pay 2017 rates, which were unavailable at the time this TIF Plan was prepared.

Pursuant to *M.S. Section 469.175 Subd. 2(b)*:

- (1) Estimate of total tax increment. It is estimated that the total amount of tax increment that will be generated over the life of the District is \$610,000;
- (2) Probable impact of the District on city provided services and ability to issue debt. An impact of the District on police protection is not expected. The City currently contracts with the Wright County Sheriff's Office for police services. The Wright County Sheriff's Office does track all calls for service including property-type calls and crimes. The City does not expect that the proposed development, in and of itself, will necessitate new capital investment or require that the City expand its contract with Wright County.

The probable impact of the District on fire protection is not expected to be significant. Typically new buildings generate few calls, if any, and are of superior construction.

The impact of the District on public infrastructure is expected to be minimal. The development is not expected to significantly impact any traffic movements in the area. The City will be extending the water and sewer line, constructing a new road, and incurring additional storm sewer costs. Fifty percent of the improvement costs will be funded by a Department of Employment and Economic Development Grant, with the remainder being assessed to the property owners. Based on the development plans, there are no additional costs associated with street maintenance, sweeping,

plowing, lighting and sidewalks. However, lighting operating costs are yet to be determined. The development in the District is expected to contribute an estimated \$83,054 in availability charges. The City also expects to collect additional connection fees for the development at the time of permitting.

It is not anticipated that there will be any general obligation debt issued in relation to this project, therefore there will be no impact on the City's ability to issue future debt or on the City's debt limit.

- (3) Estimated amount of tax increment attributable to school district levies. It is estimated that the amount of tax increments over the life of the District that would be attributable to school district levies, assuming the school district's share of the total local tax rate for all taxing jurisdictions remained the same, is \$204,429;
- (4) Estimated amount of tax increment attributable to county levies. It is estimated that the amount of tax increments over the life of the District that would be attributable to county levies, assuming the county's share of the total local tax rate for all taxing jurisdictions remained the same, is \$208,139;
- (5) Additional information requested by the county or school district. The City is not aware of any standard questions in a county or school district written policy regarding tax increment districts and impact on county or school district services. The county or school district must request additional information pursuant to *M.S. Section 469.175 Subd. 2(b)* within 15 days after receipt of the tax increment financing plan.

No requests for additional information from the county or school district regarding the proposed development for the District have been received.

*(AS MODIFIED APRIL 11, 2016)*

- (1) Estimate of total tax increment. It is estimated that the total amount of tax increment that will be generated over the life of the District is \$860,033;**
- (2) Probable impact of the District on city provided services and ability to issue debt. The fiscal impacts of the District remain the same as when the District was established.**
- (3) Estimated amount of tax increment attributable to school district levies. It is estimated that the amount of tax increments over the life of the District that would be attributable to school district levies, assuming the school district's share of the total local tax rate for all taxing jurisdictions remained the same, is \$288,197;**
- (4) Estimated amount of tax increment attributable to county levies. It is estimated that the amount of tax increments over the life of the District that would be attributable to county levies, assuming the county's share of the total local tax rate for all taxing jurisdictions remained the same, is \$293,443;**
- (5) Additional information requested by the county or school district. The City has provided the TIF Plan Modification to the County and School District pursuant to *M.S. Section 469.175 Subd. 2* in order to waive the thirty-day fiscal impact comment period. The County and School District have agreed to waive the notification requirement and have provided comments on the TIF Plan Modification which are on file in the office of the City Administrator.**

### **Subsection 1-14. Supporting Documentation**

Pursuant to *M.S. Section 469.175, Subd. 1 (a), clause 7* the TIF Plan must contain identification and description of studies and analyses used to make the determination set forth in *M.S. Section 469.175, Subd. 3, clause (b)(2)* and the findings are required in the resolution approving the District. Following is a list of reports and studies on file at the City that support the City's findings:

- Wright County Resolution #15-43 and supporting minutes: City of Otsego acquisition of tax forfeit property.
- P&F Machining Request for Development Assistance Form
- DEED Infrastructure Grant Application.

### **Subsection 1-15. Definition of Tax Increment Revenues**

Pursuant to *M.S., Section 469.174, Subd. 25*, tax increment revenues derived from a tax increment financing district include all of the following potential revenue sources:

1. Taxes paid by the captured net tax capacity, but excluding any excess taxes, as computed under *M.S., Section 469.177*;
2. The proceeds from the sale or lease of property, tangible or intangible, to the extent the property was purchased by the authority with tax increments;
3. Principal and interest received on loans or other advances made by the authority with tax increments;
4. Interest or other investment earnings on or from tax increments;
5. Repayments or return of tax increments made to the Authority under agreements for districts for which the request for certification was made after August 1, 1993; and
6. The market value homestead credit paid to the Authority under *M.S., Section 273.1384*.

### **Subsection 1-16. Modifications to the District**

In accordance with *M.S., Section 469.175, Subd. 4*, any:

1. Reduction or enlargement of the geographic area of the District, if the reduction does not meet the requirements of *M.S., Section 469.175, Subd. 4(e)*;
2. Increase in amount of bonded indebtedness to be incurred;
3. A determination to capitalize interest on debt if that determination was not a part of the original TIF Plan;
4. Increase in the portion of the captured net tax capacity to be retained by the City;
5. Increase in the estimate of the cost of the District, including administrative expenses, that will be paid or financed with tax increment from the District; or
6. Designation of additional property to be acquired by the City,

shall be approved upon the notice and after the discussion, public hearing and findings required for approval of the original TIF Plan.

Pursuant to *M.S., Section 469.175 Subd. 4(f)*, the geographic area of the District may be reduced, but shall not be enlarged after five years following the date of certification of the original net tax capacity by the county auditor. If an economic development district is enlarged, the reasons and supporting facts for the determination that the addition to the district meets the criteria of *M.S., Section 469.174, Subd. 12* must be documented in writing and retained. The requirements of this paragraph do not apply if (1) the only modification is elimination of parcel(s) from the District and (2) (A) the current net tax capacity of the

parcel(s) eliminated from the District equals or exceeds the net tax capacity of those parcel(s) in the District's original net tax capacity or (B) the City agrees that, notwithstanding *M.S., Section 469.177, Subd. 1*, the original net tax capacity will be reduced by no more than the current net tax capacity of the parcel(s) eliminated from the District.

The City must notify the County Auditor of any modification to the District. Modifications to the District in the form of a budget modification or an expansion of the boundaries will be recorded in the TIF Plan.

### **Subsection 1-17. Administrative Expenses**

In accordance with *M.S., Section 469.174, Subd. 14*, administrative expenses means all expenditures of the City, *other than*:

1. Amounts paid for the purchase of land;
2. Amounts paid to contractors or others providing materials and services, including architectural and engineering services, directly connected with the physical development of the real property in the District;
3. Relocation benefits paid to or services provided for persons residing or businesses located in the District;
4. Amounts used to pay principal or interest on, fund a reserve for, or sell at a discount bonds issued pursuant to *M.S., Section 469.178*; or
5. Amounts used to pay other financial obligations to the extent those obligations were used to finance costs described in clauses (1) to (3).

For districts for which the request for certification were made before August 1, 1979, or after June 30, 1982, and before August 1, 2001, administrative expenses also include amounts paid for services provided by bond counsel, fiscal consultants, and planning or economic development consultants. Pursuant to *M.S., Section 469.176, Subd. 3*, tax increment may be used to pay any **authorized and documented** administrative expenses for the District up to but not to exceed 10 percent of the total estimated tax increment expenditures authorized by the TIF Plan or the total tax increments, as defined by *M.S., Section 469.174, Subd. 25, clause (1)*, from the District, whichever is less.

For districts for which certification was requested after July 31, 2001, no tax increment may be used to pay any administrative expenses for District costs which exceed ten percent of total estimated tax increment expenditures authorized by the TIF Plan or the total tax increments, as defined in *M.S., Section 469.174, Subd. 25, clause (1)*, from the District, whichever is less.

Pursuant to *M.S., Section 469.176, Subd. 4h*, tax increments may be used to pay for the County's actual administrative expenses incurred in connection with the District and are not subject to the percentage limits of *M.S., Section 469.176, Subd. 3*. The county may require payment of those expenses by February 15 of the year following the year the expenses were incurred.

Pursuant to *M.S., Section 469.177, Subd. 11*, the County Treasurer shall deduct an amount (currently .36 percent) of any increment distributed to the City and the County Treasurer shall pay the amount deducted to the State Commissioner of Management and Budget for deposit in the state general fund to be appropriated to the State Auditor for the cost of financial reporting of tax increment financing information and the cost of examining and auditing authorities' use of tax increment financing. This amount may be adjusted annually by the Commissioner of Revenue.

### **Subsection 1-18.     Limitation of Increment**

The tax increment pledged to the payment of bonds and interest thereon may be discharged and the District may be terminated if sufficient funds have been irrevocably deposited in the debt service fund or other escrow account held in trust for all outstanding bonds to provide for the payment of the bonds at maturity or redemption date.

Pursuant to *M.S., Section 469.176, Subd. 6:*

*if, after four years from the date of certification of the original net tax capacity of the tax increment financing district pursuant to M.S., Section 469.177, no demolition, rehabilitation or renovation of property or other site preparation, including qualified improvement of a street adjacent to a parcel but not installation of utility service including sewer or water systems, has been commenced on a parcel located within a tax increment financing district by the authority or by the owner of the parcel in accordance with the tax increment financing plan, no additional tax increment may be taken from that parcel, and the original net tax capacity of that parcel shall be excluded from the original net tax capacity of the tax increment financing district. If the authority or the owner of the parcel subsequently commences demolition, rehabilitation or renovation or other site preparation on that parcel including qualified improvement of a street adjacent to that parcel, in accordance with the tax increment financing plan, the authority shall certify to the county auditor that the activity has commenced and the county auditor shall certify the net tax capacity thereof as most recently certified by the commissioner of revenue and add it to the original net tax capacity of the tax increment financing district. The county auditor must enforce the provisions of this subdivision. The authority must submit to the county auditor evidence that the required activity has taken place for each parcel in the district. The evidence for a parcel must be submitted by February 1 of the fifth year following the year in which the parcel was certified as included in the district. For purposes of this subdivision, qualified improvements of a street are limited to (1) construction or opening of a new street, (2) relocation of a street, and (3) substantial reconstruction or rebuilding of an existing street.*

The City or a property owner must improve parcels within the District by approximately February 2020 and report such actions to the County Auditor.

### **Subsection 1-19.     Use of Tax Increment**

The City hereby determines that it will use 100 percent of the captured net tax capacity of taxable property located in the District for the following purposes:

1. To pay the principal of and interest on bonds issued to finance a project;
2. To finance, or otherwise pay the capital and administration costs of Development District No. 1 pursuant to *M.S., Sections 469.124 to 469.133;*
3. To pay for project costs as identified in the budget set forth in the TIF Plan;
4. To finance, or otherwise pay for other purposes as provided in *M.S., Section 469.176, Subd. 4;*
5. To pay principal and interest on any loans, advances or other payments made to or on behalf of the City or for the benefit of Development District No. 1 by a developer;
6. To finance or otherwise pay premiums and other costs for insurance or other security guaranteeing the payment when due of principal of and interest on bonds pursuant to the TIF Plan or pursuant to *M.S., Chapter 462C. M.S., Sections 469.152 through 469.165, and/or M.S., Sections 469.178; and*
7. To accumulate or maintain a reserve securing the payment when due of the principal and interest on

the tax increment bonds or bonds issued pursuant to *M.S., Chapter 462C, M.S., Sections 469.152 through 469.165*, and/or *M.S., Sections 469.178*.

These revenues shall not be used to circumvent any levy limitations applicable to the City nor for other purposes prohibited by *M.S., Section 469.176, Subd. 4*.

Tax increments generated in the District will be paid by Wright County to the City for the Tax Increment Fund of said District. The City will pay to the developer(s) annually an amount not to exceed an amount as specified in a developer's agreement to reimburse the costs of site improvements. Remaining increment funds will be used for City administration (up to 10 percent) and for the costs of public improvement activities outside the District.

### **Subsection 1-20. Excess Increments**

Excess increments, as defined in *M.S., Section 469.176, Subd. 2*, shall be used only to do one or more of the following:

1. Prepay any outstanding bonds;
2. Discharge the pledge of tax increment for any outstanding bonds;
3. Pay into an escrow account dedicated to the payment of any outstanding bonds; or
4. Return the excess to the County Auditor for redistribution to the respective taxing jurisdictions in proportion to their local tax rates.

The City must spend or return the excess increments under paragraph (c) within nine months after the end of the year. In addition, the City may, subject to the limitations set forth herein, choose to modify the TIF Plan in order to finance additional public costs in Development District No. 1 or the District.

### **Subsection 1-21. Requirements for Agreements with the Developer**

The City will review any proposal for private development to determine its conformance with the Development Program and with applicable municipal ordinances and codes. To facilitate this effort, the following documents may be requested for review and approval: site plan, construction, mechanical, and electrical system drawings, landscaping plan, grading and storm drainage plan, signage system plan, and any other drawings or narrative deemed necessary by the City to demonstrate the conformance of the development with City plans and ordinances. The City may also use the Agreements to address other issues related to the development.

Pursuant to *M.S., Section 469.176, Subd. 5*, no more than 10 percent, by acreage, of the property to be acquired in the District as set forth in the TIF Plan shall at any time be owned by the City as a result of acquisition with the proceeds of bonds issued pursuant to *M.S., Section 469.178* to which tax increments from property acquired is pledged, unless prior to acquisition in excess of 10 percent of the acreage, the City concluded an agreement for the development of the property acquired and which provides recourse for the City should the development not be completed.

### **Subsection 1-22. Assessment Agreements**

Pursuant to *M.S., Section 469.177, Subd. 8*, the City may enter into a written assessment agreement in recordable form with the developer of property within the District which establishes a minimum market value of the land and completed improvements for the duration of the District. The assessment agreement shall be presented to the County Assessor who shall review the plans and specifications for the improvements to be

constructed, review the market value previously assigned to the land upon which the improvements are to be constructed and, so long as the minimum market value contained in the assessment agreement appears, in the judgment of the assessor, to be a reasonable estimate, the County Assessor shall also certify the minimum market value agreement. The City does expect to enter into an assessment agreement in connection with the District.

### **Subsection 1-23. Administration of the District**

Administration of the District will be handled by the City Administrator.

### **Subsection 1-24. Annual Disclosure Requirements**

Pursuant to *M.S., Section 469.175, Subds. 5, 6, and 6b* the City must undertake financial reporting for all tax increment financing districts to the Office of the State Auditor, County Board and County Auditor on or before August 1 of each year. *M.S., Section 469.175, Subd. 5* also provides that an annual statement shall be published in a newspaper of general circulation in the City on or before August 15.

If the City fails to make a disclosure or submit a report containing the information required by *M.S., Section 469.175 Subd. 5 and Subd. 6*, the Office of the State Auditor will direct the County Auditor to withhold the distribution of tax increment from the District.

### **Subsection 1-25. Reasonable Expectations**

As required by the TIF Act, in establishing the District, the determination has been made that the anticipated development would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future and that the increased market value of the site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in the market value estimated to result from the proposed development after subtracting the present value of the projected tax increments for the maximum duration of the District permitted by the TIF Plan. In making said determination, reliance has been placed upon written representation made by the developer to such effects and upon City staff awareness of the feasibility of developing the project site(s) within the District. A comparative analysis of estimated market values both with and without establishment of the District and the use of tax increments has been performed as described above. Such analysis is included with the cashflow in Appendix D and within Appendix F, and indicates that the increase in estimated market value of the proposed development (less the indicated subtractions) exceeds the estimated market value of the site absent the establishment of the District and the use of tax increments.

### **Subsection 1-26. Other Limitations on the Use of Tax Increment**

1. General Limitations. All revenue derived from tax increment shall be used in accordance with the TIF Plan. The revenues shall be used to finance, or otherwise pay the capital and administration costs of Development District No. 1 pursuant to *M.S., Sections 469.124 to 469.134*. Tax increments may not be used to circumvent existing levy limit law. No tax increment may be used for the acquisition, construction, renovation, operation, or maintenance of a building to be used primarily and regularly for conducting the business of a municipality, county, school district, or any other local unit of government or the state or federal government. This provision does not prohibit the use of revenues derived from tax increments for the construction or renovation of a parking structure.
2. Pooling Limitations. At least 80 percent of tax increments from the District must be expended on activities in the District or to pay bonds, to the extent that the proceeds of the bonds were used to finance

activities within said district or to pay, or secure payment of, debt service on credit enhanced bonds. Not more than 20 percent of said tax increments may be expended, through a development fund or otherwise, on activities outside of the District except to pay, or secure payment of, debt service on credit enhanced bonds. For purposes of applying this restriction, all administrative expenses must be treated as if they were solely for activities outside of the District.

3. Five Year Limitation on Commitment of Tax Increments. Tax increments derived from the District shall be deemed to have satisfied the 80 percent test set forth in paragraph (2) above only if the five year rule set forth in *M.S., Section 469.1763, Subd. 3*, has been satisfied; and beginning with the sixth year following certification of the District, 80 percent of said tax increments that remain after expenditures permitted under said five year rule must be used only to pay previously committed expenditures or credit enhanced bonds as more fully set forth in *M.S., Section 469.1763, Subd. 5*.

### **Subsection 1-27. Summary**

The City of Otsego is establishing the District to preserve and enhance the tax base, and provide employment opportunities in the City. The TIF Plan for the District was prepared by Ehlers & Associates, Inc., 3060 Centre Pointe Drive, Roseville, Minnesota 55113-1105, telephone (651) 697-8500.

## Appendix A

### Project Description

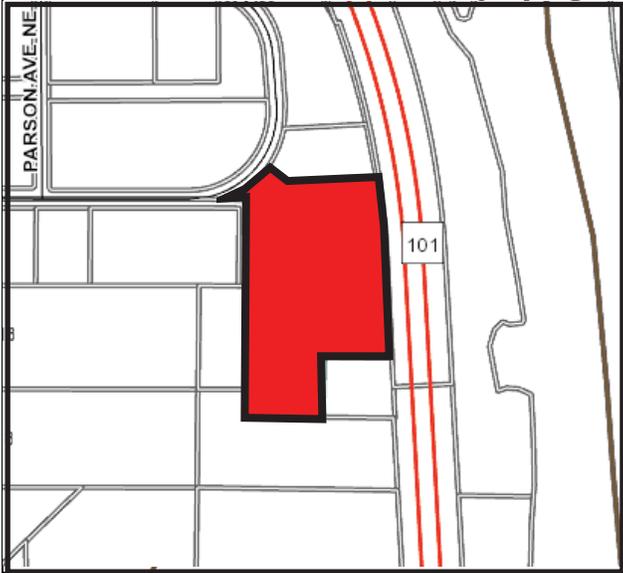
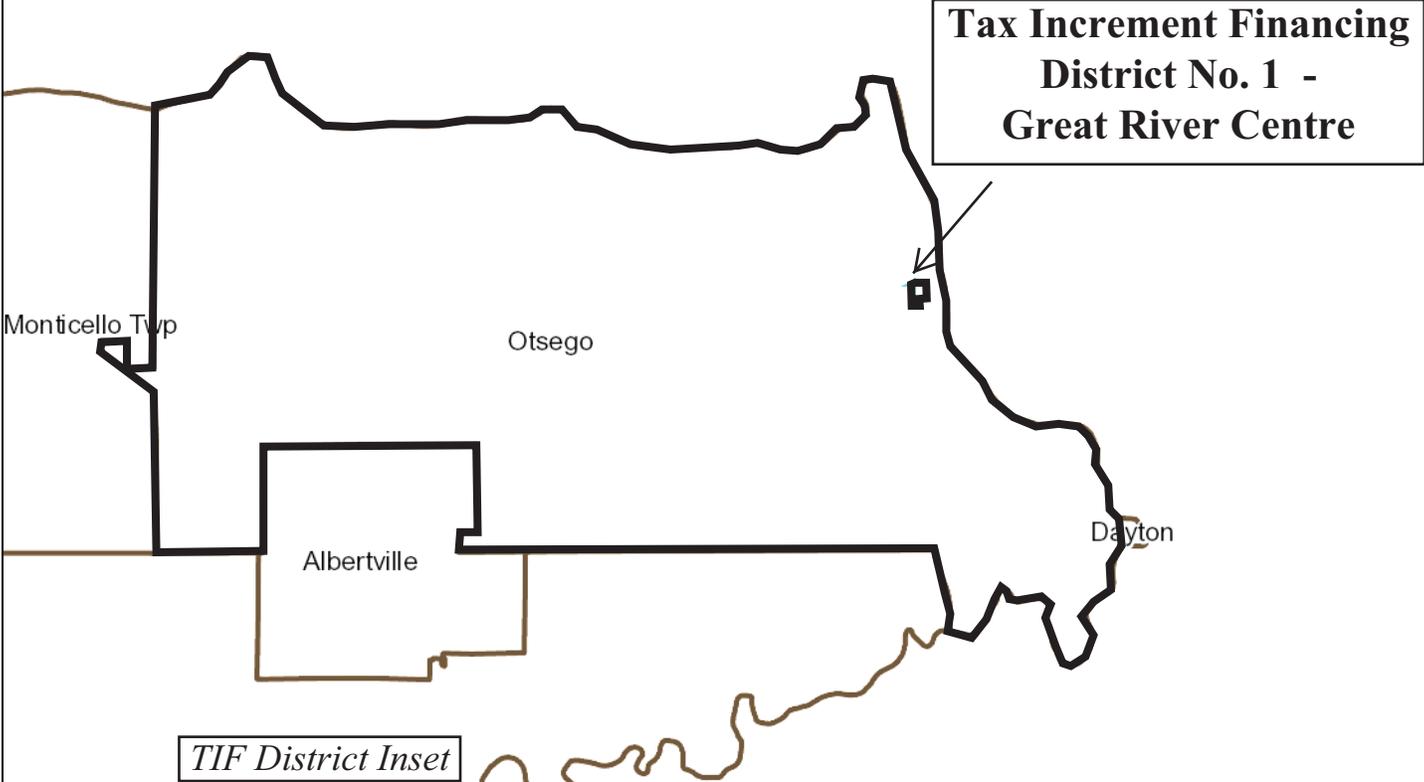
The City of Otsego acquired the parcels to be included in the TIF District in partnership with Wright County in 2015 in order to facilitate development of a manufacturing business to increase the City and County's tax base and bring jobs to the community. The 13.9 acre former tax forfeit site within the Great River Centre development has remained vacant since it was platted eight years ago with little prospect for development due to extraordinary site development costs to include: substantial grading to create buildable area and the need to extend water, sewer, storm sewer, and street improvements through the site to provide access for future industrial development.

P & F Machining, Inc. is proposing to construct and occupy a 54,400 square foot manufacturing facility on the site with an estimated construction cost of \$6.8 million. P & F Machining, Inc. is a precision manufacturer who offers high-quality custom machining for the aerospace, medical, agricultural, heavy equipment and medical trial industries. It will relocate its 40 full time equivalent employees to the facility with plans for additional employment and expansion onsite. Construction is expected to begin in early 2016 with planned occupancy in the Fall of 2016. Tax increment from this TIF district will be utilized to reimburse the developer for eligible site development costs incurred to bring the lot up to a buildable condition.

Appendix B

Map of Development District No. 1 and the District

**Tax Increment Financing District No. 1 -  
Great River Centre  
Development District No. 1  
City of Otsego  
Wright County, Minnesota**



*The boundaries of Development District No. 1  
are coterminous with the corporate  
boundaries of the City of Otsego.*



Appendix C

Description of Property to be Included in the District

The District encompasses all property and adjacent rights-of-way and abutting roadways identified by the parcel listed below.

<u>Parcel Numbers</u>	<u>Address</u>	<u>Owner</u>
118-266-000010*	Outlot A, Great River Centre of Otsego 3	City of Otsego

The property is being replatted to: Lot 1, Block 1 and Outlot A Great River Centre Fourth Addition. Lot 1 will be transferred to P & F Properties, Inc. Legal descriptions will be provided prior to the request for certification of the District.

Appendix D  
Estimated Cash Flow for the District  
*(AS MODIFIED APRIL 11, 2016)*



**TIF No. 1 - Great River Centre**

City of Otsego, MN

Economic Development District - 54,400 s.f. Manufacturing (Phase I)

**ASSUMPTIONS AND RATES**

<b>DistrictType:</b>	Economic Development	
<b>District Name/Number:</b>		
<b>County District #:</b>	<b>Tax ID: 3001</b>	
<b>First Year Construction or Inflation on Value</b>	<b>2016</b>	
<b>Existing District - Specify No. Years Remaining</b>		
<b>Inflation Rate - Every Year:</b>	<b>0.00%</b>	
<b>Interest Rate:</b>	<b>4.375%</b>	
<b>Present Value Date:</b>	<b>1-Aug-16</b>	
<b>First Period Ending</b>	<b>1-Feb-17</b>	
<b>Tax Year District was Certified:</b>	<b>Pay 2017</b>	
<b>Cashflow Assumes First Tax Increment For Development:</b>	<b>2018</b>	
<b>Years of Tax Increment</b>	<b>9</b>	
<b>Assumes Last Year of Tax Increment</b>	<b>2026</b>	
<b>Fiscal Disparities Election [Outside (A), Inside (B), or NA]</b>	<b>NA</b>	
<b>Incremental or Total Fiscal Disparities</b>		
<b>Fiscal Disparities Contribution Ratio</b>		
<b>Fiscal Disparities Metro-Wide Tax Rate</b>		
<b>Maximum/Frozen Local Tax Rate:</b>	117.068%	Pay 2016 TNT
<b>Current Local Tax Rate: (Use lesser of Current or Max.)</b>	117.068%	Pay 2016 TNT
<b>State-wide Tax Rate (Comm./Ind. only used for total taxes)</b>	49.0000%	Pay 2016 TNT
<b>Market Value Tax Rate (Used for total taxes)</b>	0.19441%	Pay 2016 TNT

Tax Rates		
Exempt Class Rate (Exempt)		0.00%
Commercial Industrial Preferred Class Rate (C/I Pref.)		
First \$150,000		1.50%
Over \$150,000		2.00%
Commercial Industrial Class Rate (C/I)		2.00%
Rental Housing Class Rate (Rental)		1.25%
Affordable Rental Housing Class Rate (Aff. Rental)		
First \$100,000		0.75%
Over \$100,000		0.25%
Non-Homestead Residential (Non-H Res. 1 Unit)		
First \$500,000		1.00%
Over \$500,000		1.25%
Homestead Residential Class Rate (Hmstd. Res.)		
First \$500,000		1.00%
Over \$500,000		1.25%
Agricultural Non-Homestead		1.00%

**BASE VALUE INFORMATION (Original Tax Capacity)**

Map #	PID	Owner	Address	Land Market Value	Building Market Value	Total Market Value	Percentage Of Value Used for District	Original Market Value	Tax Year Original Market Value	Property Tax Class	Current Original Tax Capacity	Class After Conversion	After Conversion Orig. Tax Cap.	Area/Phase
	118-266-000010			166,900		166,900	100%	166,900	Pay 2017	Exempt	-	C/I Pref.	2,588	
				166,900	0	166,900		166,900			0		2,588	

**Note:**

Base Value is an estimate from the county assessor's office on 12.1.2015.



**TIF No. 1 - Great River Centre**  
 City of Otsego, MN  
 Economic Development District - 54,400 s.f. Manufacturing (Phase I)

PROJECT INFORMATION (Project Tax Capacity)												
Area/Phase	New Use	Estimated Market Value Per Sq. Ft./Unit	Taxable Market Value Per Sq. Ft./Unit	Total Sq. Ft./Units	Total Taxable Market Value	Property Tax Class	Project Tax Capacity	Percentage Completed 2016	Percentage Completed 2017	Percentage Completed 2018	Percentage Completed 2019	First Year Full Taxes Payable
Phase I	Manufacturing	78	78	54,400	4,263,000	C/I Pref.	84,510	100%	100%	100%	100%	2018
<b>TOTAL</b>					<b>4,263,000</b>		<b>84,510</b>					
<b>Subtotal Commercial/Ind.</b>				<b>54,400</b>	<b>4,263,000</b>		<b>84,510</b>					

**Note:**

1. Market values are based upon estimates assessor in mid-2015.

TAX CALCULATIONS									
New Use	Total Tax Capacity	Fiscal Disparities Tax Capacity	Local Tax Capacity	Local Property Taxes	Fiscal Disparities Taxes	State-wide Property Taxes	Market Value Taxes	Total Taxes	Taxes Per Sq. Ft./Unit
Manufacturing	84,510	0	84,510	98,934	0	41,410	8,288	148,632	2.73
Manufacturing	0	0	0	0	0	0	0	0	
<b>TOTAL</b>	<b>84,510</b>	<b>0</b>	<b>84,510</b>	<b>98,934</b>	<b>0</b>	<b>41,410</b>	<b>8,288</b>	<b>148,632</b>	

**Note:**

- Taxes and tax increment will vary significantly from year to year depending upon values, rates, state law, fiscal disparities and other factors which cannot be predicted.
- If tax increment is received in 2017, then the district will be one year shorter.

WHAT IS EXCLUDED FROM TIF?	
Total Property Taxes	148,632
less State-wide Taxes	(41,410)
less Fiscal Disp. Adj.	0
less Market Value Taxes	(8,288)
less Base Value Taxes	(3,030)
<b>Annual Gross TIF</b>	<b>95,904</b>

MARKET VALUE BUT / FOR ANALYSIS	
Current Market Value - Est.	166,900
New Market Value - Est.	4,263,000
Difference	4,096,100
Present Value of Tax Increment	662,739
Difference	3,433,361
Value likely to occur without Tax Increment is less than:	<b>3,433,361</b>



**TIF No. 1 - Great River Centre  
City of Otsego, MN  
Economic Development District - 54,400 s.f. Manufacturing (Phase I)**

<b>TAX INCREMENT CASH FLOW</b>														
% of OTC	Project Tax Capacity	Original Tax Capacity	Fiscal Disparities -	Captured Tax Capacity	Local Tax Rate	Annual Gross Tax Increment	Semi-Annual Gross Tax Increment	State Auditor 0.36%	Admin. at 10%	Semi-Annual Net Tax Increment	Semi-Annual Present Value	PERIOD ENDING Yrs.	Tax Year	Payment Date
														02/01/17
														08/01/17
100%	84,510	(2,588)	-	81,922	117.068%	95,904	47,952	(173)	(4,778)	43,002	39,436	0.5	2018	08/01/18
							47,952	(173)	(4,778)	43,002	78,028	1	2018	02/01/19
100%	84,510	(2,588)	-	81,922	117.068%	95,904	47,952	(173)	(4,778)	43,002	115,794	1.5	2019	08/01/19
							47,952	(173)	(4,778)	43,002	152,751	2	2019	02/01/20
100%	84,510	(2,588)	-	81,922	117.068%	95,904	47,952	(173)	(4,778)	43,002	188,917	2.5	2020	08/01/20
							47,952	(173)	(4,778)	43,002	224,309	3	2020	02/01/21
100%	84,510	(2,588)	-	81,922	117.068%	95,904	47,952	(173)	(4,778)	43,002	258,944	3.5	2021	08/01/21
							47,952	(173)	(4,778)	43,002	292,837	4	2021	02/01/22
100%	84,510	(2,588)	-	81,922	117.068%	95,904	47,952	(173)	(4,778)	43,002	326,004	4.5	2022	08/01/22
							47,952	(173)	(4,778)	43,002	358,461	5	2022	02/01/23
100%	84,510	(2,588)	-	81,922	117.068%	95,904	47,952	(173)	(4,778)	43,002	390,224	5.5	2023	08/01/23
							47,952	(173)	(4,778)	43,002	421,307	6	2023	02/01/24
100%	84,510	(2,588)	-	81,922	117.068%	95,904	47,952	(173)	(4,778)	43,002	451,724	6.5	2024	08/01/24
							47,952	(173)	(4,778)	43,002	481,490	7	2024	02/01/25
100%	84,510	(2,588)	-	81,922	117.068%	95,904	47,952	(173)	(4,778)	43,002	510,619	7.5	2025	08/01/25
							47,952	(173)	(4,778)	43,002	539,125	8	2025	02/01/26
100%	84,510	(2,588)	-	81,922	117.068%	95,904	47,952	(173)	(4,778)	43,002	567,020	8.5	2026	08/01/26
							47,952	(173)	(4,778)	43,002	594,318	9	2026	02/01/27
<b>Total</b>							<b>863,140</b>	<b>(3,107)</b>	<b>(86,003)</b>	<b>774,029</b>				
<b>Present Value From 08/01/2016</b>							<b>662,739</b>	<b>(2,386)</b>	<b>(66,035)</b>	<b>594,318</b>				
<b>Present Value Rate</b>					<b>4.38%</b>									



### TIF No. 1 - Great River Centre

City of Otsego, MN

Economic Development District - 54,400 s.f. Manufacturing (Phase I)

#### ASSUMPTIONS AND RATES

<b>DistrictType:</b>	Economic Development	
<b>District Name/Number:</b>		
<b>County District #:</b>	<b>Tax ID: 3001</b>	
<b>First Year Construction or Inflation on Value</b>	<b>2016</b>	
<b>Existing District - Specify No. Years Remaining</b>		
<b>Inflation Rate - Every Year:</b>	<b>0.00%</b>	
<b>Interest Rate:</b>	<b>3.250%</b>	
<b>Present Value Date:</b>	<b>1-Aug-16</b>	
<b>First Period Ending</b>	<b>1-Feb-17</b>	
<b>Tax Year District was Certified:</b>	<b>Pay 2017</b>	
<b>Cashflow Assumes First Tax Increment For Development:</b>	<b>2018</b>	
<b>Years of Tax Increment</b>	<b>9</b>	
<b>Assumes Last Year of Tax Increment</b>	<b>2026</b>	
<b>Fiscal Disparities Election [Outside (A), Inside (B), or NA]</b>	<b>NA</b>	
<b>Incremental or Total Fiscal Disparities</b>		
<b>Fiscal Disparities Contribution Ratio</b>		
<b>Fiscal Disparities Metro-Wide Tax Rate</b>		
<b>Maximum/Frozen Local Tax Rate:</b>	117.068%	Pay 2016 TNT
<b>Current Local Tax Rate: (Use lesser of Current or Max.)</b>	117.068%	Pay 2016 TNT
<b>State-wide Tax Rate (Comm./Ind. only used for total taxes)</b>	49.0000%	Pay 2016 TNT
<b>Market Value Tax Rate (Used for total taxes)</b>	0.19441%	Pay 2016 TNT

Tax Rates		
Exempt Class Rate (Exempt)		0.00%
Commercial Industrial Preferred Class Rate (C/I Pref.)		
First	\$150,000	1.50%
Over	\$150,000	2.00%
Commercial Industrial Class Rate (C/I)		2.00%
Rental Housing Class Rate (Rental)		1.25%
Affordable Rental Housing Class Rate (Aff. Rental)		
First	\$100,000	0.75%
Over	\$100,000	0.25%
Non-Homestead Residential (Non-H Res. 1 Unit)		
First	\$500,000	1.00%
Over	\$500,000	1.25%
Homestead Residential Class Rate (Hmstd. Res.)		
First	\$500,000	1.00%
Over	\$500,000	1.25%
Agricultural Non-Homestead		1.00%

#### BASE VALUE INFORMATION (Original Tax Capacity)

Map #	PID	Owner	Address	Land Market Value	Building Market Value	Total Market Value	Percentage Of Value Used for District	Original Market Value	Tax Year Original Market Value	Property Tax Class	Current Original Tax Capacity	Class After Conversion	After Conversion Orig. Tax Cap.	Area/Phase
	118-266-000010			166,900		166,900	100%	166,900	Pay 2017	Exempt	-	C/I Pref.	2,588	
				166,900	0	166,900		166,900			0		2,588	

**Note:**

Base Value is an estimate from the county assessor's office on 12.1.2015.



**TIF No. 1 - Great River Centre**

City of Otsego, MN

Economic Development District - 54,400 s.f. Manufacturing (Phase I)

PROJECT INFORMATION (Project Tax Capacity)												
Area/Phase	New Use	Estimated Market Value Per Sq. Ft./Unit	Taxable Market Value Per Sq. Ft./Unit	Total Sq. Ft./Units	Total Taxable Market Value	Property Tax Class	Project Tax Capacity	Percentage Completed 2016	Percentage Completed 2017	Percentage Completed 2018	Percentage Completed 2019	First Year Full Taxes Payable
Phase I	Manufacturing	78	78	54,400	4,263,000	C/I Pref.	84,510	100%	100%	100%	100%	2018
<b>TOTAL</b>					<b>4,263,000</b>		<b>84,510</b>					
<b>Subtotal Commercial/Ind.</b>				54,400	4,263,000		84,510					

**Note:**

- 1. Market values are based upon estimates assessor in mid-2015.

TAX CALCULATIONS									
New Use	Total Tax Capacity	Fiscal Disparities Tax Capacity	Local Tax Capacity	Local Property Taxes	Fiscal Disparities Taxes	State-wide Property Taxes	Market Value Taxes	Total Taxes	Taxes Per Sq. Ft./Unit
Manufacturing	84,510	0	84,510	98,934	0	41,410	8,288	148,632	2.73
<b>TOTAL</b>	<b>84,510</b>	<b>0</b>	<b>84,510</b>	<b>98,934</b>	<b>0</b>	<b>41,410</b>	<b>8,288</b>	<b>148,632</b>	

**Note:**

- 1. Taxes and tax increment will vary significantly from year to year depending upon values, rates, state law, fiscal disparities and other factors which cannot be predicted.
- 2. If tax increment is received in 2017, then the district will be one year shorter.

WHAT IS EXCLUDED FROM TIF?	
Total Property Taxes	148,632
less State-wide Taxes	(41,410)
less Fiscal Disp. Adj.	0
less Market Value Taxes	(8,288)
less Base Value Taxes	(3,030)
<b>Annual Gross TIF</b>	<b>95,904</b>

MARKET VALUE BUT / FOR ANALYSIS	
Current Market Value - Est.	166,900
New Market Value - Est.	4,263,000
Difference	4,096,100
Present Value of Tax Increment	708,096
Difference	3,388,004
Value likely to occur without Tax Increment is less than:	<b>3,388,004</b>



**TIF No. 1 - Great River Centre  
City of Otsego, MN  
Economic Development District - 54,400 s.f. Manufacturing (Phase I)**

<b>TAX INCREMENT CASH FLOW</b>														
% of OTC	Project Tax Capacity	Original Tax Capacity	Fiscal Disparities -	Captured Tax Capacity	Local Tax Rate	Annual Gross Tax Increment	Semi-Annual Gross Tax Increment	State Auditor 0.36%	Admin. at 10%	Semi-Annual Net Tax Increment	Semi-Annual Present Value	PERIOD ENDING Yrs.	Tax Year	Payment Date
														02/01/17
														08/01/17
100%	84,510	(2,588)	-	81,922	117.068%	95,904	47,952	(173)	(4,778)	43,002	40,316	0.5	2018	08/01/18
							47,952	(173)	(4,778)	43,002	79,988	1	2018	02/01/19
100%	84,510	(2,588)	-	81,922	117.068%	95,904	47,952	(173)	(4,778)	43,002	119,026	1.5	2019	08/01/19
							47,952	(173)	(4,778)	43,002	157,439	2	2019	02/01/20
100%	84,510	(2,588)	-	81,922	117.068%	95,904	47,952	(173)	(4,778)	43,002	195,238	2.5	2020	08/01/20
							47,952	(173)	(4,778)	43,002	232,433	3	2020	02/01/21
100%	84,510	(2,588)	-	81,922	117.068%	95,904	47,952	(173)	(4,778)	43,002	269,033	3.5	2021	08/01/21
							47,952	(173)	(4,778)	43,002	305,047	4	2021	02/01/22
100%	84,510	(2,588)	-	81,922	117.068%	95,904	47,952	(173)	(4,778)	43,002	340,486	4.5	2022	08/01/22
							47,952	(173)	(4,778)	43,002	375,358	5	2022	02/01/23
100%	84,510	(2,588)	-	81,922	117.068%	95,904	47,952	(173)	(4,778)	43,002	409,672	5.5	2023	08/01/23
							47,952	(173)	(4,778)	43,002	443,438	6	2023	02/01/24
100%	84,510	(2,588)	-	81,922	117.068%	95,904	47,952	(173)	(4,778)	43,002	476,664	6.5	2024	08/01/24
							47,952	(173)	(4,778)	43,002	509,359	7	2024	02/01/25
100%	84,510	(2,588)	-	81,922	117.068%	95,904	47,952	(173)	(4,778)	43,002	541,530	7.5	2025	08/01/25
							47,952	(173)	(4,778)	43,002	573,188	8	2025	02/01/26
100%	84,510	(2,588)	-	81,922	117.068%	95,904	47,952	(173)	(4,778)	43,002	604,339	8.5	2026	08/01/26
							47,952	(173)	(4,778)	43,002	634,992	9	2026	02/01/27
<b>Total</b>							<b>863,140</b>	<b>(3,107)</b>	<b>(86,003)</b>	<b>774,029</b>				
<b>Present Value From 08/01/2016 Present Value Rate 3.25%</b>							<b>708,096</b>	<b>(2,549)</b>	<b>(70,555)</b>	<b>634,992</b>				

## Appendix E

### Minnesota Business Assistance Form (Minnesota Department of Employment and Economic Development)

A Minnesota Business Assistance Form (MBAF) should be used to report and/or update each calendar year's activity by April 1 of the following year.

Please see the Minnesota Department of Employment and Economic Development (DEED) website at <http://www.deed.state.mn.us/Community/subsidies/MBAFForm.htm> for information and forms.

## Appendix F

### Findings Including But/For Qualifications

The reasons and facts supporting the findings for the adoption of the Tax Increment Financing Plan for Tax Increment Financing District No. 1 - Great River Centre as required pursuant to *M.S., Section 469.175, Subd. 3* are as follows:

1. *Finding that the Tax Increment Financing District No. 1 - Great River Centre is an economic development district as defined in M.S., Section 469.174, Subd. 12.*

Tax Increment Financing District No. 1 - Great River Centre is a contiguous geographic area within the City's Development District No. 1, delineated in the TIF Plan, for the purpose of financing economic development in the City through the use of tax increment. The District is in the public interest because it will facilitate the construction of a 54,400 square foot manufacturing facility which will discourage commerce, industry, or manufacturing from moving their operations to another state; it will increase employment in the state, and preserve and enhance the tax base of the state.

2. *Finding that the proposed development, in the opinion of the City Council, would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future and that the increased market value of the site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in the market value estimated to result from the proposed development after subtracting the present value of the projected tax increments for the maximum duration of Tax Increment Financing District No. 1 - Great River Centre permitted by the TIF Plan.*

*The proposed development, in the opinion of the City, would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future:* This finding is supported by the fact that the development proposed in this plan is a manufacturing facility that meets the City's objectives for economic development. The cost of site and public improvements makes development of the facility infeasible without City assistance. The developer was asked for and provided an application for development assistance and detailed project site cost estimates as justification that the developer would not have gone forward without tax increment assistance.

*The increased market value of the site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in market value estimated to result from the proposed development after subtracting the present value of the projected tax increments for the maximum duration of the TIF District permitted by the TIF Plan:* The City supported this finding on the grounds that the cost of land acquisition, site and public improvements and utilities add to the total development cost. Historically, extraordinary site development costs in this area have made development infeasible without tax increment assistance. This site is a tax forfeit property that has been marketed for at least 8 years since being platted without success. The City reasonably determines that no other development of similar scope is anticipated on this site without substantially similar assistance being provided to the development.

Therefore, the City concludes as follows:

- a. The City's estimate of the amount by which the market value of the entire District will increase without the use of tax increment financing is \$0.
- b. If the proposed development occurs, the total increase in market value will be \$4,096,100.

- c. The present value of tax increments from the District for the maximum duration of the district permitted by the TIF Plan is estimated to be \$662,739.
  - d. Even if some development other than the proposed development were to occur, the Council finds that no alternative would occur that would produce a market value increase greater than \$3,433,361 (the amount in clause b less the amount in clause c) without tax increment assistance.
3. *Finding that the TIF Plan for Tax Increment Financing District No. 1 - Great River Centre conforms to the general plan for the development or redevelopment of the municipality as a whole.*

The Planning Commission reviewed the TIF Plan and found that the TIF Plan conforms to the general development plan of the City.

4. *Finding that the Tax Increment Financing Plan for Tax Increment Financing District No. 1 - Great River Centre will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the development of Development District No. 1 by private enterprise.*

The project to be assisted by the District will result in increased employment in the City and the State of Minnesota, increased tax base of the State, and add a high quality development to the City.

<b>But-For Analysis</b>	
Current Market Value	166,900
New Market Value - Estimate	4,263,000
Difference	4,096,100
Present Value of Tax Increment	<u>662,739</u>
Difference	3,433,361
<b>Value Likely to Occur Without TIF is Less Than:</b>	<b>3,433,361</b>

*(AS MODIFIED APRIL 11, 2016)*

<b>But-For Analysis</b>	
Current Market Value	166,900
New Market Value - Estimate	4,263,000
Difference	4,096,100
Present Value of Tax Increment	<u>708,096</u>
Difference	3,388,004
<b>Value Likely to Occur Without TIF is Less Than:</b>	<b>3,388,004</b>

# Mini Grand Prix



March 18, 2016

Lee Kelly  
10 2<sup>nd</sup> St. NW  
Room 235  
Buffalo, MN 55313

Dear Mr. Kelly and Wright County Board Members,

I'm writing to ask for your support to hold a raffle on Sunday, August 7, 2016 at the Stockholm Karting Center at the Mini Grand Prix event supporting the Arthritis Foundation.

The Mini Grand Prix is a community event in its truest sense. Teams of people from schools, neighborhoods, civic groups and businesses come together to show support for those who battle this disease. Money raised will enable us to support research, provide education and programs, offer juvenile arthritis camp scholarships for children and more.

We expect more than 300 participants and volunteers to join us in showing support for the more than 50 million Americans, including 300,000 children, currently battling arthritis. We are hoping to raise \$55,000 this year!

Our raffle will range from gift cards to a Wild suite that will be raffled off the day of the event.

I hope that the Wright County will approve our raffle permit so we are able to continue to search to find a cure for arthritis. Please let me know if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Jennifer Hagerman", with a long, wavy flourish at the end.

Jennifer Hagerman  
Development Manager  
651.229.5373  
[jhagerman@arthritis.org](mailto:jhagerman@arthritis.org)

**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: Arthritis Foundation Upper Midwest Region Previous Gambling Permit Number: X-04371-13-005

Minnesota Tax ID Number, if any: 58-1341679 Federal Employer ID Number (FEIN), if any: \_\_\_\_\_

Mailing Address: 1876 Minnehaha Avenue West

City: St. Paul State: MN Zip: 55104 County: Ramsey

Name of Chief Executive Officer (CEO): Slyvia Richard

Daytime Phone: 513-399-8090 Email: srichard@arthritis.org

**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  
60 Empire Drive, Suite 100  
St. Paul, MN 55103  
Secretary of State website, phone numbers:  
[www.sos.state.mn.us](http://www.sos.state.mn.us)  
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): Stockholm Karting Center

Address (do not use P.O. box): 13185 US Highway 12 SW

City or Township: Cokato Zip: 55321 County: Wright

Date(s) of activity (for raffles, indicate the date of the drawing): Sunday, August 7, 2016

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: \$ 8,000.00)

\* **Gambling equipment** for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number 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.

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

<p style="text-align: center;"><b>CITY APPROVAL</b> for a gambling premises located within city limits</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> 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).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: <u>Stockholm Township</u></p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; text-align: center;"> <p><b>The city or county must sign before submitting application to the Gambling Control Board.</b></p> </div>	<p style="text-align: center;"><b>COUNTY APPROVAL</b> for a gambling premises located in a township</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p><b>TOWNSHIP (if required by the county)</b> 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.)</p> <p>Print Township Name: <u>Stockholm Township</u></p> <p>Signature of Township Officer: _____</p> <p>Title: <u>Chairman</u> Date: <u>3-7-16</u></p>
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**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: [Signature] Date: 2/18/16

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

Print Name: Lindsey Kumlien

<p><b>REQUIREMENTS</b></p> <p><b>Complete a separate application for:</b></p> <ul style="list-style-type: none"> <li>• all gambling conducted on two or more consecutive days, or</li> <li>• all gambling conducted on one day.</li> </ul> <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p><b>Financial report to be completed within 30 days after the gambling activity is done:</b> A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p>	<p><b>MAIL APPLICATION AND ATTACHMENTS</b></p> <p><b>Mail application with:</b></p> <p><input type="checkbox"/> a copy of your proof of nonprofit status, and</p> <p><input type="checkbox"/> application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is <b>\$100</b>; otherwise the fee is <b>\$150</b>. Make check payable to <b>State of Minnesota</b>.</p> <p><b>To:</b> Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p><b>Questions?</b> Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p>
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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 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 Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & 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.

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



September 2, 2015

IRS Nonprofit Tax Designation for the Arthritis Foundation, Inc. and affiliates

Dear Sir or Madam:

This is confirmation that the Arthritis Foundation, Inc. National Office (Tax ID# 58-1341679) is authorized to solicit funds as a 501(c) (3) organization. The National Office is located at:

Arthritis Foundation, Inc.  
National Office Headquarters  
1330 West Peachtree Street, Suite 100  
Atlanta, GA 30309

Field Offices within the National Office include:

**Alabama Offices Include**

500 Office Park Drive, Suite 200  
Birmingham, AL 35223

7509 Pinnacle Court  
Montgomery, AL 36117

**Arkansas Offices Include**

10 Corporate Hill Drive  
Suite 340  
Little Rock, AR 72205

**Florida Offices Include**

13000 Avalon Lake Dr  
Suite 302  
Orlando, FL 32828

400 Hibiscus Street  
Suite 100  
West Palm Beach, FL 33401

14499 North Dale Mabry Highway  
Suite 139  
Tampa, FL 33618

3405 NW 9<sup>th</sup> Ave  
Suite 1206  
Fort Lauderdale, FL 33309

**Georgia Offices Include**

1330 West Peachtree Street, Suite 100  
Atlanta, GA 30309

**Maryland Offices Include**

9891 Broken Land Parkway, Suite 101  
Columbia, MD 21046

**Minnesota Offices Include**

Arthritis Foundation, Inc., Twin Cities Office  
1876 Minnehaha Avenue W.  
St. Paul, MN 55104

**North Carolina Offices Include**

4530 Park Road, Suite 230  
Charlotte, NC 28209

5300 Castlebrook Drive  
Raleigh, NC 27604

**North Dakota Offices Include**

5532 59<sup>th</sup> Street S  
Fargo, ND 58104

**South Carolina Offices Include**

8421 Dorchester, Road, Suite 109 #174  
North Charleston, SC 29420

**South Dakota Offices Include**

6809 Brighton Circle  
Sioux Falls, SD 57106

**Tennessee Offices Include**

5352 Estate Office Park Drive, Suite 1  
Memphis, TN 38119

209 10<sup>th</sup> Avenue South, Suite 123  
Nashville, TN 37203

**Virginia Offices Include**

7202 Glen Forest Drive Suite, 305  
Richmond, VA 23226

**Washington, DC Offices Include**

4720 Montgomery Lane, Suite 300  
Bethesda, MD 20814

Arthritis Foundation, Inc. 501(c)3 Letter

**Wisconsin Offices Include**

916 Willard Drive, Suite 205  
Green Bay, WI 54304

5936 Seminole Centre Court, Suite 211  
Madison, WI 53711

10427 West Lincoln Avenue, Suite 1300  
West Allis, WI 53227

The Arthritis Foundation, Inc. and its affiliates units were granted exemption under section 501(c)(3) of the Internal Revenue Code by a group ruling letter dated December 21, 1978. The group ruling number for the organization and its affiliates is 8510. This number is used for identification purposes for both the National Offices and its affiliates, of which the above listed offices, branches, and units are affiliates and in good standing.

The exemption granted is currently in effect and will remain in effect until terminated, modified, or revoked by the Internal Revenue Service.

Sincerely,

DocuSigned by:  
  
925040B18D6246A...  
Karen Larson  
CFO  
Arthritis Foundation National Office

ATLANTA GA 39901-0001

In reply refer to: 0752446520  
May 18, 2015 LTR 4168C 0  
58-1341679 000000 00  
00091797  
BODC: TE

ARTHRITIS FOUNDATION INC  
% KAREN LARSON  
1330 W PEACHTREE ST NW STE 100  
ATLANTA GA 30309-2943

Employer Identification Number: 58-1341679  
Person to Contact: TEGE  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your May 07, 2015, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(03) of the Internal Revenue Code in a determination letter issued in January 1978.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website [www.irs.gov/eo](http://www.irs.gov/eo) for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

# WRIGHT COUNTY REQUEST FOR BOARD ACTION

<b>Req. Agenda Time:</b>		<b>Board Meeting Date:</b>	3-29-16	<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 \$278,211.55 with 221 Vendors and 419 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

<b>Req. Agenda Time:</b>		<b>Board Meeting Date:</b>	3-29-16	<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 Renewal of 2016 Tobacco Licenses for:			
<b>Requestor's Signature</b>					
<b>Reviewed By/Date</b>					
<b>Background/Justification:</b>					
City of St. Michael: Fox Hollow Golf Club.					
<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:** 3/29/2016 **CONSENT AGENDA:** X

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

County Board

ORIGINATING DEPARTMENT/SERVICE

X   
REQUESTOR'S SIGNATURE

3/21/16  
REVIEWED BY/DATE

**BOARD ACTION REQUESTED:**

Requesting approval for replacement of FW position vacating as of 4/7/2016

**BACKGROUND/JUSTIFICATION:**

Requesting replacement of Financial Worker who is leaving 4/7/2016.

COUNTY ATTORNEY  
REVIEW DATE:

FINANCIAL  
IMPLICATIONS:

\$ \_\_\_\_\_

COUNTY COORDINATOR/DATE:

ADMINISTRATIVE  
RECOMMENDATION:

- APPROVAL  
 DENIAL  
 NO RECOMMENDATION

BUDGETED:                
                  YES    NO

FUNDING:

COMMENTS:

COMMENTS:

# WRIGHT COUNTY REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: BOARD MEETING DATE: March 29, 2016 CONSENT AGENDA: X

AMT. OF TIME REQUIRED: ITEM FOR CONSIDERATION: Position Replacement

<p><u>HUMAN SERVICES</u> ORIGINATING DEPARTMENT/SERVICE</p> <p>X  REQUESTOR'S SIGNATURE</p> <p><u>3/22/16</u> REVIEWED BY/DATE</p>	<p><b>BOARD ACTION REQUESTED:</b> Backfill 1.0 FTE Social Worker position recently vacated due to resignation</p>
---	---

**BACKGROUND/JUSTIFICATION:**

Social worker position recently vacated. Need to fill position to work with families and children involved in truancy cases and court. Working with families to prevent out of home placement.

	<p>COUNTY ATTORNEY REVIEW DATE:</p>	<p><b>FINANCIAL IMPLICATIONS:</b> \$ _____</p>
<p>COUNTY COORDINATOR/DATE:</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>      <u>      </u> <u>      </u></p> <p style="text-align: center;">YES      NO</p> <p><b>FUNDING:</b>      <u>      </u> <u>      </u></p> <p style="text-align: center;">LEVY      OTHER</p>

**COMMENTS:**

**COMMENTS:**

2015  
Wright County Parks Department  
Annual Report



Submitted By:  
Marc Mattice  
Director of Parks and Recreation



# 2015 Wright County Parks Department Annual Report

## **Our Vision:**

“Provide an organized framework to enable citizens and guests of Wright County to recognize, appreciate, and enjoy the natural and cultural resources of Wright County through enhancement and preservation of larger scale outdoor recreational opportunities not generally available through local municipalities.”

### **Wright County Board of Commissioners**

Christine Husom	District 1
Pat Sawatzke	District 2
Mark Daleiden	District 3
Michael Potter	District 4
Charles Borrell	District 5

### **Wright County Parks Advisory Commission**

Mark Daleiden	Wright County Board of Commissioners - Liaison
Kevin Bergquist	At Large
Martyn Dibben	District 1
Melanie Leckey	District 2
Mario DeMatteis	District 3
Elm Eichelberg	District 4
Jerry Durst	District 5

### **Wright County Parks and Recreation Staff**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Date of County Employment</u></b>	
Marc Mattice	Director of Parks and Recreation	July	1998
Ralph Borell	Park Maintenance Supervisor	September	1989
Bradley Harrington	Park and Recreation Operations Coordinator	May	2015
August Riebel	Mechanic	October	1978
Tom Fedor	Park Maintenance	September	1984
Rick Miller	Park Maintenance	February	1985
Kurt Eich	Park Maintenance/Natural Resource Tech	November	1994
Jeff Putnam	Park Maintenance	December	1996
Don Mingo	Park Manager – Collinwood Park	April	2012
Debbie Helmbrecht	Park Manager – Schroeder Park	June	2014

Cover Photos: Schroeder County Park

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Silver Creek – Hasty Archery Range

## Wright County Parks Department 2015 Media and Special Events

- The 32<sup>nd</sup> Ney Park Environmental Education Field Day was conducted in the spring and the fall of the year. Six days were scheduled for the event – three days in May and three days in September. Every fifth grader in Wright County was invited to attend, and 1,347 students participated. This activity is an excellent opportunity to work cooperatively with other governmental agencies and environmental groups throughout the county.
- Marketing and promotional efforts were made by using a variety of media sources including press releases, social media, advertisements, newspapers, community education departments, radio, and the Wright County Parks Department web page. Highlights of electronic media included:
  - Most popular Facebook post reached over 1,500 users.
  - Multiple other posts in regards to programs reached over 1,200 users.
- The Environmental Education Center at Ney Park was utilized on 89 different days in 2015. Users included Wright County Government for training sessions, various lake associations, the Minnesota Department of Natural Resources, school groups, Wright County Community Action, conservation groups, colleges, the Soil and Water Conservation District, Boys and Girls Club, Boy and Girl Scout Troops, 4-H groups, and Wright County Park Department for its own programs. In 2015, this facility hosted a Minnesota Master Naturalist program, which was developed by the University of Minnesota Extension and the Minnesota Department of Natural Resources. The goal is to educate interested individuals and promote awareness, understanding, and stewardship of Minnesota's natural environment.
- The Wright County Parks System was a host site for two different high school cross-country athletic events during the Fall of 2015. Ney Park hosted the Maple Lake High School Invitational, and Collinwood Park hosted the Dassel/Cokato High School Invitational.



Collinwood Regional Park – 2015  
Dassel/Cokato High School Cross Country Invitational

- The trails at Ney Park were used for the 9<sup>th</sup> Annual 10K Fun Run, which was hosted by the Maple Lake Chamber of Commerce.
- The Parks Department hosted 20 environmental educational programs in 2015, and participants totaled 2,149.
- The Environmental Education Center at Robert Ney Regional Park was the host facility for higher education courses offered through St. Cloud State University and Hamline University. It also hosted, for the third time, the Minnesota Master Naturalist program, which was developed by the University of Minnesota Extension

and the Minnesota Department of Natural Resources. The goal is to educate interested individuals and promote awareness, understanding, and stewardship of Minnesota's natural environment.

- In partnership with the Wright County chapter of Pheasants Forever, Hasty-Silver Creek Sportsman's Club, and Four Points Retriever Club, Wright County Parks hosted the Fourth Annual Waterfowl Hunt for Disabled Veterans.
- Bertram Chain of Lakes Regional Park hosted public events/programs in 2015. Programs included Paddle Board Days in July and August, youth fishing clinics, and the Fourth Annual Blazin' Thru Bertram Phillip LaVallee Memorial Run in September.
- YMCA Camp Manitou brought in 1,814 visitors to Bertram Chain of Lakes Regional Park through their program offerings this past summer.



Bertram Camp of Lakes Regional Park – YMCA Camp Construction Completed -2015



# Ney Nature Center Program Update 2015



The programs listed below are a combination of in-house and outreach programs that have been instructed or scheduled by Kurt Eich, Park Naturalist.

## **January 3, 2015**

**Program:** Lantern Cross-Country Ski

**Attendance:** 28

**Comments:** A lack of snow brought the attendance down, but the people who hit the trail said they had a lot of fun!

## **January 4, 2015**

**Program:** Winter Family Fun Day!

**Attendance:** 45

**Comments:** The new program was a hit! We had a range of activities for families to explore, including crafts, a variety of games, and outdoor fun, with skiing, snowshoeing and s'more making by the bonfire.

## **January 16 & 17, 2015**

**Program:** Dog Sledding

**Speaker:** "Dutch" Stoffel Reitsma

**Attendance:** 160

**Comments:** There was just enough snow on the trails to run the sleds for the evening program. The large Saturday program was moved across the road to some groomed trails on Lake Mary. Again, we had a large number of dogs and mushers to help out with the program. Activities on both days went very well!

## **January 25, 2015**

**Program:** Raptors

**Speaker:** Wildlife Science Center

**Attendance:** 38

**Comments:** The Science Center brought the birds out this year, who were joined by a good number of visitors interested in seeing them. The public had fun learning some facts about the birds and asking questions throughout the program.

## **February 1, 2015**

**Program:** Family Birding

**Speaker:** David Grack (Local Naturalist)

**Attendance:** 8

**Comments:** The few but fortunate (8) who attended had a great time learning about backyard birds that winter in Minnesota.

## **February 3, 2015**

**Program:** Moonlit Snowshoe Hike

**Speaker:** David Grack (Local Naturalist)

**Attendance:** 20

**Comments:** David Grack led his class off the beaten path for a moonlit snowshoe hike. The snowshoe hikes are well attended.

**February 7, 2015**

**Program:** Lantern Cross-Country Ski

**Attendance:** 13

**Comments:** Ski program attendance is largely dependent on the weather, and this night was nasty cold!

**February 14, 2015**

**Program:** Valentine's Day Snowshoe/Boot Hike

**Attendance:** 20

**Comments:** Attendance was down because of continued below-average temps.

**February 28, 2015**

**Program:** 2<sup>nd</sup> Annual Relay for Life

**Attendance:** 100+

**Comments:** Cancer has touched so many of our lives. This ceremony is a great way for people to join together to find healing. Word must have spread. Attendance was way up from the previous year.

**March, 8, 2015**

**Program:** Wolves and Wildlife

**Speaker:** Wildlife Science Center

**Attendance:** 18

**Comments:** This is a great program to learn some facts about wolves and how they play a major role as a large predator in the ecosystem.

**March 14, 2015**

**Program:** Woodworking for Wildlife

**Speaker:** Kurt Eich (Parks Naturalist)

**Attendance:** 30

**Comments:** It was fun doing something a little different this year. We built oriole feeders and learned some facts about these beautiful birds...always a filled-to-capacity program.

**March 15, 2015**

**Program:** Buckthorn Hiking Sticks

**Speaker:** Kurt Eich (Park Naturalist)

**Attendance:** 30

**Comments:** It's always a lot of fun teaching about this invasive species. The program was filled to capacity and even had a waiting list.

**March 16, 2015**

**Program:** Woodworking for Wildlife (Horticultural Society)

**Speaker:** Kurt Eich (Parks Naturalist)

**Attendance:** 15

**Comments:** The group had a lot of fun building their oriole feeders

**April 23, 2015**

**Program:** Arbor Day

**Speaker:** Kurt Eich (Park Naturalist)

**Attendance:** 15

**Comments:** The Otsego "Webelo" Cub Scouts helped in planting 100 red pines at Montissippi Park. It went very well, with the Den leader providing pizza and refreshments at the end of the activity.

**April 25, 2015**

**Program:** Arbor Day

**Speaker:** Scout Leader

**Attendance:** 20+

**Comments:** The scouts planted (250) Red Oak and White Birch trees at Collinwood Park. This is the fourth or so planting this group has done, and the trees seem to be doing well.

**April 29 & 30, 2015**

**Program:** Outdoor Adventures (Buffalo Pre-K)

**Speaker:** Kurt Eich (Parks Naturalist)

**Attendance:** 48

**Comments:** This was a great program, and the kids had fun getting their hands dirty! They rolled rocks and logs as they explored for bugs, found and made animal tracks in the sand, viewed fish off the fishing pier, and really got their hands dirty planting and watering trees.

**June 18, 2015**

**Program:** Outdoor Adventures (Maple Lake: K-4 Summer Academy)

**Speakers:** Kurt Eich (Parks Naturalist)

**Attendance:** 45

**Comments:** This program consisted of three stations (Fishing, Bug Crafts/Games, and a Nature Hike) in the morning, and a large-group bug hunt in the afternoon. A fun program with a lot of positive feedback.

**August 18 & 19, 2015**

**Program:** Outdoor Adventures (Big Lake Community Ed)

**Speakers:** Kurt Eich (Parks Naturalist)

**Attendance:** 120

**Comments:** This program consisted of multiple stations (Bug Crafts, Bug Bingo, Group Games, Pelts, and a Nature Hike) throughout the day. Attendees were assigned to smaller groups each day to help facilitate the various activities offered by the individual stations. This was a fun program and received a lot of positive feedback.

**May 12, 13 14, 2015**

**Program:** 5<sup>th</sup> Grade Environmental Field Day

**Speaker:** Natural Resource Related Professional

**Attendance:** 723

**Comments:** This Field Day provided an excellent opportunity for fifth graders to learn from 10 to 11 different natural resource related professionals in one day.

**September 15, 16, 17, 2015**

**Program:** 5<sup>th</sup> Grade Environmental Field Day

**Speaker:** Natural Resource Related Professional

**Attendance:** 624

**Comments:** This Field Day provided an excellent opportunity for fifth graders to learn from 10 to 11 different natural resource related professionals in one day.

**Environmental Program Attendance Totals (2015 – 2011)**

2015 = 2,149	2012 = 1,963
2014 = 1,886	2011 = 1,807
2013 = 1,971	

## **Personnel Administration**

- ✓ In May of 2015, Bradley Harrington was hired as Parks Operations Coordinator, a new position within the Department. Bradley assumed duties such as coordinating special events, building partnerships, and assisting in grant writing, marketing, and communications. This position will grow over the next few years, taking on additional responsibilities and oversight of daily park operations.
- ✓ There were no resignations of fulltime staff.
- ✓ Bertram Chain of Lakes Regional Park was added to the Green View Contract, and all positions were filled in 2015, with nine out of 10 employees returning from 2014. This contract provides caretakers at five park locations (Beebe Lake, Clearwater/Pleasant, Otsego, Fairhaven Mill, and Bertram Chain of Lakes).
- ✓ Four of the nine seasonal staff positions were filled with returning employees. The department also had one intern from the University of Wisconsin Stevens Point.
- ✓ During the summer months, the Parks and Recreation Department partnered with the Cedar Lake Conservation Club to continue watercraft inspections, for the third year, at the Public Water Access in Schroeder Park. This partnership was partially funded by The Cedar Lake Conservation Club.
- ✓ The Sheriff's Department continued its Park Patrol duties. This patrol function is beneficial to both departments. It helps the Parks Department reduce vandalism and enforce ordinances while providing a training opportunity for future patrol persons. In 2015, there were 1,233 hours of Park Patrol compared to 1,022 hours in 2014 and 1,022 hours in 2013.
- ✓ "Sentence-To-Serve," assisted with park maintenance duties and contributed 59 crew days, totaling 2,184 hours in 2015, with an average crew size of 4.9 people (compared to 80 crew days, 3,057 hours, and an average crew size of 5.6 people in 2014). These activities included tree trimming/hazard tree removal (224 hours), rebuilding of the fishing pier at Clearwater/Pleasant Park (240 hours), splitting and stocking of firewood (656 hours), preparing and assisting with setting up environmental education programs and county events (112 hours), spring park cleanup and refuse pickup (232 hours), and routine park maintenance activities, including tree planting, painting, turf seeding, constructing picnic tables, Buckthorn removal, and trail work (720 hours).
- ✓ The Thibodeau family from Clearwater continued their Adopt-a-Park agreement for Marcus Zumbrunnen Park, Limestone Lake Access, and Stirewalt Memorial Park, all near Hasty. The family assists in keeping the park areas clean and reports any major problems to the Parks Department.
- ✓ Crossroads Animal Shelter near Buffalo continued its Adopt-a-Park Agreement for "H" eagle Roost Park on the east edge of Buffalo. The shelter assists with mowing the new short trail, keeping the park area clean, and reporting any major problems to the Parks Department.

## **Operations and Improvements**

### ❖ Schroeder Park:

1. All interior park roads and paved areas were seal coated, a process used to preserve the pavement and lengthen its life. This project was funded through Campground Improvement funds.
2. New doors on the Women's, Men's and utility rooms were installed and painted in the old comfort station.
3. The walls in the campground office received a fresh coat of paint.
4. Twenty-seven (27) camps sites received a facelift through the means of removing, adding, leveling, lengthening, and compacting granite material into the camper slots and replacing and/or relocating the fire rings.
5. A large double grill was installed adjacent to the picnic shelter.

### ❖ Stanley Eddy Regional Park:

1. A property boundary marking and signage were completed on the "Alama" Unit.
2. A new entrance sign was constructed and installed at the "Moose Lake" public access in the Middle Unit.
3. This park includes 13.2 acres of native prairie restoration area which is included in a Conservation Reserve Program. Minnesota Native Landscapes completed a prescribed burn on these acres in the spring of 2015.
4. An Eagle Scout worked on a section of trail leading to the carry-in campsite on Woodmar Lake, an area that has been prone to erosion, and installed water bars and erosion control measures to assist in sustaining the trail way.
5. Staff continued their efforts in removing buckthorn in areas throughout Stanley Eddy Park. Minnesota Native Landscapes was contracted to speed up this project by inventorying the park and for removing and treating buckthorn on several acres. Buckthorn is a very invasive species and is a large problem throughout the park system.

### ❖ Montissippi Regional Park:

1. An Arbor Day program was held at the park with local Cub Scout troop youth attending. These volunteers planted 150 red pine seedlings as part of restoration efforts.
2. A new park entrance sign was constructed and installed along CSAH 75.

### ❖ Bertram Chain of Lakes Regional Park:

1. The Monticello Rotary Club, with assistance from an Eagle Scout and Park Department staff, constructed the first phase of a multistep, natural themed playground and play scape. This phase consisted of stepping stones, two bay swing sets, two tunnels, a bridge, and a slide mounted to a manufactured rock climber wall.
2. One of the parking areas on the north end of Bertram Lake was established with an aggregate base, which is one in a series of public parking areas that will service the park. As park infrastructure construction continues, this parking lot will need to be completed as per design.
3. An accessible trail, from the parking area on the north end of Bertram Lake to the beach/day-use area, was constructed and designed to sustainable standards. A compacted aggregate surface was placed on the trail, which will be the main access for beach users.

4. A third fishing pier was constructed in the park and placed on the north shoreline of Bertram Lake in 2015. A total of four fishing piers is in future plans. Future work to relocate this pier is necessary, as it is in a temporary location for current accessibility by the public.
5. With the opening of the public beach and day-use facilities, Wright County expanded their annual Green View contract to include park caretakers at Bertram Chain of Lakes Regional Park. In doing so, staff improved an existing two-car garage into storage, shop, and office space and purchased the necessary tools and equipment for routine maintenance activities for which the caretakers are responsible.
6. Park information signs and directional signs were purchased and installed along CSAH 39, 90<sup>th</sup> Street, and Briarwood Avenue.
7. A major improvement at the public swimming beach was completed, which included grading, shaping, seeding, tree maintenance, and establishment of the sand beach above the ordinary high-water mark. Swimming area buoys and markers were purchased and placed, and the beach opened to the public on May 15, 2015.
8. Volunteers from the Minnesota Off Road Cyclists continued their efforts of sustainable trail design and completed about 1.5 miles of mountain bike trail construction and signage. This is an ongoing project, and the goal is to establish about 10 miles of sustainable designed single track mountain bike trail in the park.
9. The Parks and Recreation Department received a \$2,839,000 grant award through the Parks and Trail Legacy program, which will allow for acquisition of Phases 9 and 10 in 2016. This will conclude the acquisition of the passive-use park area. The remaining area to be acquired is 40.89 acres of athletic fields, which will complete the park.
10. The Parks and Recreation Department received a \$700,000 grant award through the Parks and Trail Legacy program, which will allow for Phase 1 capital development in 2016 and 2017. The projects included in Phase 1 development include two trail bridges, access road and parking area construction, restrooms and changing stations in the day-use area, and a picnic shelter.
11. After review by the Natural Resources Committee, a water level management plan was adopted, and repair of the stop logs at the water control structure was completed. This allowed the water level in Bertram Lakes to be raised to the height level (933.55') permitted by the Minnesota Department of Natural Resources Water Division, which will result in better fisheries management in the future.
12. Acquisition of Phases 7 and 8 was completed, which included 82.75 acres located on the west side of Long Lake. This area is the planned future home of the modern campground. An additional 9.62 acres was also purchased and is part of the planned athletic complex. Phases 5 and 6 were funded with local matches (\$1,013,398), Park and Trail Legacy funds (\$1.4 million), and Outdoor Recreation Grant funds (\$100,000).
13. Construction on the "new" YMCA Camp Manitou was complete. The site includes a swimming pool with waterslide, splash pad, changing cabins, restrooms, camp office and activity space, two open area shelters, open playfield, group fire pit, pedestrian pathway, ropes course, zip line, rock climbing wall, and parking. The "new" camp will open in 2016.

❖ Robert Ney Regional Park:

1. Staff continued their efforts to reduce a stray stubborn stand of wild parsnip located along County Road 8 to the wood line.

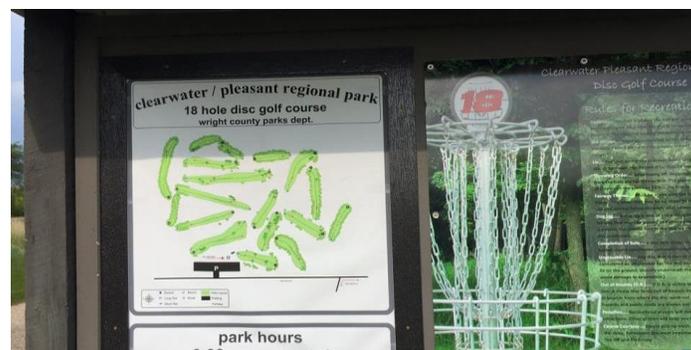
2. Staff worked at reducing unwanted plant population in the most recently planted native prairie and direct hardwood seeding area.
3. Staff continued their efforts in removing buckthorn in identified areas throughout Ney Park. Buckthorn has been establishing itself for many years, and the goal is to concentrate on certain areas.
4. Staff installed new deck railings at the Nature Center. Deck boards were replaced in 2014.
5. The department acquired the Life Estate from Allone Potter as she moved from her residence in August of 2015. Staff completed a boundary survey and installed park boundary signs.
6. In partnership with the Wright County Chapter of Pheasants Forever, the Hasty-Silver Creek Sportsman's Club, and the Four Points Retriever Club, Wright County Parks hosted the Fourth Annual Waterfowl Hunt for Disabled Veterans.
7. In the Fall of 2015, an Eagle Scout constructed and installed 12 pairs of bluebird houses along the one-mile loop trail around the native prairie in the East Unit. He has submitted interpretive signs for printing and will install those as well.

❖ Archery Range – Silver Creek Hasty Sportsmen's Club Grounds:

1. The seventh season of the archery range partnership with the Hasty Silver Creek Sportsmen's Club was a success. The club maintained the property while the County paid the property taxes.
2. The range now consists of 10 targets to accommodate the increased use of the range. Six targets, including the broad head target, were rebuilt and replaced. These targets last about one and half years before replacement is necessary.
3. The extension of the partnership and improvements or enhancements that could be made to the range in the future, such as elevated stands and 3D targets, need to be addressed with the club members.

❖ Clearwater/Pleasant Regional Park:

1. A major improvement to the disc golf course was tackled by Park Department staff in 2014. Mapping of the new area was completed during the winter, and a new course map and rules sign was created and installed at the entrance in 2015.
2. The Clearwater/Pleasant Park fishing pier was removed from the lake and brought back to the park maintenance shop in Buffalo. Staff completed major reconstruction on this pier including frame, decking, hardware, and floats. The material for this project was provided by the Minnesota Department of Natural Resource Trails and Waterways Division.
3. A new Park entrance sign was constructed and installed along CSAH 39.



❖ Beebe Lake Regional Park:

1. During the summer of 2015, Beebe Lake experienced a well failure, which required closing of the parks water supply for two weeks. Costs of necessary portable toilets and repairs of the well resulted in expenses to the county of nearly \$10,000.
2. A total of six new doors were installed and painted on the Women's and Men's comfort station and the utility room.
3. For a number of years, the Parks Department has been planning to redesign and improve the lakeside sand volleyball court, and this was accomplished in 2015, when grading, additional sand, and turf establishment were completed. The improvement will be greatly appreciated among park users in the summer of 2016.
4. As we continue to make our parks more accessible to the public during the off seasons, we have been removing gates to parking areas and establishing more usable pedestrian pathways. Beebe Lake was the most recent project of this nature, and we have noticed an increase in off-season use, especially in the spring and fall.
5. All interior park roads, parking areas, and paved trails were seal coated, a process that preserves the pavement and lengthens its life.
6. The timber retaining wall at the playground was replaced with a rock face block wall, which matches the retaining wall at the public beach. The area was landscaped and seeded after construction.
7. A new park entrance sign was constructed and installed along CSAH 34.

❖ Collinwood Regional Park:

1. Staff continued to work along the south end of Collinwood Lake on a buckthorn control and removal project. This project received volunteer assistance through a work program at Dassel/Cokato High School and is now completed, but routine maintenance will be needed to protect the site from reestablishment.
2. Porta-Dock of Dassel donated four aluminum framed benches that were constructed to Park Department specifications. Staff installed these benches throughout the park and placed a cement pad around them to help with future maintenance and upkeep.
3. The Manager's house in Collinwood Park received new flooring.
4. All interior park roads and paved areas were seal coated, a process that preserves the pavement and lengthens its life. This project was funded through Campground Improvement funds.



❖ Other Projects:

1. A new entrance sign was constructed and installed at Albrights Mill County Park.
2. The pedestrian bridge on the trail in Carl Johnson County Forest was reconstructed, and the ends of the bridge were reinforced.
3. An Eagle Scout installed three trailside benches along the CSAH 12 trail. The goal is to have a resting point every mile along this corridor trail, which is managed by Wright County. Staff assisted in coordinating the project.
4. A Girl Scout working toward her Silver Award installed a trail bench and concrete slab on the Beebe Lake Regional Trail. Staff assisted in coordinating the project.
5. In cooperation with a group of students from Dassel/Cokato High School, a canoe camping site, shore fishing area, and trail access were constructed along the North Fork of the Crow River at Wildlife County Park.
6. The park roads and paved areas at the East Maple Lake Public Access were seal coated, a process that preserves the pavement and lengthens its life.
7. A substantial amount of staff time was spent repairing washouts and erosion problems caused by periodic heavy rains along the CSAH 17 and CSAH 12 trails.
8. Staff continued to work closely with both the Greater Minnesota Regional Parks and Trails and the Greater Minnesota Regional Parks and Trails Commission, who are working together to build a voice for regional parks and trails outside the metro area.
9. Wright County Parks and Cedar Lake Conservation Club continued the “Kids Don’t Float” program at Schroeder Park. This program provides loaner personal flotation devices to youth using the waterfront at the park.
10. A new entrance sign was constructed and installed at Albert Yaeger Park.
11. Staff reconstructed the lake access dock at Crawford Lake County Park.
12. The park roads and paved areas at Crow Springs County Park were seal coated, a process that preserves the pavement and lengthens its life.
13. After two years of planning and communication between the Parks Department and Silver Creek Township, improvement plans for 127<sup>th</sup> Street NW were agreed upon. The township road project began in the winter and was completed by August of 2015. Overall, we are satisfied with the work and communication provided by the township and their willingness to work to reduce impacts to the park.
14. The park roads and paved areas at Mud Lake County Park were seal coated, this process is meant to lengthen the life a preserve the pavement.



## Camping Occasion Comparison 2015 - 2013

Weeks	2015 Collinwood	2014 Collinwood	2013 Collinwood	2015 Schroeder	2014 Schroeder	2013 Schroeder
1 - 5	548	432	532	574	509	526
6 - 10	827	773	788	1023	1043	1072
11 - 14	712	720	738	1099	983	1058
15 - 18	738	723	701	1004	947	1003
19 - 23	778	622	704	859	603	822
<b>TOTAL</b>	<b>3,603</b>	<b>3,270</b>	<b>3,463</b>	<b>4,559</b>	<b>4,085</b>	<b>4,481</b>

Collinwood Park = 42.03% Occupancy Rate in 2015

Schroeder Park = 53.31% Occupancy Rate in 2015

\*\* One Camping Occasion = One Camping Unit for One Night

### County Parks - User Receipts 2013 - 2015





**2015 Labor Expenditure by Activity**  
**(Budget Lines 6101, 6104, 6106, 6113, 6162, 6163, 6153, 6175)**

Activity	Labor Costs
General Administration and Operations	\$ 205,388.75
Sick Leave	16,393.63
Vacation Leave	35,363.89
Internship Activities	540.00
Holiday Pay	16,686.08
Campground Office and Administration	33,326.87
Tree Maintenance (Pruning, Stump Removal, Hazard Tree Removal)	28,938.02
Park Patrol and Security	18,851.45
Deliveries to Parks (Supplies, Wood Bundles, Equipment)	11,915.84
Turf Maintenance (Mowing, Fertilizing, Spraying, Trimming)	42,806.07
Turf Establishment (Grading, Seeding, Watering)	595.78
Noxious Weed Control/ Invasive Species (Mowing, Spraying, Cutting)	11,270.63
Park Road and Parking Area Maintenance	15,780.38
Snow Removal	8,821.09
Sign Construction and Maintenance	11,739.81
Cross-Country Ski Trail and Sledding Hill Maintenance and Grooming	2,253.01
Trail Maintenance and Construction (Remove Down Falls, Establishment, Install Gates, Sweeping, Erosion Controls, General Trail Work)	28,187.63
Picnic Tables, Park Benches (Construction and Maintenance)	17,106.99
Park Boundary Maintenance, Survey, and Signage	965.92
Landscape Construction and Maintenance (Plantings, Retaining Walls, Fencing, Rock/Mulch)	8,952.46
Vandalism Repairs	347.36
Fishing Piers, Docks, Lake and River Accesses, and Beaches	32,643.88
Refuse Pick-up and Hauling	4,600.34
Building and Facility Maintenance	57,560.22
Building Construction	5,092.03
Park Amenity Construction and Maintenance (Grills, Fire Rings, Volleyball Courts, Disc Golf, etc.)	18,621.28
Playground Inspections and Maintenance	4,258.18
Playground Construction	4,316.38
Equipment and Fleet Maintenance	80,585.16
Natural Resource Management (Tree Plantings, Forestry, Prairie Burns, Shoreline)	2,842.94
Union Steward Time and Drug Testing	134.64
Training and Conferences	6,034.66
Recreational Programming, Events, and Activities	16,867.32
Work for Others, Snowplowing, Mowing, Buildings, etc.	13,759.48
<b><u>TOTAL</u></b>	<b><u>\$ 763,548.17</u></b>

## 2015 Park Summary (Labor and Invoices)

	Description	Labor	Expenses	Total
000	Administration: Per Diems, County Health Insurance, Medicare, PERA, Social Security, Training, Benefits, Holidays, Sick, Vacation, Salaries, Leases, Conferences, Meetings, Memberships, Telephone, Travel, Green View Administration Fees.	\$ 217,335.89	\$ 121,750.66	\$ 339,086.55
183	Tandem Truck	\$240.96	\$2,409.56	\$2,650.52
631	Miscellaneous, Lawnmowers, Weed Whips, Chainsaws, Wood Splitters, Trailers.	\$38,951.74	\$24,107.18	\$63,058.92
632	2013 Chevrolet 3/4-Ton 4X4	\$272.36	\$2,835.94	\$3,108.30
633	2000 GMC One-Ton 4X4	\$1,075.65	\$2,701.74	\$3,777.39
634	2009 Chevrolet One-Ton Dump Box	\$1,638.47	\$4400.10	\$6,038.57
635	2012 Chevrolet One-Ton Dump Box	\$1,094.18	\$2,974.96	\$4,069.14
636	2002 Chevrolet 3/4-Ton Utility Box	\$1,343.60	\$2,295.79	\$3,639.39
637	2004 Chevrolet 3/4-Ton 4X4	\$456.00	\$1,391.02	\$1,847.02
638	2006 Chevrolet One-Ton Dump Box Diesel	\$1,848.83	\$3,225.05	\$5,073.88
639	2008 Chevrolet One-Ton Dump Box Diesel	\$671.36	\$2,591.99	\$3,263.35
641	2011 Hustler 3700 60" Recycle Deck - Beebe Lake	\$2,076.86	\$1,036.85	\$3,113.71
642	2001 Dodge Dakota Extended Cab	\$121.86	\$453.25	\$575.11
643	2011 New Holland Tractor	\$160.64	\$394.28	\$554.92
644	1996 Crestliner Boat	\$227.37	\$2.16	\$229.53
646	2015 DR Field and Brush Mower	\$88.20	\$5,394.60	\$5,482.80
647	2009 Tow Master Trailer - 5 <sup>th</sup> Wheel 24 Feet	\$175.23	\$43.16	\$218.39
648	2013 Hustler 3700 60" Recycle Deck - C/P	\$2,329.81	\$1,555.17	\$3,884.98
649	2016 Ford F550 – Dup Box Diesel	\$1,873.45	\$66,185.25	\$68,058.70
650	2014 Dodge Ram 1500	\$309.25	\$1,036.65	\$1,345.90
651	2015 Hustler 3700 72" Side Discharge Deck – Shop	\$1,683.78	\$22,815.20	\$24,498.98
652	1999 Toro Grounds Master 325D - Slit Seeder	\$246.06	\$0.00	\$246.06
654	2003 Toro Grounds Master 328 D - Spare Unit Shop	\$420.24	\$0.00	\$420.24
656	2002 Toro Grounds Master 228D – Spare Outlaying Parks	\$1,007.67	\$118.90	\$1,126.57
657	2010 Hustler 3700 72" Front Deck - Bertram	\$901.16	\$712.22	\$1613.38
659	2011 Bobcat Skid Loader	\$2,383.64	\$5,571.72	\$7,955.36
663	Wood Splitters	\$127.20	\$0.00	\$127.20

664	2010 Hustler 3700 72" Front Deck – C/P	\$1,681.23	\$331.59	\$2,012.82
665	Buffalo Turbine Blower	\$397.10	\$39.97	\$437.07
667	2004 Toro Grounds Master 228D - Schroeder	\$770.53	\$291.34	\$1061.87
668	2007 John Deere Tractor With Tracks	\$4,963.23	\$3,187.84	\$8,151.07
669	2010 Tow Master Trailer 5 <sup>th</sup> Wheel (Mower Trailer)	\$67.32	\$0.00	\$67.32
670	2010 Woodsman Brush Chipper	\$709.07	\$390.61	\$1099.68
672	2014 Tow Master Trailer – 32 feet 5 <sup>th</sup> Wheel	\$134.64	\$64.73	\$199.37
673	2014 Hustler 3700 60" Deck - Otsego	\$1,190.68	\$321.11	\$1,511.79
674	2014 Polaris Ranger 900 HD	\$350.20	\$76.44	\$426.64
675	2010 Polaris Ranger 800 HD - Schroeder Park	\$578.48	\$115.43	\$693.91
676	2011 Polaris Ranger 800 HD - Collinwood Park	\$421.67	\$20.50	\$442.17
677	2012 Polaris Ranger 800 HD	\$976.02	\$222.15	\$1198.17
678	2012 Hustler 3700 72" Front Deck - Collinwood	\$1,347.50	\$545.96	\$1,893.46
679	2013 Ski-Doo Snowmobile and Yellowstone Groomer	\$1,306.85	\$217.98	\$1,524.83
680	2009 Ford Crown Vic. - Parks Patrol Unit	\$261.97	\$1,176.39	\$1,438.36
681	2013 Tow Master Trailer T18D	\$1,753.64	\$247.06	\$2,000.70
682	2015 Polaris Ranger 900HD	\$1,025.18	\$13,707.55	\$14,732.73
698	Outlying Parks	\$4,18.55	\$9,470.14	\$9,492.69
699	Park Shop/ Building Rent	\$4,470.32	\$6,010.73	\$10,481.05
756	Betty T. Mason Canoe Access	\$210.22	\$0.00	\$210.22
760	Archery Range (Silver Creek/Hasty)	\$3,796.20	\$6,991.17	\$10,787.37
761	Albert Yeager	\$1,158.91	\$300.00	\$1,458.91
762	Albrights Mill	\$2,119.10	\$235.08	\$2,354.18
763	Beebe Lake Regional Park	\$22,322.15	\$76,356.93	\$98,679.08
765	Carl Johnson County Forest	\$2,035.71	\$0.00	\$2,035.71
766	Clearwater/Pleasant Regional Park	\$33,252.68	\$36,482.95	\$69,735.63
767	Clearwater Wayside	\$657.74	\$552.38	\$1210.12
768	Collinwood Regional Park and Campground	\$42,298.95	\$28,840.80	\$71,139.75
768	Collinwood Regional Park Full-Time Staff Costs	\$32,058.47	\$0.00	\$32,058.47
769	Crawford Lake	\$2,122.65	\$599.47	\$2,722.12
770	Crow Springs	\$1,026.44	\$510.08	\$1,536.52
771	Dustin Monument	\$309.18	\$635.58	\$944.76
772	East Maple Lake Access	\$484.77	\$1,853.21	\$2,337.98
773	Fairhaven Mill	\$1,446.39	\$10,160.41	\$11,606.80
774	Harry Larson County Forest	\$3,308.58	\$305.82	\$3,614.40

Wright County Parks  
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775	Humphrey Arends	\$1,000.16	\$352.03	\$1,352.19
777	Limestone Lake	\$2,758.76	\$4,553.93	\$7,312.69
779	Marcus Zumbrunnen	\$2,391.38	\$0.00	\$2,391.38
780	Montissippi Regional Park	\$10,725.52	\$2,110.75	\$12,836.27
781	Mud Lake	\$3,136.90	7,666.68	\$10,803.58
782	Oscar and Anna Johnson	\$1,317.75	\$478.90	\$1,796.65
783	Otsego Regional Park	\$13,045.39	\$32,422.12	\$45,467.51
784	Stanley Eddy Regional Park Reserve	\$10,980.02	\$12,265.85	\$23,245.87
786	Robert Ney Regional Park and Nature Center	\$42,806.75	\$18,923.97	\$61,730.72
787	Riverside	\$742.75	\$283.50	\$1026.25
788	Schroeder Regional Park and Campground	\$38,641.25	\$32,469.39	\$71,110.64
788	Schroeder Regional Park Full-Time Staff Costs	\$24,853.59	\$0.00	\$24,853.59
789	Stirewalt Memorial	\$586.85	\$0.00	\$586.85
791	Little Waverly Lake Access	\$845.38	\$308.50	\$1153.88
792	Wildlife	\$394.41	\$0.00	\$394.41
793	William Anderson and Kreitlow Winter Recreation Area	\$1,381.28	\$113.67	\$1,494.95
796	"H"eagle Roost	\$253.84	\$10.26	\$264.10
797	County Trail - Buffalo to Montrose	\$3,665.28	\$1,252.43	\$4,917.71
798	County Trail - Delano to Luce Line	\$2,030.63	\$1,061.23	\$3,091.86
799	Bertram Chain of Lakes	\$47,746.05	\$83,449.52	\$131,195.57
	Sheriff Park Patrol	\$0.00	\$18,554.00	\$18,554.00
794	Work For Others (County Departments) Total Man Hours = 673.5 (64 hours on snow removal, 373 Turf Maintenance)	\$13,859.48	\$0.00	\$13,859.48
	<b><u>TOTAL</u></b>			<b><u>\$1,365,802.73</u></b>

## **2015 Parks Department Year End Budget**

<u>ACCOUNT #</u>	<u>Description</u>	<u>Amount Spent</u>	<u>Budget</u>	<u>Percent TD</u>	<u>Remaining</u>
5830	Revenue	\$ (155,427.48)	\$ (130,000.00)	119.56%	\$ (25,427.48)
6101	Full Time Salaries	495,818.23	595,042.00	83.3%	99,223.77
6104	Temp Staff	64,175.23	68,380.00	93.9%	4,204.77
6106	Overtime	5,089.43	7,000.00	72.7%	1,910.57
6113	Park Patrol	18,554.00	19,000.00	97.7%	446.00
6114	PC Per Diems	675.00	900.00	75.0%	225.00
6117	Contract Caretaker	114,483.11	120,842.00	94.7%	6,358.89
6153	County Share Ins	99,463.86	114,953.00	86.5%	15,489.14
6162	Medicare	8,042.03	8,429.00	95.4%	386.97
6163	PERA	38,019.66	38,088.00	99.8%	68.34
6175	Social Security	34,385.73	36,043.00	95.4%	1,657.27
6203	Telephone	6,774.96	6,600.00	102.7%	(174.96)
6205	Postage	205.53	500.00	41.1%	294.47
6233	Photocopy	547.16	500.00	109.4%	(47.16)
6235	Publications	2,894.59	2,650.00	109.2%	(244.59)
6245	Memberships	8,809.55	9,000.00	97.9%	190.45
6251	Utilities	25,922.71	29,000.00	89.4%	3,077.29
6260	Software and System Support	0.00	0.00	100.0%	-
6261	Professional Services	12,595.00	12,600.00	100.0%	5.00
6301	Repair & Maintenance	77,405.32	77,803.00	99.5%	397.68
6305	MGX Radio	900.00	900.00	100.0%	-
6331	Travel	34.00	150.00	22.7%	116.00
6334	Meals	40.82	400.00	10.2%	359.18
6338	Conferences	20.00	750.00	2.7%	730.00
6342	Rent PWB	41,745.00	41,745.00	100.0%	-
6343	Machinery/Equipment Leases	758.34	0.00	75834000.0%	(758.34)
6385	Data Processing	2,026.52	2,000.00	101.3%	(26.52)
6411	Operating Sup.	24,973.04	25,200.00	99.1%	226.96
6450	Rec. Programs	4,331.98	4,500.00	96.3%	168.02
6451	Fuel and Lube	32,298.59	48,375.00	66.8%	16,076.41
6452	Vehicle Maintenance	29,025.75	29,050.00	99.9%	24.25
6550	Vegetation Management	6,975.01	6,000.00	116.3%	(975.01)
6605	Site Improvement	71,150.32	71,400.00	99.7%	249.68
6620	Computer or Software Purchases	2,300.55	3,750.00	61.3%	1,449.45
6621	Equipment	74,325.00	73,224.00	101.5%	(1,101.00)
6633	Vehicles Purchased	47,346.14	47,346.00	100.0%	(0.14)
6698	Park Equipment - Minor	1,000.00	1,000.00	100.0%	-
6804	Staff Training	780.00	750.00	104.0%	(30.00)
6807	Resale material	11,910.57	5,500.00	216.6%	(6,410.57)
	<b><u>TOTALS</u></b>	<b>\$ 1,365,802.73</b>	<b>\$ 1,509,370.00</b>	<b>90.5%</b>	<b>\$ 143,567.27</b>

## Wright County Park Acreage Distribution and Projections

There are 33 county facilities that are managed by the Wright County Parks and Recreation Department. The areas include campgrounds, swimming beaches, trails, public water accesses, river system parks, and historic sites. Combined, these areas total 4,128.8 acres (less than 1% of Wright County's land base), with an average size of 125 acres per facility. Of these areas, the largest include:

- Stanley Eddy Regional Park, located in the hills of French Lake: 879 acres.
- Robert Ney Regional Park, home to an Environmental Learning Center: 846 acres.
- Bertram Chain of Lake Regional Park, located near the City of Monticello, currently: 764 acres.

When evaluating open space needs based on population projections for Wright County between the years 2010 – 2040, an additional 713 acres will need to be added to the system in order to meet open space guidelines (4,842 acres total).

Park	Acreage	District
Clearwater/Pleasant Regional Park	196.14	1
Fairhaven Mill	12.5	1
Lake Louisa (Undeveloped)	27.4	1
Schroeder	29.94	1
<b>TOTAL COMMISSIONER DISTRICT 1</b>	<b>265.98</b>	
Bertram Chain of Lakes Regional Park	764.11	2
Clearwater Wayside	10.5	2
East Maple Lake Public Access	6.43	2
Harry Larson Regional Park	176.92	2
Marcus Zumbrunnen	63.09	2
Montissippi Regional Park	132.78	2
Robert Ney Regional Park	862.21	2
Stirewalt/Limestone Lake	4.83	2
<b>TOTAL COMMISSIONER DISTRICT 2</b>	<b>2,020.87</b>	
Otsego Regional Park	72.41	3
<b>TOTAL COMMISSIONER DISTRICT 3</b>	<b>72.41</b>	
"H" Eagle Roost	36.1	4
Beebe Lake Regional Park	64.46	4
Crawford Lake	3.1	4
Pleasant View North and South Canoe Resting Area	2.36	4
Riverside	14.86	4
<b>TOTAL COMMISSIONER DISTRICT 4</b>	<b>120.88</b>	
Albert Yager	40.67	5
Albrights Mill	39.92	5
Betty T. Mason River Access	0.96	5
William Anderson County Park	109.1	5
Carl Johnson	40.0	5
Collinwood Regional Park	252.87	5
Crow Springs	17.0	5
Dustin Wayside	1.29	5
Humphrey Arends	84.96	5
Little Waverly Public Access	3.73	5
Mud Lake	40.0	5
Oscar and Anna Johnson	45.29	5
Stanley Eddy Regional Park (three separate units)	880.77	5
Wildlife	74.10	5
Corridor Trails	18.00	5
<b>TOTAL COMMISSIONER DISTRICT 5</b>	<b>1,648.66</b>	
<b>TOTAL OF ALL COMMISSIONER DISTRICTS</b>	<b>4,128.8</b>	

**Parkland Dedication Fund:**

Parkland dedication funds are kept in a separate account to be used by the County Board of Commissioners as the use relates to park and trail projects, acquisitions, and development within the township from which they are collected.

<b>Township</b>	<b>Balance Available</b>
Albion Township	\$ 11,596.50
Buffalo Township	24,792.75
Chatham Township	22,792.50
Clearwater Township	7,585.50
Cokato Township	0.75
Corinna Township	27,588.75
Franklin Township	109,218.25
Marysville Township	11,805.00
Rockford Township	99,549.75
Silver Creek Township	36,607.50
Southside Township	11,488.50
Victor Township	17,415.00
<b><u>TOTAL</u></b>	<b><u>\$ 380,440.75</u></b>

**Campground Improvement Fund**

In 2001, the County Board of Commissioners created a special fund to help offset the cost of improvements within the two campgrounds operated by the Wright County Parks Department. Revenue is generated through a \$5 fee, which is collected for each camping occasion.

Since the establishment of this fund, a variety of projects have been completed:

1. Collinwood – Paving of the entrance road and camping loops, day-use area renovations, construction of a pit toilet, pavement management, and upgrades to water and electrical lines.
2. Schroeder Park – Paving of the campground loops and entrance road, installation of campground water spigots, pavement management, and water quality assessments to the Clearwater River Watershed District.

**The current balance of this account is: Collinwood \$90,961.78 and Schroeder \$106,505.34**

**Ney Park Fund**

The Ney Park fund was established by Albert Ney, who left in his will a trust fund to be used for improvements and future land acquisitions at Robert Ney Regional Park.

**The current balance of this account is: \$36,719.14**

**Bertram Chain of Lakes Fund**

The Bertram Chain of Lakes Fund was created in 2009 as a means to accept donations, and since the establishment of this account, over \$23,000 in donations have been received.

**The current balance of this account is: \$6,811.29**

# COLLINWOOD PARK & CAMPGROUND

Master Plan



Wright County

**PARKS DEPARTMENT**



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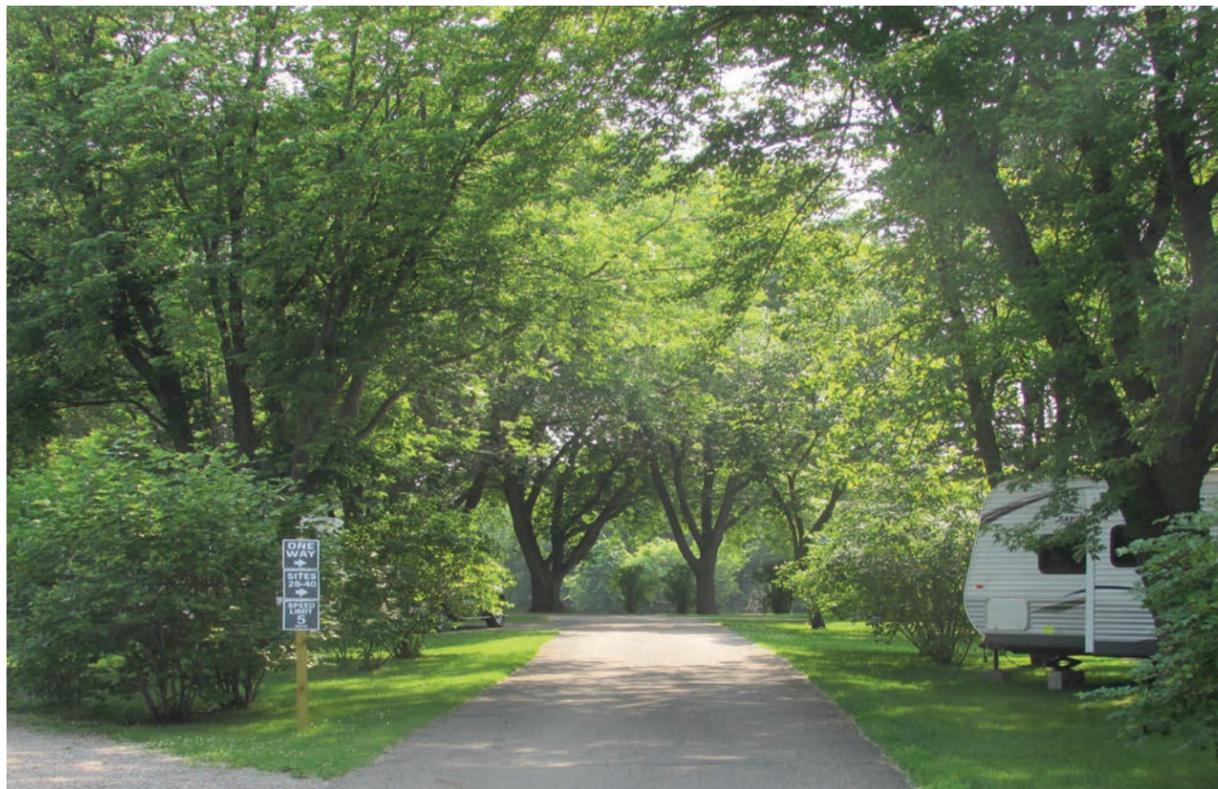
Implementation / Management 11-13

Collinwood Park and Campground has supported recreating Minnesotans for more than 30 years. With a wide range of recreational opportunities, Collinwood garners attention from not only citizens of Wright County and Greater Minnesota, but also from the Twin Cities Metropolitan Area.

This 308-acre park is situated on the Western border of Wright County, south of State Highway 12 near Cokato, MN. With an annual visitation of over 30,000 people to the park and a 76% weekend occupancy rate at the campgrounds during the camping season (late April-September), Collinwood Regional Park is a significant place, not only for Wright County but also for the State of Minnesota.

Each year, Collinwood Park hosts numerous events that bring in thousands of visitors. In the past, some of these events have included the Dassel/Cokato Cross Country Invite, the Howard Lake, Waverly, Winsted (HLWW) Cross Country Invite, and Minnesota Department of Natural Resources Environmental Field Day with the Dassel/Cokato School District. Each year, Collinwood has become more of an asset to Wright County and the surrounding areas and will continue to partner with schools and other organizations to bring people out to the park.

Collinwood Park offers a wide range of facilities and diverse habitat which allow visitors to experience the outdoors in a natural setting. Opportunities for a variety of camping styles, trail uses, and water recreation including fishing, swimming, and boating exist at Collinwood Park. The eight restored wetlands, 50 plus acres of forested area, 80 acres of grass lands, and the balance of mixed vegetation provides exceptional opportunities to view a variety of wildlife species within the park.



## PURPOSE OF MASTER PLAN

The master plan evaluates current uses and opportunities and is designed to guide future use of the facility. The master plan is to act as a long-term guide to use, operation, and improvement of the park. The plan is based on research, public input, stakeholder, and Park Commission input.

The majority of this Master Plan was developed by Hoisington Kogler Group, Inc., in 2006 and has now been updated by the Wright County Parks Department to meet the standards of the Greater Minnesota Regional Parks and Trails Commission.

**Natural Resource Based Regional Park** ~ The primary emphasis under this classification is providing high quality outdoor recreational opportunities in a natural and scenic setting. Preserving a unique natural resource not otherwise available in the region is also an important consideration. Collinwood Park and Campground currently provides:

- Camping
  - ~Electric, Non-Electric, Group, and Tent (primitive)
- Picnicking and Picnic shelters
- Hiking Trails (natural)
- Cross-Country Skiing Trails (Skate and Traditional)
- Swimming (Public Beach)
- Lake Access
- Water Recreation Facilities
- Fishing Pier
- Play Areas
- Restrooms / Sanitation Building
- Roads and Parking Areas
- Winter Sledding Hill
- Outdoor Basketball Court
- Fish Cleaning House
- Sand Volleyball
- Horseshoes

There are four criteria that must be met for Collinwood Park and Campground to qualify as a Natural Resource Based Regional Park. Over the next few pages, we will discuss those criteria in application to Collinwood Park and Campground.



**Criteria #1: Provides a High-Quality Outdoor Recreation Experience** ~ Collinwood Park is situated along the shores of Collinwood Lake (627 acres) in the southwestern portion of Wright County, just south of Cokato, MN. Its central location attracts visitors from as far east as Washington County, and the park has shown to draw visitors from within a 70-mile radius, which encompasses the Metro area. The park has an annual visitation of over 30,000 people and over 3,000 camping occasions (one camping visit per night) during the camping season (late April-September). Collinwood Park continues to grow in usage. Collinwood contains 49 campground sites (40 with electric hook ups) as well as multiple group camping and tent camping areas for those that want a more primitive camping experience. The park has a modern restroom facility with showers. With a lake habitat containing a healthy amount of walleye and northern pike, the lake itself has proven to be a fishing destination. The recently improved day use area includes a swimming beach, picnic area, shelter, and play features that have created a more desirable day-use destination. Collinwood is one of the only parks in the region that offers a variety of winter recreation and over 3.5 miles of groomed cross country ski trail. The next nearest groomed ski trail is located in McLeod County, which is nearly a 19-mile drive and contains just 1.8 miles of groomed trail. Also within Collinwood Park is a groomed sledding hill that accommodates visitors enjoying the winter landscapes.



**Criteria #2: Preserves a Regionally Significant and Diverse Natural or Historic Landscape**

~ Collinwood Lake is surrounded primarily by agricultural land. With over 6,300 feet of lakeshore, Collinwood Park helps protect the lake in regard to eutrophication. Due to the agricultural lands and irrigation trends in farmlands, the water clarity in Collinwood Lake has declined. The Parks Department will continue to partner with the Wright Soil and Water Conservation District (SWCD) on best practices at Collinwood Park and Campground to help minimize any additional impact to the park. To assist with this process, we have eight restored wetlands within the park that help in filtering agricultural runoff as well as a recently improved stormwater catch basin that filters runoff from the parking area and roadway prior to entering the lake. This helps control pollution that runs into the lake, which in turn will lead to helping the entire watershed. These control measures along the inlet to Collinwood Lake, along with efforts from the SWCD will help sustain and maintain a proper habitat for the vegetation and aquatic life within Collinwood Lake; which will in turn allow the park to maintain its significant role as a recreational destination for thousands of people.

The upland area of the park consists of 50 plus acres of forested land, 80 acres of grasslands, and a balance of mixed vegetation providing users with the experience of how the Big Woods Ecosystem began blending in to the Prairie Grassland Ecosystem.

Collinwood Park also protects over 4,400 feet of the 6,000 feet of shoreland and provides public access to 58-acre Chelgren Lake. This lake is an important feature as the Minnesota Department of Natural Resources uses Chelgren Lake as a walleye rearing pond that in turn assists in providing quality fisheries throughout the region.



**Criteria #3: Well-located and Connected to Serve Regional Population and/or Tourist Destination**

~ This 308-acre park is situated on the western border of Wright County two miles south of State Highway 12 in Cokato, MN. As of the 2010 Census, Wright County was the second fastest growing county in Minnesota with a 38.6% increase in population. This is due in part to the growth along Interstate 94 around Monticello and Otsego as well as to development in the southwest region around Delano. Collinwood Park is less than 60 miles from downtown Minneapolis, 40 miles from St. Cloud, and 20 miles from Hutchinson, all shorter than a one-hour drive to the campgrounds and lake at Collinwood. Currently, Wright County is involved in the Regional Active Transportation Plan Advisory Group that is looking into the possibilities of connecting the important destinations within four counties (Wright, Sherburne, Benton, Stearns) with a continuous trail system. This will be done through varying types of trails to include right-of-ways, paved trails, and unpaved trails throughout the four county region. Collinwood Park is listed as one of these places of connection. The easiest access to Collinwood Regional Park is Rhoades Avenue from CR 31.



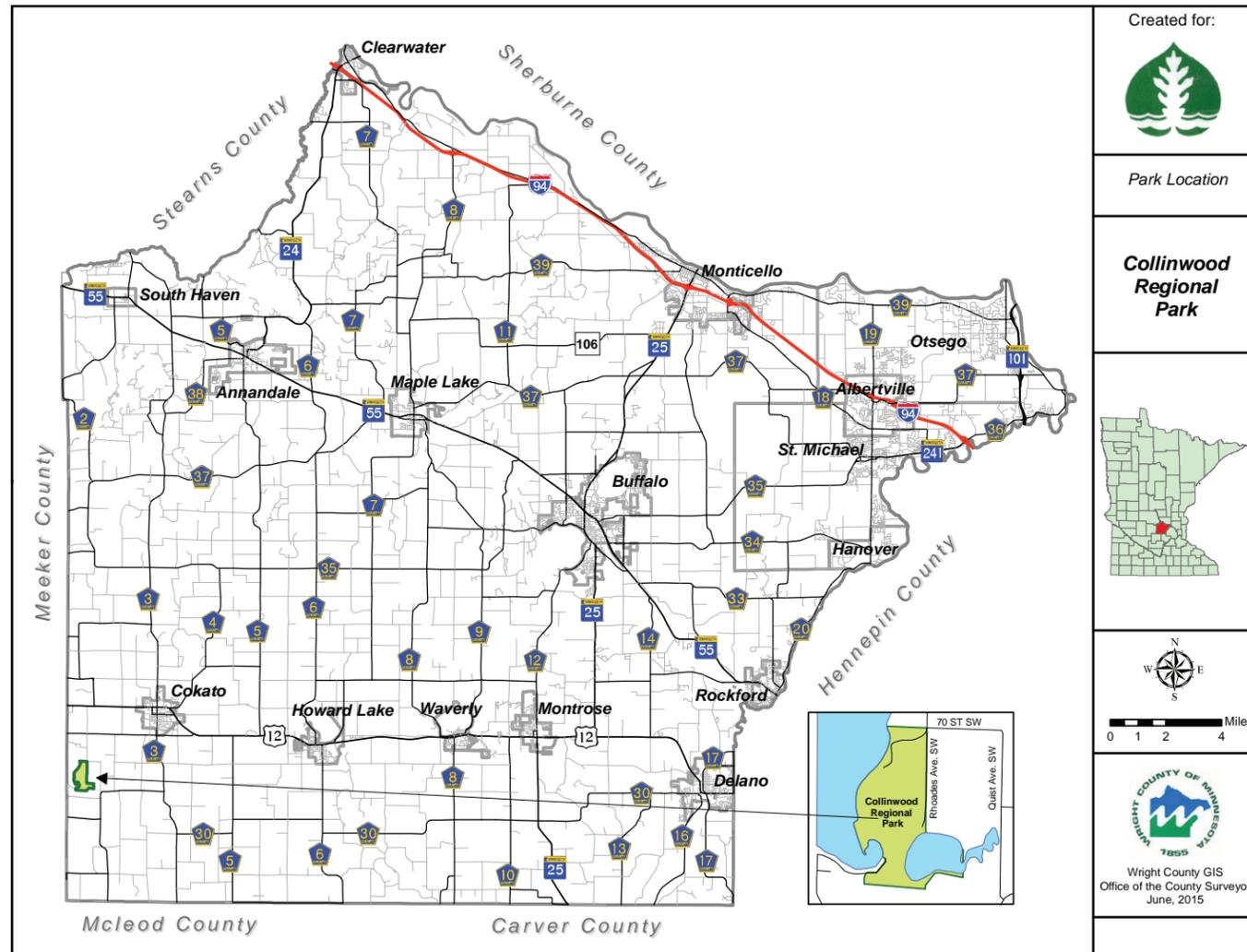
**Criteria #4: Fills a Gap in Recreational Opportunity within the Region**

~ There is no other state or regional park within 90 miles of Collinwood Park that provides as many camping opportunities. It is unique in that it can accommodate RV campsites with electric hook ups, tent camping, and group camping, all within the same unit. Although Schroeder Park is only 18 miles away, it does not provide an opportunity for group camping; nor does it have trails for visitors to use. The closest state forest with campgrounds is Ann Lake, which does not accommodate modern RV campsites. With its unique blend of camping, miles of trails, a prominent fishing lake, and proximity to one of the fastest growing areas in the state of Minnesota, Collinwood Park is a prime destination for those that wish to experience the outdoors.



In 2006, Hoisington Koegler Group presented two different concepts for the Collinwood Park Master Plan. The Parks Department chose a modified version of both plans for the final concept.

## CONCEPT 1



- Relocate the fishing pier, boat launch, trailer parking, and fish cleaning station to where the two existing tent campsites are located.
- Relocate the swimming beach south to where the existing boat launch is located.
- Expand the RV camping area east around the knoll, taking advantage of the views to the south.
- Add a second playground near the RV camping area.
- Modify the existing stairway to the lake to go to the fishing pier, and create an overlook halfway down to the lake.
- Move the playground north to where the existing volleyball court is located.
- The playground may incorporate a splash pad.
- Move the volleyball court to where the existing horseshoe pits are located.
- Move the horseshoe pits to the area east of the proposed picnic location.
- Move the tent campsites to where the existing playground and picnic shelter are located.
- Prune trees to gain a strategic view of the lake from the campsites.
- Move the picnic area and shelter to where the existing tent campsites were located.
- Expand the southern most parking lot north along the road toward the picnic area.
- Locate a trailhead with trail signs, seating, a well, a trash receptacle, and a fire ring for winter skiers.
- Relocate the group campsite to the top of the knoll, southeast of the existing southern parking lot. Locate new trails to connect to nearby existing trails. Add screening to the west, focusing views to the east.
- Relocate east-west trail to follow the contours of the land and create curves.
- Link east-west trail to the southern trails, including a boardwalk through the wetland.
- Locate a trail that connects the two existing group campsites, off the township road.
- Locate a trail from the proposed location of the tent camping to the existing trail network.
- Locate overlooks along the southern trail network; strategically prune trees for view to lake and prairie.



## CONCEPT 2

- Relocate the boat launch, trailer parking, and the fish cleaning station to the north where the two existing tent camping sites are located.
- Relocate the swimming beach south to where the existing boat launch is located.
- Expand the RV camping area east around the knoll, taking advantage of the views to the south.
- Modify the existing stairway to the lake and create an overlook halfway down to the lake. Create a trail from the stairs to the beach and to the fishing pier.
- Move the playground north, just south of the existing volleyball court. The playground may incorporate a splash pad.
- Move the open play field to where the existing volleyball court is located.
- Move the volleyball court to where the existing horseshoes pits are located.
- Move the horseshoe pits to the eastside of the gravel road.
- Move the tent campsites to where the existing playground and picnic shelter are located. Prune trees for strategic view of the lake from the campsites.
- Move the picnic area and shelter to where the existing tent campsites are located.
- Expand the southern most parking lot north along the road toward the picnic area.
- Locate a trailhead with trail signs, seating, a well, a trash receptacle, and a fire ring for winter skiers.
- Relocate the group campsite to the top of the knoll in the central portion of the park. Locate new trails to connect to nearby existing trails.
- Add a minimum maintenance road between the trailhead parking and the group campsite that serves both autos and pedestrians.
- Relocate east-west trail to follow the contours of the land and create turns. Link this trail to the southern trails, including a boardwalk through wetland.
- Locate a trail that connects the two existing group campsites, away from the township road.
- Locate a trail from the proposed location of the tent camping to the existing trail network.
- Locate overlooks along the southern trail network; strategically prune trees for view to lake and prairie.
- Add a trail that loops around Chelgren Lake. Acquire unfarmed portions of land as needed, and utilize boardwalks to minimize impact on adjacent farmland.



The final plan for Collinwood was developed with communication from the Parks Commission, the Parks Department, and the two concepts provided by Hoisington Koegler Group, Inc.

### ***New Boat Launch, Trailer Parking and Fish Cleaning Station***

The boat launch will be in a better location, away from the beach and picnic areas. The fish cleaning station will have water and electricity and be ADA compliant. There should be at least eight truck/trailer parking spaces and eight vehicle spaces (two handicap accessible).

### ***New Gate into the Park***

The existing gate into the park should be moved closer to the office to better regulate enterin vehicles.

### ***Moving One of the Group Campsites***

The existing northern group campsite will be moved to a new location atop a small hill. The west side of the hill will receive deciduous and coniferous tree/shrub buffering to make the site more private. This will also frame the prairie views to the east. The campsite will have a hand pump well, picnic tables, a fire ring, and an outhouse.

### ***Adding a Gate to the Southern Group Campsite***

There will be a gate added to the existing southern campsite to prevent people without a camping permit from entering. This should be located on the park boundary and close to the entrance to the campsite.

### ***Extending the Beach and Adding a Retaining Wall***

The beach will extend farther south to where the existing boat launch is located. There is also a possible need for a retaining wall along the hillside behind the beach. The retaining wall will create a wider and more spacious beach.

### ***Building a New Picnic Shelter with Restrooms, Water, and Electricity***

The new shelter will sit between the existing beach parking lot and the proposed playground location. It should include restrooms, water, electricity, tables, and grills. It should also be oriented toward the beach and the playground. The shelter should be at least 1,200 square feet.

### ***Moving and Updating the Playground***

The playground should be moved closer to the beach, picnic area, and RV camping area. The equipment should be updated and ADA compliant.

### ***Creating Rain Gardens***

The rain gardens will help eliminate or reduce the wet areas to the south of the existing sand volleyball court. Rainwater could run off the parking lot into the rain garden to be filtered before going into the Collinwood Lake. Rain gardens are very beautiful and offer educational interpretation for visitors. There may be a need for grading to make sure the flow of water is toward the lake and so the proposed open play area and proposed sand volleyball court are on high ground. The rain garden could be planted before the parking lot is paved.

### ***Moving the Picnic Area***

The picnic area should be moved to where the existing tent campsites are located. This will bring the picnic area closer to the beach, playground, main picnic shelter/restrooms, and the open play area. The proposed picnic area site is shaded by very large oak trees and is well suited for picnics.

### ***Adding a small picnic shelter northeast of the existing playground***

A small shelter to the south of the proposed picnic area should be built. This would serve those who park in the southern parking lot.

**Moving the Sand Volleyball**

The sand volleyball court should be moved to the south side of the proposed rain garden. This would be close to the beach, open play area, and the picnic areas.

**Adding a Small Paved Basketball and Games court**

A basketball and games court should be placed near the playground and the picnic shelter. It could have a basketball hoop as well as hopscotch, foursquare, etc.

**Paving Parking Lots and Adding New Ones**

There will be four parking lots, each of which could be gravel lots until funding for paving is raised. The lots will be serviced by the existing road, which will be extended south to the trailhead parking lot.

**Expanding the RV Camping, Including Electric, Well, and Restrooms**

The RV camping area should be expanded eastward. The area may need grading to flatten out the top of a hill. (Special attention should be taken to avoid known underground utilities.) The RV area should have 20 new sites, each with a 60-foot RV pad, fire ring, picnic table, and electricity. A new restroom facility should be added as funding is raised.

**Linking New Facilities by Paved and Turf Trails**

The new and relocated facilities should be linked by trail or paved path. The path should be at least six feet wide to accommodate a bike and a walker. Pavement should be bituminous or concrete.

**Planting Trees and Reforestation of the Southern Area of the Park**

The southern area of the park should be planted over time to create new forests, savanna, and grassland. These plantings should be of native plants and non-invasive species only.

**Adding Overlook Points Along the Trails**

The addition of overlooks from the trails is a great attraction for hikers, runners, skiers, and snowshoers.

**Selectively Pruning Trees to Create Lake or Valley Views**

Selective pruning can be conducted along the picnic area, tent camping area, and the trail network and overlooks.

**Adding an Interpretive Boardwalk Through Wetlands**

Much like the rain gardens, a boardwalk would offer a great educational experience for the park visitors. It is an easy way to get close to the wetlands without getting wet.

**Update Services to Existing Campground**

Add 50 amp electrical service and water hook ups at each of the existing modern RV sites.

**Update Little Lake Group Camp**

Update the existing restroom facilities and add a shelter to the group camp area.

**Renovate Fish Cleaning House**

Update / reconstruct the existing fish cleaning house at the boat ramp.

**Walk-In Campsites**

Locate and add an area within Collinwood Park for walk-in primitive campsites.

**Acquisition of New Land**

As use at Collinwood Park continues to increase, we hope to acquire properties around Little Lake in order to expand the park and meet the growing demands.



**Design Enhancements:**

**Phase 1:**

1. Move the tent camping sites to where the existing playground and picnic shelter are. Add a loop trail around with approximately 30 sites, each with a fire ring, tent pad and table. Prune trees for strategic views of the lake from the camp sites.
2. Move the picnic area to where the existing tent camp sites are located. Include a small picnic shelter to the south.
3. Move main gate closer to the Office.
4. Relocate Group Campsite 1 to the top of the knoll southeast of the existing southern parking lot. Locate trails to nearby existing trails. Add screening to the west, focusing views to the east.
5. Add a new gate near the end of the Township road before the existing Group Campsite 2.
6. Existing Group Campsite 2 to remain.
7. The horseshoe pits will stay in their current location. Replace or repair equipment if needed.
8. Relocate east-west trail to follow the contours of the land and create curves. Link this trail to the southern trails.
9. Locate a trail that connects the two existing group camping sites, off of the existing Township road.
10. Locate a trail from the proposed location of the tent camping to the existing trail network.

**Phase 2:**

11. Relocate, boat launch, trailer parking and fish cleaning station to where the two existing tent camping sites are. Area will be gravel (until phase 3) and include septic, water and electric provided to fish cleaning station.

**Phase 3:**

12. Extend the swimming beach south to where the existing boat launch is located. A retaining wall will be used to stabilize the steep bank.
13. Modify the existing stairway and create an overlook halfway down to the lake. Then connect stairway to a walkway along the base of the beach retaining wall.
14. Move the playground north to where the existing volleyball court is located. The playground may incorporate a splash pad.
15. Add a rain garden to the low area south of the proposed playground. This is a good solution for intercepting runoff and pollution. It is also well suited for the low, wet areas.
16. Move the sand volleyball court south west and replace or repair any court features in need of repair.
17. Add a large picnic shelter west of the existing sand volleyball court. Include restrooms, electricity and water.
18. Expand the southern most gravel parking lot north along the road, towards the picnic area. Link a walkway to the tent camping area and north to the beach area.
19. Locate a small gravel parking lot, trail head with trail signs, seating, water well, trash receptacle and fire ring for hikers and skiers. parking lot will service the group camping site as well.

**Phase 4:**

19. Flatten Hilltop east of the existing RV camping and fill below. Expand the RV camping east on flattened hill. Add 20 sites with 60' RV stalls. Expand electric service to each site and add a water well and restrooms.

**Phase 5:**

20. Pave all gravel roads, pave all parking lots, repair any poor existing pavement conditions.

**Ongoing Efforts:**

21. Locate overlooks along the southern trail network, strategically prune trees for views to lake, woodland and prairie.
22. Continue to reforest the open areas in the middle and southern portions of the park. Plant with native, non-invasive species only.

**Final Concept Master Plan Design**

Collinwood Park  
Wright County, MN

— Hoisington Koegler Group, Inc. - November 2, 2006



Text that appears in *brown and italics* signifies

**PHASE 2** completed projects of 2/23/2016.

1. Relocate, boat launch, trailer parking and fish cleaning station to where the two existing tent campsites are located. Area will be gravel (until Phase 5) and provide septic, water, and electric to fish cleaning station.

**PHASE 2 COST ESTIMATE (2006 DOLLARS)**

Description	Total
Demolition / Removals	Minimal
Utilities	\$18,500.00
Site Grading	\$10,300.00
Site Paving / Surfacing	\$34,000.00
<i>Parking lot at boat launch &amp; boat launch pad</i>	
Planting	Minimal
Walls & Structures	\$24,000.00
<i>Fish cleaning station</i>	
Site Lighting	\$ 7,400.00
<i>Two pole lights for boat launch</i>	
Site Furnishings	Minimal
Subtotal	\$94,200.00
Contingency 5%	\$ 4,710.00
Design & Engineering 8%	\$ 7,912.80
<b>Total</b>	<b>\$106,822.80</b>

**PHASE 3**

1. *Extend the swimming beach south to where the existing boat launch is located. A retaining wall will be used to stabilize the steep bank.*
2. Modify the existing stairway and create an overlook halfway down to the lake, and then connect stairway to a walkway along the base of the beach retaining wall.
3. *Move the playground north to where the existing volleyball court is located. The playground may incorporate a splash pad.*
4. *Add a rain garden to the low area south of the proposed playground. This is a good solution for intercepting runoff and pollution. It is also well suited for the low wet areas.*

signifies

5. *Move the sand volleyball court southwest and replace or repair any court features in need of repair.*
6. *Add a large picnic shelter west of the existing sand volleyball court. Include restrooms, electricity, and water.*
7. Expand the southern most gravel parking lot north along the road toward the picnic area. Link a walkway to the tent camping area and north to the beach area. Locate a small gravel parking lot, trailhead with trail signs, seating, water well, trash receptacle, and fire ring for hikers and skiers. Parking lot will service the group campsite as well.

**PHASE 3 COST ESTIMATE (2006 DOLLARS)**

Description	Total
Demolition / Removals	\$22,500.00
<i>Walk &amp; playground removals</i>	
Utilities	\$16,520.00
Site Grading	\$ 4,180.00
Site Paving / Surfacing	\$99,161.00
<i>Concrete walks &amp; gravel lots</i>	
Planting	Minimal
Walls & Structures	\$405,500.00
<i>Shelter w/ restroom, playground, retaining wall</i>	
Site Lighting	\$ 29,500.00
<i>Parking lot lights</i>	
Site Furnishings	\$45,340.00
<i>Drinking fountains, grills, benches, half court basketball</i>	
Subtotal	\$622,701.00
Contingency 5%	\$31,135.05
Design & Engineering 8%	\$52,306.88
<b>Total</b>	<b>\$706,142.93</b>



Text that appears in *brown and italics* signifies

**PHASE 4** completed projects of 2/23/2016.

1. Flatten Hilltop east of the existing RV camping and fill below. Expand the RV camping east on flattened hill. Add 20 sites with 60' RV stalls. Expand electric service to each site and add a well.

**PHASE 4 COST ESTIMATE (2006 DOLLARS)**

Description	Total
Demolition / Removals	Minimal
Utilities	\$20,000.00
<i>Excluding electrical</i>	
Site Grading	\$16,270.00
Site Paving / Surfacing	\$30,000.00
Planting	Minimal
<i>Forest and savanna</i>	
Walls & Structures	Minimal
Site Lighting	Minimal
Site Furnishings	\$17,200.00
Subtotal	\$83,470.00
Contingency 5%	\$ 4,173.50
Design & Engineering 8%	\$ 7,011.48
<b>Total</b>	<b>\$94,654.98</b>



**PHASE 5**

1. Pave all gravel roads, pave all parking lots, and repair any poor existing pavement conditions.
2. Locate an interpretive boardwalk along a wetland.

**PHASE 5 COST ESTIMATE (2006 DOLLARS)**

Description	Total
Demolition / Removals	Minimal
Utilities	Minimal
Site Grading	Minimal
Site Paving / Surfacing	\$255,975.00
<i>Paving all lots and roads</i>	
Planting	Minimal
Walls & Structures	Minimal
Site Lighting	Minimal
Site Furnishings	Minimal
Subtotal	\$255,975.00
Contingency 5%	\$12,798.75
Design & Engineering 8%	\$21,501.90
<b>Total</b>	<b>\$290,275.65</b>

**ON-GOING EFFORTS**

1. Locate overlooks along the southern trail network; and strategically prune trees for views to lake, woodland, and prairie.
2. Continue to reforest the open areas in the middle and southern portions of the park. Plant with native, non-invasive species only.

**ON-GOING COST ESTIMATE (2006 DOLLARS)**

Description	Total
Demolition / Removals	Minimal
Utilities	Minimal
Site Grading	Minimal
Site Paving / Surfacing	Minimal
Planting	\$617,000.00
<i>Forest and savanna</i>	
Walls & Structures	\$140,250.00
<i>Boardwalk</i>	
Site Lighting	Minimal
Site Furnishings	\$ 5,600.00
Subtotal	\$762,850.00
Contingency 5%	\$38,142.50
Design & Engineering 8%	\$64,079.40
<b>Total</b>	<b>\$865,071.90</b>

## COMPLETE PLAN COST ESTIMATE (2006 DOLLARS)

<b>Description</b>	<b>Total</b>
Demolition / Removals	\$22,500.00
Utilities	\$55,020.00
Site Grading	\$30,750.00
Site Paving / Surfacing	\$430,051.00
Planting	\$617,000.00
Walls & Structures	\$629,750.00
Site Lighting	\$36,900.00
Site Furnishings	\$93,940.00
Subtotal	\$1,915,911.00
5% Contingency	\$95,795.55
Design & Engineering 8%	\$160,936.52
<b>Total</b>	<b>\$2,172,643.07</b>

### **Conclusion**

To complete the agreed-upon plan in its entirety would take an estimated \$2,172,643.07 through multiple phases. Many of these projects have been completed since the development of the Master Plan by Hoisington Koegler Group, Inc, with many projects still remaining to be delivered. Moving forward, Wright County Parks intends to complete the adopted 2006 Master Plan. The purpose of updating the 2006 plan is to allow for the Wright County Parks Department to seek funding through the Greater Minnesota Parks and Trails Commission.

### **2016 Updated Master Plan Prepared by:**

Wright County Parks  
1901 Highway 25 North  
Buffalo, MN 55313



### **2006 Master Plan Prepared by:**

Hoisington Koegler Group, Inc.  
123 North 3rd St. Suite 100  
Minneapolis, MN 55401



## WRIGHT COUNTY REQUEST FOR BOARD ACTION

REQ. AGENDA TIME:      BOARD MEETING DATE: 3/29/2016 CONSENT AGENDA: X

AMT. OF TIME REQUIRED:                      ITEM FOR CONSIDERATION:           

VETERAN SERVICES  
ORIGINATING DEPARTMENT/SERVICE

X   
REQUESTOR'S SIGNATURE

3/29/2016  
REVIEWED BY/DATE

**BOARD ACTION REQUESTED:**

For Review & Approval of the Annual Revision of the Revocable License for Use of Real Property Granted to the U.S. Department of Veterans Affairs by Wright County.

**BACKGROUND/JUSTIFICATION:**

This is a renewal of an existing Revocable License by Wright County to provide one parking space, located at 1901, HWY 25 N, Buffalo, MN 55313 for the purpose of parking a Government Owned Vehicle that is used to provide transportation for Veterans living in Wright County Area to the St. Cloud VA Health Care System for medical Care. This License is deemed effective April 1, 2016 and shall automatically expire on September 30, 2016.

	COUNTY ATTORNEY REVIEW DATE:	FINANCIAL IMPLICATIONS: \$ <u>          </u>
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:

REVOCABLE LICENSE FOR USE OF REAL PROPERTY  
GRANTED TO  
THE U.S. DEPARTMENT OF VETERANS AFFAIRS  
BY  
WRIGHT COUNTY

1. Wright County, hereinafter "Licensor", hereby grants a Revocable License of one parking space located at 1901 HWY 25 North, Buffalo, MN 55313, hereinafter "Parking Space", to the U.S. Department of Veterans Affairs, hereinafter "VA" or "Licensee," for the purpose of parking a Government Owned Vehicle (GOV). The GOV will be used to provide transportation for Veterans living in the Wright County area to the St. Cloud VA Health Care System for medical care.

2. This License shall be subject to the terms and conditions enumerated herein.

3. The License shall be deemed effective as of April 1, 2016, and unless earlier revoked or terminated by the mutual written agreement of the parties, shall automatically expire on September 30, 2016.

4. The Licensor agrees to:

- a. Provide 24-hour access to one Parking Space for VA Transportation Volunteers to park a GOV, and to park the Volunteer's personal vehicle when the GOV is in use.
- b. Provide maintenance and repair for the Parking Space
- c. Provide snow removal services for the Parking Space
- d. Provide secure storage of a spare set of keys for the GOV which a Wright County employee may use in the event of an emergency or snow removal
- e. Provide a secure drop box for the use of VA Transportation Volunteers during the hours of 6:00 AM and 6:00 PM
- f. Provide access for VA Transportation Volunteers to enter the area containing the drop box

5. NOTICE: Notice shall be deemed to have been duly given if and when enclosed in a properly sealed envelope, addressed as provided in this paragraph and deposited, postage prepaid, in a public mail box maintained by the U.S. Postal Service. All notices to be given pursuant to this license shall be addressed as follows:

**If to the licensor to:** Pat Sawatzke, Chairman, Wright County Board of Commissioners, 10 2<sup>nd</sup> Street NW, Suite 235, Buffalo, MN 55313-1193

**If to the licensee to:** Barry I. Bahl, St. Cloud VA Health Care System Director, 4801 Veterans Drive, St. Cloud, MN 56303

6. INSPECTION. VA shall have the right to inspect the licensed space prior to the effective date of the license, to ensure the condition of the space meets VA's needs and requirements, and is otherwise safe and appropriate for VA's use.

7. LAWS AND ORDINANCES. In the exercise of any privilege granted by this license, licensee shall not engage in any behavior or conduct that would otherwise impinge on licensor's requirement to comply with all applicable Federal, State, and local laws related to its legal interest in the licensed property. Notwithstanding this provision, this license shall be governed, construed and enforced in accordance with Federal law, and if no such law exists, then applicable State and local law, and shall at all times be subject to, the Anti-Deficiency Act (31 U.S.C. §§ 1341 and 1501).

8. DAMAGE. Except as may be otherwise provided herein, no property of the licensor shall be destroyed, displaced, or damaged by the licensee in the exercise of the privilege granted by this license without the

prior written consent of the licensor.

9. LIABILITY. The liability, if any, of VA for injury or loss of property, or personal injury or death in connection with this License, shall be governed exclusively by the provisions of the Federal Tort Claims Act (28 U.S.C. §§ 2671-2680).

10. OPERATION. The licensee shall confine its activities to the licensed area, and shall refrain from damaging or impairing the space, or jeopardizing the safety of persons or property.

11. AMENDMENTS. There shall be no amendments to or departure from the terms of this license without the prior written consent of the parties.

12. ASSIGNMENT, REVOCATION, AND ABANDONMENT. This license is unassignable and shall be revocable or terminable by the parties in accordance with Paragraph 3 above. Upon revocation or termination of this license, the licensee shall restore the property to substantially the same condition as existed prior to the effective date of this license, excepting any normal wear and tear.

IN WITNESS WHEREOF, the parties hereto have hereunto subscribed their names as of the date written below.

U.S. DEPARTMENT OF VETERANS AFFAIRS  
AS LICENSEE

By

\_\_\_\_\_  
Barry I. Bahl, Health Care System Director

LICENSOR

By

\_\_\_\_\_  
Pat Sawatzke, Chairman, Wright County Board of Commissioners

CERTIFICATION OF AUTHORIZATION (CORPORATION ONLY)

I, \_\_\_\_\_, certify that I am the \_\_\_\_\_ of the Corporation named as licensor in the license and that I am duly authorized to sign for and in behalf of said corporation by authority of its governing body, and am acting within the scope of its corporate powers.

# WRIGHT COUNTY REQUEST FOR BOARD ACTION

<b>Req. Agenda Time:</b>	9:05 a.m.	<b>Board Meeting Date:</b>	3-29-16	<b>Consent Agenda:</b>	
<b>Amt. of Time Required:</b>	5 min.	<b>Item For Consideration:</b>			
Auditor-Treasurer's Office		<b>Board Action Requested:</b>			
<b>Originating Department/Service</b>		Approve February Revenue/Expenditure Budget Report.			
<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

<b>Req. Agenda Time:</b>	9:05 a.m.	<b>Board Meeting Date:</b>	3-29-16	<b>Consent Agenda:</b>	
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<b>Amt. of Time Required:</b>	5 min.	<b>Item For Consideration:</b>	
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<b>Auditor-Treasurer's Office</b>	<b>Board Action Requested:</b>  Authorize Purchase of DS200 Ballot Counter from ES&S (Election Systems & Software).
<b>Originating Department/Service</b>	
<b>Requestor's Signature</b>	
<b>Reviewed By/Date</b>	

**Background/Justification:**

We received a quote for a used DS200 Ballot Counter. This machine was only used once, for an election in Canada, and has the same warranty as a new machine, which is one year. The cost for a new machine is \$5,750.00 and the cost for the used one is \$4,750.00. This price includes the ballot counter, plastic ballot box with case, and a 4gb jump drive. We would need to add \$95.00 for shipping and we'd like to purchase an extra jump drive for \$90.00, bringing the whole total to \$4,935.00.

There is discussion with AMCO (Association of Minnesota Counties) and the MN Legislature to secure grant funding for the purchase of new election equipment to replace the existing 12-14 year old equipment. Funding would probably not be available until 2017 and we would like to utilize this for Absentee Voting for the 2016 Primary and General Elections. This machine has the capability to accept ballots from every precinct in Wright County.

**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>
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# WRIGHT COUNTY

## REQUEST FOR BOARD ACTION

<b>Req. Agenda Time:</b>	9:05 a.m.	<b>Board Meeting Date:</b>	3-29-16	<b>Consent Agenda:</b>	
<b>Amt. of Time Required:</b>	5 min.	<b>Item For Consideration:</b>			
Auditor-Treasurer's Office		<b>Board Action Requested:</b>			
<b>Originating Department/Service</b>		Information Only: Mail Balloting			
<b>Requestor's Signature</b>					
<b>Reviewed By/Date</b>					
<b>Background/Justification:</b>					
<p>Board:</p> <p>I wanted to keep you informed on something I am considering on offering to some of our eligible election precincts. We have sent out an email to see if there is an interest from those precincts in considering the move from election day balloting to mail balloting. I am enclosing an example of the email that was sent to clerks.</p> <p>We recognize that the costs of elections keep rising, and with our aging equipment in place, there will likely be additional costs to be paid for by the precincts. Offering the option to move to mail balloting will put more pressure on Auditor/Treasurer staff, but should save the local precincts funds. They would not need to train election judges, nor pay for programming both tabulators and assisted voting equipment.</p> <p>I am still working with peers to figure out an equitable cost share for doing this. For example, one county has stated that they share the postage costs with the precincts. Other counties have equity sharing in other costs.</p> <p>My intent here is to just keep you informed on what we are considering.</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>	

## Jackie M. Schmidt

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**From:** Jackie M. Schmidt  
**Sent:** Friday, March 18, 2016 12:24 PM  
**To:** Amy Stanius; Carol Banken ; Carol Banken (sohavenc@lakedalelink.net); Brad Morris; Brad Morris; Carmen Merrill; Debbie Uecker; Denise Olson; French Lake Township Clerk; Gloria Janikula; Jean Just; Joan Baert-DeMarais; Jody Selseth; Jody Selseth; Joey Berg; Judy Forst; Kathy Ronning; Mary Barkley-Brown; Mary Barkley-Brown; Nancy Betzler; Nancy Kopff; Rachelle McDougall; Richard Hogan; Rosanne Peterson ; Sharon Glessing; Tom Kleist  
**Cc:** Bob Hiivala  
**Subject:** Mail Balloting

Good afternoon.

There are four precincts in cities and all 18 townships in Wright County that are eligible to switch to mail balloting. Two of the four precincts already do mail balloting (Buffalo P-4 and Hanover P-3), so the two remaining city precincts that are eligible are Dayton and South Haven. Some counties have indicated that mail balloting is advantageous to both the precinct and the county. Additionally, we have said that the current voting equipment will need to be replaced within the next few<sup>1/2</sup> years. The ballpark estimates for a tabulator is \$6,000 and for an assistive voting device is \$5,000. If you move to mail balloting, you would *not* be responsible for incurring these costs.

Benefits to the city/township may be:

- Don't have to find election judges
- Don't have to make sure judges get trained – and pay them for training
- Don't have to pay the judges

Drawbacks:

- The voter is not informed immediately if the ballot is rejected (didn't vote for all offices, voted for too many candidates in a race, crossed party lines in the primary, etc.)

We are still in the discussion stage, but if this is something your township (or the cities of Dayton and South Haven) might want to explore, there must be a resolution adopted before May 11, 2016.

Thanks.

*Jackie Schmidt*

Office Manager/Election Supervisor  
Wright County Auditor/Treasurer's Office  
10 2<sup>nd</sup> Street NW, Buffalo, MN 55313  
(763) 682-7578 [www.co.wright.mn.us](http://www.co.wright.mn.us)

## WRIGHT COUNTY REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: X BOARD MEETING DATE: 3/29/2016 CONSENT AGENDA: \_\_\_\_\_

AMT. OF TIME REQUIRED: 5 Minutes ITEM FOR CONSIDERATION: \_\_\_\_\_

VETERAN SERVICES  
ORIGINATING DEPARTMENT/SERVICE

X James A. Figliuzzi  
REQUESTOR'S SIGNATURE

3/29/16  
REVIEWED BY/DATE

### BOARD ACTION REQUESTED:

Recommend Approval for Out of State Travel to Attend the National Association of County Veterans Service Officer (NACVSO), Inc. Annual Accreditation Training Conference & Business Meeting from May 14<sup>th</sup> to May 20<sup>th</sup>, 2016 in Myrtle Beach, SC.

### BACKGROUND/JUSTIFICATION:

The National Association of County Veterans Service Office (NACVSO) Training Conference provides Continuing Education Units (CEUs) that are required for maintaining my professional credentials/accreditation. The cost of registration, travel, lodging and per diem will be fully covered by an approved grant from the MN Department of Veterans Affairs (MNDVA).

Enclosure 1 – CEU Training Agenda

	<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> <u>      </u> <u>      </u> YES    NO  <b>FUNDING:</b> <u>      </u> <u>      </u> LEVY   OTHER

COMMENTS:

COMMENTS:



## **NACVSO 2016 ANNUAL TRAINING CONFERENCE**

Myrtle Beach South Carolina

### **AGENDA (Tentative)**

**Saturday, May 14, 2016 through Sunday May 15, 2016**

#### **Saturday, May 14, 2016**

- 8:00am Time and Place, Conference Director
- 8:30am Budget/Finance, Vendor, Product Sales, Awards and Citations, Audit
- 9:00am Website, Membership
- 9:15am Scholarships
- 9:30am National Service Director, CEUs
- 10:00am Education, Contract Training
- 10:30am Legislative Committee, Washington Liasion
- 11:00am Judge Advocate, Constitution & ByLaws, Policy and Procedures
- 11:30am Women Veterans
- LUNCH**
- 1:00pm Newsletter, Chaplain
- 1:30pm Delegates and Protocol
- 2:00pm Executive Board Meeting

#### **Sunday, May 15, 2016**

- 10:00am Memorial Service and Fellowship Breakfast
- 3:00pm Opening Ceremonies, Beach Club Hilton Hotel
- 6:00pm President's Reception, Beach Club Hilton Hotel
- 10:00pm Closing, Beach Club Hilton Hotel



## **NACVSO 2016 ANNUAL TRAINING CONFERENCE**

Myrtle Beach South Carolina

### **CEU TRAINING CLASS AGENDA (Tentative)**

**Monday May 16, 2016 to Friday May 20, 2016**

#### **MONDAY**

7:00 – 8:00	Delegates Meeting	NSD Rich Dumancas
8:00 – 11:00	General Business	President Goltart
11:00 – 12:30	<b>LUNCH</b>	
12:30 – 1:20	MyHealthVet	Susan Hadairy
1:30 – 2:20	SEP	Frank B/Chris H
2:30 – 3:20	D2D Update/Status	Chief, Web Self Service
3:30 – 4:30	State Veteran Homes	Nat Assoc of State Vet Homes

#### **TUESDAY**

8:00 – 8:50	BVA Issues	Judge Cheryl Mason
9:00 – 9:50	BVA Issues	Judge Cheryl Mason
10:00 – 10:50	Ethics	Katrina Eagle
11:00 – 12:30	<b>LUNCH</b>	
12:30 – 1:20	Women's Issues	Helen Mosely Brown
1:30 – 2:00	MST	TBA
2:00 – 2:20	Education	VAZCO - TBA
2:30 – 3:20	Debt Management Issues	St Paul DMC
3:30 – 4:20	Semper Fi Association	TBA

**WEDNESDAY**

8:00 – 10:00	NACVSO Elections	President Golgart
10:10 – 11:00	FDC Issues	VACO
11:00 – 12:30	<b>LUNCH</b>	
12:30 - 1:20	Pension/Fiduciary	Dave McLenachen
1:30 –2:20	Pension/Fiduciary	Dave McLenachen
2:30 – 3:20	Consumer Protection	TBA
4:00 – 5:00	Medicare	TBA

**THURSDAY**

8:00 – 8:50	Special Case Issues	TBD
9:00 – 9:50	VHA –Healthcare Updates	TBD
10:00 – 11:00	VHA – Specific Issues	TBD
11:00 – 12:30	<b>LUNCH</b>	
12:30 - 1:20	CRSC/CRDP	Detroit VARO
1:30 – 2:20	Case Studies	Katrina Eagle/Amy
2:30 – 3:20	Case Studies	Katrina Eagle/Amy
3:30 – 4:00	Case Studies	Katrina EagleAmy
6:00 – 11:00	BANQUET/AUCTION	

**FRIDAY**

8:00 – 8:50	VA Central Office Updates	Tom Murphy
9:00 – 9:50	VA Central Office Updates	Tom Murphy
10:00 – 11:00	VA Info	Danny Pummell
11:00 – 12:30	<b>LUNCH</b>	
12:30 – 1:30	TBD	
1:30 – 2:30	General Business Meeting	President
2:30 – 4:30	Accreditation Class Graduation	E-Board/Education Committee

\*\* Each class will be 50 minutes followed by a 10-minute break \*\* Lunches will be 1½ hours  
*(This schedule is subject to change at anytime throughout conference)*

# WRIGHT COUNTY REQUEST FOR BOARD ACTION

**REQ. AGENDA TIME:** \_\_\_\_\_ **BOARD MEETING DATE:** 3-29-16 **CONSENT AGENDA:** \_\_\_\_\_

**AMT. OF TIME REQUIRED:** 20 Minutes **ITEM FOR CONSIDERATION:** \_\_\_\_\_

<p style="text-align: center;"><u>PARKS</u></p> <p>ORIGINATING DEPARTMENT/SERVICE</p> <p>_____</p> <p style="text-align: center;"><i>Marc Mattice</i></p> <p>REQUESTOR'S SIGNATURE</p> <p>_____</p> <p>REVIEWED BY/DATE</p> <p>_____</p>	<p><b>BOARD ACTION REQUESTED:</b></p> <ol style="list-style-type: none"> <li>1. Update Regarding Planning Efforts of the Crow River Regional Trail</li> <li>2. As Recommended by the Wright County Parks Commission Authorize the Parks Department to Apply For Regional Designation For:             <ol style="list-style-type: none"> <li>A. Crow River Regional Trail</li> <li>B. Crow River System of Parks</li> <li>C. Stanley Eddy Park Reserve</li> </ol> </li> <li>3. Review and Adopt Resolutions as Recommended By The Wright County Park Commission.             <ol style="list-style-type: none"> <li>A. Regional Designation Support Resolution – Crow River System of Parks.</li> <li>B. Regional Designation Support Resolution – Crow River Regional Trail.</li> <li>C. Regional Designation Support Resolution – Stanley Eddy Park Reserve.</li> <li>D. For Crow River Regional Trail – To Three Rivers Parks District</li> <li>E. Greater Minnesota Parks and Trails – Bonding For Local Park and Trail Grants.</li> </ol> </li> </ol>
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**BACKGROUND/JUSTIFICATION:**

\_\_\_\_\_

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

\_\_\_\_\_

<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> _____ <b>YES</b>    _____ <b>NO</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>FUNDING:</b> _____ <b>LEVY</b>    _____ <b>OTHER</b></p>

<p><b>COMMENTS:</b></p> <p>_____</p>	<p><b>COMMENTS:</b></p> <p>_____</p>
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**Parks Commission Minutes**  
**March 14, 2016**  
**6:00 P.M.**

Members Present: DeMatties, Durst, Dibben, and Leckey

Staff Present: Marc Mattice; Parks Administrator  
Brad Harrington; Parks Coordinator  
Todd Hoffman; Wright County Sheriff's Office

**On a motion by Leckey and a second by DeMatties, all voted in favor of approving the January 11, 2016 Parks Commission minutes as presented.**

**On a motion by Leckey and a second by DeMatties, all voted in favor of adopting the March 14, 2016 agenda as amended, with the addition of two items:**

- 1. Future of Parks Patrol and Enforcement**
- 2. Camping Reservation Software Issues**

Todd Hoffman of the Wright County Sheriff's Office attended the meeting to review and discuss the future of the Wright County Parks Patrol. Over the past couple months, Hoffman and Mattice have been communicating in regard to the challenges that exist with the current Park Patrol structure, primarily response times and the inability to enforce ordinances. Hoffman provided the members with two alternatives – community service officers or licensed deputies. Either would provide a higher level of service, but each solution would come with a cost. For example, adding community service officers would require training and the proper outfitting of a patrol car with computers, resulting in costs of approximately \$20,000 to \$30,000 per year. A licensed deputy would cost nearly \$100,000 per year but would increase the annual patrol hours from 1,100 to 2,080. Mattice commented that he wanted members to hear about these options and provide them with more information before the May 2016 meeting, at which time it will be further discussed.

The Parks Department Year End Report for 2015 was included as part of the meeting packet that was sent to members, allowing time for them to review prior to the meeting. The name of the park commissioner for District 2 was incorrectly listed, and Mattice was directed to make the necessary correction.

**On a motion by DeMatties and a second by Leckey, all voted in favor of approving the 2015 Year End Report.**

The Master Plan for Collinwood Regional Park was also included as part of the meeting packet that was sent to members, allowing time for them to review prior to the meeting. Harrington explained that the reason behind developing this master plan was to gain formal designation and ranking with the Greater Minnesota Regional Parks and Trails system. In 2015, Collinwood

Park received a high ranking, putting the park in the queue for formal designation. Developing and adopting this plan will complete the designation process.

**On a motion by Leckey and a second by Durst, all voted in favor of recommending to the Wright County Board of Commissioners adoption of the Collinwood Master Plan.**

The 2016 update to the Wright County Parks Department Strategic Plan was also included as part of the meeting packet that was sent to members. Over the past few meetings, the Parks Commission has reviewed, modified, and added to Sections 1 – 3 of the plan; and upon review, members were satisfied with the end result. The purpose of the final section of the plan was to review and prioritize capital improvement projects, site improvement projects, natural resource management and enhancement projects, and personnel needs. Members reviewed the staff ranking of projects as related to individual facilities and discussed overall prioritization of projects. Members agreed to prioritize the top 10 projects in both the Capital and Site Improvement categories, the top five in Natural Resources, and separately rank the personnel items. Mattice and Harrington made notes and will add these recommendations to the plan. As part of the May meeting, the Parks Commission will have a completed plan for review and make a recommendation to the Wright County Board of Commissioners.

Mattice shared information through a PowerPoint program, which defined and explained the partnerships, process, input, budget, and timelines related to the Crow River Regional Trail Project. The Crow River Regional Trail Project was discussed with both the Parks Commission and the Wright County Board of Commissioners about one year ago, at which time both parties supported continued work with and forward progress in the planning stages with the Three Rivers Park District. The 32-mile trail planning process is a joint partnership between the Three Rivers Park District, Wright and Carver Counties, Cities of Minnetrista, Delano, Rockford, Greenfield, Hanover, Rogers, Otsego, and Dayton and will also include the Metropolitan Council and the Greater Minnesota Regional Parks and Trails Commission. Plans for the trail will incorporate the many amenities the river has to offer, including touch points, river crossings, rest areas, connections to local destinations, and trailheads. When the trail is completed, it is expected to have an annual use of 290,000 visits and connect the Luce Line State Trail to the confluence of the Crow and Mississippi Rivers. To date, there have been multiple public input events resulting in over 350 commenters. At this time, Wright County is looking for support to apply for initial Regional Designation for the proposed project; and if accomplished, the designation will open up significant funding opportunities. Members continue to be excited about the Crow River Regional Trail and its future.

The Greater Minnesota Regional Parks and Trails Commission announced that they are accepting applications, through April, for Regional Designations. Mattice and Harrington proposed several options related to this round of designations:

1. Crow River Regional Trail – This is a precedent-setting project, especially when considering the high level of support through partnerships.

2. North Fork of the Crow River System of Parks – This is a challenging proposal as we are looking to encompass all nine parks along the river as a regional system and water trail.
3. Stanley Eddy Park Reserve – This Park will offer challenges for designation, as the park has been and will continue to be managed as a reserve with limited facilities. The designation will be sought with special emphasis given to the importance and uniqueness of the natural resources located in this park.

**On a motion by Leckey and a second by DeMatties, all voted in favor of recommending to the Wright County Board of Commissioners that the Parks Department be allowed to submit designation application for all three of the proposed facilities, namely Crow River Regional Trail, North Fork of the Crow River System of Parks, and the Stanley Eddy Park Reserve.**

Five resolutions for Park Commission review and consideration were included as part of the meeting packet sent to members. These resolutions were:

1. Regional Designation Support Resolution – Crow River System of Parks
2. Regional Designation Support Resolution – Crow River Regional Trail
3. Regional Designation Support Resolution – Stanley Eddy Park Reserve
4. Support for Crow River Regional Trail – (Directed to Three Rivers Parks District)
5. Greater Minnesota Parks and Trails – Bonding for Local Park and Trail Grants.

**On a motion by Durst and a second by DeMatties, all voted in favor of recommending to the Wright County Board of Commissioners that they adopt resolutions for:**

1. Regional Designation Support Resolution – Crow River System of Parks.
2. Regional Designation Support Resolution – Crow River Regional Trail.
3. Regional Designation Support Resolution – Stanley Eddy Park Reserve.
4. Support for Crow River Regional Trail – (Directed to Three Rivers Parks District)

**On a motion by Leckey and a second by Durst, all voted in favor of recommending to the Wright County Board of Commissioners that they adopt a resolution for:**

1. Greater Minnesota Parks and Trails – Bonding for Local Park and Trail Grants.

Mattice presented a letter he received from Bobby Ebert of the Cedar Lake Conservation Club.

*“Today I am getting back to you with the summary of the CLCC’s scheduled contribution to monitoring in 2016. Attached is a one page overview of our \$3,000 + \$500 set-up fee with Anchor Dock in Annandale. \$1,000 of this is directed towards Schroeder exclusively. We would kindly request your board to consider an increased contribution from the \$500 annually. Note that Schroeder in 2015 ranked the 7<sup>th</sup> highest boats per shift in the county, according to Jefferson Bishop of Anchor Dock and Life. The driving goal is to keep Cedar Lake healthy and continually improving.*

*The water clarity is the highest it has been in years (20 years or so). The CLCC’s continued effort dramatically decreased Eurasian Milfoil’s coverage from 37 acres to 20 acres in the past 12 months. This is excellent news and we targeted scheduled 2016 summer treatments in our February meeting. We appreciate the financial support from you and Wright County”.*

**On a motion by DeMatties and a second by Leckey, all voted in favor of approving an additional \$250 contribution to the Cedar Lake Conservation Club in 2016.**

Mattice presented a letter he received for John Sedey of the Pleasant Lake Improvement Association.

*"I just wanted to check in to see if the County would be willing to participate in the Pleasant Lake treatment program, as you have in the past.*

*We have received bids from three vendors. Those bids have come in at a very competitive price which will allow us to do a bit more up by the County Park (5 instead of 4 acres as we did last year). In addition, we will be adding an area around the City Park.*

*In the past we have received \$1,000 each year from both Wright County and the City of Annandale, even though we had not treated around the City Park. Our plans for this year are done with input from the vegetation survey we had Wenck conduct last summer.*

*Will the County be able to participate as you have in the past?"*

The Parks Commission agreed that they should continue their past practice of contributing to the Pleasant Lake treatment program, stating that maintaining the lake is a direct benefit to the park and park users. The Parks Commission did have a concern about how to deal with other requests related to aquatic invasive species, both treatments and inspections, and directed the Parks Department to develop a policy addressing guidelines for donations and contributions for these activities. The policy should include a recommended maximum amount for contributions, a requirement that the lake for which a donation is considered have an active improvement association, and that a direct benefit to the park or park users is identified.

**On a motion by Leckey and a second by DeMatties, all voted in favor of approving a \$1,000 contribution to the Pleasant Lake Improvement Association.**

Harrington provided members with an update regarding the March 7, 2016 kickoff of online camping reservations. He explained a series of problems that occurred – server outage, extra charges, double charges, and an issue with what is perceived to be a switch from HTTP to HTTPS, which is not allowing the form to properly load. Harrington mentioned that he will research other providers, such as Active Net and Vermont Systems. He is aware that both these systems have a higher cost than the system currently in place. Leckey stated that the Parks Department should have the current company develop a plan to ensure that these items do not occur again, and if they do, they should provide solutions. The current company should be held accountable for all program shortcomings, and if they cannot provide Wright County with assurances that future problems will not occur or will be promptly addressed, other systems should be reviewed and considered.

**The next meeting is scheduled for May 9, 2016 at 6:00 p.m.**

**The meeting was adjourned at 8:55 p.m.**

BOARD OF COUNTY COMMISSIONERS  
WRIGHT COUNTY, MINNESOTA

Date \_\_\_\_\_ Resolution No. \_\_\_\_\_  
Motion by Commissioner \_\_\_\_\_ Seconded by Commissioner \_\_\_\_\_

**RESOLUTION SUPPORTING REGIONAL PARK OR TRAIL DESIGNATION**  
**APPLICATION IN GREATER MINNESOTA:**

**Park or trail name:** Crow River System Of Parks  
**Location:** Wright County **Date of Resolution:** \_\_\_\_\_

Check below as identified on application:  
 Lead Applicant (Wright County)  
 Joint Applicant/Partner (City or County)

**BE IT RESOLVED** that Wright County as the lead applicant, has the authority to act as legal public sponsor for the application described in the *Request for Designation as a Regional Park or Trail in Greater Minnesota*.

**BE IT FURTHER RESOLVED** that as lead applicant we are fully aware of the information provided in the application and associated responsibilities, including long-term commitments as defined in the application and supporting information as submitted.

**BE IT FURTHER RESOLVED** should The Crow River System of Parks receive formal designation as a Regional park or trail in Greater Minnesota by the Commission, that as the lead applicant *we* have the legal authority to enter into formal designation and funding agreements with the Commission for the referenced park or trail.

**BE IT FURTHER RESOLVED** that Wright County certify they will comply with all applicable laws and regulations associated with regional designation and any future grant funding for their respective portions of any project.

**I CERTIFY THAT** the above resolution was adopted by the Wright County Board of Commissioners:

YES	NO
HUSOM _____	HUSOM _____
SAWATZKE _____	SAWATZKE _____
DALEIDEN _____	DALEIDEN _____
POTTER _____	POTTER _____
BORRELL _____	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 \_\_\_\_\_, 2016, 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 \_\_\_\_\_, 2016.

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

BOARD OF COUNTY COMMISSIONERS  
WRIGHT COUNTY, MINNESOTA

Date \_\_\_\_\_ Resolution No. \_\_\_\_\_  
Motion by Commissioner \_\_\_\_\_ Seconded by Commissioner \_\_\_\_\_

**RESOLUTION SUPPORTING REGIONAL PARK OR TRAIL DESIGNATION**  
**APPLICATION IN GREATER MINNESOTA:**

**Park or trail name:** Crow River Regional Trail  
**Location:** Wright County      **Date of Resolution:** \_\_\_\_\_

Check below as identified on application:  
 Lead Applicant (Wright County)  
 Joint Applicant/Partner (City or County)

**BE IT RESOLVED** that Wright County as the lead applicant, has the authority to act as legal public sponsor for the application described in the *Request for Designation as a Regional Park or Trail in Greater Minnesota*.

**BE IT FURTHER RESOLVED** that as lead applicant we are fully aware of the information provided in the application and associated responsibilities, including long-term commitments as defined in the application and related master plan and supporting information as submitted.

**BE IT FURTHER RESOLVED** should The Crow River Regional Trail receive formal designation as a Regional park or trail in Greater Minnesota by the Commission, that as the lead applicant *we* have the legal authority to enter into formal designation and funding agreements with the Commission for the referenced park or trail.

**BE IT FURTHER RESOLVED** that Wright County certify they will comply with all applicable laws and regulations associated with regional designation and any future grant funding for their respective portions of any project.

**I CERTIFY THAT** the above resolution was adopted by the Wright County Board of Commissioners:

YES	NO
HUSOM _____	HUSOM _____.
SAWATZKE _____	SAWATZKE _____.
DALEIDEN _____	DALEIDEN _____.
POTTER _____	POTTER _____.
BORRELL _____	BORRELL _____.

STATE OF MINNESOTA)

ss.

County of Wright      )

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Witness my hand and official seal at Buffalo, Minnesota, this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

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

BOARD OF COUNTY COMMISSIONERS  
WRIGHT COUNTY, MINNESOTA

Date \_\_\_\_\_ Resolution No. \_\_\_\_\_  
Motion by Commissioner \_\_\_\_\_ Seconded by Commissioner \_\_\_\_\_

**RESOLUTION SUPPORTING REGIONAL PARK OR TRAIL DESIGNATION**  
**APPLICATION IN GREATER MINNESOTA:**

**Park or trail name:** Stanley Eddy Regional Park Reserve  
**Location:** Wright County **Date of Resolution:** \_\_\_\_\_

Check below as identified on application:  
 Lead Applicant (Wright County)  
 Joint Applicant/Partner (City or County)

**BE IT RESOLVED** that Wright County as the lead applicant, has the authority to act as legal public sponsor for the application described in the *Request for Designation as a Regional Park or Trail in Greater Minnesota*.

**BE IT FURTHER RESOLVED** that as lead applicant we are fully aware of the information provided in the application and associated responsibilities, including long-term commitments as defined in the application and supporting information as submitted.

**BE IT FURTHER RESOLVED** should Stanley Eddy Regional Park Reserve receive formal designation as a Regional park or trail in Greater Minnesota by the Commission, that as the lead applicant *we* have the legal authority to enter into formal designation and funding agreements with the Commission for the referenced park or trail.

**BE IT FURTHER RESOLVED** that Wright County certify they will comply with all applicable laws and regulations associated with regional designation and any future grant funding for their respective portions of any project.

**I CERTIFY THAT** the above resolution was adopted by the Wright County Board of Commissioners:

YES	NO
HUSOM _____	HUSOM _____.
SAWATZKE _____	SAWATZKE _____.
DALEIDEN _____	DALEIDEN _____.
POTTER _____	POTTER _____.
BORRELL _____	BORRELL _____.

STATE OF MINNESOTA)

ss.

County of Wright )

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Witness my hand and official seal at Buffalo, Minnesota, this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

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

BOARD OF COUNTY COMMISSIONERS  
WRIGHT COUNTY, MINNESOTA

Date \_\_\_\_\_ Resolution No. \_\_\_\_\_  
Motion by Commissioner \_\_\_\_\_ Seconded by Commissioner \_\_\_\_\_

**A RESOLUTION OF SUPPORT FOR THE  
CROW RIVER REGIONAL TRAIL – THREE RIVERS PARK DISTRICT**

**WHEREAS**, The Wright County Board of Commissioners recognizes the Crow River Regional Trail as an important component of the regional parks system providing a desirable recreational and non-motorized transportation amenity to the residents of the the region; and

**WHEREAS**, The Crow River Regional Trail will provide safe, off-street non-motorized access to existing regional and state recreation amenities including the Luce Line State Trail, Lake Rebecca Park Reserve, Crow-Hassan Park Reserve, the planned Lake Sarah, Rush Creek (extension) and West Mississippi River Regional Trails; and

**WHEREAS**, The Wright County Board of Commissioners recognizes that Three Rivers Park District, in conjunction with efforts of Wright and Carver Counties, and the directly affected cities, have gathered significant public input in the development of the Crow River Regional Trail Master Plan; and

**WHEREAS**, The Wright County Board of Commissioners recognizes that Three Rivers Park District has drafted the Crow River Regional Trail Master Plan and accepted and responded to public comments appropriately; and

**WHEREAS**, The Crow River Regional Trail Master Plan is consistent with other approved local and regional plans; and

**WHEREAS**, The Wright County Board of Commissioners support the acquisition, design, implementation, and operation of the Crow River Regional Trail pursuant to the Master Plan; and

**WHEREAS**, The Wright County Board of Commissioners intends to enter into a regional trail cooperative agreement with Three Rivers Park District formally outlining the acquisition, design, implementation, and operation responsibilities of the Crow River Regional Trail; and

**THEREFORE, BE IT RESOLVED**, that the Wright County Board of Commissioners support the Crow River Regional Trail Master Plan.

YES

NO

HUSOM \_\_\_\_\_  
SAWATZKE \_\_\_\_\_  
DALEIDEN \_\_\_\_\_  
POTTER \_\_\_\_\_  
BORRELL \_\_\_\_\_

HUSOM \_\_\_\_\_  
SAWATZKE \_\_\_\_\_  
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 \_\_\_\_\_, 2016, 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 \_\_\_\_\_, 2016.

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

BOARD OF COUNTY COMMISSIONERS  
WRIGHT COUNTY, MINNESOTA

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

Resolution No. \_\_\_\_\_  
Seconded by Commissioner \_\_\_\_\_

**A RESOLUTION IN SUPPORT OF BONDING MONEY FOR PARKS AND TRAILS.**

WHEREAS, parks and trails are an essential part of Wright County and

WHEREAS, parks and trails play a vital role in attracting much-needed younger workers and families and retaining retirees;  
and

WHEREAS, access to parks and trails builds healthy communities by providing venues for physical activity and play; and

WHEREAS, recreational opportunities draw in tourists from around the state, region and nation and recreational spending is  
a major contributor to state and local economies; and

WHEREAS, parks and trails recreation grants under Minnesota Stat. 85.019 could help Wright County by providing funding  
for park and trail improvements such as updating restrooms at Otsego County Park, improving river access at Montissippi  
County Park and many municipal parks, ballfields and trails; and

WHEREAS, many important projects in greater Minnesota do not qualify for funding under the Legacy Amendment and  
must look instead to the 85.019 programs for funding;

WHEREAS, metropolitan-area parks and trails and state trails programs have access to other funding options that are not  
available to greater Minnesota;

NOW, THEREFORE, BE IT RESOLVED that the Wright County Board of Commissioners support an appropriation of \$5  
million in general obligation bonds in 2016 for the 85.019 local grant programs and urges adoption of this proposal by the  
House and Senate.

BE IT FURTHER RESOLVED that a copy of this resolution be sent to the following: Sen. Bruce Anderson, Sen. Scott  
Newman, Sen. Mary Kiffmeyer, Rep. Marion O’Neill, Rep. Dean Urdahl, Rep. Joe McDonald, Rep. Eric Lucero, Speaker of  
the House Rep. Kurt Daudt, Senate Majority Leader Sen. Tom Bakk, House Capital Investment Chair Rep. Paul Torkelson,  
Senate Capital Investment Chair Sen. Leroy Stumpf, House Environment Finance Chair Dennis McNamara, Senate  
Environment Finance Chair David Tomassoni, and Governor Mark Dayton.

YES

NO

HUSOM \_\_\_\_\_  
SAWATZKE \_\_\_\_\_  
DALEIDEN \_\_\_\_\_  
POTTER \_\_\_\_\_  
BORRELL \_\_\_\_\_

HUSOM \_\_\_\_\_  
SAWATZKE \_\_\_\_\_  
DALEIDEN \_\_\_\_\_  
POTTER \_\_\_\_\_  
BORRELL \_\_\_\_\_

STATE OF MINNESOTA)

ss.

County of Wright )

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have found the same to be a true and correct copy thereof.

Witness my hand and official seal at Buffalo, Minnesota, this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

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



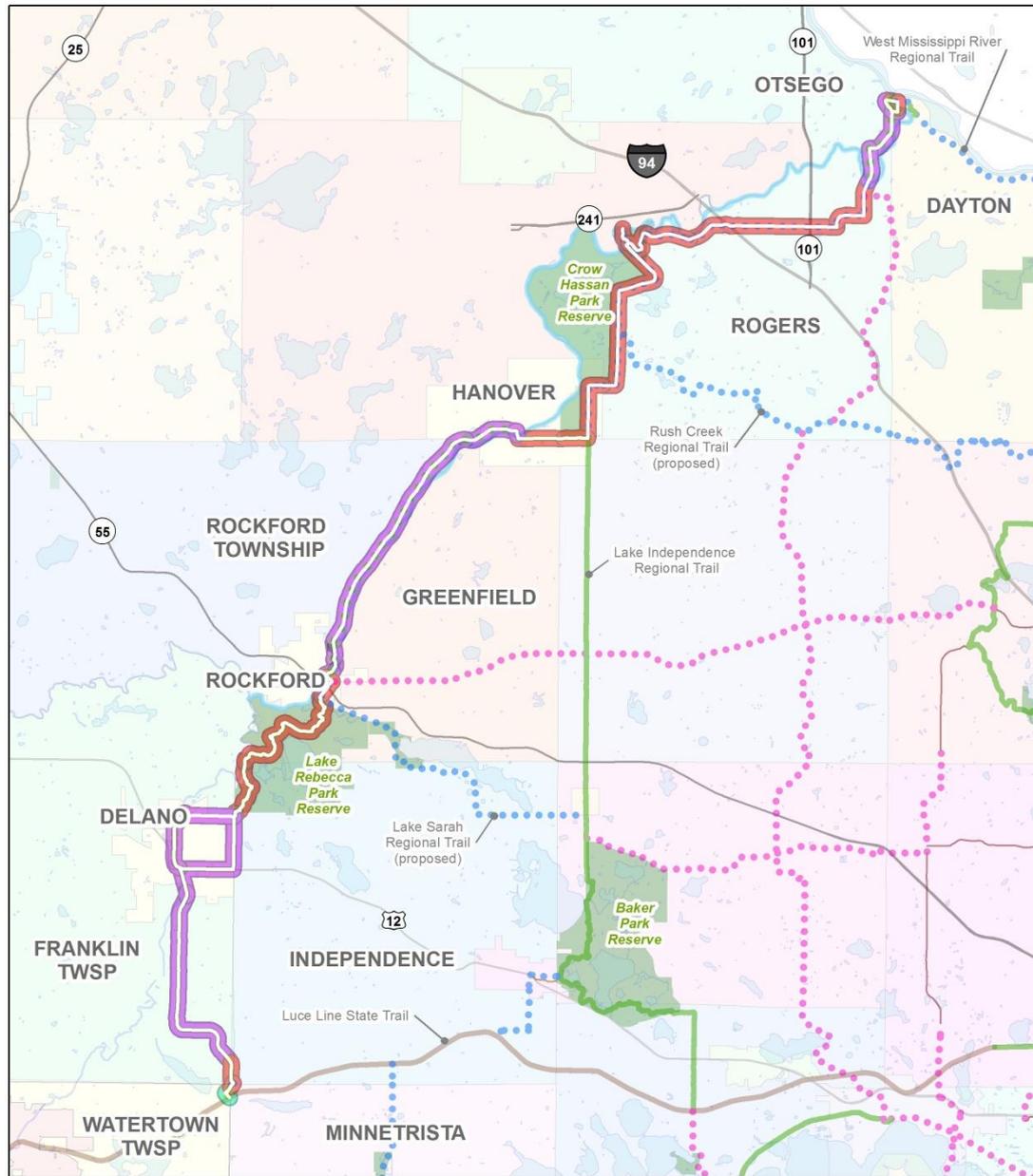
# Crow River Regional Trail

A Joint Partnership with Three River Park District, Wright and Carver Counties

# Overview

## General Information

- **Joint partnership** between Three Rivers, Wright and Carver Counties – including Met Council and Greater Minnesota Regional Parks and Trails Commission.
- Connects users to the Crow River.
- Approximately 32 miles.
- Estimated annual use: 290,000 visits.
- Provides 4 river crossings (1 new bridge), 2 railroad crossing improvements, 1 tunnel, Hwy101 diverging diamond and I-94 bridge improvements.

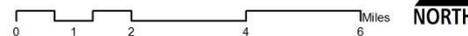


### Crow River Regional Trail

#### Jurisdiction

#### Agency Jurisdiction

- Hennepin - Three Rivers Park District
- Wright County
- Carver County



March 10, 2016 AR



# Planning for Regional Trails

## How is a regional trail master planned?

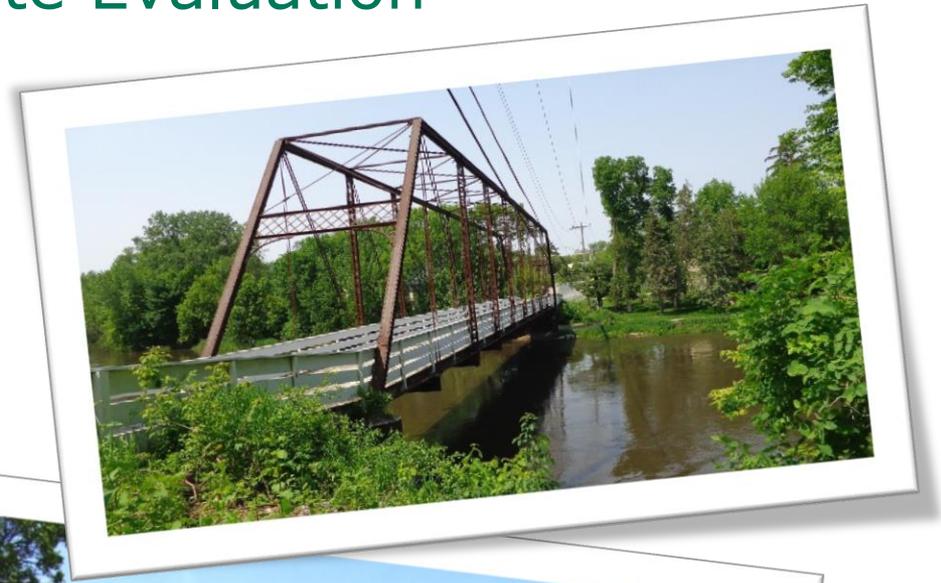
- **Gather information.** Advisory Committee provides planning framework, including “Guiding Principles for Route Selection” and general parameters for route exploration.
- **Prepare preliminary trail routes.** Based on Advisory Committee input, planning staff map feasible route alternatives for consideration.
- **Gather public input.** What comments and feedback does the public bring forward?
- **Provide preferred route for review to Park District, Wright County & Carver County Boards and local municipalities.** Considering previous planning work and public input, what direction do advisory boards and municipalities provide to planning team?



# Gather Information

## Guiding Principles for Route Evaluation

1. Engage with the Crow River
2. Connect to local destinations
3. Be politically supported
4. Be fiscally responsible
5. Be environmentally sustainable
6. Promote trail user safety
7. Maximize trail experience (parking, drinking water, restrooms, etc.)

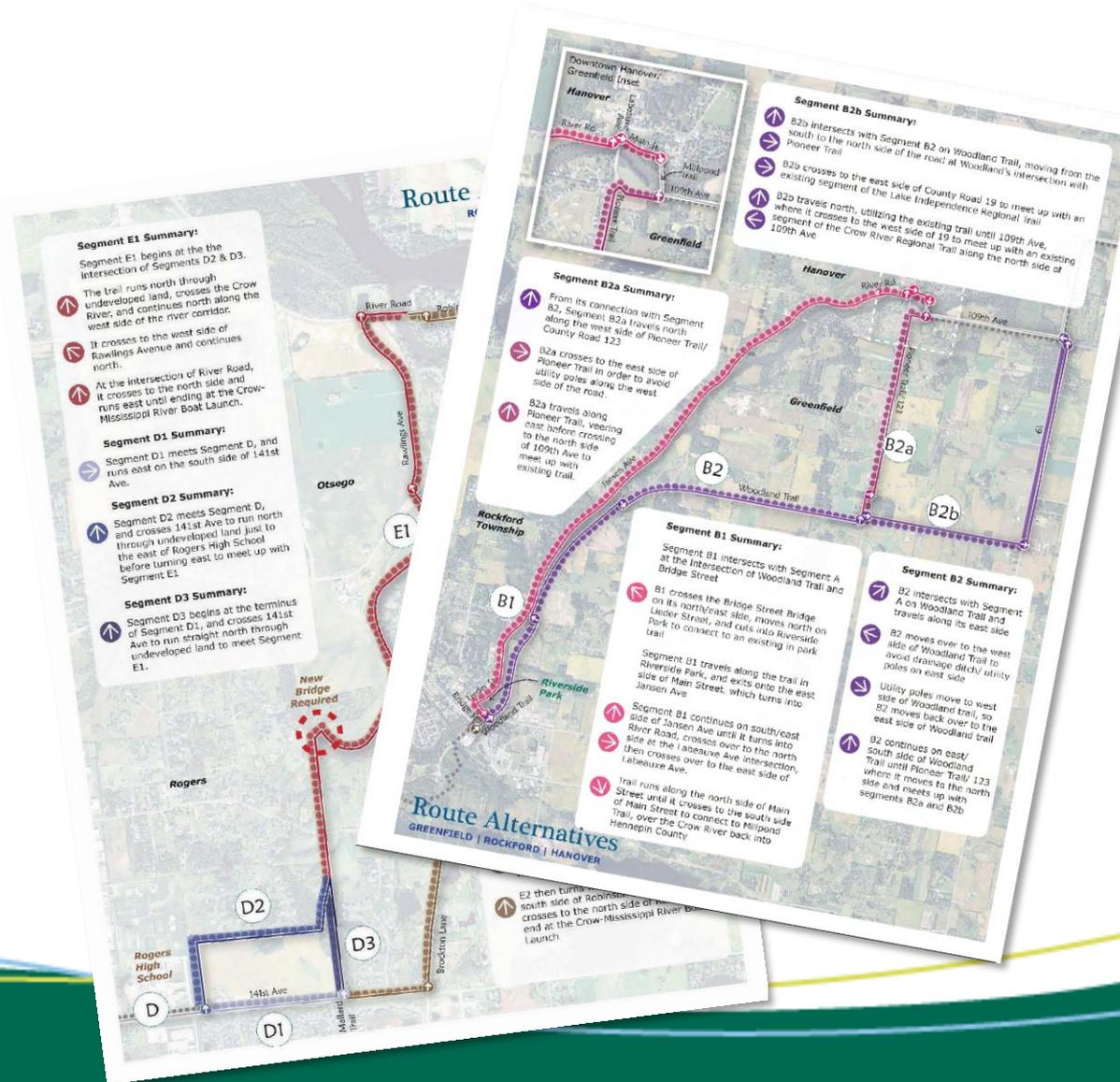


# Prepare Preliminary Trail Routes

## Various routes proposed based on guiding principles

### Take-Aways

- Providing an exclusive Crow River based route proved to be challenging (private properties = not locally supported).
- Extended planning efforts to key agency stakeholders, including Three Rivers Parks, Wright and Carver Counties was and is *critical* to planning success.

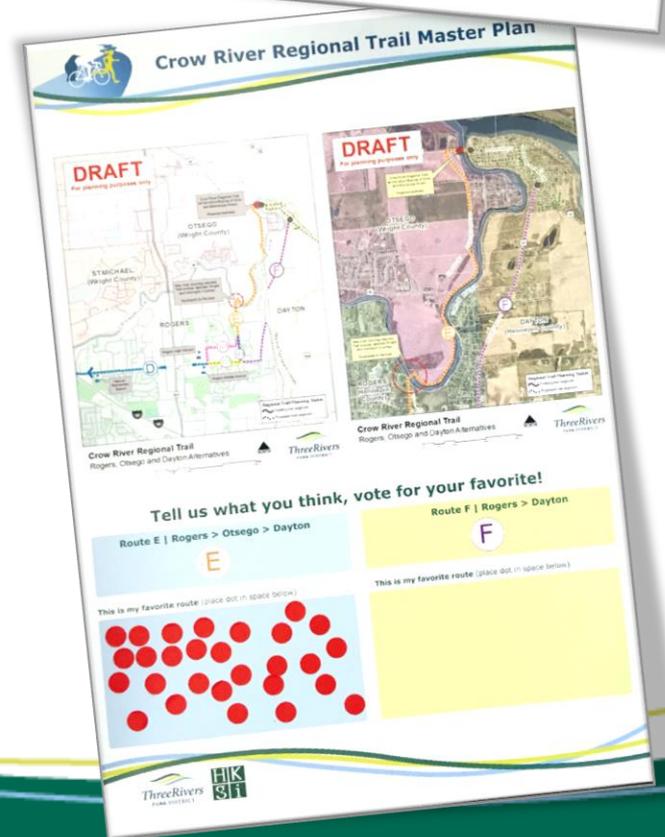


# Gather Public Input

## Gauging the public's 'temperature'

### Take-Aways

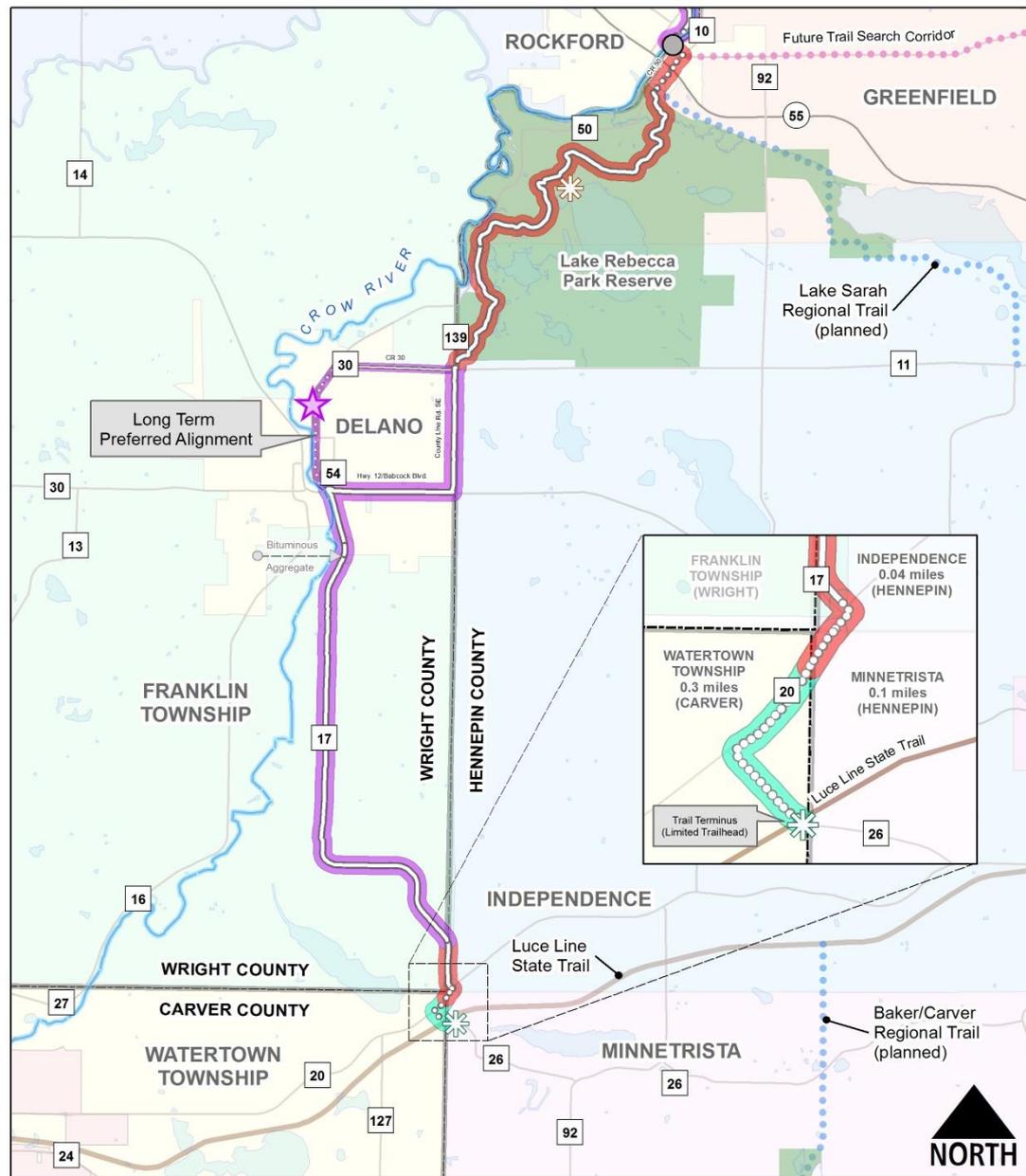
- **People are excited.** Over 350 public survey commenters and 150 community event participants. Approx. 90% positive feedback.
- **People want to connect to the Crow River and local destinations.** The Crow River and connectivity to destinations was identified as critical.
- **Preferred route was easily identified.** Responders had similar findings throughout public input.
- **Stakeholder momentum is vibrant and encouraging.** Local municipality and agency enthusiasm is positive and supportive.



# Corridor Review

## Segment A

- \$3.8 M investment
- 11.7 miles
- Includes Carver, Hennepin & Wright Counties
- Connects Luce Line State Trail to Lake Rebecca Park Reserve.
- Mix of existing aggregate and paved surfaces.
- Requires State designation by Wright County (for portion in Wright County).



### Crow River Regional Trail

#### Segment A



- Carver County
- Hennepin County
- Wright County

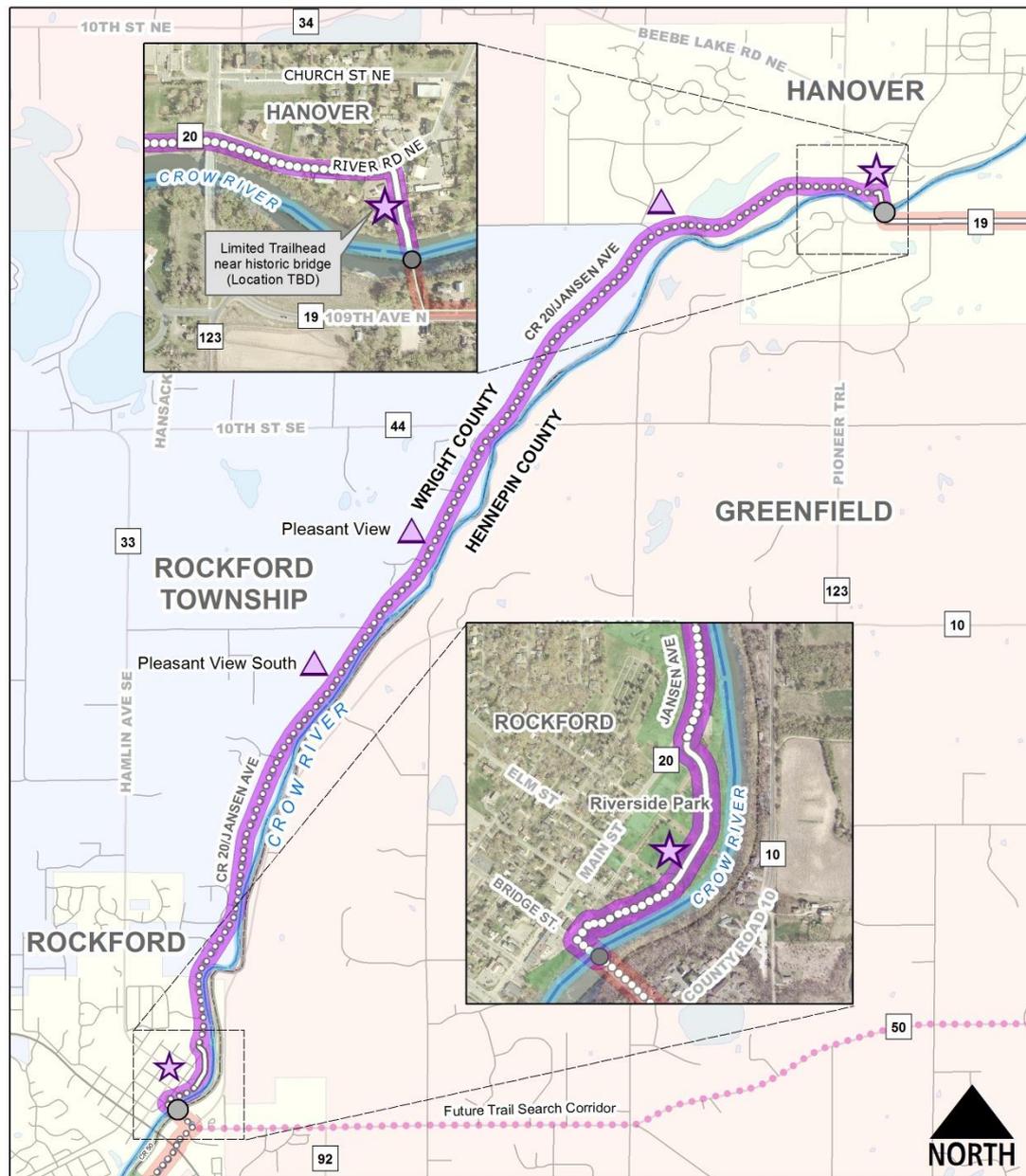
- Existing trail segment
- Proposed trail segment
- River Touchpoint & Trailhead
- Trailhead



# Corridor Review

## Segment B

- \$4.3 M investment
- 6.5 miles
- Connects Lake Rebecca and Crow Hassan-Park Reserves via Wright County alignment between Rockford and Hanover.
- Provides several river touchpoints via Wright County owned property along Crow River.
- Requires State designation by Wright County.



**Crow River Regional Trail**  
Segment B



■ Hennepin County  
■ Wright County

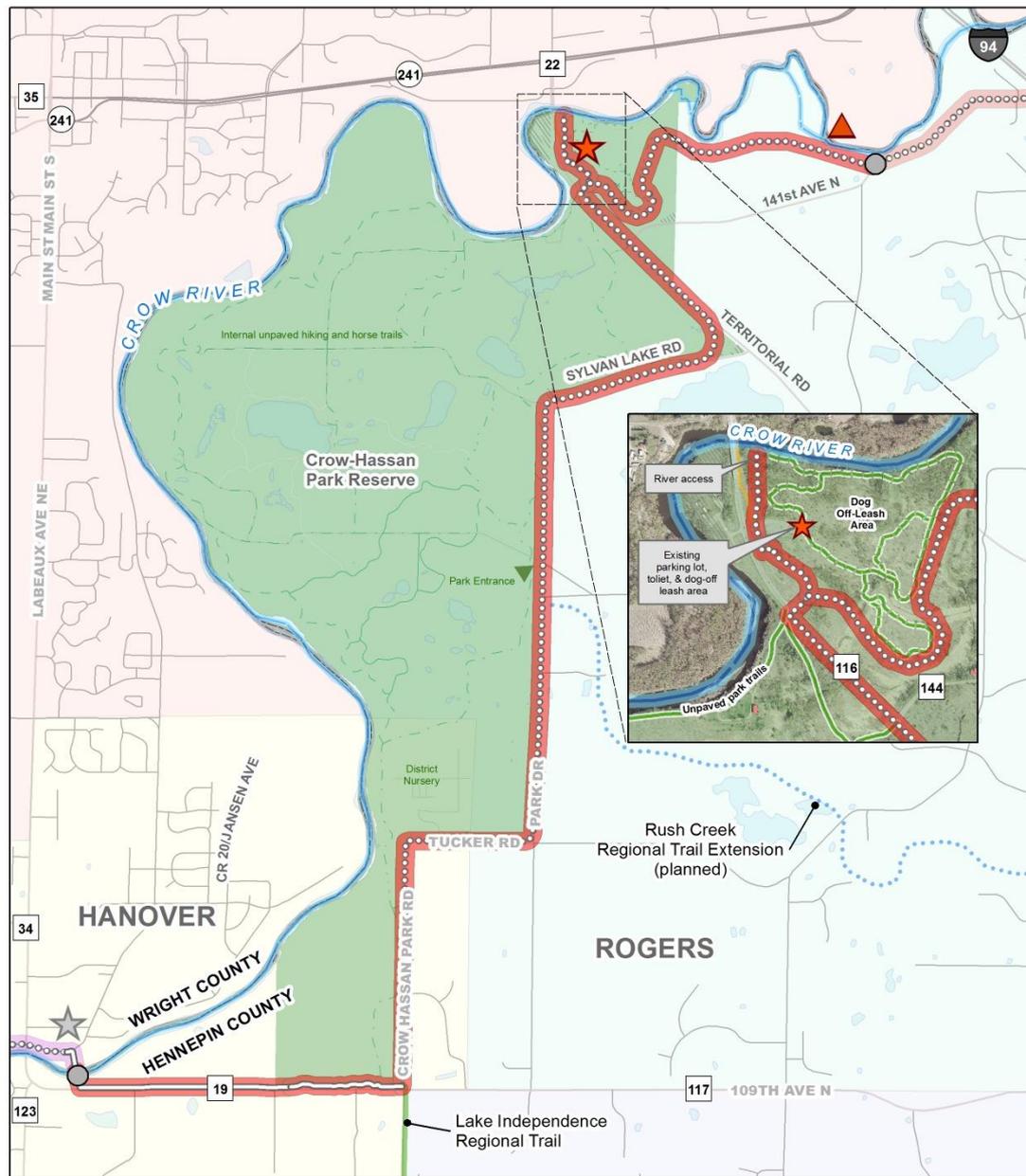
— Existing trail segment  
⋯ Proposed trail segment  
★ River Touchpoint & Trailhead  
✱ Trailhead  
▲ River Touchpoint



# Corridor Review

## Segment C

- \$6.9 M investment
- 8.0 miles
- Connects downtown Hanover to Crow-Hassan Park Reserve and Rogers – primarily on the perimeter of Crow-Hassan Park Reserve
- Provides users Crow River touchpoint/trailhead at existing off-leash dog park in Crow-Hassan Park.
- Requires coordination of privately held property (NE of Crow-Hassan).



### Crow River Regional Trail

#### Segment C



Hennepin County

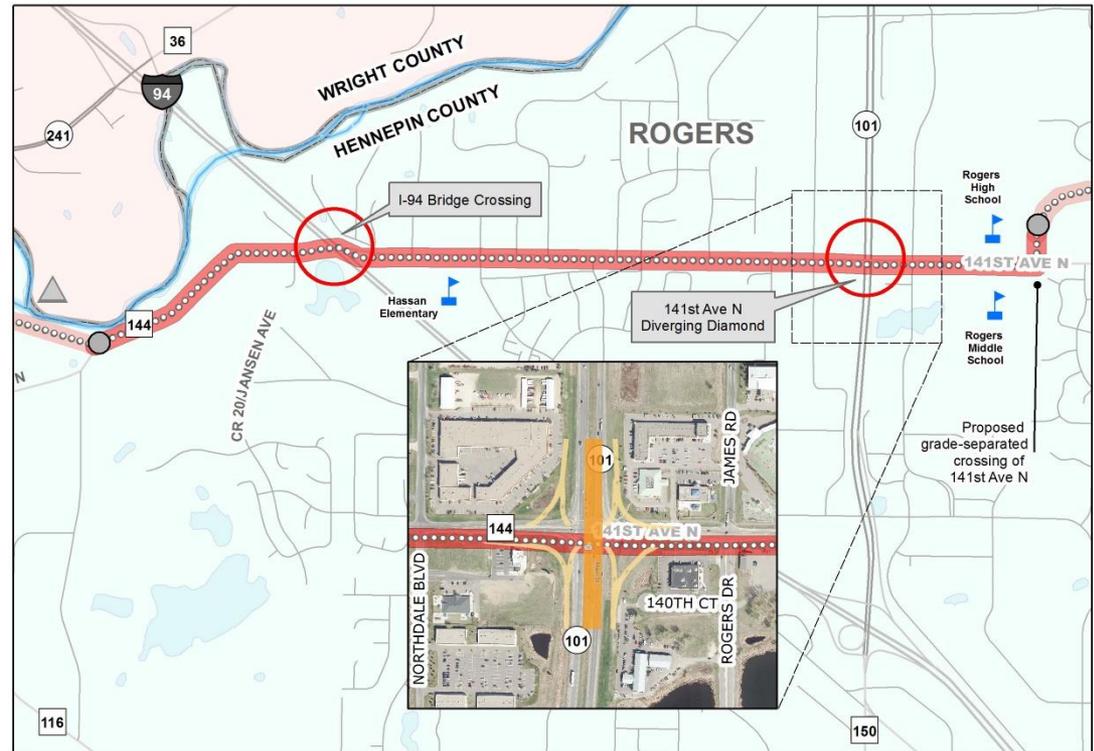
- Existing trail segment
- Proposed trail segment
- River Touchpoint & Trailhead
- Trailhead
- River Touchpoint



# Corridor Review

## Segment D

- \$2.5 M investment
- 2.9 miles
- Opportunity to provide a safe connection for students of Hassan Elementary, Rogers Middle and Rogers High School
- Requires modification to existing I-94 grade separated crossing (141<sup>st</sup> Ave N).
- Requires minor design modification to Hwy 101 diverging diamond.
- Proposed tunnel between Rogers High and Rogers Middle School – cost share between Hennepin County, City of Rogers, TRPD, and ISD 728.



### Crow River Regional Trail

#### Segment D



Hennepin County

- Existing trail segment
- Proposed trail segment
- River Touchpoint & Trailhead
- Trailhead
- River Touchpoint

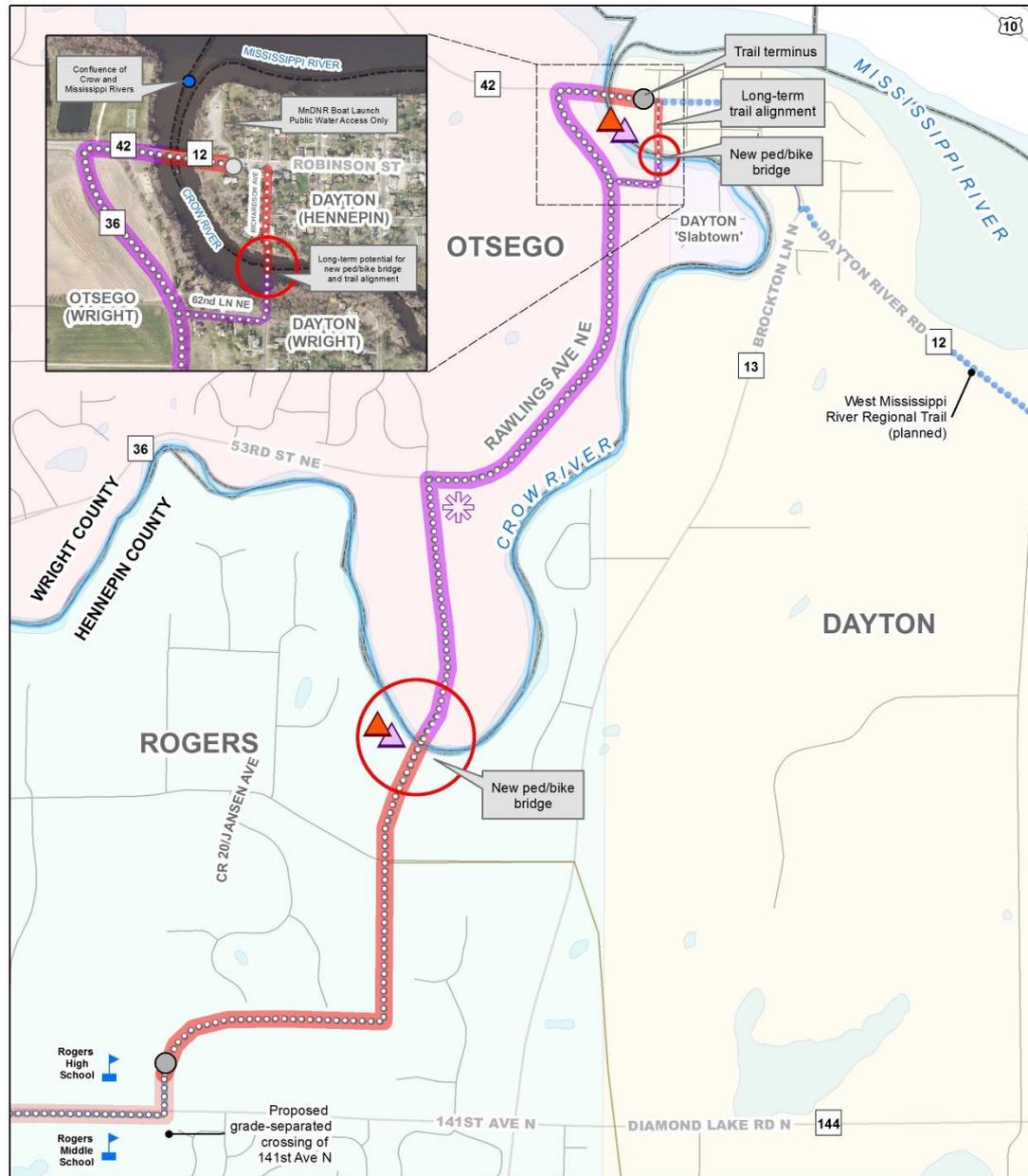


March 7, 2016 AR

# Corridor Review

## Segment E

- \$12.1 M investment
- 3.2 miles
- Requires new bridge crossing of Crow River between Counties.
- Opportunity to realize a portion of the Otsego segment through residential development currently being platted (\$1.5 M cost savings)
- Long-term City of Dayton vision to connect 'Slabtown' with historic downtown.
- Requires State designation by Wright County (for portion in Wright County).



### Crow River Regional Trail Segment E



- Hennepin County
- Wright County

- Existing trail segment
- Proposed trail segment
- River Touchpoint & Trailhead
- Trailhead
- River Touchpoint

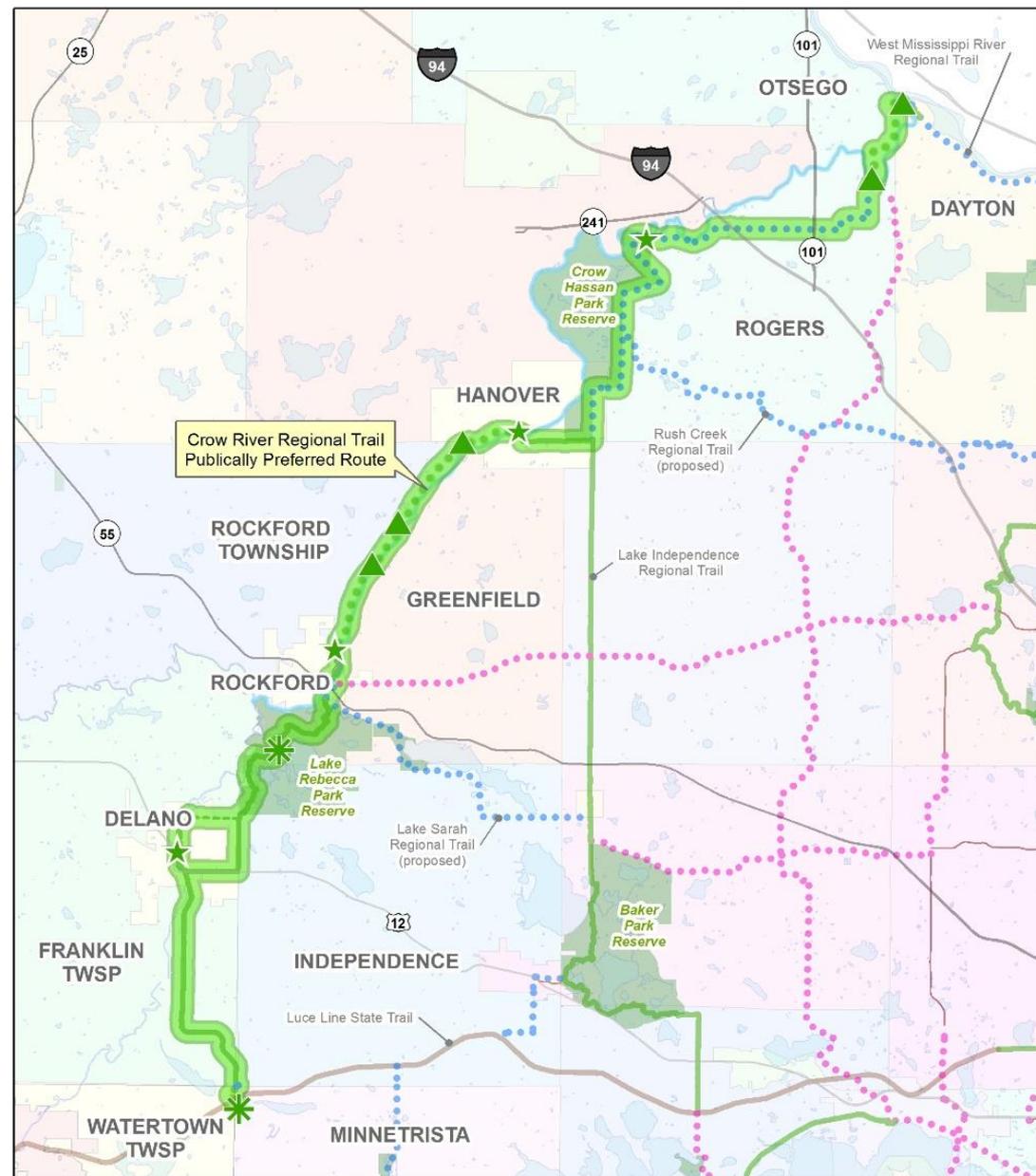


March 9, 2016 AR

# Preferred Route

## Support sought for trail alignment

- **PRECIDENT SETTING!!**
- Example of **multi-County coordination** (Hennepin, Wright and Carver Counties) + Metropolitan Council and Greater Minnesota Regional Parks and Trails Commission.
- **Shared investment:**
  - Hennepin (\$15 M)
  - Wright (\$14 M)
  - Carver (\$400 K)
- Total investment: \$37.8 M



### Crow River Regional Trail

#### Corridor Context



- Existing trail segment
- Proposed trail segment
- River Touchpoint & Trailhead
- Trailhead
- River Touchpoint



March 7, 2016 AR

# Next Steps

- Prepare master plan documents (March – May 2016).
- Solicit County and local jurisdiction Resolution of Support for the master plans and preferred routes (March – Spring 2016).
- Solicit master plan document public comment (Spring 2016).
- Advise of any significant changes to document (Summer 2016).
- Submit master plans to Metropolitan Council for review (Summer 2016).
- Master plan adoption (Fall 2016).



COMMITTEE OF THE WHOLE  
MINUTES  
MARCH 22, 2016

MEMBERS PRESENT: Sawatzke, Daleiden, Husom, Potter, Borrell and L. Kelly

OTHERS PRESENT: Goodrum Schwartz, Kramer, Kryzer, Marquardt, M. Miller, Riley, Schefers, Thimell

I. SUPPORTIVE CARE TO FRAIL, ELDERLY OR DISABLED ORDINANCE

County Coordinator Lee Kelly referenced his memo of 3-18-16 to County Commissioners regarding Supportive Care to Frail Elderly or Disabled Ordinance (see attached memo and original Ordinance). He said there appear to be three options regarding this Ordinance, originally passed in the 1980s, and amended in 1998:

- 1) Repeal the Ordinance;
- 2) Modify as requested by the Health & Human Services Department (see attached red-letter and strike-through versions respectively); or
- 3) Make no changes to the Ordinance.

Kelly said the requests for the temporary placement of mobile homes on single family parcels for the purpose of providing home care to the frail, elderly or disabled arise on average once every one or two years. Kelly said the Ordinance was intended to allow people to keep their elderly family members nearby versus placing them in nursing homes. Locating mobile homes on single family lots ordinarily does not comply with zoning ordinances. The process included Health & Human Services (HHS) staff conducting assessments of the elderly person in question to determine their medical need for the accommodation.

HHS Director Jami Goodrum Schwartz (Schwartz) referenced the strike-through version, Subdivision 3, Sections i and ii (Application Procedure), which eliminates the phrase "Wright County Human Services Agency" from the Application Procedure verbiage. Instead, the clause would read:

- i. Application for a permit shall be made to the Wright County Office of Planning and Zoning for the purpose of an onsite inspection of the property.

Schwartz outlined the following additional proposed changes:

- 1) The original section under Section 3. iv regarding an assessment fee would be struck from the Ordinance;
- 2) The original Subdivision 4 (Home Care Assessment Process), Sections i-v would be removed;
- 3) The original Subdivision 5 (Consideration by Board of Commissioners) would eliminate Section ii, which reads:
  - a. The Agency's screening team shall submit a summary of the standard home care assessment results and the team's recommendation to the Wright County Board of Commissioners.
- 4) The original Subdivision 7 (Periodic Review) would be eliminated entirely.

Schwartz said HHS no longer does health care as part of their services. The assessment documents referenced in the Ordinance are no longer used. Schwartz said HHS staff uses the MnCHOICES assessment tool now. She added that there are more services available for the frail, elderly or disabled populations now than when the Ordinance was originally adopted. Schwartz said it is better to have the client's medical provider join in the discussion with County Planning & Zoning because they usually know the person better than HHS staff.

Sawatzke said the reports HHS provided in the past regarding these requests were valuable. He asked who would conduct the assessments in lieu of HHS. Schwartz replied that the medical provider would assess the person. Sawatzke said he thinks the assessment meets a need and is useful.

Social Services Supervisor Richelle Kramer said there are a total of five such mobile homes for the elderly and frail in Wright County at this time. They are assessed annually. Schwartz said HHS would like to be removed from the assessment part of the process, as they may not know the circumstances as well as the client's doctor. When the Ordinance was originally adopted, a Public Health Nurse went to the mobile home with a Social Worker.

Public Health Director Carol Schefers said when the Ordinance was originally put in place, HHS was a home care agency and provided those type of services. HHS is now doing elderly waivers instead of home care. Assessment documents were shorter in the past. Schwartz said MnCHOICES documents are longer and very labor-intensive. They are more useful for determining the need for other assessments.

Sawatzke expressed concern that eliminating the HHS assessment step and requiring only a doctor's note would drive up the number of requests to place mobile homes on single family properties. Borrell said if a neighbor complains that the mobile home isn't being used as stated, Planning & Zoning will ask them to remove it.

Discussion followed regarding available tools other than the MnCHOICES assessment. Schwartz said it takes three hours with the client and another three hours of background checking to complete the MnCHOICES assessment. Planning and Zoning Administrator Sean Riley said his Department can't provide a report to the County Board regarding the client's medical needs. The Board must be shown that a legitimate medical reason exists in order to place the structure.

Daleiden suggested that HHS, Planning & Zoning, and Attorney Greg Kryzer from the County Attorney's Office work together to determine an alternative assessment process. Borrell suggested that a Public Health Nurse assess these clients. Husom said she believes that doctors are the most appropriate professionals to make this kind of determination. Schwartz said she and her staff will investigate whether the MnCHOICES assessment is mandated, or if there are shorter alternatives.

Sawatzke said he likes the checks and balances that exist with the current program. He directed staff to correct a few typographical errors, make the assessment timeline more reasonable, and determine the best assessment method. Kelly said any changes to the Ordinance will have to go through the public hearing process.

**Recommendation: Planning & Zoning and Health & Human Services staff will meet with Greg Kryzer from the County Attorney's Office and present a recommendation to the County Board within 90 days.**

# Memo



**To:** Commissioners  
**From:** Lee Kelly; County Coordinator  
**Date:** 3/18/2016  
**Re:** Supportive Care to Frail Elderly or Disabled ordinance

---

The Supportive Care to Frail Elderly or Disabled ordinance will be discussed at a Committee of the Whole on 3/22/16. I have scheduled this meeting as Health and Human Services has raised concerns with the requirements placed upon their department by this ordinance. In discussions with Planning and Zoning and the County Attorney Office staff I felt it would be most expedient to discuss this at a Committee of the Whole.

A quick overview of the ordinance:

This ordinance allows a mobile home to be temporarily placed on the property of a family member in order for said family member to provide care for an elderly or disabled individual. This ordinance has been in place since the early 1980's. The current language was put in place in 1985 and amended in 1998. Historically the County receives 1 application under this ordinance every 1-2 years.

The process for a resident requesting the placement of a mobile home is as follows:

- An application is submitted application to HHS and HHS initiates a home care assessment.
- The application is referred to Planning and Zoning
- P&Z initiates a site inspection and notifies the township and residents within 500 feet of the proposed structure
- A public hearing is held if requested by the notified residents prior to approval by the County Board

Per the ordinance HHS is to conduct an a home care assessment not less than once every 12 months. The mobile home is to be removed within 60 days if there is no longer a need or the terms of the ordinance are not met.

Attached is a copy of this ordinance and the proposed revisions as presented by HHS.

The changes proposed by HHS would remove them from the process as they would no longer be conducting the home care assessment to evaluate medical need. It is my understanding that this assessment process was put in place as a "check" to make sure that the request was a legitimate medical need rather than mobile home being placed as a income property or other use.



RICHARD W. NORMAN  
County Coordinator

## COUNTY OF WRIGHT

10 2nd Street NW, RM 235  
Buffalo, Minnesota 55313-1188

Tel: (763) 682-7378  
1-800-362-3667  
Fax: (763) 682-6178

### COMMISSIONERS

KEN JUDE  
First District  
PAT SAWATZKE  
Second District  
JACK RUSSEK  
Third District  
ELMER EICHELBERG  
Fourth District  
DICK MATTSON  
Fifth District

September 27, 2001

TO: Dick Norman  
Tom Salkowski  
Louise Markve  
Don Mleziva

FROM: Susan Backes, Administrative Secretary

RE: Wright County Supportive Care To Frail, Elderly Or Disabled Ordinance

Enclosed is a copy of the Ordinance which was amended on 11-10-98. At the request of Brian Asleson, I revised the Ordinance to include the text adopted by the Board in 1998. It appears that when the copies were distributed in 1998, they did not include the amendments.

srb

cc: Brian Asleson

**WRIGHT COUNTY SUPPORTIVE CARE TO  
FRAIL, ELDERLY OR DISABLED ORDINANCE**

AN ACT

Relating to the temporary placement of mobile homes, as defined by the Wright County Zoning Ordinance, for the purpose of providing home care to the frail, elderly or disabled.

THE COUNTY BOARD OF WRIGHT COUNTY ORDAINS:

Subdivision 1. (Legislative Intent)

A. (Findings) The Wright County Board of Commissioners finds:

- i. That a crisis for the care of frail, elderly, and disabled individuals exists.
- ii. That for many individuals there are no economically reasonable means of addressing their health care problems.
- iii. That the temporary placement of mobile homes, as defined by the Wright County Zoning Ordinance, within a reasonable proximity to other family members, will permit some individuals home health care in lieu of institutionalization.
- iv. That without supportive home health care, some individuals are at risk of institutionalization.
- v. That the temporary nature of such auxiliary housing will have minimal impact upon the public health, safety, order, convenience, and general welfare of Wright County as it relates to the arrangement of buildings on lots and density of population.
- vi. That the Wright County Board of Commissioners, as opposed to the Wright County Human Services Board, is uniquely situated so as to more appropriately deal with this unique aspect of the continuum of health care and support for the elderly in Wright County.

B. (Purposes) The purposes of this Ordinance are to:

- i. Provide adequate health care and maintenance to frail, elderly or disabled persons while maintaining the family unit.
- ii. Provide adequate health care and maintenance to frail, elderly or disabled persons at minimal cost to the individual and society.

Subdivision 2. (Conditional Use)

Notwithstanding the provisions of any other law to the contrary, the Wright County Board of Commissioners may authorize the temporary placement of mobile home, as defined by the Wright County Zoning Ordinance, upon any parcel within the unincorporated areas of Wright County, except in the R-1 zone, for the use and habitation of persons found to meet the eligibility factors set forth by this Ordinance.

Subdivision 3. (Application Procedure)

- i. Application for a permit shall be made to the Wright County Human Services Agency.
- ii. Wright County Human Services Agency shall initiate the standard home care assessment by the Agency's screening team. The application shall also be referred to the Wright County Office of Planning and Zoning for the purpose of an onsite inspection of the property.
- iii. The application shall include a release allowing for disclosure of necessary medical information signed by the individual(s) intending to reside in the temporary structure.
- iv. The applicant shall pay a fee at the time of application based upon the Agency's sliding fee scale and the Agency's standard assessment fee for the cost of the assessment unless a third party payor will be responsible for the costs. The standard assessment fee shall be established by resolution of the Wright County Human Services Board.
- v. The Wright County Office of Planning and Zoning shall cause a notice of the intended placement to be sent by regular mail to all persons residing within 500 feet of the proposed structure and to the affected Township.

vi. Any persons receiving notice may within ten (10 ) days of receiving said notice:

a. Submit written comment to the Wright County Board of Commissioners for its consideration.

b. Request a public hearing before the Wright County Board of Commissioners.

#### Subdivision 4. (Home Care Assessment Process)

i. The Agency's screening team shall initiate the home care assessment process within five (5) working days from the time of receipt of the application.

ii. Affected family members will be expected to be present and participate in the home care assessment.

iii. The Agency's standard home care assessment process shall be used, following that used for the Pre-Admission Screening program.

iv. Following the assessment, the Agency's screening team shall explain to individual(s) requiring care and to the affected family members all resources available in the community for appropriate supportive care.

v. The Agency's screening team shall notify the applicant in writing of its recommendation following the assessment.

#### Subdivision 5. (Onsite Inspection Process)

i. The Wright County Office of Planning and Zoning shall conduct an onsite inspection and submit its findings to the Wright County Board of Commissioners.

ii. The proposed structure and its placement shall meet the following minimal requirements:

a. Compliance with the Uniform Building Code or manufactured home construction and safety standards promulgated by the United States Department of Housing and Urban Development.

b. Approved septic system or holding tank.

c. Compliance with road and property line set backs unless a variance is obtained.

Subdivision 6. (Consideration by Board of Commissioners)

- i. In the event that a public hearing is requested by any of the persons who receive notice pursuant to Subdivision 3 v, notice of such hearing shall be mailed to said persons requesting a hearing at least 5 days in advance of the hearing.
- ii. The Agency's screening team shall submit a summary of the standard home care assessment results and the team's recommendation to the Wright County Board of Commissioners.
- iii. The Wright County Office of Planning and Zoning shall submit a report to the Wright County Board of Commissioners regarding compliance with the requirements set out in Subdivision 5 ii.
- iv. The Wright County Board of Commissioners shall grant approval allowing the temporary placement of a structure under this Ordinance only if:
  - a. The Board finds that there is a medical need and that placement of a temporary structure is the only viable alternative to institutionalization of a frail, elderly or disabled person;
  - b. The Board finds that the proposed structure and its placement meet the requirements set out in Subdivision 5 ii; and
  - c. The Board finds that the placement of a temporary structure will not be injurious to the use and enjoyment of other property in the immediate vicinity, nor will it substantially diminish and impair property values within the immediate vicinity.
- v. In issuing a permit under this Ordinance, the Board may make the permit subject to such other conditions as the Board may deem appropriate.

Subdivision 7. (Periodic Review)

- i. This Agency's screening team shall conduct a standard home care assessment not less than once every twelve months.
- ii. The permit holder shall pay an annual fee for this assessment, based upon the Agency's sliding fee scale. The annual fee shall be established by resolution of the Wright County Human Services Board.
- iii. The Agency's screening team shall notify the Wright County Board of Commissioners upon a finding that the placement of the temporary structure is no longer necessary or appropriate.

Subdivision 8. (Removal of Dwelling)

i. Any permit granted pursuant to this ordinance shall become null and void upon a finding by the Board.

a. That the need for which the permit was granted no longer exists;  
or

b. That the need of the individual(s) requiring care is not being adequately met by the placement; or

c. That the permit holder has failed to comply with the conditions set forth within the permit.

ii. The structure shall be removed from the property by the permit holder within sixty (60) days of termination of the permit.

**WRIGHT COUNTY SUPPORTIVE CARE TO  
FRAIL, ELDERLY OR DISABLED ORDINANCE**

AN ACT

Relating to the temporary placement of mobile homes, as defined by the Wright County Zoning Ordinance, for the purpose of providing home care to the frail, elderly or disabled.

THE COUNTY BOARD OF WRIGHT COUNTY ORDAINS:

Subdivision 1. (Legislative Intent)

A. (Findings) The Wright County Board of Commissioners finds:

- i. That a crisis for the care of frail, elderly, and disabled individuals exists.
- ii. That for many individuals there are no economically reasonable means of addressing their health care problems.
- iii. That the temporary placement of mobile homes, as defined by the Wright County Zoning Ordinance, within a reasonable proximity to other family members, will permit some individuals home health care in lieu of institutionalization.
- iv. That without supportive home health care, some individuals are at risk of institutionalization.
- v. That the temporary nature of such auxiliary housing will have minimal impact upon the public health, safety, order, convenience, and general welfare of Wright County as it relates to the arrangement of buildings on lots and density of population.
- vi. That the Wright County Board of Commissioners, as opposed to the Wright County Health & Human Services Board, is uniquely situated so as to more appropriately deal with this unique aspect of the continuum of health care and support for the elderly in Wright County.

B. (Purposes) The purposes of this Ordinance are to:

- i. Provide adequate health care and maintenance to frail, elderly or disabled persons while maintaining the family unit.
- ii. Provide adequate health care and maintenance to frail, elderly or disabled persons at minimal cost to the individual and society.

Subdivision 2. (Conditional Use)

Notwithstanding the provisions of any other law to the contrary, the Wright County Board of Commissioners may authorize the temporary placement of mobile home, as defined by the Wright County Zoning Ordinance, upon any parcel within the unincorporated areas of Wright County, except in the R-1 zone, for the use and habitation of persons found to meet the eligibility factors set forth by this Ordinance.

Subdivision 3. (Application Procedure)

- i. Application for a permit shall be made to the Wright County Office of Planning and Zoning for the purpose of an onsite inspection of the property.
- ii. The family will provide a written statement as to the need of the temporary structure.
- iii. The application shall include a release allowing for disclosure of necessary medical information signed by the individual(s) intending to reside in the temporary structure.
- iv. The Wright County Office of Planning and Zoning shall cause a notice of the intended placement to be sent by regular mail to all persons residing within 500 feet of the proposed structure and to the affected Township.
- vi. Any persons receiving notice may within ten (10 ) days of receiving said notice:
  - a. Submit written comment to the Wright County Board of Commissioners for its consideration.
  - b. Request a public hearing before the Wright County Board of Commissioners.

#### Subdivision 4. (Onsite Inspection Process)

- i. The Wright County Office of Planning and Zoning shall conduct an onsite inspection and submit its findings to the Wright County Board of Commissioners.
- ii. The proposed structure and its placement shall meet the following minimal requirements:
  - a. Compliance with the Uniform Building Code or manufactured home construction and safety standards promulgated by the United States Department of Housing and Urban Development.
  - b. Approved septic system or holding tank.
  - c. Compliance with road and property line set backs unless a variance is obtained.

#### Subdivision 5. (Consideration by Board of Commissioners)

- i. In the event that a public hearing is requested by any of the persons who receive notice pursuant to Subdivision 3 v, notice of such hearing shall be mailed to said persons requesting a hearing at least 5 days in advance of the hearing.
- ii. The Wright County Office of Planning and Zoning shall submit a report to the Wright County Board of Commissioners regarding compliance with the requirements set out in Subdivision 5 ii.
- iv. The Wright County Board of Commissioners shall grant approval allowing the temporary placement of a structure under this Ordinance only if:
  - a. The Board finds that there is a medical need and that placement of a temporary structure is the only viable alternative to institutionalization of a frail, elderly or disabled person;
  - b. The Board finds that the proposed structure and its placement meet the requirements set out in Subdivision 5 ii; and
  - c. The Board finds that the placement of a temporary structure will not be injurious to the use and enjoyment of other property in the immediate vicinity, nor will it substantially diminish and impair property values within the immediate vicinity.
- v. In issuing a permit under this Ordinance, the Board may make the permit subject to such other conditions as the Board may deem appropriate.

Subdivision 6. (Removal of Dwelling)

- i. Any permit granted pursuant to this ordinance shall become null and void upon a finding by the Board.
  - a. That the need for which the permit was granted no longer exists;  
or
  - b. That the need of the individual(s) requiring care is not being adequately met by the placement; or
  - c. That the permit holder has failed to comply with the conditions set forth within the permit.
- ii. The structure shall be removed from the property by the permit holder within sixty (60) days of termination of the permit.

As amended effective 11/10/98  
Reprinted 9/27/01  
Revised 3/3/16

**WRIGHT COUNTY SUPPORTIVE CARE TO  
FRAIL, ELDERLY OR DISABLED ORDINANCE**

AN ACT

Relating to the temporary placement of mobile homes, as defined by the Wright County Zoning Ordinance, for the purpose of providing home care to the frail, elderly or disabled.

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Subdivision 3. (Application Procedure)

i. Application for a permit shall be made to the ~~Wright County Human Services Agency.~~

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ii. ~~Wright County Human Services Agency shall initiate the standard home care assessment by the Agency's screening team. The application shall also be referred to the Wright County Office of Planning and Zoning for the purpose of an onsite inspection of the property.~~

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ii. The facility will provide a written statement as to the need of the temporary structure.

iii. The application shall include a release allowing for disclosure of necessary medical information signed by the individual(s) intending to reside in the temporary structure.

iv. ~~The applicant shall pay a fee at the time of application based upon the Agency's sliding fee scale and the Agency's standard assessment fee for the cost of the assessment unless a third party payor will be responsible for the costs. The standard assessment fee shall be established by resolution of the Wright County Human Services Board.~~

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v. The Wright County Office of Planning and Zoning shall cause a notice of the intended placement to be sent by regular mail to all persons residing within 500 feet of the proposed structure and to

the affected Township.

~~vi.~~ Any persons receiving notice may within ten (10 ) days of receiving said notice:

- a. Submit written comment to the Wright County Board of Commissioners for its consideration.
- b. Request a public hearing before the Wright County Board of Commissioners.

~~Subdivision 4. (Home Care Assessment Process)~~

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~~i. The Agency's screening team shall initiate the home care assessment process within five (5) working days from the time of receipt of the application.~~

~~ii. Affected family members will be expected to be present and participate in the home care assessment.~~

~~iii. The Agency's standard home care assessment process shall be used, following that used for the Pre Admission Screening program.~~

~~iv. Following the assessment, the Agency's screening team shall explain to individual(s) requiring care and to the affected family members all resources available in the community for appropriate supportive care.~~

~~v. The Agency's screening team shall notify the applicant in writing of its recommendation following the assessment.~~

Subdivision ~~5~~4. (Onsite Inspection Process)

i. The Wright County Office of Planning and Zoning shall conduct an onsite inspection and submit its findings to the Wright County Board of Commissioners.

ii. The proposed structure and its placement shall meet the following minimal requirements:

- a. Compliance with the Uniform Building Code or manufactured home construction and safety standards promulgated by the United States Department of Housing and Urban Development.
- b. Approved septic system or holding tank.
- c. Compliance with road and property line set backs unless a

variance is obtained.

Subdivision 6~~5~~. (Consideration by Board of Commissioners)

i. In the event that a public hearing is requested by any of the persons who receive notice pursuant to Subdivision 3 v, notice of such hearing shall be mailed to said persons requesting a hearing at least 5 days in advance of the hearing.

~~ii. The Agency's screening team shall submit a summary of the standard home care assessment results and the team's recommendation to the Wright County Board of Commissioners.~~

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~~iiij. The Wright County Office of Planning and Zoning shall submit a report to the Wright County Board of Commissioners regarding compliance with the requirements set out in Subdivision 5 ii.~~

~~iviii. The Wright County Board of Commissioners shall grant approval allowing the temporary placement of a structure under this Ordinance only if:~~

a. The Board finds that there is a medical need and that placement of a temporary structure is the only viable alternative to institutionalization of a frail, elderly or disabled person;

b. The Board finds that the proposed structure and its placement meet the requirements set out in Subdivision 5 ii; and

c. The Board finds that the placement of a temporary structure will not be injurious to the use and enjoyment of other property in the immediate vicinity, nor will it substantially diminish and impair property values within the immediate vicinity.

~~viiv. In issuing a permit under this Ordinance, the Board may make the permit subject to such other conditions as the Board may deem appropriate.~~

~~Subdivision 7. (Periodic Review)~~

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~~i. This Agency's screening team shall conduct a standard home care assessment not less than once every twelve months.~~

~~ii. The permit holder shall pay an annual fee for this assessment, based upon the Agency's sliding fee scale. The annual fee shall be established by resolution of the Wright County Human Services Board.~~

~~iii. The Agency's screening team shall notify the Wright County Board of Commissioners upon a finding that the placement of the temporary structure is no~~

longer necessary or appropriate.

Subdivision 87. (Removal of Dwelling)

- i. Any permit granted pursuant to this ordinance shall become null and void upon a finding by the Board.
  - a. That the need for which the permit was granted no longer exists;  
or
  - b. That the need of the individual(s) requiring care is not being adequately met by the placement; or
  - c. That the permit holder has failed to comply with the conditions set forth within the permit.
- ii. The structure shall be removed from the property by the permit holder within sixty (60) days of termination of the permit.

PERSONNEL COMMITTEE MINUTES  
COUNTY BOARD  
March 23, 2016

MEMBERS PRESENT: Husom, Sawatzke,

OTHERS PRESENT: S. Hesse, L. Kelly, B. Hiivala, C. Hausmann, S. Riley

I. Request for Reclassification of Property Tax Administrator/Chief Deputy Auditor Treasurer Resulting in New Salary Range

Request reclassification based on consultants rating of position taking into consideration addition of Assistant Finance Director, impact of decision making and technical aspect of position. Position will be reclassified to pay grade 21.

**Recommendation: approve request for reclassification of Property Tax Administrator/Chief Deputy Auditor Treasurer to pay grade 21.**

II. Request to Hire Right-of-Way Agent/Engineering Assistant

Retirement of current Right-of-Way Agent/Engineering Assistant on May 31, 2016. Request to begin hiring process before retirement date to allow cross-training with new employee before current incumbent retires to ensure seamless transition and to keep projects moving forward and on track (i.e. CSAH 3 and two (2) federal projects).

**Recommendation: approve request to post position before vacant for possible overlap and cross-training between current incumbent and new employee.**

III. VISA Sponsorship

Discussed consideration of H-1B Visa sponsorship.

**Recommendation: Research employer requirements to qualify for sponsorship including prevailing wage issue. If appropriate, bring request for H-1B Visa Sponsorship back to Personnel Committee in January 2017 for consideration for filing by the April 1, 2017 deadline.**

IV. Performance Appraisal – Sean Riley, Planning & Zoning Administrator

**Recommendation: Based on three reviews received, the Committee recommends a rating of “Meets Expectations”.**

WRIGHT COUNTY TECHNOLOGY COMMITTEE  
MINUTES  
3/23/2016

MEMBERS PRESENT: Daleiden, Husom, Hoffman, Partlow, Tagarro, Kelly, Rasmuson

OTHERS PRESENT: Nelson, Strobel, Cooper

**I. Boardroom Audio/Video**

Youtube is still being evaluated for audio/video in the Boardroom, but there have been issues with audio. It has been decided to use Wirecast instead of XSplit to provide the stream to Youtube. Livestream will be retained through April for testing purposes.

The current overall audio setup has a lot of distortion, but the current control system works well. Existing equipment is outdated and/or not set up properly. Would like to look at updating both audio and video. Tagarro recommended getting estimates from several vendors for upgraded equipment and put in 2017 Budget.

**Recommendation: Proceed with pricing and options for updating the audio/video system.**

**II. Wireless Project Update & Future Discussion**

Wireless installs have been completed and are working well except for some mobile devices and tablets in the Sheriff's Office. IT is working on getting the problem fixed. Overall people seem pleased. The project came in under budget by approximately \$8K. Password for the wireless access will be changed monthly. As of now there is a two hour time out.

IT would like to get a site survey done for next year's expansion for new access points that would provide better coverage. The completed wireless project was for upgrading existing access points. IT could use the remainder of the under budgeted dollars for the Professional Services cost of the survey.

**Recommendation: Proceed with getting estimates for survey.**

**III. Server Room Updating**

IT would like to pursue replacing the tile flooring in the Server Room. The tiles are delaminating and coming apart, creating a tripping hazard. The raised flooring and tile are approximately 25 years old. The raised flooring and gap against wall is there to distribute cooling air to the servers, but with new additional servers being placed the configuration is causing air flow not to work efficiently.

IT would like to replace some old server rack equipment with new equipment along with replacing the cooling system and flooring in the Server Room. The Minnesota Office of Enterprise Technology

**IV. Server Room Updating (cont.):**

(MNOET) is helping to fund the cost of the new cooling system. The cost for new tiles range from \$25 to \$60 per tile depending on quality and proprietary requirements.

**Recommendation: Proceed with getting pricing for server room improvements**

**V. Misc:**

Commissioner Daleiden ask about the progress of outstanding projects in IT. The response was no significant gains have been made. When one project gets closed, two more appear.

The new Records Management Analyst – Scott Larson starting 3/24/2016

The new Senior Systems Engineer – Brian Malinski starting approx. 4/11/2016

Todd Hoffman said the Sheriff Department is having a hard time adjusting to the TSS rotation. Thought it is a good idea to cross train the Technicians, but misses having a dedicated Technician for the department.

IT (Seth Malwitz) will be doing a County wide Help Desk Survey with questions like: how are we perceived, what do you like and don't like about the current Help Desk process.

IT is revamping the job description for the Lead Developer.



# COUNTY OF STEARNS

Administration Center Rm 121 • 705 Courthouse Square • St. Cloud, MN 56303  
320-656-3600 • Fax 320-656-6393 • [www.co.stearns.mn.us](http://www.co.stearns.mn.us)

March 15, 2016

Mr. Pat Sawatzke, Chair  
Wright County Board of Commissioners  
Wright County Courthouse  
10 - 2nd Street N.W.  
Buffalo, MN 55313-1188

Dear Board Chair Sawatzke:

The Stearns County Board of Commissioners had a brief discussion at our March 1<sup>st</sup> County Board Meeting regarding term limits (or the lack thereof) for Watershed District Managers.

Currently all Stearns County appointees are limited to consecutive terms equaling nine years. It has been brought to our attention that other County Boards have policies that may be less or more restrictive.

This lack of consistency is a concern for our County. We would like to see all managers of Watershed Districts that include Stearns County be appointed under the same guidelines. I believe our Board is ambivalent as to whether terms are limited or not. Therefore, please ask your colleagues to discuss this “term” question and report your preference to your watershed district managers. Conformity of managerial terms would greatly benefit all counties involved in making appointments to watershed district boards. Your attention to this matter is greatly appreciated.

Sincerely,

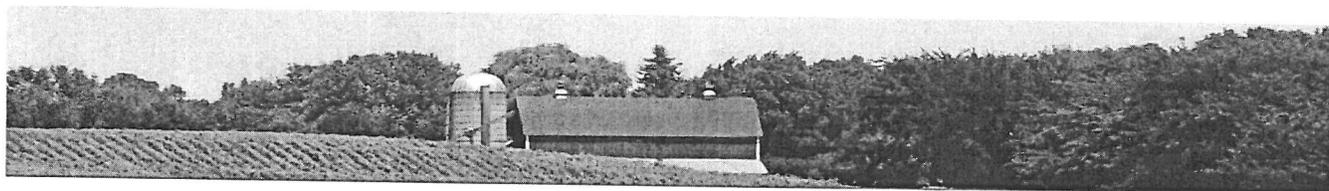
Steven L. Notch, Chair  
Stearns County Board of Commissioners

cc: Randy Schreifels, Auditor-Treasurer  
Chelle Benson, Environmental Services Director  
Stearns County Board of Commissioners



# Wright County

## MINNESOTA



### Property Tax Search/Payments

The property information database is updated daily. Last updated: 3/23/2016 3:00 AM

[New Search](#)
[Parcel Data](#)
[Tax Summary](#)
[Tax Statements](#)
[Assessment](#)
[Appraisal](#)
[Sales Detail](#)

[Pay Taxes](#)

Property ID: 114-800-083300

Tax Year: 2016 ▼

<b>Property Address:</b> 4030 NABER AVE NE ST MICHAEL MN 55376	<b>Municipality:</b> CITY OF ST MICHAEL <b>School Dist :</b> 0885- SD 0885 ST MICHAEL
<b>Owner Name:</b> COUNTY OF WRIGHT WRIGHT COUNTY GOVERNMENT CTR	<b>Taxpayer Name &amp; Address:</b> COUNTY OF WRIGHT WRIGHT COUNTY GOVERNMENT CTR 10 2ND ST NW #230 BUFFALO MN 55313-1195

<b>Lot:</b> <b>Block:</b>	<b>Section:</b> 08 <b>Township:</b> 120 <b>Range:</b> 023	<b>Plat Name:</b> UNPLATTED LAND ST MICHAEL2
------------------------------	---	---

**Deeded Acre:** 0

**Legal Description:** HIGHWAY - TH PRT OF SEC8 DES BEG SW COR TH N ALG W LN 227.37FT TH E 423.15FT TH S318.96FT M/L TO NLY SHR OF CROW RIV TH WLY ALG SD NLY SHR 423.4FT M/L TO INT/SEC/W W LN OF SEC17 TH NLY ALG SD W LN OF SEC17 75.64FT M/L TO POB

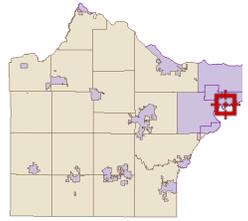
**Note:** Legal descriptions here are for tax purposes only. Do not use them for recording purposes.

[New Search](#) :: [Parcel Data](#) :: [Tax Summary](#) :: [Tax Statements](#) :: [Assessment](#) :: [Appraisal](#) :: [Sales Detail](#) :: [Pay Taxes](#)

As a public service Wright County is providing access to information maintained by Wright County for individual parcels of property. This information is to be used for reference purposes only. Although reasonable efforts are taken to publish the most current property information, Wright County does not guarantee accuracy of the material contained herein and is not responsible for misuse or misinterpretations.



**Overview**



**Legend**

**Roads**

- CSAHCL
- CTYCL
- MUNICL
- PRIVATECL
- TWPCCL

**Highways**

- Interstate
- State Hwy
- US Hwy

**City/Township Limits**

- c
- t
- Parcels

Date created: 3/24/2016  
 Last Data Uploaded: 3/23/2016 5:08:28 PM

 Developed by  
 The Schneider Corporation

SML7587  
3/24/2016

1:24:57PM

# \*\*\* 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		
207	ASSOCIATION OF MN COUNTIES 01-005-000-0000-6338		500.00	AMC CONFERENCE X2	44451	CONFERENCES & MEETINGS
<b>207</b>	<b>ASSOCIATION OF MN COUNTIES</b>		<b>500.00</b>	<b>1 Transactions</b>		
2609	CENTURYLINK 01-005-000-0000-6203		0.53	612 E60 0050 860		TELEPHONE
	01-005-000-0000-6203		0.24	612 E60 0138 401		TELEPHONE
	01-005-000-0000-6203		0.03	763 682 3995 596		TELEPHONE
	01-005-000-0000-6203		0.19	763 682 3700 402		TELEPHONE
	01-005-000-0000-6203		1.51	763 682 3900 431		TELEPHONE
<b>2609</b>	<b>CENTURYLINK</b>		<b>2.50</b>	<b>5 Transactions</b>		
2618	CENTURYLINK 01-005-000-0000-6203		1.01	63276699	1365562717	TELEPHONE
<b>2618</b>	<b>CENTURYLINK</b>		<b>1.01</b>	<b>1 Transactions</b>		
2490	UNITED PARCEL SERVICE 01-005-000-0000-6205		1.39	SHIPPING		POSTAGE
	01-005-000-0000-6205		1.39	SHIPPING		POSTAGE
<b>2490</b>	<b>UNITED PARCEL SERVICE</b>		<b>2.78</b>	<b>2 Transactions</b>		
5	<b>DEPT Total:</b>		<b>506.29</b>	<b>COUNTY BOARD</b>	<b>4 Vendors</b>	<b>9 Transactions</b>
13	DEPT			COURT ADMINISTRATOR		
2609	CENTURYLINK 01-013-000-0000-6203		30.35	612 E60 0050 860		TELEPHONE
	01-013-000-0000-6203		85.00	763 682 3900 431		TELEPHONE
	01-013-000-0000-6203		9.61	763 682 3700 402		TELEPHONE
	01-013-000-0000-6203		14.72	612 E60 0138 401		TELEPHONE
	01-013-000-0000-6203		1.63	763 682 3995 596		TELEPHONE
<b>2609</b>	<b>CENTURYLINK</b>		<b>141.31</b>	<b>5 Transactions</b>		
2618	CENTURYLINK 01-013-000-0000-6203		57.30	63276699	1365562717	TELEPHONE
<b>2618</b>	<b>CENTURYLINK</b>		<b>57.30</b>	<b>1 Transactions</b>		
1203	GABRIEL/CATHLEEN 01-013-000-0000-6270		100.00	F9 00 051564 APPEARANCE 3/17		COURT APPOINTED COUNSEL

\*\*\* 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
	01-013-000-0000-6270			100.00	FA 13 611 APPEARANCE 3/17/16		COURT APPOINTED COUNSEL
	01-013-000-0000-6270			100.00	FA 06 9371 APPEARANCE 3/17/16		COURT APPOINTED COUNSEL
	01-013-000-0000-6270			100.00	PR 16 1172 APPEARANCE 3/17/16		COURT APPOINTED COUNSEL
<b>1203</b>	<b>GABRIEL/CATHLEEN</b>			<b>400.00</b>		<b>4</b> Transactions	
<b>1280</b>	<b>HERMES/RICHARD</b>						
	01-013-000-0000-6261			137.00	PR 15 5995 COURT VISITOR		PROFESSIONAL SERVICES
	01-013-000-0000-6261			131.00	PR 15 5555 COURT VISITOR		PROFESSIONAL SERVICES
	01-013-000-0000-6261			141.50	PR 15 5719 COURT VISITOR		PROFESSIONAL SERVICES
	01-013-000-0000-6261			133.50	PR 16 338 COURT VISITOR		PROFESSIONAL SERVICES
	01-013-000-0000-6261			145.00	PR 15 6429 COURT VISITOR		PROFESSIONAL SERVICES
	01-013-000-0000-6261			147.50	PR 15 4520 COURT VISITOR		PROFESSIONAL SERVICES
	01-013-000-0000-6261			137.50	PR 15 3823 COURT VISITOR		PROFESSIONAL SERVICES
<b>1280</b>	<b>HERMES/RICHARD</b>			<b>973.00</b>		<b>7</b> Transactions	
<b>2490</b>	<b>UNITED PARCEL SERVICE</b>						
	01-013-000-0000-6205			1.39	SHIPPING		POSTAGE
<b>2490</b>	<b>UNITED PARCEL SERVICE</b>			<b>1.39</b>		<b>1</b> Transactions	
<b>13</b>	<b>DEPT Total:</b>			<b>1,573.00</b>	<b>COURT ADMINISTRATOR</b>	<b>5 Vendors</b>	<b>18 Transactions</b>
<b>25</b>	<b>DEPT</b>				<b>COURT SERVICES</b>		
<b>2609</b>	<b>CENTURYLINK</b>						
	01-025-000-0000-6203			57.02	612 E60 0050 860		TELEPHONE
	01-025-000-0000-6203			159.68	763 682 3900 431		TELEPHONE
	01-025-000-0000-6203			27.66	612 E60 0138 401		TELEPHONE
	01-025-000-0000-6203			18.05	763 682 3700 402		TELEPHONE
	01-025-000-0000-6203			3.07	763 682 3995 596		TELEPHONE
<b>2609</b>	<b>CENTURYLINK</b>			<b>265.48</b>		<b>5</b> Transactions	
<b>2618</b>	<b>CENTURYLINK</b>						
	01-025-000-0000-6203			107.64	63276699	1365562717	TELEPHONE
<b>2618</b>	<b>CENTURYLINK</b>			<b>107.64</b>		<b>1</b> Transactions	
<b>17629</b>	<b>DOMINOS PIZZA BUFFALO</b>						
	01-025-000-0000-6261			38.08	TEEN COURT JURY MEALS		PROFESSIONAL SERVICES
<b>17629</b>	<b>DOMINOS PIZZA BUFFALO</b>			<b>38.08</b>		<b>1</b> Transactions	
<b>20931</b>	<b>MARIA FELGER RAMOS LLC</b>						

\*\*\* 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
20931	MARIA FELGER RAMOS LLC 01-025-000-0000-6261			65.00 <b>65.00</b>	INTERPRETER ESPANA 1 Transactions	2016071	PROFESSIONAL SERVICES
645	MN CORRECTIONS ASSOCIATION 01-025-000-0000-6245			35.00 <b>35.00</b>	MEMBERSHIP 1 Transactions	03870	MEMBERSHIPS, DUES & FEES
3998	PREMIER BIOTECH LABS LLC 01-025-000-0000-6263			231.75 <b>231.75</b>	MAIL IN UA TESTS FEB 2016 1 Transactions	301557	RANDOM DRUG TESTING
2490	UNITED PARCEL SERVICE 01-025-000-0000-6205			1.39 <b>1.39</b>	SHIPPING 1 Transactions		POSTAGE
4628	VERIZON WIRELESS 01-025-000-0000-6203			580.29 <b>580.29</b>	887189319 1 Transactions		TELEPHONE
25	<b>DEPT Total:</b>			<b>1,324.63</b>	<b>COURT SERVICES</b>	<b>8 Vendors</b>	<b>12 Transactions</b>
31	DEPT				COUNTY COORDINATOR		
5436	ACCURATE USA 01-031-000-0000-6411			122.50 <b>122.50</b>	MAGICARD DYE FILM 1 Transactions	19271	OPERATING SUPPLIES
2609	CENTURYLINK 01-031-000-0000-6203			23.83	763 682 3900 431		TELEPHONE
	01-031-000-0000-6203			8.51	612 E60 0050 860		TELEPHONE
	01-031-000-0000-6203			0.46	763 682 3995 596		TELEPHONE
	01-031-000-0000-6203			4.13	612 E60 0138 401		TELEPHONE
	01-031-000-0000-6203			2.69	763 682 3700 402		TELEPHONE
2609	<b>CENTURYLINK</b>			<b>39.62</b>	<b>5 Transactions</b>		
2618	CENTURYLINK 01-031-000-0000-6203			16.06 <b>16.06</b>	63276699 1 Transactions	1365562717	TELEPHONE
5486	MARCO						

\*\*\* 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
5486	MARCO 01-031-000-0000-6411			563.80 563.80	3/10-4/10/2016 1 Transactions	300462868	OPERATING SUPPLIES
2490	UNITED PARCEL SERVICE 01-031-000-0000-6205			1.39 1.39	SHIPPING 1 Transactions		POSTAGE
4628	VERIZON WIRELESS 01-031-000-0000-6203			50.77 50.77	887189319 1 Transactions		TELEPHONE
4076	WRIGHT COUNTY ADMINISTRATION 01-031-000-0000-6205			71.44 71.44	REIMBURSE PETTY CASH POSTAGE 1 Transactions		POSTAGE
31	<b>DEPT Total:</b>			<b>865.58</b>	<b>COUNTY COORDINATOR</b>	<b>7 Vendors</b>	<b>11 Transactions</b>
41	DEPT				COUNTY AUDITOR-TREASURER		
2609	CENTURYLINK 01-041-000-0000-6203			1.02	763 682 3995 596		TELEPHONE
	01-041-000-0000-6203			9.20	612 E60 0138 401		TELEPHONE
	01-041-000-0000-6203			53.10	763 682 3900 431		TELEPHONE
	01-041-000-0000-6203			6.00	763 682 3700 402		TELEPHONE
	01-041-000-0000-6203			18.96	612 E60 0050 860		TELEPHONE
2609	<b>CENTURYLINK</b>			<b>88.28</b>	<b>5 Transactions</b>		
2618	CENTURYLINK 01-041-000-0000-6203			35.79 35.79	63276699 1 Transactions	1365562717	TELEPHONE
4817	HERALD JOURNAL PUBLISHING INC 01-041-000-0000-6235			85.66 85.66	BOARD MINUTES 01/12-02/09/16 1 Transactions	40	PUBLICATIONS & BROCHURES
3733	MN ASSN OF COUNTY OFFICERS 01-041-000-0000-6338			335.00 335.00	2016 WINTER CONFERENCE HIIVALA 1 Transactions		CONFERENCES & MEETINGS
3986	SPRINT						

\*\*\* **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
	01-041-000-0000-6203			59.31	880683316		TELEPHONE
	01-041-000-0000-6203			150.00-	CREDIT	880683316	TELEPHONE
	01-041-000-0000-6203			135.80	763 238 3825 GILLMAN HS	880683316	TELEPHONE
<b>3986</b>	<b>SPRINT</b>			<b>45.11</b>		<b>3</b> Transactions	
2490	<b>UNITED PARCEL SERVICE</b>						
	01-041-000-0000-6205			1.39	SHIPPING		POSTAGE
<b>2490</b>	<b>UNITED PARCEL SERVICE</b>			<b>1.39</b>		<b>1</b> Transactions	
<b>41</b>	<b>DEPT Total:</b>			<b>591.23</b>	<b>COUNTY AUDITOR-TREASURER</b>	<b>6 Vendors</b>	<b>12 Transactions</b>
<b>63</b>	DEPT				IT (INFORMATIONAL TECHNOLOGY)		
5721	<b>CDW GOVERNMENT INC</b>						
	01-063-000-0000-6620			26.03	ADAPTER FOR SURFACES	CKK5660	COMPUTER OR SOFTWARE PURCHASES
<b>5721</b>	<b>CDW GOVERNMENT INC</b>			<b>26.03</b>		<b>1</b> Transactions	
2609	<b>CENTURYLINK</b>						
	01-063-000-0000-6203			0.52	763 682 3995 596		TELEPHONE
	01-063-000-0000-6203			26.83	763 682 3900 431		TELEPHONE
	01-063-000-0000-6203			4.65	612 E60 0138 401		TELEPHONE
	01-063-000-0000-6203			9.58	612 E60 0050 860		TELEPHONE
	01-063-000-0000-6203			3.03	763 682 3700 402		TELEPHONE
<b>2609</b>	<b>CENTURYLINK</b>			<b>44.61</b>		<b>5</b> Transactions	
2618	<b>CENTURYLINK</b>						
	01-063-000-0000-6203			18.09	63276699	1365562717	TELEPHONE
<b>2618</b>	<b>CENTURYLINK</b>			<b>18.09</b>		<b>1</b> Transactions	
1264	<b>DELL MARKETING LP</b>						
	01-063-000-0000-6620			239.98	MONITORS NEW IT EMPLOYEE	XJWW65M27	COMPUTER OR SOFTWARE PURCHASES
<b>1264</b>	<b>DELL MARKETING LP</b>			<b>239.98</b>		<b>1</b> Transactions	
3395	<b>EMERGENT NETWORKS</b>						
	01-063-000-0000-6301			1,352.00	QUANTUM SUPPORT RENEW	23436	EQUIPMENT MAINTENANCE
<b>3395</b>	<b>EMERGENT NETWORKS</b>			<b>1,352.00</b>		<b>1</b> Transactions	
5486	<b>MARCO</b>						
	01-063-000-0000-6343			217.00	3/10-4/10/2016	300501657	MACHINERY OR EQUIPMENT LEASES

\*\*\* 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
5486	MARCO		217.00		1 Transactions	
3986	SPRINT 01-063-000-0000-6203		237.23	880683316		TELEPHONE
3986	SPRINT		237.23		1 Transactions	
2490	UNITED PARCEL SERVICE 01-063-000-0000-6261		1.39	SHIPPING		PROFESSIONAL SERVICES
2490	UNITED PARCEL SERVICE		1.39		1 Transactions	
4628	VERIZON WIRELESS 01-063-000-0000-6203		50.77	763 614 7064		TELEPHONE
4628	VERIZON WIRELESS		50.77		1 Transactions	
63	DEPT Total:		2,187.10	IT (INFORMATIONAL TECHNOLOGY)	9 Vendors	13 Transactions
71	DEPT			ELECTIONS		
2490	UNITED PARCEL SERVICE 01-071-000-0000-6205		1.39	SHIPPING		POSTAGE
2490	UNITED PARCEL SERVICE		1.39		1 Transactions	
71	DEPT Total:		1.39	ELECTIONS	1 Vendors	1 Transactions
91	DEPT			COUNTY ATTORNEY		
1038	ANNANDALE ADVOCATE INC 01-091-000-0000-6235		34.00	SUBSCRIPTION ATTORNEY		PUBLICATIONS & BROCHURES
1038	ANNANDALE ADVOCATE INC		34.00		1 Transactions	
4072	CARIVEAU/KRISTY 01-091-000-0000-6331		16.00	REIMBURSEMENT PARKING		TRAVEL
	01-091-000-0000-6338		325.00	REIMBURSEMENT SEMINAR		CONFERENCES & MEETINGS
4072	CARIVEAU/KRISTY		341.00		2 Transactions	
3429	CARVER/LESLIE 01-091-000-0000-6261		42.25	TRANSCRIPT STATE V JASKOWSKI		PROFESSIONAL SERVICES
3429	CARVER/LESLIE		42.25		1 Transactions	
2609	CENTURYLINK					

\*\*\* 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
	01-091-000-0000-6203		1.32	763 682 3995 596		TELEPHONE
	01-091-000-0000-6203		7.79	763 682 3700 402		TELEPHONE
	01-091-000-0000-6203		11.93	612 E60 0138 401		TELEPHONE
	01-091-000-0000-6203		68.86	763 682 3900 431		TELEPHONE
	01-091-000-0000-6203		24.59	612 E60 0050 860		TELEPHONE
<b>2609</b>	<b>CENTURYLINK</b>		<b>114.49</b>		<b>5</b> Transactions	
2618	<b>CENTURYLINK</b>					
	01-091-000-0000-6203		46.42	63276699	1365562717	TELEPHONE
<b>2618</b>	<b>CENTURYLINK</b>		<b>46.42</b>		<b>1</b> Transactions	
1264	<b>DELL MARKETING LP</b>					
	01-091-000-0000-6620		108.79	DOCKING STATION	XJWT3CJNB	COMPUTER OR SOFTWARE PURCHASES
<b>1264</b>	<b>DELL MARKETING LP</b>		<b>108.79</b>		<b>1</b> Transactions	
586	<b>FRAZIER/TERRY</b>					
	01-091-000-0000-6338		95.00	REIMBURSE CONFERENCE		CONFERENCES & MEETINGS
<b>586</b>	<b>FRAZIER/TERRY</b>		<b>95.00</b>		<b>1</b> Transactions	
88	<b>LECLAIRE/KIMBERLY D</b>					
	01-091-000-0000-6261		28.00	TRANSCRIPT STATE V SKORPAK		PROFESSIONAL SERVICES
<b>88</b>	<b>LECLAIRE/KIMBERLY D</b>		<b>28.00</b>		<b>1</b> Transactions	
999999998	<b>MORRIS/EMILY</b>					
	01-091-000-0000-6261		50.00	TRANSCRIPT STATE V COWAN		PROFESSIONAL SERVICES
<b>999999998</b>	<b>MORRIS/EMILY</b>		<b>50.00</b>		<b>1</b> Transactions	
3921	<b>OFFICE DEPOT</b>					
	01-091-000-0000-6411		565.22	SUPPLIES 830854169001		OPERATING SUPPLIES
	01-091-000-0000-6411		155.16	SUPPLIES 830854473001		OPERATING SUPPLIES
	01-091-000-0000-6411		9.28	SUPPLIES 830854469001		OPERATING SUPPLIES
	01-091-000-0000-6411		62.94	SUPPLIES 830854468001		OPERATING SUPPLIES
<b>3921</b>	<b>OFFICE DEPOT</b>		<b>792.60</b>		<b>4</b> Transactions	
1619	<b>SHERBURNE COUNTY SHERIFF</b>					
	01-091-000-0000-6261		91.00	SERVICES FEES FORFEITURE	16200	PROFESSIONAL SERVICES
<b>1619</b>	<b>SHERBURNE COUNTY SHERIFF</b>		<b>91.00</b>		<b>1</b> Transactions	
3986	<b>SPRINT</b>					

\*\*\* 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
3986	SPRINT 01-091-000-0000-6203			103.62 <b>103.62</b>	880683316 1 Transactions		TELEPHONE
2490	UNITED PARCEL SERVICE 01-091-000-0000-6205			1.39 <b>1.39</b>	SHIPPING 1 Transactions		POSTAGE
91	<b>DEPT Total:</b>			<b>1,848.56</b>	<b>COUNTY ATTORNEY</b>	<b>13 Vendors</b>	<b>21 Transactions</b>
100	DEPT				OTHER GENERAL GOVERNMENT		
3654	C & C EMBROIDERY 01-100-000-0000-6808			698.75 <b>698.75</b>	GARMENTS EMPLOYEE RECOGNITION 1 Transactions		EMPLOYEE ENHANCEMENT PROGRAM
2609	CENTURYLINK 01-100-000-0000-6858			51.12 <b>51.12</b>	763 682 6178 B001431 1 Transactions		FAX MACHINE
3162	GRANITE ELECTRONICS 01-100-000-0000-6305			15,264.00 <b>15,264.00</b>	ARMER SERVICE 1/1-12/31/2016 1 Transactions	8000244	800MHZ MAINTENANCE EXPENSE
50147	KLEIN BANK 01-100-000-0000-6808 01-100-000-0000-6808			50.00 3.00 <b>53.00</b>	VISA GIFT CARD MCCALLA PROCESSING FEE CARD 2 Transactions		EMPLOYEE ENHANCEMENT PROGRAM EMPLOYEE ENHANCEMENT PROGRAM
3636	SELECT ACCOUNT 01-100-000-0000-6261			938.56 <b>938.56</b>	MARCH 2016 PARTICIPANT FEE 1 Transactions		PROFESSIONAL SERVICES
2362	TRACKER 01-100-000-0000-5710			2,585.00 <b>2,585.00</b>	PORTFOLIO TRACK SUBSCRIPTION 1 Transactions	8/2015-6/2016	EARNINGS ON INVESTMENTS
2340	WRIGHT COUNTY AUDITOR TREASURER 01-100-000-0000-6859 01-100-000-0000-6859			1.00 962.00	2016 PROPERTY TAXES 2016 PROPERTY TAXES		MISC EXP-NON-EXP-HS POSTAGE-DP-INS MISC EXP-NON-EXP-HS POSTAGE-DP-INS

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Vendor No.	Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
2340	WRIGHT COUNTY AUDITOR TREASURER				963.00						
								2 Transactions			
1535	WRIGHT HENNEPIN ELECTRIC										
	01-100-000-0000-6305				263.69	150 1684 6963				800MHZ MAINTENANCE EXPENSE	
	01-100-000-0000-6305				262.88	150 1684 6962				800MHZ MAINTENANCE EXPENSE	
1535	WRIGHT HENNEPIN ELECTRIC				526.57			2 Transactions			
100	DEPT Total:				21,080.00	OTHER GENERAL GOVERNMENT		8 Vendors		11 Transactions	
101	DEPT					COUNTY RECORDER					
2609	CENTURYLINK										
	01-101-000-0000-6203				0.62	612 E60 0138 401				TELEPHONE	
	01-101-000-0000-6203				0.40	763 682 3700 402				TELEPHONE	
	01-101-000-0000-6203				0.07	763 682 3995 596				TELEPHONE	
	01-101-000-0000-6203				1.27	612 E60 0050 860				TELEPHONE	
	01-101-000-0000-6203				3.57	763 682 3900 431				TELEPHONE	
2609	CENTURYLINK				5.93			5 Transactions			
2618	CENTURYLINK										
	01-101-000-0000-6203				2.40	63276699		1365562717		TELEPHONE	
2618	CENTURYLINK				2.40			1 Transactions			
5486	MARCO										
	01-101-000-0000-6343				335.32	3/10-4/10/2016		300494283		MACHINERY OR EQUIPMENT LEASES	
5486	MARCO				335.32			1 Transactions			
3986	SPRINT										
	01-101-000-0000-6203				49.31	880683316				TELEPHONE	
3986	SPRINT				49.31			1 Transactions			
67657	TRIMIN SYSTEMS INC										
	01-101-000-0000-6261				18,000.00	PLATINUM MAINT PLAN 6 MODS		47786		PROFESSIONAL SERVICES	
67657	TRIMIN SYSTEMS INC				18,000.00			1 Transactions			
2490	UNITED PARCEL SERVICE										
	01-101-000-0000-6205				1.39	SHIPPING				POSTAGE	
2490	UNITED PARCEL SERVICE				1.39			1 Transactions			

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Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
101	<b>DEPT Total:</b>		<b>18,394.35</b>	<b>COUNTY RECORDER</b>	<b>6 Vendors</b>	<b>10 Transactions</b>
103	DEPT			SURVEYOR		
2609	<b>CENTURYLINK</b>					
	01-103-000-0000-6203		0.78	763 682 3700 402		TELEPHONE
	01-103-000-0000-6203		6.94	763 682 3900 431		TELEPHONE
	01-103-000-0000-6203		2.48	612 E60 0050 860		TELEPHONE
	01-103-000-0000-6203		1.20	612 E60 0138 401		TELEPHONE
	01-103-000-0000-6203		0.13	763 682 3995 596		TELEPHONE
	<b>2609 CENTURYLINK</b>		<b>11.53</b>		<b>5 Transactions</b>	
2618	<b>CENTURYLINK</b>					
	01-103-000-0000-6203		4.68	63276699	1365562717	TELEPHONE
	<b>2618 CENTURYLINK</b>		<b>4.68</b>		<b>1 Transactions</b>	
3986	<b>SPRINT</b>					
	01-103-000-0000-6203		42.14	880683316		TELEPHONE
	<b>3986 SPRINT</b>		<b>42.14</b>		<b>1 Transactions</b>	
2490	<b>UNITED PARCEL SERVICE</b>					
	01-103-000-0000-6205		1.39	SHIPPING		POSTAGE
	<b>2490 UNITED PARCEL SERVICE</b>		<b>1.39</b>		<b>1 Transactions</b>	
4628	<b>VERIZON WIRELESS</b>					
	01-103-000-0000-6203		243.08	887189319		TELEPHONE
	01-103-000-0000-6203		25.02	887189319		TELEPHONE
	<b>4628 VERIZON WIRELESS</b>		<b>268.10</b>		<b>2 Transactions</b>	
103	<b>DEPT Total:</b>		<b>327.84</b>	<b>SURVEYOR</b>	<b>5 Vendors</b>	<b>10 Transactions</b>
105	DEPT			ASSESSOR		
2609	<b>CENTURYLINK</b>					
	01-105-000-0000-6203		4.16	763 682 3700 402		TELEPHONE
	01-105-000-0000-6203		36.78	763 682 3900 431		TELEPHONE
	01-105-000-0000-6203		6.37	612 E60 0138 401		TELEPHONE
	01-105-000-0000-6203		13.13	612 E60 0050 860		TELEPHONE
	01-105-000-0000-6203		0.71	763 682 3995 596		TELEPHONE

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Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
<b>2609</b>	<b>CENTURYLINK</b>			<b>61.15</b>		<b>5</b> Transactions	
2618	CENTURYLINK 01-105-000-0000-6203			24.79	63276699	1365562717	TELEPHONE
<b>2618</b>	<b>CENTURYLINK</b>			<b>24.79</b>		<b>1</b> Transactions	
841	JANZEN/MELISSA 01-105-000-0000-6245			50.00	MAAO MEMBERSHIP		MEMBERSHIPS, DUES & FEES
<b>841</b>	<b>JANZEN/MELISSA</b>			<b>50.00</b>		<b>1</b> Transactions	
3921	OFFICE DEPOT 01-105-000-0000-6411			47.60-	CREDIT 827917067001		OPERATING SUPPLIES
	01-105-000-0000-6411			50.11	SUPPLIES 830770803001		OPERATING SUPPLIES
<b>3921</b>	<b>OFFICE DEPOT</b>			<b>2.51</b>		<b>2</b> Transactions	
3986	SPRINT 01-105-000-0000-6203			79.98	880683316		TELEPHONE
<b>3986</b>	<b>SPRINT</b>			<b>79.98</b>		<b>1</b> Transactions	
1538	WRIGHT COUNTY HIGHWAY DEPT 01-105-000-0000-6451			11.08	FUEL	439	FUEL - LUBE ETC
<b>1538</b>	<b>WRIGHT COUNTY HIGHWAY DEPT</b>			<b>11.08</b>		<b>1</b> Transactions	
<b>105</b>	<b>DEPT Total:</b>			<b>229.51</b>	<b>ASSESSOR</b>	<b>6 Vendors</b>	<b>11 Transactions</b>
<b>107</b>	<b>DEPT</b>				<b>PLANNING AND ZONING</b>		
2609	CENTURYLINK 01-107-000-0000-6203			12.53	612 E60 0050 860		TELEPHONE
	01-107-000-0000-6203			35.09	763 682 3900 431		TELEPHONE
	01-107-000-0000-6203			6.08	612 E60 0138 401		TELEPHONE
	01-107-000-0000-6203			0.67	763 682 3995 596		TELEPHONE
	01-107-000-0000-6203			3.97	763 682 3700 402		TELEPHONE
<b>2609</b>	<b>CENTURYLINK</b>			<b>58.34</b>		<b>5</b> Transactions	
2618	CENTURYLINK 01-107-000-0000-6203			23.65	63276699	1365562717	TELEPHONE
<b>2618</b>	<b>CENTURYLINK</b>			<b>23.65</b>		<b>1</b> Transactions	
3921	OFFICE DEPOT						

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	01-107-000-0000-6411		325.77	SUPPLIES 829851452001		OPERATING SUPPLIES
	01-107-000-0000-6411		43.00	SUPPLIES 829851519001		OPERATING SUPPLIES
	01-107-000-0000-6621		304.29	OFFICE CHAIR 830576561001		FURNITURE & EQUIPMENT
<b>3921</b>	<b>OFFICE DEPOT</b>		<b>673.06</b>		<b>3</b> Transactions	
3986	<b>SPRINT</b>					
	01-107-000-0000-6203		29.13	880683316		TELEPHONE
<b>3986</b>	<b>SPRINT</b>		<b>29.13</b>		<b>1</b> Transactions	
2490	<b>UNITED PARCEL SERVICE</b>					
	01-107-000-0000-6205		1.39	SHIPPING		POSTAGE
<b>2490</b>	<b>UNITED PARCEL SERVICE</b>		<b>1.39</b>		<b>1</b> Transactions	
<b>107</b>	<b>DEPT Total:</b>		<b>785.57</b>	<b>PLANNING AND ZONING</b>	<b>5 Vendors</b>	<b>11 Transactions</b>
<b>111</b>	<b>DEPT</b>			<b>BUILDING CARE</b>		
5196	<b>CLIMATE AIR</b>					
	01-111-000-0000-6301		1,290.42	REPAIRS STEAM VALVE LEC	36987	REPAIRS & MAINTENANCE
	01-111-000-0000-6301		380.00	REPAIRS BOILER GC	36988	REPAIRS & MAINTENANCE
	01-111-000-0000-6302		1,241.75	REPAIRS REFRIGERANT LEC	36991	JAIL/LEC REPAIRS AND MAINTENANCE
<b>5196</b>	<b>CLIMATE AIR</b>		<b>2,912.17</b>		<b>3</b> Transactions	
2546	<b>CST DISTRIBUTION LLC</b>					
	01-111-000-0000-6412		1,151.64	SOLAR SALT LEC	16601	JAIL/LEC OPERATING SUPPLIES
<b>2546</b>	<b>CST DISTRIBUTION LLC</b>		<b>1,151.64</b>		<b>1</b> Transactions	
3041	<b>GLUNZ CONSTRUCTION SEPTIC SERVICE</b>					
	01-111-000-0000-6302		130.00	PUMP HOLDING TANK	620550	JAIL/LEC REPAIRS AND MAINTENANCE
<b>3041</b>	<b>GLUNZ CONSTRUCTION SEPTIC SERVICE</b>		<b>130.00</b>		<b>1</b> Transactions	
2812	<b>GRAINGER</b>					
	01-111-000-0000-6301		51.60	SUPPLIES	9051904150	REPAIRS & MAINTENANCE
	01-111-000-0000-6302		38.40	SUPPLIES	9053129830	JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6302		37.39	SUPPLIES	9054823373	JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6302		237.06	SUPPLIES	9056374284	JAIL/LEC REPAIRS AND MAINTENANCE
<b>2812</b>	<b>GRAINGER</b>		<b>364.45</b>		<b>4</b> Transactions	
159	<b>INTEGRATED FIRE &amp; SECURITY</b>					
	01-111-000-0000-6301		358.55	REPAIRS CARD READER GC	65123	REPAIRS & MAINTENANCE

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Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
159	INTEGRATED FIRE & SECURITY			358.55		1 Transactions	
2693	LOBERG ELECTRIC						
	01-111-000-0000-6302			1,669.18	REPAIRS HEATERS GC	23859	JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6301			438.30	REPAIRS INSTALLATION GC	23861	REPAIRS & MAINTENANCE
2693	LOBERG ELECTRIC			2,107.48		2 Transactions	
7510	MENARDS - BUFFALO						
	01-111-000-0000-6302			3.82	SUPPLIES	7999	JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6302			13.57	SUPPLIES	8060	JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6302			16.99	SUPPLIES	8439	JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6302			97.95	SUPPLIES	8512	JAIL/LEC REPAIRS AND MAINTENANCE
7510	MENARDS - BUFFALO			132.33		4 Transactions	
4120	SERVICE FIRE PROTECTION INC						
	01-111-000-0000-6302			876.00	REPAIRS SPRINKLER HEADS LEC	11203	JAIL/LEC REPAIRS AND MAINTENANCE
4120	SERVICE FIRE PROTECTION INC			876.00		1 Transactions	
3986	SPRINT						
	01-111-000-0000-6204			501.77	880683316		JAIL/LEC TELEPHONE
3986	SPRINT			501.77		1 Transactions	
3687	VOSS LIGHTING						
	01-111-000-0000-6411			59.60	BULBS GC	1528191700	OPERATING SUPPLIES
3687	VOSS LIGHTING			59.60		1 Transactions	
1538	WRIGHT COUNTY HIGHWAY DEPT						
	01-111-000-0000-6411			23.21	FUEL	445	OPERATING SUPPLIES
	01-111-000-0000-6412			23.56	FUEL LEC	445	JAIL/LEC OPERATING SUPPLIES
	01-111-000-0000-6412			51.71	FUEL LEC TRUCK	445	JAIL/LEC OPERATING SUPPLIES
1538	WRIGHT COUNTY HIGHWAY DEPT			98.48		3 Transactions	
111	DEPT Total:			8,692.47	BUILDING CARE	11 Vendors	22 Transactions
121	DEPT				VETERANS SERVICE		
2609	CENTURYLINK						
	01-121-000-0000-6203			2.18	612 E60 0138 401		TELEPHONE
	01-121-000-0000-6203			12.57	763 682 3900 431		TELEPHONE
	01-121-000-0000-6203			1.42	763 682 3700 402		TELEPHONE

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Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	01-121-000-0000-6203			4.49	612 E60 0050 860		TELEPHONE
	01-121-000-0000-6203			0.24	763 682 3995 596		TELEPHONE
<b>2609</b>	<b>CENTURYLINK</b>			<b>20.90</b>		<b>5 Transactions</b>	
2618	<b>CENTURYLINK</b>						
	01-121-000-0000-6203			8.47	63276699	1365562717	TELEPHONE
<b>2618</b>	<b>CENTURYLINK</b>			<b>8.47</b>		<b>1 Transactions</b>	
3986	<b>SPRINT</b>						
	01-121-000-0000-6203			37.99	880683316		TELEPHONE
<b>3986</b>	<b>SPRINT</b>			<b>37.99</b>		<b>1 Transactions</b>	
2490	<b>UNITED PARCEL SERVICE</b>						
	01-121-000-0000-6205			1.39	SHIPPING		POSTAGE
<b>2490</b>	<b>UNITED PARCEL SERVICE</b>			<b>1.39</b>		<b>1 Transactions</b>	
<b>121</b>	<b>DEPT Total:</b>			<b>68.75</b>	<b>VETERANS SERVICE</b>	<b>4 Vendors</b>	<b>8 Transactions</b>
<b>201</b>	DEPT				SHERIFF		
3809	<b>ADVANCED GRAPHIX INC</b>						
	01-201-000-0000-6452			3,860.00	GRAPHICS FOR SQUADS	193916	VEHICLE MAINTENANCE
	01-201-000-0000-6802			60.00	GRAPHICS FOR EM SQUAD #8834	193916	EM GRANT EXPENSE
<b>3809</b>	<b>ADVANCED GRAPHIX INC</b>			<b>3,920.00</b>		<b>2 Transactions</b>	
608	<b>BP AMOCO</b>						
	01-201-000-0000-6451			391.87	FUEL 2/20/16-3/19/16	46950080	FUEL - LUBE ETC
<b>608</b>	<b>BP AMOCO</b>			<b>391.87</b>		<b>1 Transactions</b>	
5721	<b>CDW GOVERNMENT INC</b>						
	01-201-000-0000-6411			69.20	ADAPTER FOR SURFACES	CKH4298	OPERATING SUPPLIES
<b>5721</b>	<b>CDW GOVERNMENT INC</b>			<b>69.20</b>		<b>1 Transactions</b>	
2609	<b>CENTURYLINK</b>						
	01-201-000-0000-6203			77.39	612 E60 0050 860		TELEPHONE
	01-201-000-0000-6203			4.16	763 682 3995 596		TELEPHONE
	01-201-000-0000-6203			37.54	612 E60 0138 401		TELEPHONE
	01-201-000-0000-6203			24.50	763 682 3700 402		TELEPHONE
	01-201-000-0000-6203			216.72	763 682 3900 431		TELEPHONE

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Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
2609	CENTURYLINK			360.31		5 Transactions	
2618	CENTURYLINK 01-201-000-0000-6203			146.09	63276699	1365562717	TELEPHONE
2618	CENTURYLINK			146.09		1 Transactions	
3064	EMERGENCY AUTOMOTIVE TECH INC 01-201-000-0000-6452			14.44	REPAIR	RP0318161	VEHICLE MAINTENANCE
3064	EMERGENCY AUTOMOTIVE TECH INC			14.44		1 Transactions	
2365	HARDINGS TOWING INC 01-201-000-0000-6261			250.00	16006860	13266	PROFESSIONAL SERVICES
2365	HARDINGS TOWING INC			250.00		1 Transactions	
7366	KARELS TOWING 01-201-000-0000-6261			164.00	16007029		PROFESSIONAL SERVICES
7366	KARELS TOWING			164.00		1 Transactions	
7367	KUSTOM SIGNALS INC 01-201-000-0000-6301			112.66	RADAR REPAIR	525571	REPAIRS & MAINTENANCE
7367	KUSTOM SIGNALS INC			112.66		1 Transactions	
69	MN BUREAU OF CRIMINAL APPREHENSIOI 01-201-000-0000-6804			125.00	SOVEREIGN CITIZEN FERGUSON	15989021116	STAFF TRAINING
	01-201-000-0000-6804			125.00	SOVEREIGN CITIZEN TREICHLER	23414021116	STAFF TRAINING
	01-201-000-0000-6804			125.00	SOVEREIGN CITIZEN KUNKEL	23837021116	STAFF TRAINING
	01-201-000-0000-6804			125.00	SOVEREIGN CITIZEN WALKER	34964021116	STAFF TRAINING
69	MN BUREAU OF CRIMINAL APPREHENSIOI			500.00		4 Transactions	
1347	MN COUNTY ATTORNEYS ASSOCIATION 01-201-000-0000-6411			440.00	PROPERTY RECEIPT FORMS	200000200	OPERATING SUPPLIES
1347	MN COUNTY ATTORNEYS ASSOCIATION			440.00		1 Transactions	
5313	MN HTCIA 01-201-000-0000-6338			180.00	HTCIA CONFERENCE SIMS	170	CONFERENCES & MEETINGS
	01-201-000-0000-6338			180.00	HTCIA CONFERENCE HOLMES	172	CONFERENCES & MEETINGS
5313	MN HTCIA			360.00		2 Transactions	
6477	MN LAW ENFORCEMENT EXPLORERS ASS						

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6477	MN LAW ENFORCEMENT EXPLORERS ASS	01-201-000-0000-6453			2,000.00	2016 EXPLORER CONFERENCE		4118		SHERIFF AUXILIARY UNITS	
					<b>2,000.00</b>		1 Transactions				
3588	NEOPOST USA INC	01-201-000-0000-6205			66.32	RENT/MAINT METER 4/15-5/14/16		53757144		POSTAGE	
					<b>66.32</b>		1 Transactions				
3844	NET TRANSCRIPTS INC	01-201-000-0000-6261			1,184.05	TRANSCRIBE STATEMENTS		6645IN		PROFESSIONAL SERVICES	
					<b>1,184.05</b>		1 Transactions				
3921	OFFICE DEPOT	01-201-000-0000-6411			31.96	SUPPLIES 830516739001				OPERATING SUPPLIES	
		01-201-000-0000-6411			95.95	SUPPLIES 827969846001				OPERATING SUPPLIES	
		01-201-000-0000-6411			26.69	SUPPLIES 830516591001				OPERATING SUPPLIES	
		01-201-000-0000-6621			299.00	NOTE CORDERS 826007712002				FURNITURE & EQUIPMENT	
					<b>453.60</b>		4 Transactions				
6161	PERFORMANCE KENNELS INC	01-201-000-0000-6261			118.20	K9 MAINT/SUPPLIES		2769		PROFESSIONAL SERVICES	
					<b>118.20</b>		1 Transactions				
1434	RAY ALLEN MFG CO LLC	01-201-000-0000-6411			299.93	K9 SUPPLIES		328791		OPERATING SUPPLIES	
					<b>299.93</b>		1 Transactions				
3986	SPRINT	01-201-000-0000-6203			123.99	CREDIT				TELEPHONE	
		01-201-000-0000-6203			3,076.68	880683316				TELEPHONE	
		01-201-000-0000-6301			2,960.46	271188815 DATA CARDS 2/15-3/14		271188815100		REPAIRS & MAINTENANCE	
		01-201-000-0000-6203			8.98	763 458 6001		880683316		TELEPHONE	
					<b>5,922.13</b>		4 Transactions				
5712	T & M TOWING AND SNOW PLOWING	01-201-000-0000-6261		AP	230.00	16007034		60650		PROFESSIONAL SERVICES	
		01-201-000-0000-6261		AP	355.00	16007102		60651		PROFESSIONAL SERVICES	
					<b>585.00</b>		2 Transactions				
1192	TOTAL PRINTING										

\*\*\* 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
	01-201-000-0000-6411			515.00	ENVELOPES PRINTED/#10	10889	OPERATING SUPPLIES
<b>1192</b>	<b>TOTAL PRINTING</b>			<b>515.00</b>	<b>1</b> Transactions		
2490	<b>UNITED PARCEL SERVICE</b>						
	01-201-000-0000-6205			24.73	SHIPPING	140177116	POSTAGE
<b>2490</b>	<b>UNITED PARCEL SERVICE</b>			<b>24.73</b>	<b>1</b> Transactions		
4628	<b>VERIZON WIRELESS</b>						
	01-201-000-0000-6203			383.42	887189319		TELEPHONE
<b>4628</b>	<b>VERIZON WIRELESS</b>			<b>383.42</b>	<b>1</b> Transactions		
1523	<b>WRIGHT COUNTY SURVEYOR</b>						
	01-201-000-0000-6411			300.00	PLAT BOOKS	32116	OPERATING SUPPLIES
<b>1523</b>	<b>WRIGHT COUNTY SURVEYOR</b>			<b>300.00</b>	<b>1</b> Transactions		
<b>201</b>	<b>DEPT Total:</b>			<b>18,580.95</b>	<b>SHERIFF</b>	<b>24 Vendors</b>	<b>40 Transactions</b>
<b>250</b>	<b>DEPT</b>				<b>SHERIFF-CORRECTIONS</b>		
4268	<b>ABBOTT NORTHWESTERN HOSPITAL</b>						
	01-250-000-0000-6458			5.36	MEDICAL TESTS 1/6/16	XRQ332495Z01	JAIL MEDICAL
	01-250-000-0000-6458			22.89	MEDICAL TESTS 01/7/16	XRQ333260Z01	JAIL MEDICAL
	01-250-000-0000-6458			95.60	MEDICAL TESTS 01/8/16	XRQ333911Z01	JAIL MEDICAL
	01-250-000-0000-6458			5.36	MEDICAL TESTS 1/13/16	XRQ335901Z01	JAIL MEDICAL
	01-250-000-0000-6458			5.36	MEDICAL TESTS 1/18/16	XRQ337970Z01	JAIL MEDICAL
	01-250-000-0000-6458			5.36	MEDICAL TESTS 1/27/16	XRQ342019Z01	JAIL MEDICAL
	01-250-000-0000-6458			5.36	MEDICAL TESTS 2/3/16	XRQ345279Z01	JAIL MEDICAL
	01-250-000-0000-6458			5.36	MEDICAL TESTS 2/18/16	XRQ352384Z01	JAIL MEDICAL
	01-250-000-0000-6458			22.89	MEDICAL TESTS 02/17/16	XRQ35737Z01	JAIL MEDICAL
<b>4268</b>	<b>ABBOTT NORTHWESTERN HOSPITAL</b>			<b>173.54</b>	<b>9</b> Transactions		
2701	<b>AG NEOVO TECHNOLOGY CORPORATION</b>						
	01-250-000-0000-6301			160.00	PARTS	S020065320	REPAIRS & MAINTENANCE
<b>2701</b>	<b>AG NEOVO TECHNOLOGY CORPORATION</b>			<b>160.00</b>	<b>1</b> Transactions		
6158	<b>ARAMARK SERVICES INC</b>						
	01-250-000-0000-6459			8,034.05	INMATE MEALS 3/03-03/09/16	20072330091	LAW ENFORCE-JAIL FOOD-LAUNDRY
	01-250-000-0000-6459			8,005.59	INMATE MEALS 3/10-03/16/16	20072330093	LAW ENFORCE-JAIL FOOD-LAUNDRY
<b>6158</b>	<b>ARAMARK SERVICES INC</b>			<b>16,039.64</b>	<b>2</b> Transactions		

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Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
3400	<b>ARCHONIX</b> 01-250-000-0000-6260 01-250-000-0000-6260			900.00 5,230.00	TECH SUPPORT 11/12/15 LIC/MAINT FEES 3/1/16-2/28/17	AXINV000572 AXINV000657	SOFTWARE OR SYSTEMS SUPPORT SOFTWARE OR SYSTEMS SUPPORT
<b>3400</b>	<b>ARCHONIX</b>			<b>6,130.00</b>	<b>2</b> Transactions		
881	<b>BOB BARKER COMPANY INC</b> 01-250-000-0000-6411			1,003.60	INMATE CLOTHING	1262396	OPERATING SUPPLIES
<b>881</b>	<b>BOB BARKER COMPANY INC</b>			<b>1,003.60</b>	<b>1</b> Transactions		
2609	<b>CENTURYLINK</b> 01-250-000-0000-6203 01-250-000-0000-6203 01-250-000-0000-6203 01-250-000-0000-6203 01-250-000-0000-6203			18.59 107.33 12.13 2.06 38.32	612 E60 0138 401 763 682 3900 431 763 682 3700 402 763 682 3995 596 612 E60 0050 860		TELEPHONE TELEPHONE TELEPHONE TELEPHONE TELEPHONE
<b>2609</b>	<b>CENTURYLINK</b>			<b>178.43</b>	<b>5</b> Transactions		
2618	<b>CENTURYLINK</b> 01-250-000-0000-6203			72.35	63276699	1365562717	TELEPHONE
<b>2618</b>	<b>CENTURYLINK</b>			<b>72.35</b>	<b>1</b> Transactions		
12547	<b>CONSULTING RADIOLOGISTS LTD</b> 01-250-000-0000-6458			52.01	INMATE MEDICAL	CR289907	JAIL MEDICAL
<b>12547</b>	<b>CONSULTING RADIOLOGISTS LTD</b>			<b>52.01</b>	<b>1</b> Transactions		
43808	<b>MCKESSON MEDICAL-SURGICAL</b> 01-250-000-0000-6458 01-250-000-0000-6458 01-250-000-0000-6458 01-250-000-0000-6458 01-250-000-0000-6458 01-250-000-0000-6458 01-250-000-0000-6458 01-250-000-0000-6458			0.54- 47.75 6.34 1,227.61 7.44 6.23 5.46 66.03-	CREDIT MEMO MEDICAL SUPPLIES 031016 MEDICAL SUPPLIES 031016 MEDICAL SUPPLIES 031016 MEDICAL SUPPLIES 031016 MEDICAL SUPPLIES 031016 MEDICAL SUPPLIES 031016 SHAREBACK CREDIT 2015	70027205 74838300 74840432 74840708 74842664 74849879 74853482 865791	JAIL MEDICAL JAIL MEDICAL JAIL MEDICAL JAIL MEDICAL JAIL MEDICAL JAIL MEDICAL JAIL MEDICAL JAIL MEDICAL
<b>43808</b>	<b>MCKESSON MEDICAL-SURGICAL</b>			<b>1,234.26</b>	<b>8</b> Transactions		
69	<b>MN BUREAU OF CRIMINAL APPREHENSIOI</b> 01-250-000-0000-6804			240.00	POLICE & PRESS TRAINING OMALLE	24745020816	STAFF TRAINING

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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
69	MN BUREAU OF CRIMINAL APPREHENSIOI		240.00		1 Transactions	
1218	NORMENT SECURITY GROUP INC 01-250-000-0000-6301		253.78	HANDSETS VISITOR LOBBY	402688	REPAIRS & MAINTENANCE
1218	NORMENT SECURITY GROUP INC		253.78		1 Transactions	
3921	OFFICE DEPOT 01-250-000-0000-6411		188.05	SUPPLIES 826268222001		OPERATING SUPPLIES
	01-250-000-0000-6411		138.30-	SUPPLIES 826977575001		OPERATING SUPPLIES
	01-250-000-0000-6411		155.45	SUPPLIES 827014935001		OPERATING SUPPLIES
	01-250-000-0000-6411		155.45-	CREDIT	827266709001	OPERATING SUPPLIES
3921	OFFICE DEPOT		49.75		4 Transactions	
4120	SERVICE FIRE PROTECTION INC 01-250-000-0000-6301		735.00	EMERGENCY SERVICES	11181	REPAIRS & MAINTENANCE
	01-250-000-0000-6301		525.00	EMERGENCY SERVICES	11228	REPAIRS & MAINTENANCE
4120	SERVICE FIRE PROTECTION INC		1,260.00		2 Transactions	
2767	SUBURBAN EMERGENCY ASSOCIATES PA 01-250-000-0000-6458		136.18	INMATE MEDICAL EXPENSES	20150673X00B	JAIL MEDICAL
	01-250-000-0000-6458		74.14	INMATE MEDICAL EXPENSES	20206370X001	JAIL MEDICAL
2767	SUBURBAN EMERGENCY ASSOCIATES PA		210.32		2 Transactions	
3435	THRIFTY WHITE PHARMACY 01-250-000-0000-6458		180.16	FEB 2016 JAIL STOCK	78358500762	JAIL MEDICAL
	01-250-000-0000-6458		1,731.97	FEB 2016 JAIL PRIVATE ACCTS	783586FEB	JAIL MEDICAL
3435	THRIFTY WHITE PHARMACY		1,912.13		2 Transactions	
1538	WRIGHT COUNTY HIGHWAY DEPT 01-250-000-0000-6451		170.54	FEB 2016 FUEL	443	FUEL - LUBE ETC
	01-250-000-0000-6452		57.71	VEHICLE MAINT	443	VEHICLE MAINTENANCE
1538	WRIGHT COUNTY HIGHWAY DEPT		228.25		2 Transactions	
250	DEPT Total:		29,198.06	SHERIFF-CORRECTIONS	16 Vendors	44 Transactions
521	DEPT			PARKS		
	516 BANKERS ADVERTISING CO INC 01-521-000-0000-6301		437.02	BALL CAPS GREENVIEW STAFF	677002	REPAIRS & MAINTENANCE

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
<b>516</b>	<b>BANKERS ADVERTISING CO INC</b>		<b>437.02</b>		1 Transactions	
608	<b>BP AMOCO</b> 01-521-000-0000-6451		37.02	GAS	46972077	FUEL - LUBE ETC
<b>608</b>	<b>BP AMOCO</b>		<b>37.02</b>		1 Transactions	
2609	<b>CENTURYLINK</b> 01-521-000-0000-6203		1.76	763 682 3700 402		TELEPHONE
	01-521-000-0000-6203		0.30	763 682 3995 596		TELEPHONE
	01-521-000-0000-6203		2.70	612 E60 0138 401		TELEPHONE
	01-521-000-0000-6203		5.56	612 E60 0050 860		TELEPHONE
	01-521-000-0000-6203		15.57	763 682 3900 431		TELEPHONE
<b>2609</b>	<b>CENTURYLINK</b>		<b>25.89</b>		5 Transactions	
2618	<b>CENTURYLINK</b> 01-521-000-0000-6203		10.50	63276699	1365562717	TELEPHONE
<b>2618</b>	<b>CENTURYLINK</b>		<b>10.50</b>		1 Transactions	
7510	<b>MENARDS - BUFFALO</b> 01-521-000-0000-6411		96.73	SUPPLIES	8297	OPERATING SUPPLIES
	01-521-000-0000-6411		15.97	SUPPLIES	8436	OPERATING SUPPLIES
<b>7510</b>	<b>MENARDS - BUFFALO</b>		<b>112.70</b>		2 Transactions	
2474	<b>SIGN MAN OF MN INC/THE</b> 01-521-000-0000-6251		300.00	ENTRANCE SIGN	7601	UTILITY SERVICES - ELECTRICITY
<b>2474</b>	<b>SIGN MAN OF MN INC/THE</b>		<b>300.00</b>		1 Transactions	
3986	<b>SPRINT</b> 01-521-000-0000-6203		58.82	880683316		TELEPHONE
<b>3986</b>	<b>SPRINT</b>		<b>58.82</b>		1 Transactions	
2291	<b>STEARNS COUNTY AUDITOR-TREASURER</b> 01-521-000-0000-6245 DTG		65.14	PROPERTY TAXES		MEMBERSHIPS, DUES & FEES
<b>2291</b>	<b>STEARNS COUNTY AUDITOR-TREASURER</b>		<b>65.14</b>		1 Transactions	
2490	<b>UNITED PARCEL SERVICE</b> 01-521-000-0000-6205		29.36	SHIPPING		POSTAGE
<b>2490</b>	<b>UNITED PARCEL SERVICE</b>		<b>29.36</b>		1 Transactions	

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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
4628	VERIZON WIRELESS 01-521-000-0000-6203		67.64	887189319		TELEPHONE
<b>4628</b>	<b>VERIZON WIRELESS</b>		<b>67.64</b>		<b>1</b> Transactions	
2340	WRIGHT COUNTY AUDITOR TREASURER 01-521-000-0000-6245		57.15	PROPERTY TAXES		MEMBERSHIPS, DUES & FEES
	01-521-000-0000-6245		1,256.46	PROPERTY TAXES		MEMBERSHIPS, DUES & FEES
<b>2340</b>	<b>WRIGHT COUNTY AUDITOR TREASURER</b>		<b>1,313.61</b>		<b>2</b> Transactions	
1538	WRIGHT COUNTY HIGHWAY DEPT 01-521-000-0000-6233		77.66	COPYING FEES	434	PHOTOCOPYING
	01-521-000-0000-6301		9.75	SIGN POST	434	REPAIRS & MAINTENANCE
	01-521-000-0000-6451		1,057.66	FUEL	434	FUEL - LUBE ETC
	01-521-000-0000-6452		1,779.07	PARTS, DOT INSPECTION	434	VEHICLE MAINTENANCE
<b>1538</b>	<b>WRIGHT COUNTY HIGHWAY DEPT</b>		<b>2,924.14</b>		<b>4</b> Transactions	
<b>521</b>	<b>DEPT Total:</b>		<b>5,381.84</b>	<b>PARKS</b>	<b>12 Vendors</b>	<b>21 Transactions</b>
603	DEPT			EXTENSION		
2609	CENTURYLINK 01-603-000-0000-6203		0.27	763 682 3995 596		TELEPHONE
	01-603-000-0000-6203		1.57	763 682 3700 402		TELEPHONE
	01-603-000-0000-6203		13.89	763 682 3900 431		TELEPHONE
	01-603-000-0000-6203		2.41	612 E60 0138 401		TELEPHONE
	01-603-000-0000-6203		4.96	612 E60 0050 860		TELEPHONE
<b>2609</b>	<b>CENTURYLINK</b>		<b>23.10</b>		<b>5</b> Transactions	
2618	CENTURYLINK 01-603-000-0000-6203		9.36	63276699	1365562717	TELEPHONE
<b>2618</b>	<b>CENTURYLINK</b>		<b>9.36</b>		<b>1</b> Transactions	
3749	EICH/BRITTANY 01-603-000-0000-6244		76.08	REIMBURSE PROGRAM SUPPLIES		PROGRAM EXPENSES
<b>3749</b>	<b>EICH/BRITTANY</b>		<b>76.08</b>		<b>1</b> Transactions	
2490	UNITED PARCEL SERVICE 01-603-000-0000-6205		1.39	SHIPPING		POSTAGE
<b>2490</b>	<b>UNITED PARCEL SERVICE</b>		<b>1.39</b>		<b>1</b> Transactions	

SML7587  
 3/24/2016 1:24:57PM  
 1 GENERAL REVENUE 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
4628	VERIZON WIRELESS					
	01-603-000-0000-6203		80.02	887189319		TELEPHONE
4628	VERIZON WIRELESS		80.02	1 Transactions		
603	<b>DEPT Total:</b>		189.95	EXTENSION	5 Vendors	9 Transactions
1	<b>Fund Total:</b>		111,827.07	GENERAL REVENUE FUND		294 Transactions

SML7587  
 3/24/2016 1:24:57PM  
 2 RESERVES FUND

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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
101	DEPT			COUNTY RECORDER		
67657	TRIMIN SYSTEMS INC 02-101-000-0000-6622		10,350.00	PLATINUM MAINT PLAN 6 MODS	47786	EQUIPMENT PURCHASED
67657	TRIMIN SYSTEMS INC		10,350.00	1 Transactions		
101	<b>DEPT Total:</b>		<b>10,350.00</b>	<b>COUNTY RECORDER</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
282	DEPT			NUCLEAR POWER PLANT		
3986	SPRINT 02-282-000-0000-6859		172.09	880683316		MISCELLANEOUS EXPENSES
3986	SPRINT		172.09	1 Transactions		
2490	UNITED PARCEL SERVICE 02-282-000-0000-6205		1.39	SHIPPING		POSTAGE
2490	UNITED PARCEL SERVICE		1.39	1 Transactions		
282	<b>DEPT Total:</b>		<b>173.48</b>	<b>NUCLEAR POWER PLANT</b>	<b>2 Vendors</b>	<b>2 Transactions</b>
2	<b>Fund Total:</b>		<b>10,523.48</b>	<b>RESERVES FUND</b>		<b>3 Transactions</b>

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

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<b>310</b>	DEPT			HIGHWAY ADMINISTRATION		
2609	<b>CENTURYLINK</b> 03-310-000-0000-6203		5.11	763 682 3700 402		TELEPHONE
	03-310-000-0000-6203		16.15	612 E60 0050 860		TELEPHONE
	03-310-000-0000-6203		0.87	763 682 3995 596		TELEPHONE
	03-310-000-0000-6203		7.83	612 E60 0138 401		TELEPHONE
	03-310-000-0000-6203		45.22	763 682 3900 431		TELEPHONE
<b>2609</b>	<b>CENTURYLINK</b>		<b>75.18</b>		<b>5</b> Transactions	
2618	<b>CENTURYLINK</b> 03-310-000-0000-6203		30.48	63276699	1365562717	TELEPHONE
<b>2618</b>	<b>CENTURYLINK</b>		<b>30.48</b>		<b>1</b> Transactions	
5486	<b>MARCO</b> 03-310-000-0000-6261		643.00	LEASES INV 300337268 032916	BIZ&KON	PROFESSIONAL SERVICES
<b>5486</b>	<b>MARCO</b>		<b>643.00</b>		<b>1</b> Transactions	
3921	<b>OFFICE DEPOT</b> 03-310-000-0000-6409		51.16	OFFICE SUPPLIES 032916	829586129	OFFICE SUPPLIES
<b>3921</b>	<b>OFFICE DEPOT</b>		<b>51.16</b>		<b>1</b> Transactions	
3636	<b>SELECT ACCOUNT</b> 03-310-000-0000-6261		78.16	MARCH 2016 PARTICIPANT FEE		PROFESSIONAL SERVICES
<b>3636</b>	<b>SELECT ACCOUNT</b>		<b>78.16</b>		<b>1</b> Transactions	
3986	<b>SPRINT</b> 03-310-000-0000-6203		124.27	880683316		TELEPHONE
<b>3986</b>	<b>SPRINT</b>		<b>124.27</b>		<b>1</b> Transactions	
2490	<b>UNITED PARCEL SERVICE</b> 03-310-000-0000-6205		1.39	SHIPPING		POSTAGE
<b>2490</b>	<b>UNITED PARCEL SERVICE</b>		<b>1.39</b>		<b>1</b> Transactions	
4628	<b>VERIZON WIRELESS</b> 03-310-000-0000-6203		36.25	887189319		TELEPHONE
	03-310-000-0000-6203		579.99	887189319		TELEPHONE
<b>4628</b>	<b>VERIZON WIRELESS</b>		<b>616.24</b>		<b>2</b> Transactions	
4277	<b>WALMART COMMUNITY GEMB</b>					

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Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	03-310-000-0000-6409		1.06	OFFICE SUPPLIES 032916	60322020002778	OFFICE SUPPLIES
<b>4277</b>	<b>WALMART COMMUNITY GEMB</b>		<b>1.06</b>	1 Transactions		
2487	<b>WINDSTREAM</b>					
	03-310-000-0000-6203		184.53	3 LINES 763-658-1570 032916	MAR 18	TELEPHONE
<b>2487</b>	<b>WINDSTREAM</b>		<b>184.53</b>	1 Transactions		
<b>310</b>	<b>DEPT Total:</b>		<b>1,805.47</b>	<b>HIGHWAY ADMINISTRATION</b>	<b>10 Vendors</b>	<b>15 Transactions</b>
<b>320</b>	DEPT			HIGHWAY ENGINEERING		
4193	<b>BACH/THERON J AND SUSAN L</b>					
	03-320-000-0000-6606		2,100.00	PERM ROW PROJ 1371 032916		PERMANENT ROW LAND ACQUISITION
	03-320-000-0000-6606		1,400.00	ADMIN SETTLEMENT PROJ 1 032916		PERMANENT ROW LAND ACQUISITION
<b>4193</b>	<b>BACH/THERON J AND SUSAN L</b>		<b>3,500.00</b>	2 Transactions		
1452	<b>HENDRICKS/BRYAN</b>					
	03-320-000-0000-6331		147.00	MILEAGE REIMB TO CLASSE 032916	HENDRICKS	TRAVEL
<b>1452</b>	<b>HENDRICKS/BRYAN</b>		<b>147.00</b>	1 Transactions		
4194	<b>JORDAN/MARK S AND CAROL R</b>					
	03-320-000-0000-6606		100.00	ADMIN SETTLEMENT PROJ 1 032916		PERMANENT ROW LAND ACQUISITION
	03-320-000-0000-6606		500.00	PERM ROW PROJ 1371 032916		PERMANENT ROW LAND ACQUISITION
<b>4194</b>	<b>JORDAN/MARK S AND CAROL R</b>		<b>600.00</b>	2 Transactions		
6170	<b>RAMADA PLAZA SUITES FARGO</b>					
	03-320-000-0000-6338		296.14	HOW TO CONF LODGING 032916	LO9277	CONFERENCES & MEETINGS
<b>6170</b>	<b>RAMADA PLAZA SUITES FARGO</b>		<b>296.14</b>	1 Transactions		
<b>320</b>	<b>DEPT Total:</b>		<b>4,543.14</b>	<b>HIGHWAY ENGINEERING</b>	<b>4 Vendors</b>	<b>6 Transactions</b>
<b>325</b>	DEPT			HIGHWAY CONSTRUCTION		
4193	<b>BACH/THERON J AND SUSAN L</b>					
	03-325-000-0000-6508		7,400.00	DAMAGES PROJ 1371 032916		TEMPORARY ROW EASEMENT/DAMAGES
	03-325-000-0000-6508		100.00	TEMP RENTAL PROJ 1371 032916		TEMPORARY ROW EASEMENT/DAMAGES
<b>4193</b>	<b>BACH/THERON J AND SUSAN L</b>		<b>7,500.00</b>	2 Transactions		
4194	<b>JORDAN/MARK S AND CAROL R</b>					
	03-325-000-0000-6508		1,600.00	DAMAGES PROJ 1371 032916		TEMPORARY ROW EASEMENT/DAMAGES

**\*\*\* 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
	03-325-000-0000-6508		200.00	TEMP RENTAL PROJ 1371 032916		TEMPORARY ROW EASEMENT/DAMAGES
<b>4194</b>	<b>JORDAN/MARK S AND CAROL R</b>		<b>1,800.00</b>		<b>2</b> Transactions	
<b>325</b>	<b>DEPT Total:</b>		<b>9,300.00</b>	<b>HIGHWAY CONSTRUCTION</b>	<b>2 Vendors</b>	<b>4 Transactions</b>
<b>330</b>	DEPT			HIGHWAY MAINTENANCE		
3919	<b>BRYAN ROCK PRODUCTS</b>					
	03-330-000-0000-6535		904.71	INSTALLING RIP RAP 032916	13321	ROCK & RIPRAP
<b>3919</b>	<b>BRYAN ROCK PRODUCTS</b>		<b>904.71</b>		<b>1</b> Transactions	
609	<b>DESIGN ELECTRICAL INC-COLD SPRING E</b>					
	03-330-000-0000-6543		195.00	SIGNAL REPAIR 032916	2416	TRAFFIC SIGNALS
	03-330-000-0000-6543		129.06	SIGNAL REPAIR 032916	2429	TRAFFIC SIGNALS
	03-330-000-0000-6543		1,023.60	REPLACE POLE 032916	2501	TRAFFIC SIGNALS
	03-330-000-0000-6543		1,023.59	REPLACE POLE 032916	2501	TRAFFIC SIGNALS
<b>609</b>	<b>DESIGN ELECTRICAL INC-COLD SPRING E</b>		<b>2,371.25</b>		<b>4</b> Transactions	
1721	<b>M-R SIGN COMPANY INC</b>					
	03-330-000-0000-6539		142.48	SIGNS 032916	189604	TRAFFIC CONTROL
<b>1721</b>	<b>M-R SIGN COMPANY INC</b>		<b>142.48</b>		<b>1</b> Transactions	
3328	<b>MEEKER COOPERATIVE LIGHTS &amp; POWER</b>					
	03-330-000-0000-6543		24.00	LIGHT ON CR 100 032916	3251100	TRAFFIC SIGNALS
	03-330-000-0000-6543		24.00	LIGHT ON CR 141 032916	3251100	TRAFFIC SIGNALS
<b>3328</b>	<b>MEEKER COOPERATIVE LIGHTS &amp; POWER</b>		<b>48.00</b>		<b>2</b> Transactions	
916	<b>MIDSTATES EQUIP AND SUPPLY</b>					
	03-330-000-0000-6537		23,634.00	RIGHT POINTE SEALANT 032916	216143	RUBBERIZED CRACKFILLER-MAINTENANC
<b>916</b>	<b>MIDSTATES EQUIP AND SUPPLY</b>		<b>23,634.00</b>		<b>1</b> Transactions	
7432	<b>T &amp; S TRUCKING</b>					
	03-330-000-0000-6343		12,881.25	SPRING ROAD SWEEPING 032916	128	EQUIPMENT RENTAL
<b>7432</b>	<b>T &amp; S TRUCKING</b>		<b>12,881.25</b>		<b>1</b> Transactions	
1383	<b>WRIGHT HENNEPIN COOP ELEC ASSN</b>					
	03-330-000-0000-6543		2,050.18	RURAL LIGHTING VARIOUS 032916	SEE SLIP	TRAFFIC SIGNALS
<b>1383</b>	<b>WRIGHT HENNEPIN COOP ELEC ASSN</b>		<b>2,050.18</b>		<b>1</b> Transactions	
4433	<b>XCEL ENERGY</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
	03-330-000-0000-6543		22.47	LIGHT IN ST MICHAEL 032916	5100110822655	TRAFFIC SIGNALS
	03-330-000-0000-6543		22.47	LIGHT IN ST MICHAEL 032916	5100110822666	TRAFFIC SIGNALS
	03-330-000-0000-6543		29.09	9500 30TH IN ST MICHAEL 032916	5100110822677	TRAFFIC SIGNALS
	03-330-000-0000-6543		20.20	6000 HWY 55 IN MAPLE LK 032916	5100110828515	TRAFFIC SIGNALS
	03-330-000-0000-6543		22.55	LIGHT IN ST MICHAEL 032916	5100111685923	TRAFFIC SIGNALS
	03-330-000-0000-6543		259.75	VARIOUS LITES 032916	5149988710	TRAFFIC SIGNALS
<b>4433</b>	<b>XCEL ENERGY</b>		<b>376.53</b>			<b>6 Transactions</b>
<b>330</b>	<b>DEPT Total:</b>		<b>42,408.40</b>	<b>HIGHWAY MAINTENANCE</b>		<b>8 Vendors</b>
						<b>17 Transactions</b>
<b>340</b>	DEPT			HIGHWAY SHOP MAINTENANCE		
3014	<b>BLUETARP FINANCIAL INC</b>					
	03-340-000-0000-6574		319.99	CUST95700-HONDA GX160 E 032916	92078568	REPAIR PARTS
<b>3014</b>	<b>BLUETARP FINANCIAL INC</b>		<b>319.99</b>			<b>1 Transactions</b>
4858	<b>BUFFALO AUTO VALUE</b>					
	03-340-000-0000-6574		131.88	REPAIR PART 032916	82103425	REPAIR PARTS
	03-340-000-0000-6571		94.95	BATTERIES 032916	82103533	BATTERIES
	03-340-000-0000-6574		14.99	BUFFALO AUTO-PARTS 032916	82103721	REPAIR PARTS
	03-340-000-0000-6571		261.98	BATTERIES 032916	82103778	BATTERIES
<b>4858</b>	<b>BUFFALO AUTO VALUE</b>		<b>503.80</b>			<b>4 Transactions</b>
5974	<b>CENTER POINT ENERGY</b>					
	03-340-000-0000-6598		1,332.98	PWB GAS FOR HTG 032916	5866092	UTILITIES-P.W. BLDG.
	03-340-000-0000-6596		532.22	COKATO SHOP GAS 032916	5942963	UTILITIES-OUTLYING SHOPS
<b>5974</b>	<b>CENTER POINT ENERGY</b>		<b>1,865.20</b>			<b>2 Transactions</b>
7544	<b>CENTRA SOTA COOPERATIVE - BUFFALO</b>					
	03-340-000-0000-6564		13,534.66	UNLEADED TANKER 032916	8103153	UNLEADED GASOLINE
<b>7544</b>	<b>CENTRA SOTA COOPERATIVE - BUFFALO</b>		<b>13,534.66</b>			<b>1 Transactions</b>
600	<b>MORRIES PARTS &amp; SERVICE GROUP</b>					
	03-340-000-0000-6574		87.67	MORRIES-PARTS 032916	CS660737	REPAIR PARTS
	03-340-000-0000-6574		130.70	MORRIES-PARTS 032916	CS662428	REPAIR PARTS
	03-340-000-0000-6575		165.00	MORRIES-LABOR 032916	CS662428	OUTSIDE LABOR
<b>600</b>	<b>MORRIES PARTS &amp; SERVICE GROUP</b>		<b>383.37</b>			<b>3 Transactions</b>
4873	<b>NORTHERN SAFETY TECHNOLOGY</b>					
	03-340-000-0000-6574		168.90	REPAIR PARTS 032916	40817	REPAIR PARTS

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<b>4873</b>	<b>NORTHERN SAFETY TECHNOLOGY</b>			<b>168.90</b>		1 Transactions	
595	<b>O'REILLY AUTO PARTS</b> 03-340-000-0000-6574			104.42	REPAIR PARTS 032916	4-158112	REPAIR PARTS
<b>595</b>	<b>O'REILLY AUTO PARTS</b>			<b>104.42</b>		1 Transactions	
2316	<b>OTSEGO/CITY OF</b> 03-340-000-0000-6596			90.52	SHOP WATER/SEWER 032916	28100-00	UTILITIES-OUTLYING SHOPS
<b>2316</b>	<b>OTSEGO/CITY OF</b>			<b>90.52</b>		1 Transactions	
1785	<b>WAVERLY/CITY OF</b> 03-340-000-0000-6596			313.90	WAV SHOP WATER/SEWER 032916	0200000260004	UTILITIES-OUTLYING SHOPS
<b>1785</b>	<b>WAVERLY/CITY OF</b>			<b>313.90</b>		1 Transactions	
2340	<b>WRIGHT COUNTY AUDITOR TREASURER</b> 03-340-000-0000-6597			150.00	WAV SHOP-FIRE 032916	17665	BUILDING MAINTENANCE-OUTLYING SHO
	03-340-000-0000-6903			740.00	STEMPER LAND 032916	24366	PROPERTY TAXES AND SPECIAL ASSESS
	03-340-000-0000-6903			0.53	DITCH # 4 032916	31843	PROPERTY TAXES AND SPECIAL ASSESS
	03-340-000-0000-6597			55.00	MAPLE LAKE-FIRE 032916	33304	BUILDING MAINTENANCE-OUTLYING SHO
	03-340-000-0000-6903			1,620.00	RASSAT PIT 032916	34087	PROPERTY TAXES AND SPECIAL ASSESS
	03-340-000-0000-6903			172.00	UNPLATTED LAND-OTSEGO 032916	59508	PROPERTY TAXES AND SPECIAL ASSESS
<b>2340</b>	<b>WRIGHT COUNTY AUDITOR TREASURER</b>			<b>2,737.53</b>		6 Transactions	
1383	<b>WRIGHT HENNEPIN COOP ELEC ASSN</b> 03-340-000-0000-6596			364.16	M LK SHOP ELEC. 032916	10810310900	UTILITIES-OUTLYING SHOPS
	03-340-000-0000-6596			238.46	FR LAKE SHOP ELEC. 032916	11110659400	UTILITIES-OUTLYING SHOPS
	03-340-000-0000-6598			2,872.69	PWB ELECTRIC 032916	11410943600	UTILITIES-P.W. BLDG.
	03-340-000-0000-6596			220.00	OTESGO SHOP ELEC. 032916	15016805561	UTILITIES-OUTLYING SHOPS
<b>1383</b>	<b>WRIGHT HENNEPIN COOP ELEC ASSN</b>			<b>3,695.31</b>		4 Transactions	
4433	<b>XCEL ENERGY</b> 03-340-000-0000-6596			214.63	WAV SHOP ELEC 032916	5149988710	UTILITIES-OUTLYING SHOPS
	03-340-000-0000-6596			429.37	WAV GAS UTIL. 032916	5149988710	UTILITIES-OUTLYING SHOPS
	03-340-000-0000-6596			39.55	WAV MISC LIGHTS 032916	5149988710	UTILITIES-OUTLYING SHOPS
	03-340-000-0000-6596			447.43	COKATO SHOP ELEC 032916	5149988710	UTILITIES-OUTLYING SHOPS
<b>4433</b>	<b>XCEL ENERGY</b>			<b>1,130.98</b>		4 Transactions	
2991	<b>ZEP SALES &amp; SERVICES</b> 03-340-000-0000-6411			317.20	ASPHALT RELEASE 032916	9002156667	OPERATING SUPPLIES

**\*\*\* 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
2991	ZEP SALES & SERVICES			317.20		1 Transactions	
<b>340</b>	<b>DEPT Total:</b>			<b>25,165.78</b>	<b>HIGHWAY SHOP MAINTENANCE</b>	<b>13 Vendors</b>	<b>30 Transactions</b>
<b>380</b>	<b>DEPT</b>				<b>UNALLOCATED NON-HIGHWAY OPERAT</b>		
6499	BERSIE/BRUCE 03-380-000-0000-6520			124.99	STEEL TOE BOOT REIMB. 032916	BERSIE	SAFETY PROGRAM & SUPPLIES
<b>6499</b>	<b>BERSIE/BRUCE</b>			<b>124.99</b>		<b>1 Transactions</b>	
4329	MILLER/RICHARD 03-380-000-0000-6520			125.00	STEEL TOE BOOT REIMB. 032916	MILLER	SAFETY PROGRAM & SUPPLIES
<b>4329</b>	<b>MILLER/RICHARD</b>			<b>125.00</b>		<b>1 Transactions</b>	
3613	MUNSON LAKES NUTRITION 03-380-000-0000-6520			46.86	SAFETY GLOVES J.T. 032916	0435849	SAFETY PROGRAM & SUPPLIES
<b>3613</b>	<b>MUNSON LAKES NUTRITION</b>			<b>46.86</b>		<b>1 Transactions</b>	
<b>380</b>	<b>DEPT Total:</b>			<b>296.85</b>	<b>UNALLOCATED NON-HIGHWAY OPERAT</b>	<b>3 Vendors</b>	<b>3 Transactions</b>
<b>3</b>	<b>Fund Total:</b>			<b>83,519.64</b>	<b>ROAD AND BRIDGE FUND</b>		<b>75 Transactions</b>

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Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
420	DEPT				FINANCIAL SERVICES		
2609	<b>CENTURYLINK</b>						
	11-420-600-0020-6203			20.64	763 682 3700 402		TELEPHONE
	11-420-600-0020-6203			65.19	612 E60 0050 860		TELEPHONE
	11-420-600-0020-6203			3.51	763 682 3995 596		TELEPHONE
	11-420-600-0020-6203			182.57	763 682 3900 431		TELEPHONE
	11-420-600-0020-6203			31.62	612 E60 0138 401		TELEPHONE
<b>2609</b>	<b>CENTURYLINK</b>			<b>303.53</b>		<b>5 Transactions</b>	
2618	<b>CENTURYLINK</b>						
	11-420-600-0020-6203			123.07	63276699	1365562717	TELEPHONE
<b>2618</b>	<b>CENTURYLINK</b>			<b>123.07</b>		<b>1 Transactions</b>	
3636	<b>SELECT ACCOUNT</b>						
	11-420-600-0020-6153			170.29	MARCH 2016 PARTICIPANT FEE		EMPLOYEE GROUP INSURANCE
<b>3636</b>	<b>SELECT ACCOUNT</b>			<b>170.29</b>		<b>1 Transactions</b>	
2490	<b>UNITED PARCEL SERVICE</b>						
	11-420-600-0020-6205			0.42	SHIPPING		POSTAGE
<b>2490</b>	<b>UNITED PARCEL SERVICE</b>			<b>0.42</b>		<b>1 Transactions</b>	
<b>420</b>	<b>DEPT Total:</b>			<b>597.31</b>	<b>FINANCIAL SERVICES</b>	<b>4 Vendors</b>	<b>8 Transactions</b>
430	DEPT				SOCIAL SERVICES		
2609	<b>CENTURYLINK</b>						
	11-430-700-0020-6203			9.07	763 682 3995 596		TELEPHONE
	11-430-700-0020-6203			53.40	763 682 3700 402		TELEPHONE
	11-430-700-0020-6203			168.64	612 E60 0050 860		TELEPHONE
	11-430-700-0020-6203			472.28	763 682 3900 431		TELEPHONE
	11-430-700-0020-6203			81.80	612 E60 0138 401		TELEPHONE
<b>2609</b>	<b>CENTURYLINK</b>			<b>785.19</b>		<b>5 Transactions</b>	
2618	<b>CENTURYLINK</b>						
	11-430-700-0020-6203			318.35	63276699	1365562717	TELEPHONE
<b>2618</b>	<b>CENTURYLINK</b>			<b>318.35</b>		<b>1 Transactions</b>	
3636	<b>SELECT ACCOUNT</b>						
	11-430-700-0020-6153			266.08	MARCH 2016 PARTICIPANT FEE		EMPLOYEE GROUP INSURANCE

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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
3636	SELECT ACCOUNT		266.08		1 Transactions	
2490	UNITED PARCEL SERVICE 11-430-700-0020-6205		0.71	SHIPPING		POSTAGE
2490	UNITED PARCEL SERVICE		0.71		1 Transactions	
<b>430</b>	<b>DEPT Total:</b>		<b>1,370.33</b>	<b>SOCIAL SERVICES</b>	<b>4 Vendors</b>	<b>8 Transactions</b>
<b>450</b>	DEPT			PUBLIC HEALTH SERVICES		
2609	CENTURYLINK 11-450-430-0020-6203		308.10	763 682 3900 431		TELEPHONE
	11-450-430-0020-6203		34.84	763 682 3700 402		TELEPHONE
	11-450-430-0020-6203		110.01	612 E60 0050 860		TELEPHONE
	11-450-430-0020-6203		53.37	612 E60 0138 401		TELEPHONE
	11-450-430-0020-6203		5.92	763 682 3995 596		TELEPHONE
2609	CENTURYLINK		512.24		5 Transactions	
2618	CENTURYLINK 11-450-430-0020-6203		207.68	63276699	1365562717	TELEPHONE
2618	CENTURYLINK		207.68		1 Transactions	
3636	SELECT ACCOUNT 11-450-430-0020-6153		95.79	MARCH 2016 PARTICIPANT FEE		EMPLOYEE GROUP INSURANCE
3636	SELECT ACCOUNT		95.79		1 Transactions	
2490	UNITED PARCEL SERVICE 11-450-430-0020-6205		0.26	SHIPPING		POSTAGE
2490	UNITED PARCEL SERVICE		0.26		1 Transactions	
<b>450</b>	<b>DEPT Total:</b>		<b>815.97</b>	<b>PUBLIC HEALTH SERVICES</b>	<b>4 Vendors</b>	<b>8 Transactions</b>
<b>480</b>	DEPT			HUMAN SERVICES UNALLOCATED		
4628	VERIZON WIRELESS 11-480-000-0000-6899		100.78	887189319		HUMAN SERVICES EXP. DUMP FUND
	11-480-000-0000-6899		131.75	887189319		HUMAN SERVICES EXP. DUMP FUND
	11-480-000-0000-6899		1,362.41	887189319		HUMAN SERVICES EXP. DUMP FUND
	11-480-000-0000-6899		195.70	887189319		HUMAN SERVICES EXP. DUMP FUND
	11-480-000-0000-6899		73.05	887189319		HUMAN SERVICES EXP. DUMP FUND

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	11-480-000-0000-6899		887189319		HUMAN SERVICES EXP. DUMP FUND
	11-480-000-0000-6899		887189319		HUMAN SERVICES EXP. DUMP FUND
	11-480-000-0000-6899		887189319		HUMAN SERVICES EXP. DUMP FUND
	11-480-000-0000-6899		887189319		HUMAN SERVICES EXP. DUMP FUND
<b>4628</b>	<b>VERIZON WIRELESS</b>		<b>7,662.19</b>		
				<b>9 Transactions</b>	
<b>480</b>	<b>DEPT Total:</b>		<b>7,662.19</b>	<b>HUMAN SERVICES UNALLOCATED</b>	<b>1 Vendors</b>
					<b>9 Transactions</b>
<b>11</b>	<b>Fund Total:</b>		<b>10,445.80</b>	<b>HUMAN SERVICES FUND</b>	<b>33 Transactions</b>

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
<b>393</b>	DEPT			S.C.O.R.E.		
5067	<b>BEAUDRY PROPANE INC</b> 20-393-000-0000-6801		1,762.40	PROPANE DELIVERY HEAT	406894	MISCELLANEOUS EXPENSE
<b>5067</b>	<b>BEAUDRY PROPANE INC</b>		<b>1,762.40</b>	1 Transactions		
6413	<b>JLR GARAGE DOOR SERVICE INC</b> 20-393-000-0000-6801		1,625.00	REPAIRS OVERHEAD DOOR	51259	MISCELLANEOUS EXPENSE
<b>6413</b>	<b>JLR GARAGE DOOR SERVICE INC</b>		<b>1,625.00</b>	1 Transactions		
926	<b>ROYAL TIRE INC</b> 20-393-000-0000-6801		299.98	LOADER TIRE REPAIR	31221675	MISCELLANEOUS EXPENSE
<b>926</b>	<b>ROYAL TIRE INC</b>		<b>299.98</b>	1 Transactions		
4702	<b>STERICYCLE INC</b> 20-393-000-0000-6801		316.29	2016 2ND QTR PAYMENT	4006189790	MISCELLANEOUS EXPENSE
<b>4702</b>	<b>STERICYCLE INC</b>		<b>316.29</b>	1 Transactions		
<b>393</b>	<b>DEPT Total:</b>		<b>4,003.67</b>	<b>S.C.O.R.E.</b>	<b>4 Vendors</b>	<b>4 Transactions</b>
<b>20</b>	<b>Fund Total:</b>		<b>4,003.67</b>	<b>WASTE MANAGEMENT FUND</b>		<b>4 Transactions</b>

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 3/24/2016 1:24:57PM  
**34** CAPITAL IMPROVEMENTS

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161	DEPT			HIGHWAY BUILDING BOND PROCEEDS		
4025	<b>KRAUS ANDERSON CONSTRUCTION</b> 34-161-000-0000-6605		57,311.28	CONSTRUCTION SERVICES HWY 2/29	17080	HIGHWAY BUILDING
4025	<b>KRAUS ANDERSON CONSTRUCTION</b>		<b>57,311.28</b>	1 Transactions		
1537	<b>WRIGHT COUNTY JOURNAL PRESS</b> 34-161-000-0000-6605		554.19	AD FOR BID HWY BUILDING	5022395	HIGHWAY BUILDING
1537	<b>WRIGHT COUNTY JOURNAL PRESS</b>		<b>554.19</b>	1 Transactions		
161	<b>DEPT Total:</b>		<b>57,865.47</b>	<b>HIGHWAY BUILDING BOND PROCEEDS</b>	<b>2 Vendors</b>	<b>2 Transactions</b>
34	<b>Fund Total:</b>		<b>57,865.47</b>	<b>CAPITAL IMPROVEMENTS FUND</b>		<b>2 Transactions</b>

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505	DEPT			HISTORIAN		
2609	CENTURYLINK					
	71-505-000-0000-6203		0.94	763 682 3900 431		TELEPHONE
	71-505-000-0000-6203		0.16	612 E60 0138 401		TELEPHONE
	71-505-000-0000-6203		0.34	612 E60 0050 860		TELEPHONE
	71-505-000-0000-6203		0.11	763 682 3700 402		TELEPHONE
	71-505-000-0000-6203		0.02	763 682 3995 596		TELEPHONE
2609	CENTURYLINK		1.57		5 Transactions	
2618	CENTURYLINK					
	71-505-000-0000-6203		0.63	63276699	1365562717	TELEPHONE
2618	CENTURYLINK		0.63		1 Transactions	
3636	SELECT ACCOUNT					
	71-505-000-0000-6261		1.95	MARCH 2016 PARTICIPANT FEE		PROFESSIONAL SERVICES
3636	SELECT ACCOUNT		1.95		1 Transactions	
505	DEPT Total:		4.15	HISTORIAN	3 Vendors	7 Transactions
71	Fund Total:		4.15	HISTORIAN		7 Transactions

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 3/24/2016 1:24:57PM  
 72 SOIL AND WATER

\*\*\* 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
605	DEPT 3636 SELECT ACCOUNT 72-605-000-0000-6261			SOIL & WATER		
	3636 SELECT ACCOUNT		22.27	MARCH 2016 PARTICIPANT FEE		PROFESSIONAL SERVICES
			22.27	1 Transactions		
605	<b>DEPT Total:</b>		<b>22.27</b>	<b>SOIL &amp; WATER</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
72	<b>Fund Total:</b>		<b>22.27</b>	<b>SOIL AND WATER</b>		<b>1 Transactions</b>
	<b>Final Total:</b>		<b>278,211.55</b>	<b>221 Vendors</b>	<b>419 Transactions</b>	

**\*\*\* WRIGHT COUNTY \*\*\***



**Recap by Fund**

<u>Fund</u>	<u>Amount</u>	<u>Name</u>
1	111,827.07	GENERAL REVENUE FUND
2	10,523.48	RESERVES FUND
3	83,519.64	ROAD AND BRIDGE FUND
11	10,445.80	HUMAN SERVICES FUND
20	4,003.67	WASTE MANAGEMENT FUND
34	57,865.47	CAPITAL IMPROVEMENTS FUND
71	4.15	HISTORIAN
72	22.27	SOIL AND WATER
<b>All Funds</b>	<b>278,211.55</b>	<b>Total</b>

Approved by, .....

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