WRIGHT COUNTY BOARD
AGENDA
1-05-16

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

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

## II. 2016 BOARD REORGANIZATION

Documents: 1-05-16 COUNTY BOARD AGENDA REORGANIZATION ITEM.PDF

## III. MINUTES - DISPENSE WITH READING. APPROVE AS WRITTEN/REVISED.

### A. COUNTY BOARD MINUTES 12-29-15

Documents: 2015-12-29 WRIGHT COUNTY BOARD MINUTES (INFO).PDF

## IV. REVIEW & APPROVAL OF AGENDA

## V. CONSENT AGENDA

### A. ADMINISTRATION

1. Refer Nursing Mothers Room To January 13, 2016 Building Committee Meeting

2. Refer Items To Personnel Committee On January 13, 2016
   A. Personnel Policy 506 Business Related Expense Reimbursement
   B. Motor Pool Vehicle Usage Procedures

Documents: RFBA REFER NURSING MOTHERS ROOM TO BLDG COMMITTEE.PDF, RFBA ITEMS TO PERSONNEL COMMITTEE 1.13.16.PDF

### B. ADMINISTRATION

1. Recap Of 2015 Auction, Authorize 2016 Auction Services, Schedule Rebid And Set 2016 Auction Date

Documents: RFBA 2015 AUCTION RECAP AND 2016 AUCTION.PDF

### C. ADMINISTRATION

1. Refer Annex Custodial Closet To Building Committee

Documents: 152016 ANNEX CUSTODIAL CLOSET.PDF

### D. AUDITOR / TREASURER

1. Approve Claims As Listed In The Abstract, Subject To Audit, For A Total Of $401,805.97 With 130 Vendors And 185 Transactions

Documents: AGENDA 1-5 CONSENT CLAIMS.PDF

### E. AUDITOR / TREASURER

1. Approve Renewal Of 2016 Tobacco License For: City Of Montrose: DG Retail, LLC DBA Dollar General Store #16105.

Documents: AGENDA 1-5 CONSENT TOBACCO LICENSE RENEWALS.PDF

### F. PLANNING & ZONING

1. Appoint Members To Planning Commission And Board Of Adjustment For Terms Expired December 31st, 2015

Documents: COUNTYBOARDAGENDARMEMBERS.PDF, 2015 PC-BOA BOARD.MEM TERMSMINE.PDF

**G. SHERIFF**

1. Position Replacement:
   A. Deputy

Documents: 12-23-15 REQUEST POSITION REPLACEMENT FOR 1 DEPUTY - MACLEOD RESIGNATION.PDF

## VI. TIMED AGENDA ITEMS

**A. 9:05 A.M. BOB HIIVALA, AUDITOR/TREASURER**

1. Award Of Bids For 2016 Official Newspaper.

Documents: AGENDA - 01-05 NEWSPAPER.PDF

**B. 9:07 A.M. BOB HIIVALA, AUDITOR/TREASURER**

1. Approve Temporary Liquor Licenses For:
   A. A.B.A.T.E. Of Minnesota, Inc.
   B. Maple Lake - Lake Property Owner's Association

Documents: AGENDA 1-5 ABATE TEMP LIQUOR LIC.PDF, AGENDA 1-5 MAPLE LAKE-LAKE PROPERTY.PDF

**C. 9:10 A.M. VIRGIL HAWKINS, HIGHWAY ENGINEER**

1. Approve Preparation Of Highway Plat For CSAH 37 And Resolution For Same

Documents: 01-05-16 ROW PLAT AND RESOLUTION.PDF

**D. 9:15 A.M. TOM KELLY, COUNTY ATTORNEY**

1. Adopt Resolution Authorizing Tom Kelly To Execute The Master Subscriber Agreement

Documents: AGENDA REQUEST - JANUARY 5, 2016.PDF, RESOLUTION FOR WRIGHT COUNTY ATTORNEYS OFFICE.PDF, MASTER-SUBSCRIBER-AGREEMENT.PDF

**E. 9:20 A.M. BRIAN ASLESON, CHIEF DEPUTY COUNTY ATTORNEY**

1. Renew Contract With Crossroads Animal Shelter For Dangerous Dog Service

Documents: 1-5-16 AGENDA REQ.PDF

**F. 9:25 A.M. BRIAN ASLESON, CHIEF DEPUTY COUNTY ATTORNEY**

1. Approve Of Retaining Kevin Casserly To Perform An Additional Appraisal For Purposes Of Tax Court.

Documents: 1-5-16 AGENDA REQ - CASSERLY.PDF

**G. 9:30 A.M. LEE KELLY, COUNTY COORDINATOR**

1. Approve Draft Remodeling Feasibility Study For Wright County Courts, January 2016

Documents: 1-5-16 RFBA RFP COURTS.PDF, 1-05-16 REQUEST FOR PROPOSALS WC COURTS 2015V2.PDF

## VII. ITEMS FOR CONSIDERATION - NONE

## VIII. ADVISORY COMMITTEE / ADVISORY BOARD UPDATES

## IX. ADJOURNMENT

## X. CLAIMS LISTING

Documents: 1-05-16 CLAIMS LISTING.PDF

## XI. NOTE:

NEGOTIATION COMMITTEE OF THE WHOLE MEETING @ 11:00 A.M. RE: LABOR NEGOTIATION STRATEGIES

**2016 BOARD REORGANIZATION:**

Bob Hiivala, County Auditor/Treasurer, called the meeting to order and asked for an election of the Chairperson for the coming year. On a motion by _____, second by _____, all voted to elect _____ as Chairperson for 2016; and then Commissioner _____ presided at the meeting.

On a motion by _____, seconded by _____, all voted to elect _____ as Vice Chairperson for 2016.

On a motion by _____, second by _____, all voted to dispense with the reading of the minutes of 12-29-15 and approve them as written/revised.

On a motion by _____, second by _____, all voted to transfer back any unused funds in the County Attorney's Contingency Fund, the Sheriff's Contingency Fund, and the Incidental Fund to the General Revenue Fund.

On a motion by _____, second by _____, all voted to recall all unused clerk hire and unused budgets for 2015.

On a motion by _____, second by _____, all voted to set the County Board's regular sessions for every Tuesday for 2016. The meetings shall be called to order at _____ A.M.

The Chairperson presented the 2015 list of committee memberships and asked the members of the County Board to convey their preferences and suggestions regarding committee designations for 2016.

On a motion by _____, second by _____, all voted that the appointments of committees for 2016 be made by the Chairperson with the approval of the Board and that the first member named act as Chairperson of the Committee and the County Coordinator act as Secretary. Alternates are designated on the Committee by ( ).

The following is a list of 2015 committees and the 2016 appointments:

| COMMITTEE | 2015 MEMBERS | 2016 APPOINTMENTS |
|---|---|---|
| **Budget Committee Of The Whole** | All Commissioners, Coordinator Aud./Treas. | _____ _____ |
| **Building, Furniture & Equipment** | Potter, Daleiden, Coordinator (Borrell) | _____ _____ _____ (_____) |
| **Capital Improvement/Finance Committee** | Sawatzke, Daleiden, Auditor/Treasurer, Attorney, Coordinator (Potter) | _____ _____ _____ _____ _____ (_____) |
| **Committee to Inspect Ditches** | Two Commissioners as appointed by Board, Auditor/Treasurer | _____ _____ _____ |
| **Deferred Compensation** | Sawatzke, Daleiden, Coordinator, Auditor/Treasurer, Chief Deputy Attorney | _____ _____ _____ _____ _____ |

| COMMITTEE | 2015 MEMBERS | 2016 APPOINTMENTS |
|---|---|---|
| **Labor/Management Health Insurance** | Borrell, Potter, Coordinator, (Husom) (Also Human Resources Director, two Human Resources Representatives, one Department Head representing the Leadership Team, and one Representative from each union) | _____ _____<br>_____ (_____) |
| **Labor/Management Loss Control** | Husom, Borrell, Coordinator, Assistant County Coordinator, Risk Manager, Emergency Management Coordinator (Also one Representative from each unit: Teamsters, WCDA, AFSCME, and 49ers) | _____ _____<br>_____ _____<br>_____ _____ |
| **Noxious Weed Appeal Committee** | Borrell, Daleiden | _____ _____ |
| **Nuclear** | Husom, Sawatzke, Coordinator | _____ _____<br>_____ |
| **Owners Committee** | Potter, Borrell (Sawatzke) | _____ _____<br>_____ |
| **Personnel & Employee Relations** | Sawatzke, Husom, Coordinator (Potter) | _____ _____<br>_____ (_____) |
| **Security Committee** | Husom, Borrell, Coordinator, Two Judges, Risk Manager, Court Administrator, Representatives From: Sheriff, Court Services, County Attorney | _____ _____<br>_____ _____<br>_____ _____ |
| **Tax Forfeit Committee** | Potter, Borrell, Auditor/Treasurer | _____ _____<br>_____ |
| **Technology** | Daleiden, Borrell, IT Director, Auditor/ Treasurer, Highway Engineer, Human Services Representative, Sheriff Representative, Surveyor, Coordinator (Husom) | _____ _____<br>_____ _____<br>_____ _____<br>_____ _____<br>_____ (_____) |
| **Transportation Committee Of The Whole** | All Commissioners, Highway Engineer, Coordinator | _____ _____<br>_____ |
| **Union Negotiations** | Sawatzke, Husom, Coordinator, Assistant County Coordinator, Human Resources Director (Daleiden) | _____ _____<br>_____ _____<br>_____ (_____) |
| **Ways & Means** | Sawatzke, Husom, Coordinator (Borrell) | _____ _____<br>_____ (_____) |

| ADVISORY BOARD MEMBERS | 2015 MEMBERS | 2016 APPOINTMENTS |
|---|---|---|
| **Area Transportation Planning (ATP)** | Potter | _____ |
| **Bertram Chain Of Lakes Advisory Board** | Daleiden, Sawatzke | _____ _____ |
| **Central MN EMS Region Joint Powers Board** | Husom (Borrell) | _____ (_____) |
| **Central MN Jobs & Training Joint Powers Board (JTPA) Workforce Center** | Husom | _____ |
| **Central MN Emergency Services Board (Regional Radio Board)** | Borrell (Husom) | _____ (_____) |
| **Clearwater River Watershed District (CRWD)** | Husom | _____ |
| **County Extension Service** | Potter, Borrell | _____ _____ |
| **Crow River Organization Of Water (C.R.O.W.)** | Borrell (Potter) | _____ (_____) |
| **Delegates to AMC** | All Commissioners, Auditor/Treasurer, Coordinator, Highway Engineer | _____ _____<br>_____ _____ |
| **East Central Joint Powers Board** | Sawatzke, Court Services Director | _____ _____ |
| **Economic Development Partnership Board** | Potter | _____ |
| **Great River Regional Library Board** | Potter | _____ |
| **Highway 55 Coalition** | Husom, Potter (Highway Engineer) | _____ _____<br>(_____) |
| **Historical Society** | Sawatzke | _____ |
| **I-94 Coalition** | Potter | _____ |
| **Law Library Board** | Husom | _____ |
| **Legislative Matters** | All Commissioners | _____ |

| ADVISORY BOARD MEMBERS | 2015 MEMBERS | 2016 APPOINTMENTS |
|---|---|---|
| **Methamphetamine Education And Drug Awareness Coalition Of Wright County (M.E.A.D.A.)** | Husom | _____ |
| **Monticello Joint Planning Board** | Sawatzke | _____ |
| **Parks Advisory Board** | Daleiden | _____ |
| **Planning Commission** | Borrell | _____ |
| **Public Works Labor/ Management** | Husom, Coordinator (Sawatzke) | _____ _____ (_____) |
| **Region 7W Comprehensive Economic Development Strategy Committee** | Potter (Sawatzke) | _____ (_____) |
| **Region 7W Transportation** | Potter | _____ |
| **Regional Crime Lab** | Husom | _____ |
| **Central MN Emergency Services Board (Regional Radio Board)** | Borrell (Husom) | _____ (_____) |
| **River Rider Joint Powers Board** | Borrell, Sawatzke, (Daleiden)<br>City Representative | _____ _____<br>_____ (_____) |
| **Safe Communities of Wright County (SCWC)** | Husom | _____ |
| **Soil & Water Conservation District (SWCD)** | Borrell | _____ |
| **Twin Cities Urbanized Areas (UZA) Boundaries** | Daleiden | _____ |
| **Water Management Task Force** | Daleiden | _____ |
| **Wright County Ag Society** | Borrell | _____ |
| **Wright County Community Action Council** | Borrell, Daleiden, City Representative | _____ _____<br>_____ |
| **Wright County Multi-Jurisdictional Hazard Mitigation Planning Committee** | Husom | _____ |

On a motion by _____, second by _____, all voted to accept the Advisory Board appointments as recommended.

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

INFORMATIONAL

WRIGHT COUNTY BOARD
MINUTES
DECEMBER 29, 2015

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

**MINUTES**
Daleiden moved to approve the 12-22-15 County Board Minutes as presented, seconded by Husom. The motion carried 5-0.

**AGENDA**
Borrell moved, seconded by Husom, to approve the Agenda as presented. The motion carried 5-0.

**CONSENT AGENDA**
On a motion by Husom, seconded by Borrell, all voted to approve the Consent Agenda:

**A. ADMINISTRATION**

1. Claim, Madden, Galanter & Hansen, LLP, $1,315.20

**B. AUDITOR/TREASURER**

1. Approve Claims As Listed In The Abstract, Subject To Audit, For A Total Of $564,816.72 With 196 Vendors And 310 Transactions.

**C. EXTENSION**

1. Approve Memorandum Of Agreement (MOA) Between Wright County And University Of Minnesota Extension For Providing Extension Programs Locally And Employing County Extension Staff.

**D. PLANNING & ZONING**

Request Action On The Rezoning Recommendations Of The Planning Commission For The Following Items:

1. DELANO SPORTMENS'S CLUB, Represented By Mark Bauman – (Franklin Twp.)
   Planning Commission Unanimously Recommends Rezoning From The A/R Agricultural-Residential District And S-2 Residential-Recreational Shorelands Back To AG General Agricultural And S-2.
2. MAURICE E. CARLIN & ROSEMARY THOMPSON - (Silver Creek Twp.)
   Planning Commission Unanimously Recommends Approval Of The Request To Rezone From AG General Agricultural And S-2 Residential-Recreational Shorelands To A/R Agricultural-Residential And S-2.
3. CHERYL J. BERGSTROM – (Corinna Twp.)
   Planning Commission Unanimously Recommends Approval Rezoning Of 19.22 Acres From AG General Agricultural To A/R Agricultural-Residential.

**TIMED AGENDA ITEMS**

**BOB HIIVALA – AUDITOR/TREASURER**
<u>Approve October Revenue/Expenditure Budget Report</u>
Hiivala said there was a transfer allocation of salaries in October. Hiivala said there was a reduction in the placeholder in the 01-100 category for Unallocated Personnel Services. There are also new line items in Department 100, such as Transfer to Road & Bridge and Transfer to Health & Human Services. He said these items were levied as part of the General Fund levy. Sawatzke moved to approve the October Revenue/Expenditure Budget Report. Daleiden seconded, and the motion carried 5-0.

Approve Transfer from General Fund to Capital Projects Fund in the Amount of $3,430,000
Hiivala said the County Board approved the Capital Improvement Plan (CIP) at their last meeting. Today his request is for a motion to transfer $3,430,000 from the General Fund to the Capital Projects Fund to cover projects identified during the CIP process. Borrell moved to approve the transfer of $3,430,000 from the General Fund to the Capital Projects Fund, seconded by Husom. The motion carried unanimously.

Approve Revised Procurement Policy.
Hiivala said the County Board approved the Procurement Card Policy (Policy) in November of 2014. A redlined copy of the Policy was included in today's meeting packet. Part of the revision involved removing information that will be included in a separate manual for card holders.

Hiivala said the County is on a State Contract with US Bank, which offers the best terms. Hiivala said the Procurement Card program will empower Departments to purchase items more easily. He is working with County Coordinator Lee Kelly to determine when Purchase Orders will be required. Hiivala said he and Kelly also need to decide whether to blend the original 1986 Purchasing Policy and the new Procurement Card Policy, or adopt a new Purchasing Policy that references the Procurement Card Policy.

Procurement Cards may not be used to purchase items for personal use. Potter said Department Heads must monitor purchases, and ensure that the required documentation for each purchase is submitted. Hiivala said that large vendors will automatically disallow unauthorized purchases. However, he said if the vendor doesn't submit the details of the purchase to the credit card company, that information will not be available to the County. Hiivala said they have asked US Bank to allow the County to limit the types of purchases made with the Procurement Cards. Hiivala said Department Heads will request a daily credit limit from the Auditor/Treasurer's Department for individual employees, as well as indicate what items or services may be purchased.

There was discussion about how travel expenses would be handled. Sawatzke asked Hiivala to make sure the Procurement Card Policy is consistent with the current Purchasing Policy regarding reimbursement of travel expenses. Hiivala said there will be an in-house review process for all purchases, as well as signed statements by cardholders regarding adhering to the Policy. Borrell moved to approve the revised Procurement Card Policy, seconded by Daleiden. The motion carried 5-0.

**ITEMS FOR CONSIDERATION**

**MILEAGE REIMBURSEMENT RATE FOR 2016 (KELLY)**
Kelly said the County's mileage reimbursement rate has been 50 cents per mile for a number of years. The Internal Revenue Service (IRS) lowered the rate from 57.5 in 2015 to 54 cents for 2016. Borrell moved, seconded by Daleiden, to set the 2016 mileage reimbursement rate at 50 cents per mile. The motion carried 5-0.

**SCHEDULE COMMITTEE OF THE WHOLE RE: HOMELAND SECURITY AND EMERGENCY MANAGEMENT (KELLY)**
Kelly said State Homeland Security and Emergency Management Director Joe Kelly would like to make a brief presentation to the County Board. L. Kelly suggested a Committee Of The Whole meeting. Daleiden moved to schedule a Committee Of The Whole meeting with State Homeland Security and Emergency Management Director Joe Kelly on 2-2-16 at 11:00 A.M. Husom seconded. Daleiden said they could meet on 2-16-16 if the first date doesn't work. The motion carried 5-0.

**ADVISORY COMMITTEE / ADVISORY BOARD UPDATES**

1. Great River Regional Library: Potter said the most recent meeting discussed union negotiations. They will meet again at the end of January.

2. Central Minnesota Mental Health Center Board: Sawatzke said Husom and he attended a Central Minnesota Mental Health Center Board meeting last night. The financial report was very favorable. The new director comes on board 2-01-16.

The meeting adjourned at 9:31 A.M.

DRAFT

# WRIGHT COUNTY
# REQUEST FOR BOARD ACTION

***REQ. AGENDA TIME:*** _____ ***BOARD MEETING DATE:*** ***January 5, 2016***

***CONSENT AGENDA:*** ***X*** ***AMT. OF TIME REQUIRED:*** _____

***ITEM FOR CONSIDERATION:*** _____

ADMINISTRATION
ORIGINATING DEPARTMENT/SERVICE

X Sue Vergin
REQUESTOR'S SIGNATURE

_____
REVIEWED BY/DATE

**BOARD ACTION REQUESTED:**

Refer Nursing Mothers Room to January 13, 2016 Building Committee Meeting

**BACKGROUND/JUSTIFICATION:**

**COUNTY ATTORNEY REVIEW DATE:**

**COUNTY COORDINATOR/DATE:**

**ADMINISTRATIVE RECOMMENDATION:**
- ☐ **APPROVAL**
- ☐ **DENIAL**
- ☐ **NO RECOMMENDATION**

**FINANCIAL IMPLICATIONS: $**_____

**BUDGETED:** _____ _____
**YES** **NO**

**FUNDING:** _____ _____
**LEVY** **OTHER**

**COMMENTS:**

**COMMENTS:**

# WRIGHT COUNTY
# REQUEST FOR BOARD ACTION

***REQ. AGENDA TIME:*** _____ ***BOARD MEETING DATE:*** __*January 5, 2016* _____

***CONSENT AGENDA:*** _____*X*_____ ***AMT. OF TIME REQUIRED:*** _____

***ITEM FOR CONSIDERATION:*** _____

_ADMINISTRATION_____.
ORIGINATING DEPARTMENT/SERVICE

X____Sue Vergin_____
REQUESTOR'S SIGNATURE

_____
REVIEWED BY/DATE

**BOARD ACTION REQUESTED:**

Refer the following items to the January 13, 2016 Personnel Committee:

- Personnel Policy 506 Business Related Expense Reimbursement
- Motor Pool Vehicle Usage Procedures

**BACKGROUND/JUSTIFICATION:**

**COUNTY ATTORNEY REVIEW DATE:**

**FINANCIAL IMPLICATIONS: $_____**

**COUNTY COORDINATOR/DATE:**

**ADMINISTRATIVE RECOMMENDATION:**
- ☐ **APPROVAL**
- ☐ **DENIAL**
- ☐ **NO RECOMMENDATION**

**BUDGETED:** _____ _____
**YES NO**

**FUNDING:** _____ _____
**LEVY OTHER**

**COMMENTS:**

**COMMENTS:**

# WRIGHT COUNTY
# REQUEST FOR BOARD ACTION

***REQ. AGENDA TIME:*** _____ ***BOARD MEETING DATE:*** *January 5, 2016*

***CONSENT AGENDA:*** _____ ***AMT. OF TIME REQUIRED:*** _____

***ITEM FOR CONSIDERATION:*** *X*

**Administration**
ORIGINATING DEPARTMENT/SERVICE

X **Sue Vergin**
REQUESTOR'S SIGNATURE

_____
REVIEWED BY/DATE

**BOARD ACTION REQUESTED:**

1. Authorize using the services of Fogarty Auction / Fred W Radde for the 2016 & 2017 Auctions.
2. Authorize the rebid of this service every 3 years, with next rebid for 2017-2019.
3. Set the 2016 Auction date for June 25, 2016

**BACKGROUND/JUSTIFICATION:**

- Recap of 2015 Auction is attached.

**COUNTY ATTORNEY REVIEW DATE:**

**FINANCIAL IMPLICATIONS: $**_____

**COUNTY COORDINATOR/DATE:**

**ADMINISTRATIVE RECOMMENDATION:**
- ☐ **APPROVAL**
- ☐ **DENIAL**
- ☐ **NO RECOMMENDATION**

**BUDGETED:** _____ **YES** _____ **NO**

**FUNDING:** _____ **LEVY** _____ **OTHER**

**COMMENTS:**

**COMMENTS:**

| Year | *Net Auction Proceeds | 02-234 DWI Auction Revenues | 02-228 DTF Auction Revenues | 01-100 County Auction Revenues | 01-100 IT Online Sales | Total Auction & Online Revenues |
|---|---|---|---|---|---|---|
| 2010 | $ 105,013 | $ 38,960 | $ - | $ 66,053 | | $ 105,013 |
| 2011 | $ 139,050 | $ 33,466 | $ 5,867 | $ 99,717 | | $ 139,050 |
| 2012 | $ 71,882 | $ 42,420 | $ 1,993 | $ 27,469 | | $ 71,882 |
| 2013 | $ 160,008 | $ 60,718 | $ 10,064 | $ 89,226 | | $ 160,008 |
| 2014 | $ 101,338 | $ 50,177 | $ 6,936 | $ 44,225 | $ 71 | $ 101,409 |
| **2015** | **$ 82,159** | **$ 38,556** | **$ 6,063** | **$ 37,540** | **$ 6,465** | **$ 88,624** |
| *Annual Average* | | *$ 44,050* | *$ 5,154* | *$ 60,705* | | *$ 110,998* |

***Revenue Reduced by Auctioneer's Commission***

***Misc Footnotes Re 2015 Auction:***

Chicago cab companies no longer interested in the Crown Vics

Date of Auction may have been a factor in reduced revenues (MEA)

Comments from Customers -"Good prices for buyers" and "Very streamlined"

# WRIGHT COUNTY
# REQUEST FOR BOARD ACTION

_____ ***BOARD MEETING DATE:*** __1/5/16___***CONSENT AGENDA:*** ***_X____***

***AMT. OF TIME REQUIRED:*** _____ ***ITEM FOR CONSIDERATION:*** _____

_ADMINISTRATION_____.
ORIGINATING DEPARTMENT/SERVICE

x__Lee Kelly_____
_____
REQUESTOR'S SIGNATURE

_____
REVIEWED BY/DATE

**BOARD ACTION REQUESTED:**

**Refer Annex Custodial Closet to Building Committee**

**BACKGROUND/JUSTIFICATION:**
**There have been discussions about re-purposing this area. Ideas include expanding the restrooms or moving the mailroom.**

**DATE/TIME RECEIVED IN ADMINISTRATION OFFICE:**

**COUNTY ATTORNEY REVIEW DATE:**

**FINANCIAL IMPLICATIONS: $_____**

**BUDGETED:** _____ _____
**YES NO**

**COUNTY COORDINATOR/DATE:**

**ADMINISTRATIVE RECOMMENDATION:**
- ☐ **APPROVAL**
- ☐ **DENIAL**
- ☐ **NO RECOMMENDATION**

**FUNDING:** _____ _____
**LEVY OTHER**

**COMMENTS:**

**COMMENTS:**

# WRIGHT COUNTY
# REQUEST FOR BOARD ACTION

| | | | | | |
|---|---|---|---|---|---|
| ***Req. Agenda Time*:** | | ***Board Meeting Date*:** | 1-5-16 | ***Consent Agenda*:** | X |
| ***Amt. of Time Required:*** | | ***Item For Consideration*:** | | | |

| | |
|---|---|
| Auditor-Treasurer's Office | **Board Action Requested:** |
| **Originating Department/Service** | Approve Claims as Listed in the Abstract, Subject to Audit, for a Total of $401,805.97 with 130 Vendors and 185 Transactions. |
| | |
| **Requestor's Signature** | |
| | |
| **Reviewed By/Date** | |

**Background/Justification:**

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

| | | |
|---|---|---|
| **Date/Time Received In Administration Office:** | **County Attorney Review/Date:** | **Financial Implications: $**<br><br>**Budgeted:**<br>**Yes** **No**<br><br>**Funding:**<br>**Levy** **Other** |
| **County Coordinator/Date** | **Administrative Recommendation:**<br>**Approval**<br>**Denial**<br>**No Recommendation** | |
| **Comments:** | | **Comments:** |

# WRIGHT COUNTY
# REQUEST FOR BOARD ACTION

| | | | | | |
|---|---|---|---|---|---|
| ***Req. Agenda Time*:** | | ***Board Meeting Date*:** | 1-5-16 | ***Consent Agenda*:** | X |
| ***Amt. of Time Required:*** | | ***Item For Consideration*:** | | | |

| | |
|---|---|
| Auditor-Treasurer's Office | **Board Action Requested:** |
| **Originating Department/Service** | Approve Renewal of 2016 Tobacco Licenses for: |
| | |
| **Requestor's Signature** | |
| | |
| **Reviewed By/Date** | |

**Background/Justification:**

**City of Montrose:** DG Retail, LLC DBA Dollar General Store #16105.

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

| | | |
|---|---|---|
| **Date/Time Received In Administration Office:** | **County Attorney Review/Date:** | **Financial Implications: $**<br>**Budgeted:** **Yes** **No**<br>**Funding:** **Levy** **Other** |
| **County Coordinator/Date** | **Administrative Recommendation:**<br>**Approval**<br>**Denial**<br>**No Recommendation** | |
| **Comments:** | | **Comments:** |

**WRIGHT COUNTY**

**REQUEST FOR BOARD ACTION**

**REQ. AGENDA TIME: any BOARD MEETING DATE: 1/5/2016 CONSENT AGENDA**

**AMT. OF TIME REQUIRED: 5 min. ITEM FOR CONSIDERATION: Board appointments**

| | |
|---|---|
| ***PLANNING & ZONING***<br>**Originating Dept.**<br><br>**_____Sean Riley_____**<br>**Requester's Signature**<br><br>**_____12/29/15_____**<br>**Reviewed by/Date** | BOARD ACTION REQUESTED:<br>-Appoint members to Planning Commission and Board of Adjustment for terms expired December 31st, 2015 |

**BACKGROUND/JUSTIFICATION:** Following terms expired December 31st, 2015-
Planning Commission-Jane Thompson (1st District-Husom)
Dan Mol (Member at Large)
County Board Representative (2015-Borrell)

Board of Adjustment-Bob Schermann (5th District-Borrell)
Dan Mol (2nd District-Sawatzke)

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

| | | |
|---|---|---|
| **DATE/TIME RECEIVED IN ADMINISTRATION OFFICE** | **COUNTY ATTORNEY REVIEW/DATE:** | **FINANCIAL IMPLICATIONS:**<br>**BUDGETED: _____**<br>**FUNDING: _____** |

**COMMENTS:**

| WRIGHT COUNTY PLANNING COMMISSION | | APPOINTED TO THREE YEAR TERM |
|---|---|---|
| Jan Thompson<br>(1st District- Husom) | 17303 90th Street NW<br>South Haven MN 55382 | TERM ENDS 12/31/15 |
| David Pederson,<br>(2nd District –Sawatzke) | 6071 County Road 12 N<br>Buffalo MN 55313 | TERM ENDS 12/31/17 |
| Charlie Borrell<br>(Co. Bd. Rep.) | 4359 70th Street SW<br>Waverly MN 55390 | County Board Representative–<br>annual appt. |
| David D. Thompson<br>(3rd District-Daleiden) | 8393 Ochoa Ct. NE<br>Otsego MN 55330-6800 | TERM ENDS 12/31/17 |
| Ken Felger V. Chair<br>(4th District – Potter) | 2658 Hamlin Avenue SE<br>Buffalo MN 55313 | TERM ENDS 12/31/16 |
| Dan Bravinder<br>(5th District –Borrell) | 5636 Oliver Avenue SW<br>Cokato MN 55321 | APPOINTED ON 9/30/13<br>(replaced Pettit)<br>TERM ENDS 12/31/16 |
| Dan Mol Chair, Chair<br>(Member at Large) | 7339 145th Street NW<br>Annandale MN 55302 | TERM ENDS 12/31/15 |
| **WRIGHT COUNTY BOARD OF ADJUSTMENT** | | **APPOINTED TO THREE YEAR TERM** |
| Charlotte Quiggle V Chair<br>(1st District-Husom) | 10789 Hollister Avenue NW<br>Maple Lake MN 55358 | TERM ENDS 12/31/17 |
| Bob Schermann, Chair<br>(5th District –Borrell) | 11153 County Road 6 SW<br>Howard Lake MN 55349 | TERM ENDS 12/31/15 |
| Dan Mol<br>(2nd District- Sawatzke) | 7339 145th Street NW<br>Annandale MN 55302 | TERM ENDS 12/31/15 |
| Paul Aarestad<br>(4th District – Potter) | 2624 45th Street SE<br>Delano, MN 55328 | TERM ENDS 12/31/16 |
| John Jones III<br>(3rd District-Daleiden) | 13413 Clementa Avenue NW<br>Monticello MN 55362 | TERM ENDS 12/31/17 |

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# Wright County
# Request for Board Action

| | | | |
|---|---|---|---|
| Req. Agenda Time: | Board Meeting Date: 01-05-15 | Consent Agenda | Yes |
| Amt of Time Required: | Item for Consideration: | | |

Sheriff's Office

Originating Department

Todd Hoffman Digitally signed by Todd Hoffman DN: cn=Todd Hoffman, o=Sheriff's Office, ou, email=todd.hoffman@co.wright.mn.us, c=US Date: 2015.12.23 08:57:58 -06'00'

Requestor's Signature

**BOARD ACTION REQUESTED:**

Request position replacement for 1 deputy.

Reviewed by/date

**BACKGROUND/JUSTIFICATION:**

Request position replacement for 1 deputy due to the resignation of Travis MacLeod effective December 23, 2015.

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

| | | |
|---|---|---|
| Date/Time Received in Administration Office: | County Attorney Review Date: | Financial Implications |
| County Coordinator/Date | Administrative Recommendation:<br>__ Approval<br>__ Denial<br>__ No recommendation | Budgeted:<br><br>Funding: |
| **COMMENTS:** | | **COMMENTS:** |

# WRIGHT COUNTY
# REQUEST FOR BOARD ACTION

| | | | | | |
|---|---|---|---|---|---|
| ***Req. Agenda Time*:** | 9:05 a.m. | ***Board Meeting Date*:** | 1-05-16 | ***Consent Agenda*:** | |
| ***Amt. of Time Required:*** | 2 min. | ***Item For Consideration*:** | | | |

| | |
|---|---|
| Auditor-Treasurer's Office | **Board Action Requested:** |
| **Originating Department/Service** | Award Of Bids For 2016 Official Newspaper. |
| | |
| **Requestor's Signature** | |
| | |
| **Reviewed By/Date** | |

**Background/Justification:**

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

| | | |
|---|---|---|
| **Date/Time Received In Administration Office:** | **County Attorney Review/Date:** | **Financial Implications: $**<br><br>**Budgeted:**<br>**Yes** **No**<br><br>**Funding:**<br>**Levy** **Other** |
| **County Coordinator/Date** | **Administrative Recommendation:**<br>**Approval**<br>**Denial**<br>**No Recommendation** | |
| **Comments:** | | **Comments:** |

# WRIGHT COUNTY
# REQUEST FOR BOARD ACTION

| | | | | | |
|---|---|---|---|---|---|
| ***Req. Agenda Time*:** | 9:05 a.m. | ***Board Meeting Date*:** | 1-5-16 | ***Consent Agenda*:** | |
| ***Amt. of Time Required:*** | 1 min. | ***Item For Consideration*:** | | | |

| | |
|---|---|
| Auditor-Treasurer's Office | **Board Action Requested:** |
| **Originating Department/Service** | Approve Temporary Liquor License For A.B.A.T.E. of Minnesota, Inc. |
| | |
| **Requestor's Signature** | |
| | |
| **Reviewed By/Date** | |

**Background/Justification:**

Event is on Saturday, February 6, 2016 at the Rockford Township Hall. Application has been approved by the Wright County Sheriff, Wright County Attorney and the Town Board of Rockford.

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

| | | |
|---|---|---|
| **Date/Time Received In Administration Office:** | **County Attorney Review/Date:** | **Financial Implications: $**<br>**Budgeted:** **Yes** **No**<br>**Funding:** **Levy** **Other** |
| **County Coordinator/Date** | **Administrative Recommendation:**<br>**Approval**<br>**Denial**<br>**No Recommendation** | |
| **Comments:** | | **Comments:** |

# WRIGHT COUNTY
# REQUEST FOR BOARD ACTION

| | | | | | |
|---|---|---|---|---|---|
| ***Req. Agenda Time*:** | 9:05 a.m. | ***Board Meeting Date*:** | 1-5-16 | ***Consent Agenda*:** | |
| ***Amt. of Time Required:*** | 1 min. | ***Item For Consideration*:** | | | |

| | |
|---|---|
| Auditor-Treasurer's Office | **Board Action Requested:** |
| **Originating Department/Service** | Approve Temporary Liquor License For Maple Lake – Lake Property Owner's Assn. |
| | |
| **Requestor's Signature** | |
| | |
| **Reviewed By/Date** | |

**Background/Justification:**

Event is on Saturday, February 6, 2016 on Maple Lake (Ice Fishing Derby). Application has been approved by the Wright County Sheriff, Wright County Attorney and by the Town Board of Maple Lake.

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

| | | |
|---|---|---|
| **Date/Time Received In Administration Office:** | **County Attorney Review/Date:** | **Financial Implications: $**<br>**Budgeted:** **Yes** **No**<br>**Funding:** **Levy** **Other** |
| **County Coordinator/Date** | **Administrative Recommendation:**<br>**Approval**<br>**Denial**<br>**No Recommendation** | |
| **Comments:** | | **Comments:** |

# WRIGHT COUNTY
# REQUEST FOR BOARD ACTION

*REQ. AGENDA TIME:* _____ *BOARD MEETING DATE:* 01-05-16 *CONSENT AGENDA:* _____.

*AMT. OF TIME REQUIRED:* 2 Min *ITEM FOR CONSIDERATION:* _____.

**HIGHWAY**
ORIGINATING DEPARTMENT/SERVICE

REQUESTOR'S SIGNATURE

REVIEWED BY/DATE

**BOARD ACTION REQUESTED:**

**Approval of Preparation of Highway Plat by County Surveyor for CSAH 37 SP 086-637-032**

**BACKGROUND/JUSTIFICATION:**

The Wright County 5-Year Highway Construction Program specifies that right of way be acquired in 2016 and that construction commence in 2017 for the above-listed project. State funding requirements indicate that all right of way must be under the control of Wright County before construction bidding will be allowed. Therefore, right-of-way acquisition must begin soon. The Highway plat accurately describes the right of way and simplifies the acquisition process.

Resolution is attached.

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

| | | |
|---|---|---|
| **DATE/TIME RECEIVED IN ADMINISTRATION OFFICE:** | **COUNTY ATTORNEY REVIEW DATE:** | **FINANCIAL IMPLICATIONS: $_____.**<br>**BUDGETED: ____. YES ____. NO** |
| **COUNTY COORDINATOR/DATE:** | **ADMINISTRATIVE RECOMMENDATION:**<br>G APPROVAL<br>G DENIAL<br>G NO RECOMMENDATION | **FUNDING: _____. LEVY _____. OTHER** |

**COMMENTS:**

**COMMENTS:**

BOARD OF COUNTY COMMISSIONERS
WRIGHT COUNTY, MINNESOTA

Date January 5, 2016 Resolution No. _____.

Motion by Commissioner _____ Seconded by Commissioner _____.

**COUNTY OF WRIGHT**

**RESOLUTION**

**CSAH 37 Right-of-Way Plat**
**SP 086-637-032**

BE IT RESOLVED that the request by the Wright County Highway Engineer to have the required survey work conducted and performed and a plat prepared for right-of-way acquisition on Wright County State Aid Highway No. 37, located in Sections 26, 27, 28, 33, 34, & 35; T121N, R23W, Wright County, from the junction of O'Dean Avenue NE to 0.3 miles west of TH 101 in Otsego, be hereby authorized; and that the work of the County Surveyor, incidental thereto, be charged to the County Road and Bridge Account.

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

STATE OF MINNESOTA)
ss.
County of Wright )

I, Lee Kelly, duly appointed, qualified, and acting Clerk to the County Board for the County of Wright, State of Minnesota, do hereby certify that I have compared the foregoing copy of a resolution or motion with the original minutes of the proceedings of the Board of County Commissioners, Wright County, Minnesota, at their session held on the 5th day of January, 2016, now on file in my office, and have found the same to be true and correct copy thereof.

Witness my hand and official seal at Buffalo, Minnesota, this 5th day of January 2016.

_____
County Coordinator

# WRIGHT COUNTY
# REQUEST FOR BOARD ACTION

***REQ. AGENDA TIME:*** N/A ***BOARD MEETING DATE:*** 01/05/16 ***CONSENT AGENDA:*** N/A

***AMT. OF TIME REQUIRED:*** 5 Minutes ***ITEM FOR CONSIDERATION:*** N/A

COUNTY ATTORNEY
ORIGINATING DEPARTMENT/SERVICE

X Tom Kelly
REQUESTOR'S SIGNATURE

REVIEWED BY/DATE

**BOARD ACTION REQUESTED:**

Adopt Resolution Authorizing Tom Kelly To Execute The Master Subscriber Agreement For Minnesota Court Data Services For Governmental Agencies.

**BACKGROUND/JUSTIFICATION:**

County Attorney's Office is entering into a new Agreement for remote access to data and documents in the Court's database. The Office of State Court Administration requires a County Board resolution authorizing the signature on the Agreement. A proposed resolution is attached, as well as the Agreement itself.

**COUNTY ATTORNEY REVIEW DATE:**

**COUNTY COORDINATOR/DATE:**

**ADMINISTRATIVE RECOMMENDATION:**
- ☐ **APPROVAL**
- ☐ **DENIAL**
- ☐ **NO RECOMMENDATION**

**FINANCIAL IMPLICATIONS: $_____**

**BUDGETED:** ____ ____
**YES NO**

**FUNDING:** ____ ____
**LEVY OTHER**

**COMMENTS:**

**COMMENTS:**

# RESOLUTION

**WHEREAS** The State of Minnesota, Office of State Court Administration offers Court Data Services to Minnesota Governmental Agencies as authorized by the Rules of Public Access and Court Order, and

**WHEREAS** Wright County Attorney's Office utilizes such court data in performance of its duties, and

**WHEREAS** the Office of State Court Administration has implemented a new Court Data Service called the Minnesota Government Access (MGA), which provides remote electronic access to court records and documents for government agencies through login accounts, and

**WHEREAS** The State of Minnesota requires execution of a Master Subscriber Agreement For Minnesota Court Data Services For Governmental Agencies in order to access the data, and

**WHEREAS** Thomas N. Kelly is the Wright County Attorney, the department seeking access via this Agreement,

**NOW, THEREFORE, BE IT RESOLVED**, That the Wright County Board of Commissioners designates Thomas N. Kelly, Wright County Attorney, as the authorized person to sign on behalf of and bind the Wright County Attorneys Office to the Master Subscriber Agreement For Minnesota Court Data Services For Governmental Agencies.

# MASTER SUBSCRIBER AGREEMENT FOR MINNESOTA COURT DATA SERVICES FOR GOVERNMENTAL AGENCIES

THIS AGREEMENT is entered into by and between

Wright County Attorney's Office ,
(Government Subscriber Name)

of 10 - 2nd Street NW, Room 400, Buffalo, MN 55313 ,
(Government Subscriber Address)

(hereinafter "Government Subscriber") and THE STATE OF MINNESOTA

Office of State Court Administration ,

of 25 Rev. Dr. Martin Luther King Jr. Blvd. St. Paul, Minnesota 55155 ,

(hereinafter "the Court").

## Recitals

The Court offers Court Data Services, as defined herein, to Minnesota Government Subscribers as authorized by the Rules of Public Access and Court Order. The Court Data Services are offered to Government Subscribers as governmental units and are offered solely for certain governmental use as permitted herein. Government Subscriber desires to use Court Data Services, and the Court desires to provide the same, to assist Government Subscriber in the efficient performance of its governmental duties as required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State or local court or agency or before any self-regulatory body.

Court Data Services are defined in the Definitions section of this Agreement and may involve a one-way or two-way transmission of information between the parties, some of which may include court information that is not accessible to the public pursuant to the Rules of Public Access and which may not be disclosed by Government Subscriber without the prior approval of the appropriate court or record custodian. Government Subscriber agrees herein to limit its access to and use of Court Records and Court Documents through Court Data Services to the Government Subscriber's "Legitimate Governmental Business Need" as defined herein.

## Agreement

NOW, THEREFORE, in consideration of the mutual covenants, promises and agreements contained herein, the Court and Government Subscriber agree as follows:

### 1. TERM; TERMINATION; ONGOING OBLIGATIONS.

**1.1 Term.** This Agreement shall be effective on the date executed by the Court and shall remain in effect according to its terms.

**1.2 Termination.**

1.2.1 Either party may terminate this Agreement with or without cause by giving written notice to the other party. The effective date of the termination shall be thirty (30) days after the other party's receipt of the notice of termination, unless a later date is specified in the notice. Termination of this Agreement pursuant to Clause 4.5 shall be effective immediately and may occur without prior notice to Government Subscriber.

1.2.2 The provisions of Clauses 5, 6, 8, 9, 10, 12.2, 12.3 and 15 through 24 shall survive any termination of this Agreement, as shall any other provisions that by their nature are intended or expected to survive such termination. Upon termination, the Government Subscriber shall perform the responsibilities set forth in paragraph 8.6 hereof.

**1.3 Subsequent Agreement.** This Agreement may be superseded by a subsequent agreement between the parties.

## 2. DEFINITIONS.

**2.1 "Agency Account Manager"** means the Government Subscriber employee assigned with the tasks of: (1) being the point of contact for communications between Government Subscriber and the Court; (2) maintaining a current list Government Subscriber's Individual Users and their signed User Acknowledgment Forms and promptly notifying the Court when Government Subscriber's Individual Users with individual logins should have accounts added or deleted; (3) reporting violations of this agreement by Government Subscriber's Individual Users and steps taken to remedy violations to the Court.

**2.2 "Court Data Services"** means one or more of the following services and includes any additional or modified services identified as such on the Justice Agency Resource webpage of the Minnesota Judicial Branch website, which is currently www.mncourts.gov, or other location designated by the Court and/or its affiliates, as the same may be amended from time to time by the Court and/or its affiliates:

2.2.1 "Bulk Data Delivery" means the electronic transmission of Court Records in bulk form from the Court to the Government Subscriber, from one or more of the Court's databases and through any means of transmission, as described in applicable Policies & Notices and materials referenced therein.

2.2.2 "Court Integration Services" means pre-defined automated transmissions of i) Court Records from the Court's computer systems to Government Subscriber's computer systems; and/or ii) Government Subscriber Records from the Government Subscriber's computer systems to the Court's computer systems; on a periodic basis or as triggered by pre-determined events, as described in applicable Policies & Notices and materials referenced therein.

2.2.3 "MNCIS Login Accounts" means a digital login account created for and provided to the Government Subscriber for online access to and use of Court Records and Court Documents maintained by the Minnesota Court

Information System ("MNCIS"), as described in applicable Policies & Notices and materials referenced therein.

**2.3** **"Court Data Services Databases"** means any databases and the data therein, used as a source for Court Data Services, together with any documentation related thereto, including without limitation descriptions of the format or contents of data, data schemas, and all related components.

**2.4** **"Court Data Services Programs"** means any computer application programs, routines, transport mechanisms, and display screens used in connection with Court Data Services, together with any documentation related thereto.

**2.5** **"Court Records"** means all information in any form made available by the Court and/or its affiliates to Government Subscriber for the purposes of carrying out this Agreement, including:

2.5.1 **"Court Case Information"** means any information in the Court Records that conveys information about a particular case or controversy, including without limitation Court Confidential Case Information and Court Documents, as defined herein.

2.5.2 **"Court Confidential Case Information"** means any information in the Court Records (including Court Documents) that is inaccessible to the public pursuant to the Rules of Public Access and that conveys information about a particular case or controversy.

2.5.3 **"Court Confidential Security and Activation Information"** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access and that explains how to use or gain access to Court Data Services, including but not limited to login account names, passwords, TCP/IP addresses, Court Data Services user manuals, Court Data Services Programs, Court Data Services Databases, and other technical information.

2.5.4 **"Court Confidential Information"** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access, including without limitation both i) Court Confidential Case Information; and ii) Court Confidential Security and Activation Information.

2.5.5 **"Court Documents"** means electronic images of documents that are part of or included in a court file.

**2.6** **"DCA"** means the District Court Administrator pursuant to Minnesota Statutes, section 485.01.

**2.7** "**Government Subscriber Records"** means any information in any form made available by the Government Subscriber to the Court and/or its affiliates for the purposes of carrying out this Agreement.

**2.8** **"Government Subscriber's Individual Users"** means Government Subscriber's employees or independent contractors whose use or access of Court Data Services,

as well as the access, use and dissemination of Court Records (including Court Documents), is necessary to effectuate the purposes of this Agreement.

**2.9** **"Legitimate Governmental Business Need"** means a requirement, duty or obligation for the efficient performance of governmental tasks or governmental responsibilities and as required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State or local court or agency or before any self-regulatory body.

**2.10** **"Policies & Notices"** means the policies and notices published by the Court and/or its affiliates in connection with each of its Court Data Services, on a website or other location designated by the Court and/or its affiliates, as the same may be amended from time to time by the Court and/or its affiliates. Policies & Notices for each Court Data Service, hereby made part of this Agreement by reference, provide additional terms and conditions that govern Government Subscriber's use of such services, including but not limited to provisions on fees, access and use limitations, and identification of various third party applications, such as transport mechanisms, that Government Subscriber may need to procure separately to use Court Data Services.

**2.11** **"Rules of Public Access"** means the Rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court, as the same may be amended from time to time, including without limitation lists or tables published from time to time by the Court and/or the SCAO entitled "Limits on Public Access to Case Records" or "Limits on Public Access to Administrative Records," all of which by this reference are made a part of this Agreement. It is the obligation of Government Subscriber to check from time to time for updated rules, lists, and tables and be familiar with the contents thereof. Such rules, lists, and tables are posted on the main website for the Court, for which the current address is www.mncourts.gov.

**2.12** **"SCAO"** means the State of Minnesota, State Court Administrator's Office.

**2.13** **"This Agreement"** means this Master Subscriber Agreement for Minnesota Court Data Services for Governmental Agencies, including all Exhibits, Policies & Notices, and other documents referenced, attached to, or submitted or issued hereunder.

**2.14** **"Trade Secret Information of SCAO and its licensors"** is defined in sections 8.1, 8.2 and 8.4 of this Agreement.

**2.15** **"User Acknowledgement Form"** means the form signed by Government Subscriber's Individual Users to confirm in writing that the Individual User has read and understands the requirements and restrictions in this Agreement (Exhibit A).

**3.** **DATA ACCESS SERVICES PROVIDED TO GOVERNMENT AGENCY.** Following execution of this Agreement by both parties, Government Subscriber will be offered access to the Court Records (including Court Documents) described in the Government Subscriber Access Chart, which is posted on the Policies & Notices.

## 4. AUTHORIZED ACCESS, USE, AND DISSEMINATION OF COURT DATA SERVICES AND COURT RECORDS LIMITED; TRAINING; VIOLATIONS; SANCTIONS.

### 4.1 Authorized Access to Court Data Services and Court Records.

4.1.1 Government Subscriber and Government Subscriber's Individual Users shall access only the Court Data Services and Court Records (including Court Documents) necessary for a Legitimate Governmental Business Need.

4.1.2 The access of Court Data Services or Court Records (including Court Documents) by Government Subscriber or Government Subscriber's Individual Users for personal or non-official use, or any use that is not a "Legitimate Governmental Business Need" as defined herein, is prohibited.

4.1.3 Government Subscriber and Government Subscriber's Individual Users shall not access or attempt to access Court Data Services or Court Records (including Court Documents) in any manner not set forth in this Agreement, Policies & Notices, or other Court Data Services documentation.

### 4.2 Authorized Use of Court Data Services and Court Records.

4.2.1 Government Subscriber and Government Subscriber's Individual Users shall use the Court Data Services and Court Records (including Court Documents) accessed only for a Legitimate Governmental Business Need and according to the instructions provided in corresponding Policies & Notices or other materials.

4.2.2 The use of Court Data Services or Court Records (including Court Documents) by Government Subscriber or Government Subscriber's Individual Users for personal or non-official use, or any use that is not a "Legitimate Governmental Business Need" as defined herein, is prohibited.

4.2.3 Government Subscriber and Government Subscriber's Individual Users shall not use or attempt to use Court Data Services or Court Records (including Court Documents) in any manner not set forth in this Agreement, Policies & Notices, or other Court Data Services documentation.

**4.3 Dissemination of Court Records.** Government Subscriber and Government Subscriber's Individual Users shall not share the Court Records (including Court Documents) accessed and data therefrom with third parties and other individuals other than as needed to further a Legitimate Governmental Business Need.

**4.4 Training.** Government Subscriber shall provide Government Subscriber's Individual Users training in the proper access, use, and dissemination of Court Records (including Court Documents).

### 4.5 Violations.

4.5.1 The access, use, or dissemination of Court Data Services or Court Records (including Court Documents) beyond what is necessary for a Legitimate

Governmental Business Need by Government Subscriber or Government Subscriber's Individual Users is a violation of this Agreement. The access, use or dissemination of Court Data Services or Court Records (including Court Documents) by Government Subscriber or Government Subscriber's Individual Users for personal use is a violation of this Agreement.

4.5.2 Any violation pursuant to Clause 4.5.1, or any unauthorized or attempted access, use or dissemination of Court Data Services, Court Records or Court Documents by Government Subscriber or Government Subscriber's Individual Users shall be grounds for the Court to impose sanctions as described in Clause 4.6 and to terminate this Agreement without prior notice to Government Subscriber and/or Government Subscriber's Individual Users.

**4.6 Sanctions.**

4.6.1 Sanctions for a violation pursuant to Clause 4.5.1 may be imposed upon a Government Subscriber and/or Government Subscriber's Individual Users and may include the suspension of access or termination of access for Government Subscriber and/or Government Subscriber's Individual Users.

4.6.2 If the Court decides to terminate the access for Government Subscriber and/or Government Subscriber's Individual Users, the Court shall notify the affected party in writing. The termination shall be effective immediately. Prior notice to Government Subscriber and/or Government Subscriber's Individual Users is not required. Reinstatement of the access shall only be upon the written direction of the Court.

**5. GUARANTEES OF CONFIDENTIALITY.** Government Subscriber agrees:

**5.1** To not disclose Court Confidential Information to any third party except where necessary to carry out the Government Subscriber's Legitimate Governmental Business Need as defined in this Agreement.

**5.2** To take all appropriate action, whether by instruction, agreement, or otherwise, to insure the protection, confidentiality and security of Court Confidential Information and to satisfy Government Subscriber's obligations under this Agreement.

**5.3** To limit the use of and access to Court Confidential Information to Government Subscriber's Individual Users. Government Subscriber shall advise Government Subscriber's Individual Users of the restrictions upon access, use and disclosure contained in this Agreement, requiring each Government Subscriber's Individual User to acknowledge in writing that the individual has read and understands such restrictions. Government Subscriber's Individual Users shall sign the User Acknowledgment Form (Exhibit A) before accessing Court Data Services.

**5.4** That, without limiting Clause 1 of this Agreement, the obligations of Government Subscriber and Government Subscriber's Individual Users with respect to the confidentiality and security of Court Confidential Information shall survive the termination of this Agreement and the termination of their relationship with Government Subscriber.

**5.5** That, notwithstanding any federal or state law applicable to the nondisclosure obligations of Government Subscriber and Government Subscriber's Individual Users under this Agreement, such obligations of Government Subscriber and Government Subscriber's Individual Users are founded independently on the provisions of this Agreement.

**5.6** That, a violation of Government Subscriber's agreements contained in this Clause 5, or a violation of those same agreements by Government Subscriber's Individual Users, shall be grounds for the Court to terminate this agreement and Government Subscriber and/or Government Subscriber's Individual Users access to Court Data Services and Court Records (including Court Documents).

**6. APPLICABILITY TO COURT CASE INFORMATION PROVIDED UNDER LEGAL MANDATE AND PREVIOUSLY DISCLOSED COURT RECORDS AND COURT DOCUMENTS.** Subscriber acknowledges and agrees:

**6.1 Court Case Information Provided Under Legal Mandate.** When the Court is required to provide Government Subscriber with Court Case Information under a legal mandate and the provision of such data by the Court is not optional or otherwise left to the discretion of the Court, for example in the case of a state statutory reporting requirement, the provisions of this Agreement that govern or restrict Government Subscriber's access to and use of Court Case Information do not apply to the specific data elements identified in the legal mandate, but remain in effect with respect to all other Court Case Information provided by the Court to Government Subscriber. All other provisions of this Agreement remain in full effect, including, without limitation, provisions that govern or restrict Government Subscriber's access to and use of Court Confidential Security and Activation Information.

**6.2 Previously Disclosed Court Records and Court Documents.** Without limiting section 6.1, all Court Records and Court Documents disclosed to Government Subscriber prior to the effective date of this Agreement shall be subject to the provisions of this Agreement.

**7. ACKNOWLEDGMENT BY INDIVIDUALS WITH ACCESS TO COURT RECORDS UNDER THIS AGREEMENT.**

7.1 **Requirement to Advise Government Subscriber's Individual Users.** To affect the purposes of this Agreement, Government Subscriber shall advise each of Government Subscriber's Individual Users who are permitted to use and/or access Court Data Services and Court Records (including Court Documents) under this Agreement of the requirements and restrictions in this Agreement.

7.2 **Required Acknowledgement by Government Subscriber's Individual Users.**

7.2.1 Government Subscriber shall require each of Government Subscriber's Individual Users to sign the User Acknowledgement Form (Exhibit A).

7.2.2 The User Acknowledgement Forms of current Government Subscriber's Individual Users must be obtained prior to submitting this Agreement to the

Court for approval and shall accompany the submission of this Agreement for approval.

7.2.3 Until the User Acknowledgement Form required in Clause 7.2.1 is signed, a Government Subscriber's Individual User is prohibited from accessing, using or disseminating Court Data Services and Court Records (including Court Documents). The access, use or dissemination of Court Data Services or Court Records (including Court Documents) by a Government Subscriber's Individual User that has not completed a User Acknowledgement Form as required in Clause 7.2.1 is a violation of this Agreement.

7.2.4 Government Subscriber shall keep all such written User Acknowledgment Forms on file while this Agreement is in effect and for one (1) year following the termination of this Agreement. Government Subscriber shall promptly provide the Court with access to, and copies of, such acknowledgements upon request to the Agency Account Manager.

7.2.5 The User Acknowledgment Forms are incorporated herein by reference.

**8. LICENSE AND PROTECTION OF PROPRIETARY RIGHTS.** During the term of this Agreement, subject to the terms and conditions hereof, the Court, with the permission of the SCAO, hereby grants to Government Subscriber a nonexclusive, nontransferable, limited license to use Court Data Services Programs and Court Data Services Databases to access or receive Court Records (including Court Documents). SCAO and the Court reserve the right to make modifications to the Court Data Services, Court Data Services Programs, and Court Data Services Databases, and related materials without notice to Government Subscriber. These modifications shall be treated in all respects as their previous counterparts.

**8.1 Court Data Services Programs.** SCAO is the copyright owner and licensor of the Court Data Services Programs. The combination of ideas, procedures, processes, systems, logic, coherence and methods of operation embodied within the Court Data Services Programs, and all information contained in documentation pertaining to the Court Data Services Programs, including but not limited to manuals, user documentation, and passwords, are trade secret information of SCAO and its licensors.

**8.2 Court Data Services Databases.** SCAO is the copyright owner and licensor of the Court Data Services Databases and of all copyrightable aspects and components thereof. All specifications and information pertaining to the Court Data Services Databases and their structure, sequence and organization, including without limitation data schemas such as the Court XML Schema, are trade secret information of SCAO and its licensors.

**8.3 Marks.** Government Subscriber shall neither have nor claim any right, title, or interest in or use of any trademark used in connection with Court Data Services, including but not limited to the marks "MNCIS" and "Odyssey."

**8.4 Restrictions on Duplication, Disclosure, and Use.**

8.4.1 Trade secret information of SCAO and its licensors will be treated by Government Subscriber in the same manner as Court Confidential

Information. In addition, Government Subscriber will not copy any part of the Court Data Services Programs or Court Data Services Databases, or reverse engineer or otherwise attempt to discern the source code of the Court Data Services Programs or Court Data Services Databases, or use any trademark of SCAO or its licensors, in any way or for any purpose not specifically and expressly authorized by this Agreement. As used herein, "trade secret information of SCAO and its licensors" means any information possessed by SCAO which derives independent economic value from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use. "Trade secret information of SCAO and its licensors" does not, however, include information which was known to Government Subscriber prior to Government Subscriber's receipt thereof, either directly or indirectly, from SCAO or its licensors, information which is independently developed by Government Subscriber without reference to or use of information received from SCAO or its licensors, or information which would not qualify as a trade secret under Minnesota law.

8.4.2 It will not be a violation of Clause 8.4 for Government Subscriber to make up to one (1) copy of training materials and configuration documentation for each individual authorized to access, use, or configure Court Data Services, solely for its own use in connection with this Agreement.

8.4.3 Government Subscriber will take all steps reasonably necessary to protect the copyright, trade secret, and trademark rights of SCAO and its licensors and Government Subscriber will advise Government Subscriber's Individual Users who are permitted access to any of the Court Data Services Programs and Court Data Services Databases, and trade secret information of SCAO and its licensors, of the restrictions upon duplication, disclosure and use contained in this Agreement.

**8.5** **Proprietary Notices.** Government Subscriber will not remove any copyright or proprietary notices included in and/or on the Court Data Services Programs or Court Data Services Databases, related documentation, or trade secret information of SCAO and its licensors, or any part thereof, made available by SCAO or the Court, and Government Subscriber will include in and/or on any copy of the Court Data Services Programs or Court Data Services Databases, or trade secret information of SCAO and its licensors and any documents pertaining thereto, the same copyright and other proprietary notices as appear on the copies made available to Government Subscriber by SCAO or the Court, except that copyright notices shall be updated and other proprietary notices added as may be appropriate.

**8.6** **Title; Return.** The Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration material, if any, and logon account information and passwords, made available by the Court and SCAO to Government Subscriber hereunder, and all copies, including partial copies, thereof are and remain the property of the respective licensor. Within ten days of the effective date of termination of this Agreement, Government Subscriber shall either: (i) uninstall and return any and all copies of the applicable Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration

materials, if any, and logon account information; or (2) destroy the same and certify in writing to the Court that the same have been destroyed.

**8.7 Reasonable Security Measures.** The Court may add reasonable security measures including, but not limited to, a time-out feature, to Court Data Services Programs.

**9. INJUNCTIVE RELIEF; LIABILITY.** Government Subscriber acknowledges that the Court, SCAO, SCAO's licensors, and DCA will be irreparably harmed if Government Subscriber's obligations under this Agreement are not specifically enforced and that the Court, SCAO, SCAO's licensors, and DCA would not have an adequate remedy at law in the event of an actual or threatened violation by Government Subscriber of its obligations. Therefore, Government Subscriber agrees that the Court, SCAO, SCAO's licensors, and DCA shall be entitled to an injunction or any appropriate decree of specific performance for any actual or threatened violations or breaches by Government Subscriber or Government Subscriber's Individual Users without the necessity of the Court, SCAO, SCAO's licensors, or DCA showing actual damages or that monetary damages would not afford an adequate remedy. Unless Government Subscriber is an office, officer, agency, department, division, or bureau of the state of Minnesota, Government Subscriber shall be liable to the Court, SCAO, SCAO's licensors, and DCA for reasonable attorney's fees incurred by the Court, SCAO, SCAO's licensors, and DCA in obtaining any relief pursuant to this Agreement.

**10. COMPROMISE LIABILITY.** Government Subscriber and the Court agree that, except as otherwise expressly provided herein, each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. Liability shall be governed by applicable law. Without limiting the foregoing, liability of the Court and any Government Subscriber that is an office, officer, agency, department, division, or bureau of the state of Minnesota shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, section 3.376, and other applicable law. Without limiting the foregoing, if Government Subscriber is a political subdivision of the state of Minnesota, liability of the Subscriber shall be governed by the provisions of Minn. Stat. Ch. 466 (Tort Liability, Political Subdivisions) or other applicable law.

**11. AVAILABILITY.** Specific terms of availability shall be established by the Court and set forth in the Polices & Notices. The Court reserves the right to terminate this Agreement immediately and/or temporarily suspend Government Subscriber's approved Court Data Services in the event the capacity of any host computer system or legislative appropriation of funds is determined solely by the Court to be insufficient to meet the computer needs of the courts served by the host computer system. Monthly fees, if any, shall be prorated only for periods of suspension or upon termination of this Agreement.

**12. ADDITIONAL USER OBLIGATIONS.** The obligations of the Government Subscriber set forth in this section are in addition to the other obligations of the Government Subscriber set forth elsewhere in this Agreement.

**12.1 Judicial Policy Statement.** Government Subscriber agrees to comply with all policies identified in applicable Policies & Notices. Upon failure of the Government Subscriber to comply with such policies, the Court shall have the option of immediately suspending or terminating the Government Subscriber's Court Data Services on a temporary basis and/or immediately terminating this Agreement.

**12.2 Access and Use; Log.**

12.2.1 Government Subscriber shall be responsible for all access to and use of Court Data Services and Court Records (including Court Documents) by Government Subscriber's Individual Users or by means of Government Subscriber's equipment or passwords, whether or not Government Subscriber has knowledge of or authorizes such access and use.

12.2.2 Government Subscriber shall also maintain a log identifying all persons to whom Government Subscriber has disclosed its Court Confidential Security and Activation Information, such as user ID(s) and password(s), including the date of such disclosure. Government Subscriber shall maintain such logs while this Agreement is in effect and for a period of one (1) year following termination of this Agreement. Government Subscriber shall promptly provide the Court with access to, and copies of, such logs upon request.

12.2.3 Government Subscriber, through the Agency Account Manager, shall promptly notify the Court when Government Subscriber's Individual Users with individual logins should have accounts added or deleted. Upon Government Subscriber's failure to notify the Court of these changes, the Court may terminate this Agreement without prior notice to Government Subscriber.

12.2.4 The Court may conduct audits of Government Subscriber's logs and use of Court Data Services and Court Records (including Court Documents) from time to time. Upon Government Subscriber's failure to maintain such logs, to maintain accurate logs, or to promptly provide access by the Court to such logs, the Court may terminate this Agreement without prior notice to Government Subscriber.

**12.3 Personnel.** Government Subscriber agrees to investigate (including conducting audits), at the request of the Court, allegations of misconduct pertaining to Government Subscriber's Individual Users having access to or use of Court Data Services, Court Confidential Information, or trade secret information of the SCAO and its licensors where such persons violate the provisions of this Agreement, Policies & Notices, Judicial Branch policies, or other security requirements or laws regulating access to the Court Records. Government Subscriber, through the Agency Account Manager, agrees to notify the Court of the results of such investigation, including any disciplinary actions, and of steps taken to prevent further misconduct. Government Subscriber agrees to reimburse the Court for costs to the Court for the investigation of improper use of Court Data Services, Court Records (including Court Documents), or trade secret information of the SCAO and its licensors.

**13. FEES AND INVOICES.** Applicable monthly fees commence ten (10) days after notice of the Court's approval of this Agreement or upon the initial Government Subscriber transaction as defined in the Policies & Notices, whichever occurs earlier. When fees apply, the State shall invoice Government Subscriber on a monthly basis for charges incurred in the preceding month and applicable taxes, if any, and payment of all amounts shall be due upon receipt of invoice. If all amounts are not paid within thirty (30) days of the date of the invoice, the Court may immediately cancel this Agreement without notice to Government Subscriber and pursue all available legal remedies. Government Subscriber certifies that

funds have been appropriated for the payment of charges under this Agreement for the current fiscal year, if applicable.

**14. MODIFICATION OF FEES.** SCAO may modify the fees by amending the Policies & Notices as provided herein, and the modified fees shall be effective on the date specified in the Policies & Notices, which shall not be less than thirty (30) days from the publication of the Policies & Notices. Government Subscriber shall have the option of accepting such changes or terminating this Agreement as provided in section 1 hereof.

**15. WARRANTY DISCLAIMERS.**

**15.1 WARRANTY EXCLUSIONS.** EXCEPT AS SPECIFICALLY AND EXPRESSLY PROVIDED HEREIN, COURT, SCAO, SCAO'S LICENSORS, AND DCA MAKE NO REPRESENTATIONS OR WARRANTIES OF ANY KIND, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE OR MERCHANTABILITY, NOR ARE ANY WARRANTIES TO BE IMPLIED, WITH RESPECT TO THE INFORMATION, SERVICES OR COMPUTER PROGRAMS MADE AVAILABLE UNDER THIS AGREEMENT.

**15.2 ACCURACY, COMPLETENESS AND AVAILABILITY OF INFORMATION.** WITHOUT LIMITING THE GENERALITY OF THE PRECEDING PARAGRAPH, COURT, SCAO, SCAO'S LICENSORS, AND DCA MAKE NO WARRANTIES AS TO THE ACCURACY OR COMPLETENESS OF THE INFORMATION CONTAINED IN THE COURT RECORDS. THE COURT IS NOT LIABLE FOR ANY COURT RECORDS OR COURT DOCUMENTS NOT AVAILABLE THROUGH COURT DATA SERVICES DUE TO COMPUTER OR NETWORK MALFUNCTION, MISTAKE OR USER ERROR.

**16. RELATIONSHIP OF THE PARTIES.** Government Subscriber is an independent contractor and shall not be deemed for any purpose to be an employee, partner, agent or franchisee of the Court, SCAO, SCAO'S licensors, or DCA. Neither Government Subscriber nor the Court, SCAO, SCAO'S licensors, or DCA shall have the right nor the authority to assume, create or incur any liability or obligation of any kind, express or implied, against or in the name of or on behalf of the other.

**17. NOTICE.** Except as provided in Clause 2 regarding notices of or modifications to Court Data Services and Policies & Notices, and in Clauses 13 and 14 regarding notices of or modification of fees, any notice to Court or Government Subscriber hereunder shall be deemed to have been received when personally delivered in writing or seventy-two (72) hours after it has been deposited in the United States mail, first class, proper postage prepaid, addressed to the party to whom it is intended at the address set forth on page one of this Agreement or at such other address of which notice has been given in accordance herewith.

**18. NON-WAIVER.** The failure by either Party at any time to enforce any of the provisions of this Agreement or any right or remedy available hereunder or at law or in equity, or to exercise any option herein provided, shall not constitute a waiver of such provision, remedy or option or in any way affect the validity of this Agreement. The waiver of any default by either Party shall not be deemed a continuing waiver, but shall apply solely to the instance to which such waiver is directed.

**19.** **FORCE MAJEURE.** Neither party shall be responsible for failure or delay in the performance of their respective obligations hereunder caused by acts beyond their reasonable control.

**20.** **SEVERABILITY.** Every provision of this Agreement shall be construed, to the extent possible, so as to be valid and enforceable. If any provision of this Agreement so construed is held by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, such provision shall be deemed severed from this Agreement, and all other provisions shall remain in full force and effect.

**21.** **ASSIGNMENT AND BINDING EFFECT.** Except as otherwise expressly permitted herein, neither Party may assign, delegate and/or otherwise transfer this Agreement or any of its rights or obligations hereunder without the prior written consent of the other. This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns, including any corporation or other legal entity into, by or with which Government Subscriber may be merged, acquired or consolidated or which may purchase the entire assets of Government Subscriber.

**22.** **GOVERNING LAW.** This Agreement shall in all respects be governed by and interpreted, construed and enforced in accordance with the laws of the United States and of the State of Minnesota.

**23.** **VENUE AND JURISDICTION.** Any action arising out of or relating to this Agreement, its performance, enforcement or breach will be venued in a state or federal court situated within the State of Minnesota. Government Subscriber hereby irrevocably consents and submits itself to the personal jurisdiction of said courts for that purpose.

**24.** **INTEGRATION.** This Agreement sets forth the entire Agreement and understanding between the Parties regarding the subject matter hereof and supersedes any prior representations, statements, proposals, negotiations, discussions, understandings, or agreements regarding the same subject matter. Except as otherwise expressly provided in Clause 2 regarding Court Data Services and Policies & Notices, and in Clauses 13 and 14 regarding fees, any amendments or modifications to this Agreement shall be in writing signed by both Parties.

**25.** **MINNESOTA DATA PRACTICES ACT APPLICABILITY.** If Government Subscriber is a Minnesota Government entity that is subject to the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, Government Subscriber acknowledges and agrees that: (1) the Court is not subject to Minn. Stat. Ch. 13 (*see* section 13.90) but is subject to the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court; (2) Minn. Stat. section 13.03, subdivision 4(e) requires that Government Subscriber comply with the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court for access to Court Records provided under this Agreement; (3) the use of and access to Court Records may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law; and (4) these applicable restrictions must be followed in the appropriate circumstances.

IN WITNESS WHEREOF, the Parties have, by their duly authorized officers, executed this Agreement, intending to be bound thereby.

1. GOVERNMENT SUBSCRIBER Government Subscriber must attach documented verification of authority to sign on behalf of and bind the entity ("Master Subscriber Agreement Signing Authority"), such as a council resolution, board authority or legally binding decision maker, and attach same as Exhibit B.

By _____
(SIGNATURE)

Date _____

Name (typed) _____

Title _____

Office _____

2. THE COURT

By _____
(SIGNATURE)

Date _____

Title CIO/Director

Office Information Technology Division of State Court Administration

3. Form and execution approved for Court by:

By: _____
(SIGNATURE)

Title: Staff Attorney - Legal Counsel Division

Date: _____

# User Acknowledgment Form

The Agency identified below that I work for has contracted with the Office of State Court Administration (the "Court") for the access and use of the Court's Records and Documents. Under that contract, the Agency is required to have employees, student attorneys and contractors sign the written acknowledgment below before they are permitted access.

I, _____, as an employee/student attorney/contractor of _____ ("the Agency"), state the following:

**1.** I have read and understand the requirements and restrictions in the Master Subscriber Agreement for Minnesota Court Data Services for Governmental Agencies between the Agency and the Court.

**2.** I understand that I am not to share my login and password information.

**3.** I shall access and use the Court Records and Court Documents provided for only "legitimate governmental business needs." I understand a "legitimate governmental business need" is limited to a requirement, duty or obligation for the efficient performance of governmental tasks or governmental responsibilities that is required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State or local court or agency or before any self-regulatory body.

**4.** I shall not access or use Court Records or Court Documents for personal or non-official use or any use that is not a legitimate governmental business need as defined in paragraph 3, above.

**5.** I will not share Court Records or Court Documents with third parties other than as needed to further legitimate governmental business needs as defined in paragraph 3, above.

**6.** I understand that the Court is not liable for any Court Records or Court Documents not available due to computer or network malfunction, mistake or user error. The Court makes no warranties as to the completeness or accuracy of the Court Records and Court Documents provided.

**7.** I agree to notify the Court when I no longer work for the Agency or no longer have a legitimate governmental business need for Court Records and Court Documents. I agree to stop accessing court records and documents when this occurs.

**8.** I understand that should I violate paragraphs **3.**, **4.**, or **5.**, it would result in the suspension or termination of my access to Court Records and Documents, and may result in the suspension or termination of the access to Court Records and Documents by the Agency, and other civil and criminal liability.

Date: _____ By: _____
Employee/Student Attorney/Contractor for Agency

Exhibit A

# WRIGHT COUNTY
# REQUEST FOR BOARD ACTION

***REQ. AGENDA TIME:*** N/A ***BOARD MEETING DATE:*** 1/5/16 ***CONSENT AGENDA:*** N/A

***AMT. OF TIME REQUIRED:*** 5 Minutes ***ITEM FOR CONSIDERATION:*** N/A

COUNTY ATTORNEY
ORIGINATING DEPARTMENT/SERVICE

X Brian Ahlers
REQUESTOR'S SIGNATURE

12/29/15
REVIEWED BY/DATE

**BOARD ACTION REQUESTED:**

**Renew Contract With Crossroads Animal Shelter For Dangerous Dog Services.**

**BACKGROUND/JUSTIFICATION:**

**Wright County's contract with Crossroads Animal Shelter for dangerous dog services expired at the end of 2015. Crossroads has proposed to extend the contract for two years, covering 2016 and 2017, for the same compensation as the 2015 contract. The Sheriff's Office and County Attorney's Office are in support of this request. A revised contract is attached.**

| | | |
|---|---|---|
| | **COUNTY ATTORNEY REVIEW DATE:** | **FINANCIAL IMPLICATIONS: $_____** |
| **COUNTY COORDINATOR/DATE:** | **ADMINISTRATIVE RECOMMENDATION:**<br>☐ APPROVAL<br>☐ DENIAL<br>☐ NO RECOMMENDATION | **BUDGETED:** ____ YES ____ NO<br>**FUNDING:** ____ LEVY ____ OTHER |

| | |
|---|---|
| **COMMENTS:** | **COMMENTS:** |

# CONTRACT FOR DANGEROUS DOG SERVICES

This Agreement is entered into by and between Wright County (hereinafter "County") and Crossroads Animal Shelter (hereinafter "CAS") for the purpose of providing services to the County and its citizens under the Dangerous Dog provisions contained in Minnesota Statutes §347.50 through §347.55 as well as pursuant to Wright County Ordinance No. 10-01.

1. CAS will receive reports from the County regarding potentially dangerous dogs and dangerous dogs.

2. CAS will notify dog owners by mail of their obligations under the Dangerous Dog Statute and Wright County Ordinance No. 10-01.

3. CAS will respond to inquiries from dog owners about the Dangerous Dog Statute, Wright County Ordinance No. 10-01, and the owner's obligations under each.

4. CAS will set up and maintain a system for registering dangerous dogs with the County. The owner of the dangerous dog will be charged a $250 annual registration fee. CAS will check to see that statutory and ordinance requirements are met.

5. CAS will create and maintain a data base program for dangerous dogs and their owners.

6. CAS will notify the County of an owner's failure to register a dangerous dog or other violations of statute or ordinance.

7. CAS will provide impoundment services for dangerous dogs as necessary including having kennel space designated for dangerous dogs that is accessible to law enforcement or animal control personnel of the County on a 24 hour a day basis.

8. CAS will take the responsibility for destroying dangerous dogs as necessary or upon order of the Court.

9. CAS will offer microchip implantation services for potentially dangerous dogs and dangerous dogs.

10. CAS will make attempts to collect registration fees, impound fees, microchip implantation fees and all other pertinent costs from the dog owners. Costs for services are as follows:

| | |
|---|---|
| $25 | Impound service fee per animal |
| $12 | Impound boarding fee per day (maximum 10 days equals $120) |
| $30 | Microchip implantation fee |
| $75 | Euthanasia Fee (includes disposal) |

The above fees shall be the responsibility of the County only in such instance where the dog owner does not pay said fees.

11. CAS will conduct dangerous dog designation reviews. These reviews will be conducted on site at the CAS facility.

12. CAS will mail annual renewal notices to owners of registered dangerous dogs.

13. CAS will notify law enforcement or animal control in other communities in the event of a known transfer of a dangerous dog to that community.

14. CAS will comply with all State and local laws and ordinances applicable to the services provided. CAS will also be responsible for procuring all licenses, permits or other approvals necessary for the provision of services at their facility.

15. CAS will indemnify and hold the County, including its officers and employees, harmless from any liability with respect to claims for damages as a result of bodily injury, sickness, disease, death or property damage arising or resulting from CAS services provided under this Contract.

16. CAS will maintain during the life of this Contract such general liability and property damage insurance as shall adequately protect CAS and the County from any claims for damages. CAS will provide a Certificate of Insurance evidencing such coverage, listing Wright County as an additional insured.

17. The term of this Contract shall be from January 1, 2016 through December 31, 2017. At least thirty (30) days prior to the end of this term, the County will give notice to CAS of its intention to enter into a Contract with CAS for the next calendar year.

18. County shall pay CAS the sum of $3,500.00 annually for services provided during the term of this contract. Said payments will be made on a quarterly basis. CAS will make all efforts to pass along any other costs incurred with each dangerous animal to the owner of said animal. Only in the event the owner is unable or unwilling to pay fees will such costs be billed to the County.

Dated: _____

WRIGHT COUNTY

By: _____
Chairperson, County Board

By: _____
County Coordinator

Dated: _____

CROSSROADS ANIMAL SHELTER

By: _____
President

# WRIGHT COUNTY
# REQUEST FOR BOARD ACTION

***REQ. AGENDA TIME:*** N/A ***BOARD MEETING DATE:*** 1/5/16 ***CONSENT AGENDA:*** N/A

***AMT. OF TIME REQUIRED:*** 5 Minutes ***ITEM FOR CONSIDERATION:*** N/A

COUNTY ATTORNEY
ORIGINATING DEPARTMENT/SERVICE

X Brian J Kelly
REQUESTOR'S SIGNATURE

12/29/15
REVIEWED BY/DATE

**BOARD ACTION REQUESTED:**

**Approve Of Retaining Kevin Casserly To Perform An Additional Appraisal For Purposes Of Tax Court.**

**BACKGROUND/JUSTIFICATION:**
On December 15, 2015, the County Board approved of retaining Appraiser Kevin Casserly for several appraisals related to pending Tax Court cases. One case with a trial ready date in mid-2016 was overlooked. Mr. Casserly's proposal for PID # 118-162-001010 is attached. The terms of compensation are the same as for the other cases.

| | | |
|---|---|---|
| | **COUNTY ATTORNEY REVIEW DATE:** | **FINANCIAL IMPLICATIONS: $_____** |
| **COUNTY COORDINATOR/DATE:** | **ADMINISTRATIVE RECOMMENDATION:**<br>☐ **APPROVAL**<br>☐ **DENIAL**<br>☐ **NO RECOMMENDATION** | **BUDGETED:** ____ ____<br>**YES NO**<br>**FUNDING:** ____ ____<br>**LEVY OTHER** |

**COMMENTS:**

**COMMENTS:**

**CASSERLY APPRAISALS**
21895 County Road 117
Rogers, MN 55374
763-428-4894

Kevin J. Casserly, MAI - Principal

December 29, 2015

Tony Rasmuson, SAMA
Wright County Assessor
10 2nd Street NW
Buffalo, MN 55313

**APPRAISAL PROPOSAL: PIN 118162001010**

RE: The appraisals of the property owned by Apex Business Center LLC and located at 6551 Jansen Ave NE, Otsego, MN with PIN 118162001010. The effective dates of the appraisals are January 2, 2012 and January 2, 2013 and January 2, 2014.

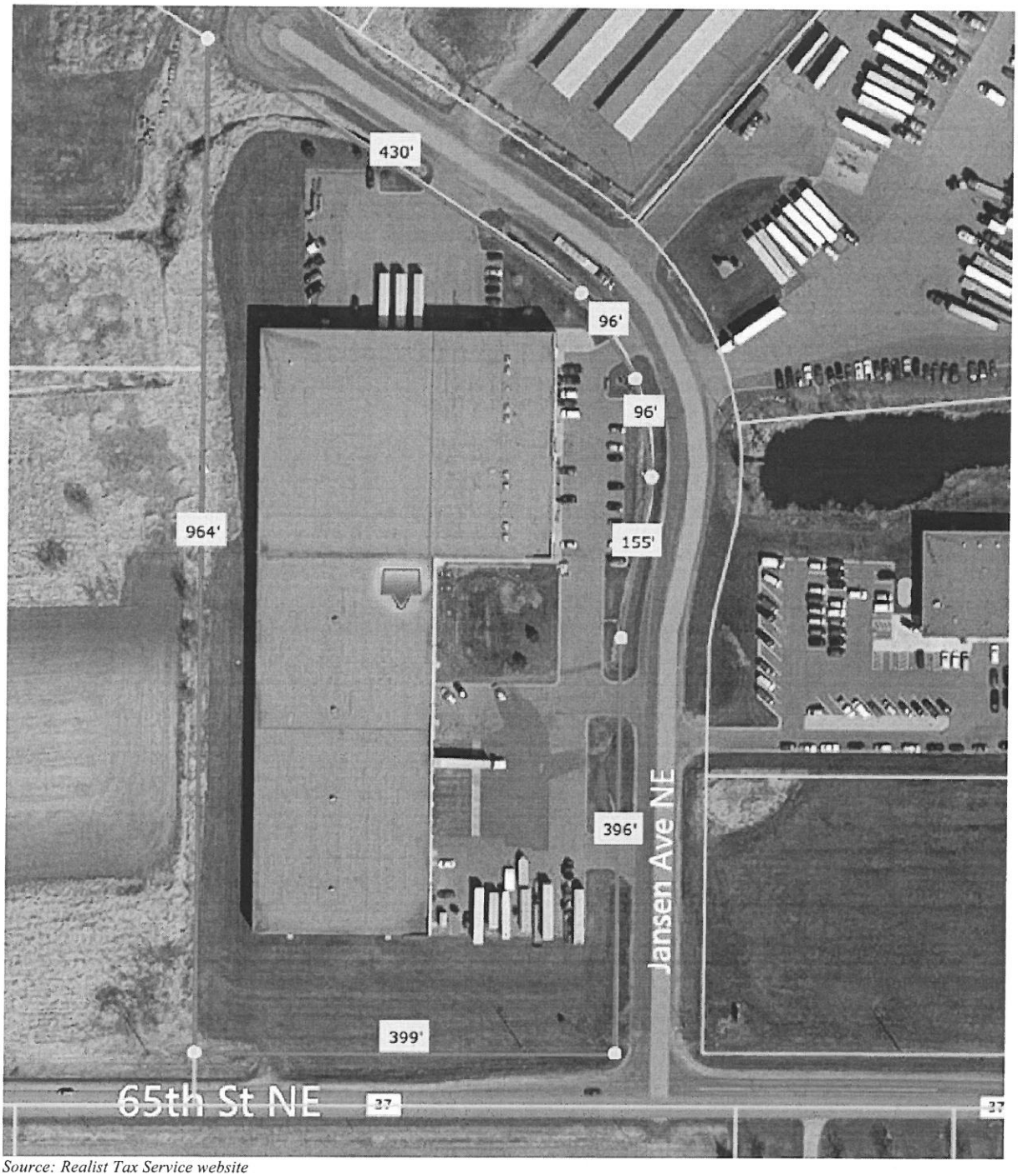
Dear Mr. Rasmuson:
Thank you for asking me to prepare this proposal.

The purpose of the appraisal is to provide you with an opinion of the market value for each date. The intended use of the appraisal is for litigation purposes. Wright County and the Minnesota Tax Court are the intended users of the appraisal. The report would be presented in an appraisal report format such that data, analysis and conclusions which are significant to the value opinion are described. I would appraise the real estate excluding built-in furniture, fixtures and equipment (FFE), if any.

According to Wright County's Beacon website, PIN 118162001010 at 6551 Jansen Ave NE, Otsego, MN contains a site with 7.74 acres (337,148 sf), a 136,750 sf office warehouse building built in 1999 and 2000. 20,640 sf of the building is office, the remainder warehouse. The legal description is: Lot 1, Block 1, Otsego Industrial Park 3rd Addition.

Tony Rasmuson

December 29, 2015




*Source: Realist Tax Service website*

**AERIAL MAP OF PROPERTY**
**– OUTLINED IN RED WITH APPROXIMATE LOT DIMENSIONS –**

The complexity of the appraisal results from researching, analyzing and delineating the market for industrial property in the Otsego area for each of the effective dates.

The scope of the work for this valuation service includes:

- inspection of the property;
- review and analysis of the site and improvements;
- review and analysis of the zoning and land use regulations;
- review and analysis of the property taxes;
- research, analysis, description and delineation of the market for the property;
- analysis of the highest and best use of the property;
- an analysis of the market value of the property by applying the appropriate approaches to value;
- the preparation and delivery of one pdf of the appraisal report to you at Tony.Rasmuson@co.wright.mn.us;
- preparation for court testimony; and
- court testimony.

Following is a list of items that I like to obtain for an appraisal of this type:

1. Correct ownership name as of the effective dates;
2. Certificate of Survey;
3. Legal description(s) including –
   a. any easements both in favor and against the subject property, and
   b. any other legal restrictions or legal benefits;
4. Building –
   a. plans (or sketches)
   b. specifications
   c. construction cost documents;
5. Lease(s), if any;
6. Owner and / or tenant contact information;
7. Access to the property for the inspection, including the interior;

8. If leased, then the financial statements for three to five years predating the effective dates of the appraisals–
   a. Since the first effective date is January 2, 2013, five years would include statements for 2008, 2009, 2010, 2011, 2012, 2013 and 2014; and
   b. Financial statements include income tax statements or accounting statements or both;
9. A history of the of the property, including types and dollar amounts of the following –
   c. construction / remodeling / repairs / replacements / upgrades
   d. listing / sale / purchase data
   e. offers to buy / sell / rent, and
   f. development proposals;
10. Documents, maps or data about the property, including soil borings, wetlands delineations, development proposals, and environmental testing;
11. Information about sales, rents, expenses or capitalization rates of similar properties;
12. Names and contact information for property owners, property managers or real estate agents who are involved with similar properties; and
13. Any other helpful documents or information.

This appraisal work will comply with the professional and ethical standards of the Appraisal Institute, and the 2015-2016 Edition of the Uniform Standards of Professional Appraisal Practice (USPAP) of the Appraisal Foundation. I am a designated member of the Appraisal Institute.

The appraisal fees for these services are as follows.

1. $6,000 for the appraisal report.
2. $125 per hour for appraisal review, consultations, meetings, pre-trial and pre-hearing conferences, testimony preparation, travel time, and all miscellaneous work not stated elsewhere in this proposal.
3. $175 per hour for expert witness testimony in depositions, hearings or court proceedings.
4. At cost for reimbursement for out-of-pocket expenses, for example, mileage.

The terms are due and payable upon completion of each component of this work.

Tony Rasmuson

December 29, 2015

My fees are not contingent upon the estimates of market value that are made.

The appraisal report will be completed one month after my receipt of your authorization to proceed.

Please sign the authorization below and return it to me via email or mail.

Thank you again for asking me to prepare this proposal.

Please call me at 763-428-4894 if you have any questions, comments or concerns.

Very truly yours,

**CASSERLY APPRAISALS**

Kevin Casserly

Kevin Casserly, MAI - Principal

Certified General Real Property Appraiser

Minnesota License #4002724, expires August 31, 2016

*Attachment – Appraiser Qualifications*

**Authorization to Proceed:** _____

**Date:** _____

# APPRAISER QUALIFICATIONS


## KEVIN J. CASSERLY, MAI

Certified General Real Property Appraiser, Minnesota License #4002724, expires Aug 31, 2016
Principal of Casserly Appraisals, 21895 County Road 117, Rogers, MN 55374, 612-805-2700,
kevincasserly@casserlyappraisals.com, www.casserlyappraisals.com


## TYPES OF ASSIGNMENTS

- Appraisal
- Appraisal Review
- Valuation Consulting
- Testimony and Public Presentation

## PROPERTY TYPES APPRAISED

Real Estate Airport hangers, antenna, apartment buildings, auto dealerships (new / used), bars, billboards, bulk warehouses, campgrounds, campuses (post secondary), car washes, churches, condominiums, convenience stores, day care centers, dental office buildings, dormitories, earth berm homes, easements (avigation, construction, drainage, dredged material placement, driveway, levee, parking, perpetual flood protection, right-of-way, temporary construction, utility, wetlands), engineering buildings, farms (potato, general crops, horse), fast food restaurants, fire stations, flood plain properties, gas stations, garden stores, gravel / sand pits, group homes, hobby farms, houses, land and lots (agricultural, commercial, crop, display, industrial, lake front, railroad, recreational, residential, rural, sales-lot, speculative), Laundromats, light industrial buildings, log homes, lumber yards, manufacturing buildings, medical office buildings, mini-storage facilities, mobile home parks, motels, nurseries, office buildings, office/showrooms, office/warehouses, outdoor storage, poultry houses, restaurants, retail buildings, right-of-way, rooming houses, schools, Section 42 housing, shopping centers, storage warehouses, storm water retention ponds, subdivisions, supermarkets, townhomes, transit facilities, vehicle service buildings, warehouse stores, waterfront homes, and wetlands.
Personal Property Furniture Fixtures and Equipment for bars, restaurants, motels, apartments, rooming houses, vehicle shops, trucking company, and circular irrigation pivots for potato farms.
Business Enterprise Value Motel (including franchise value), bar (including inventory and accounts), rooming houses, trucking company.

## PROPERTY RIGHTS APPRAISED

Access rights, easements of many kinds (see Property Types Appraised), fee simple interest, leased fee interest, leasehold interest, life estate, partial interests of various types (ask for details), personal property / business valuation (ask for details), and water rights.

## USES

Arbitration, absorption analysis, appraisal review, buying, condemnation, consulting, easement acquisition, economic and environmental planning, employee relocations, estate planning, estate tax valuation, expert witness testimony, federal government planning (for eco-system restoration, recreational use, flood protection, dredged material placement, and flood diversion channel routing), financial accounting reporting, financing, gift valuation, highest and best use analysis, income tax reporting, investment analysis, litigation, marital division, market analysis, mediation, partnership division, property tax valuation, prospective valuation, retrospective valuation, right-of-way acquisition, selling, special assessment / special benefit analysis, and subdivision analysis.

## CLIENTS & USERS

Accountants, Attorneys, Banks (community, regional and national), Buyers (both investors and owner occupants), Engineering Firms, Estates, Governmental Units (federal, state, county, city, township, school district, watershed), Litigants, Mortgage Companies, Property Owners (for condemnation, estate planning, financial accounting reporting, and special assessment), Sellers.

## FUNDAMENTAL MARKET ANALYSES COMPLETED

Bulk warehouse, campgrounds, car wash, developable land, cropland including potato farms, Laundromat, manufacturing facility, medical office, mini-storage facility, motel, office building, office showroom, office warehouse, retail building, retail center, special assessments/benefits, subdivisions – commercial / industrial / residential.

## APPRAISAL EMPLOYMENT, EDUCATION & CAREER DEVELOPMENT

***Appraisal Employers:***

- Casserly Appraisals 1991 to Present - Principal
- United States Army Corps of Engineers, 2009 to 2012 – Staff Appraiser, St. Paul District
- Integra Realty Resources, 2001 to 2002 – Senior Analyst

***University of Minnesota:***

- ***Carlson School of Management,*** Master of Business Administration, Marketing – 1984
- ***College of Liberal Arts,*** Bachelor of Arts, Geography – 1975

***Appraisal Institute:***

Course – Supervisory Appraiser/Trainee Appraiser Course, 2015; Appraiser Region III Alternate, 2015; Seminar – Marketability Studies: Advanced Consideration and Applications, 2013; Seminar – 15th Annual Real Estate Trend Seminar: 2013; Course – Business Practices and Ethics: 2012; Course – National USPAP Update: 2012, 2010, 2008, 2006, 2004, 2002, *etc.*; Grader – General Demonstration Reports (2010 to 2011); Seminar – Uniform Appraisal Standards for Federal Land Acquisitions (for Navy and Army appraisers), 2011; Seminar – Grading General Demonstration Reports, 2010; Course - Appraisal Curriculum Overview – *for general appraisers*, 2009; Participant of the Leadership Development & Advisory Council of the Appraisal Institute: 2008 and 2007; General Demonstration Report – Completed, 2007; Seminar – Uniform Appraisal Standards for Federal Land Acquisitions (the "Yellow Book" seminar); Appraisal Review – Completed 3,000 Hour Final Level National Experience Review; Seminar – General Demonstration Report Writing; Course – The Appraiser as an Expert Witness: Preparation and Testimony; Course – Condemnation Appraising: Basic Principles and Applications; General Comprehensive Examination - passed; Seminar-Regression Analysis; Seminar-Legal Issues in Valuation; Seminar-Comprehensive Appraisal Workshop; Class 430, Standards of Professional Practice, Part C; Class 540 Report Writing and Valuation Analysis; Class 520, Highest and Best Use and Market Analysis; Class 550, Advanced Applications; Class 530, Advanced Sales Comparison and Cost Approaches; Seminar-Eminent Domain & Condemnation Appraising.; Class 510, Advanced Income Capitalization; Class 420, Standards of Professional Practice, Part B; Seminar-Easement Valuations; Seminar-Appraising Special Use Properties; Class 410, Standards of Professional Practice, Part A; and numerous short programs.

***Pro-Source Educational Services (now Kaplan)***: Pre-licensing education

***International Right of Way Association:*** Course 501, Residential Relocation Assistance, 2010; and Course 502, Business Relocation, 2010.

***Miscellaneous:*** Seminar – 2014 Commercial Real Estate Valuation & Appraisal Forecast Summit, 2014, 4 hrs; Course – National USPAP Update, 2014, 8 hrs; Seminar – Septic System Introduction and Advanced Topics, 2013, 4 hours; Conservation Easement Appraisal, 2009, 8 hours; Minnesota GreenStar Training: 2008, 8 hours; State of Minnesota Assessing Education: 1993, 54 hours; Real estate sales training and education: 1985 – 1991, 450± hrs.

## STATES WORKED

Minnesota, North Dakota, Wisconsin, Iowa, Missouri, and Louisiana; plus consulting work in Kentucky and Illinois

## TESTIMONY AND PUBLIC PRESENTATIONS

Testified as an expert witness in: district court; commissioner condemnation hearings; arbitration; and mediation. Gave public presentations to city councils.

## BUSINESS AND COMMUNITY SERVICE

**Real estate sales, management, construction and development**:

- Home renovation –
  - in 2009, a 1973 rambler on 18 acres; and
  - in 1980, an 1890, 2.5 story, urban, balloon frame, Victorian;
- Transacted – in 1980s, over $6,000,000 of real estate sales and leasing of residential, commercial and industrial properties;
- Owned or managed – 3 rental homes;
- Developed – two residential subdivisions, a 32,000 sf industrial building, and a 25 unit leasehold cooperative; and
- Designed and built fireplaces.

**Instruction:** Taught business management courses, including macroeconomics, microeconomics, and investments.

**Small business:**

- Casserly Appraisals – Principal, 1991 to present;
- Hearth & Home Co. – Managed fireplace construction business and a factory representation business, owner's administrative assistant, and retail sales, 1976 – 1983.

**Community Service:**

- Cedar Lake Park Association (Minneapolis) – Member (2012 to present)
- City of Corcoran Planning Commission – Member (2007 to 2010);
- Corcoran Jaycees – Chapter President (1986/7). Oversaw increase of annual revenues from $2,500 to $2,200,000. Member (1986 to 1994);
- Fairview Neighborhood Development Corporation – organizer and first Chair (1983-6);
- Child Care Inc., a non-profit child care corporation – Director (1981-2);
- Minneapolis Public School, Community Resource Volunteers Program – Committee Member (1978-80);
- De La Salle High School Long Range Planning Committee – Member (1978-9);
- Minneapolis City Council – 3rd Ward Council Member's Aide (1975).

## LICENSES & MEMBERSHIPS

- Designated Member (MAI) of the Appraisal Institute
- Certified General Real Property Appraiser in the State of Minnesota, License #4002724, expires Aug 31, 2016
- Shareholder & Subscriber - Appraisal Data Network, Inc. (i.e., RediComps)
- Participant in Xceligent – the commercial property database of MNCAR (Minnesota Commercial Association of Realtors)
- Member of the Rotary Club of Rogers
- *former* Professional Member of the I-94 West Chamber of Commerce
- *former* Affiliate Member of the Minneapolis Area Association of Realtors

*Prepared: December 4, 2015*

# WRIGHT COUNTY
# REQUEST FOR BOARD ACTION

***REQ. AGENDA TIME:*** _____ ***BOARD MEETING DATE:*** _1-05-16___ ***CONSENT AGENDA:*** ____

***AMT. OF TIME REQUIRED:*** _____ ***ITEM FOR CONSIDERATION:*** _____

ADMINISTRATION .
ORIGINATING DEPARTMENT/SERVICE

X_Lee Kelly, County Coordinator
REQUESTOR'S SIGNATURE

_____
REVIEWED BY/DATE

**BOARD ACTION REQUESTED:**

**Approve Draft Remodeling Feasibility Study for Wright County Courts, January 2016**

**BACKGROUND/JUSTIFICATION:**

**COUNTY ATTORNEY REVIEW DATE:**

**COUNTY COORDINATOR/DATE:**

**ADMINISTRATIVE RECOMMENDATION:**
- ☐ **APPROVAL**
- ☐ **DENIAL**
- ☐ **NO RECOMMENDATION**

**FINANCIAL IMPLICATIONS: $**_____

**BUDGETED:** _____ _____
**YES NO**

**FUNDING:** _____ _____
**LEVY OTHER**

**COMMENTS:**

**COMMENTS:**

# REQUEST FOR PROPOSALS

Remodeling Feasibility Study

For

Wright County Courts

January 2016

# Table of Contents

# SECTION I – GENERAL INFORMATION

## Request for Proposals (RFP) Notice

Wright County is soliciting Proposals from qualified firms to provide space planning and architectural design services. Firms with relevant design experience are encouraged to apply. Consideration will be limited to firms which have demonstrated successful experience in the space planning and design of facilities of a similar scope for a public sector owner.

Desirable qualifications include:

- Recent relevant experience in the design and layout of Courtrooms and Courts Facilities including use of current technologies
- Expertise in developing creative and cost effective solutions for the repurposing of existing facilities

All information, including any forthcoming addenda is available on the Wright County website: http://www.co.Wright.mn.us/XXXXXXX.

The County may choose one or more qualified firms for the scope of work outlined in this document. The County is interested in obtaining services from the most responsive, responsible firm(s) who provide the highest value for the lowest cost. All Request for Proposals submitted shall be clearly identified as the "Remodeling Feasibility for Wright County Courts". Two unbound signed copies of your response documents and one electronic copy in .jpg format should be delivered to the County by 4:00 CST on February 17th, 2016 at the following address:

Wright County Administration

ATTN: Lee Kelly, County Coordinator

10 2nd Street NW

Buffalo, MN 55313

# Overview and Background

## COURTHOUSE HISTORY

The Wright County Government Center which houses the District Court was built in the 1950's. In 1959, Wright County had a county court judge, a district court judge and a probate judge, with three courtrooms. After unification of the district and county courts and an increase in judges from three to four, courtrooms three, four and five were added during a remodel of the entire building in 1990. In 2005, two new judgeships were created for Wright County bringing the total to the current six. A vending machine room in an area not contiguous with the other courtrooms was converted into a sixth courtroom and other space was remodeled to accommodate chambers for the additional judges.

Shortly after the new judgeships were added, the County planned for and built a new jail facility on Braddock Avenue. The long term plan for the courthouse was to build contiguous to the Braddock Avenue jail facility and the jail plan anticipated this future building. However, due to the economic downturn beginning in 2008, no further plans were made to build the new courthouse.

The footprint (25,600 sq. ft.) of the Court's operations has remained the same since 2005. Two of the courtrooms have not been updated in any significant manner since they opened in 1959. Three of the courtrooms have not been updated in any significant manner since they opened in 1990.

The County Attorney's Office and the Court Services department also moved into the present space after the 1990 remodel of the building. Both departments have unmet space needs and no room for expansion.

## DEFICIENCIES IN CURRENT COURT SPACE

### Safety

The primary concern is the safety of staff and the public who are appearing or participating in court. By definition the Court's work frequently involves individuals in the worst moments of their lives; they can be assaultive, combative, and difficult at times. One critical safety issue stems from the judicial area behind the courtrooms. Currently the judicial hallway is the only hallway available for transporting prisoners as well as jurors, court administration staff, judicial staff, and others such as attorneys, parties, and law enforcement. The co-mingling of confined prisoners, jurors, judges, court personnel, attorneys, and others needs to be addressed. The March 2014 security assessment of the Wright County Courthouse concluded that this building is not appropriately designed or sized to provide adequate and secure court space.

A significant safety concern arises due to the size of courtrooms 3, 4, and 6 as well as the irregular shape of courtroom 6. Recent security incidents in the smaller courtrooms have emphasized the need to address the inadequacy of these courtrooms. The obstructed pathways and cramped space inhibit effective and rapid containment of security threats. Equally concerning is the fact that frequently the Courts have hearings where not all the parties have a place at the counsel tables due to the small courtroom size. More importantly, Courts frequently are required to have parties who have restraining orders against each other sitting in the small courtrooms, less than 6 feet apart. This is inappropriate and dangerous.

These courtrooms are not only the smallest courtrooms in our courthouse; they are the smallest courtrooms in the entire Tenth Judicial District. The Courts regularly exceed the fire code occupancy limits for the space in order to conduct their business. The 2015 Space Study of the Wright County Courthouse conducted by the National Center for State Courts concluded that when the national standards for courthouse requirements are applied, the District Court and ancillary services require twice the square footage currently available to have adequate space for the Court's present day needs, without planning for any anticipated growth.

**Technology**

Given the age of the courthouse, it is not surprising that the existing infrastructure is also inadequate to support technology that is regularly used in court. Technology has changed dramatically since 1959, since 1990 and even over the last ten years. Courtroom participants and attorneys need to use technology during proceedings. The Courts now generate orders in the courtroom in many proceedings and provide copies and notices before people leave court. During trials and evidentiary matters, attorneys and parties have significant issues with publishing electronic evidence. Not only are the sight lines problematic, the absence of technology infrastructure requires multiple cords to be run on the floor throughout the courtrooms. In at least two different trials, the Courts have had individuals trip and fall on the cords, creating potential liability for Wright County. The Courts need to be able to use technology in courtrooms and are not able to effectively and safely do so.

The Minnesota Judicial Branch is in the process of implementing electronic filing and information management in all courts across the state, which requires significant electronic storage and connectivity, as well as space design which permits use of electronic information for each transaction or hearing. By July 1, 2016, the Courts will no longer be utilizing paper files, but instead will be conducting business without paper. None of the current courtrooms have adequate size benches or clerk stations to accommodate the necessary equipment. Many of the benches have inadequate sightlines even without the monitors that are necessary for the court to conduct proceedings without paper files. The courtrooms are not configured or designed to permit routine use of the necessary equipment by judges, court staff, court reporters, jurors, lawyers and litigants. On some calendars, there is a need to have two court

administration staff present, but no space exists for the staff, much less the necessary equipment. The court administrator's office also lacks space for necessary equipment and storage.

**Accessibility**

Another major area of concern is the accessibility of the courts. Individuals in wheelchairs, whether parties, staff, attorneys, jurors or the public, have significant difficulty accessing our courtrooms and court administration. The Courts must provide court services for all citizens, not just able-bodied citizens.

**Courtroom needs**

Significant space problems also occur when multiple trials are going. The jury space is not adequately sized; the Courts have also had problems with jurors becoming claustrophobic due to the tight quarters. More importantly, there are significant sound transmission problems that limit what courtrooms and facilities can be utilized when jurors are present. The Courts have developed a complicated calendaring plan to work around the facility challenges.

**Other**

There are many other facility problems including significant HVAC problems, the need for conference room space, the unmet statutory requirement for a separate victim/witness waiting room, the need for additional courtrooms that can accommodate jury trials, acoustical problems in the present courtrooms, the significant unevenness of the floors, etc. While not an exhaustive list, the current space has significant challenges which have not been addressed.

The purpose of the present RFP is to determine cost effective ways of dealing with these significant problems.

## Project Requirements and Statement of Work

Wright County (hereinafter "County") seeks to address the facility needs of the Wright County District Court (hereinafter "Courts") while seeking the most cost effective manner of doing so. Since the time the Wright County Jail was planned and built, the long term courthouse plan was to also build a new courthouse at the jail location. Since the new jail opened on Braddock Avenue in Buffalo, incarcerated individuals have been transported back and forth to the current courthouse located in downtown Buffalo. The economic downturn in 2008 and subsequent years has necessarily delayed the timeline for the new courthouse. Recognizing the need to be fiscally responsible with public tax dollars, the Courts have previously agreed to delay necessary improvements to the facilities. However at this time, the facility needs have become so significant that further delay is not an option. The Courts can no longer continue doing the necessary and required business of the courts in the present facility in its current state (see

background information section.) Immediate modifications are necessary to address the court needs, even if the County were to begin building a courthouse now.

Additionally, the Court Services department and the County Attorney's Office will eventually be located at the new building, but have presently maximized the use of their present space and also have facility needs that are unmet.

The County seeks to determine if it is more cost effective to:

Option 1) Begin building a new courthouse within the next 1-2 years;

Option 2) Make improvements to the existing courthouse and delay building of a new courthouse for approximately 3-4 years; or

Option 3) Make improvements to the existing courthouse and delay building of a new courthouse for approximately 8-10 years.

In order to make this determination, the county seeks proposals from an architectural firm with significant background in designing and remodeling courthouse space to analyze and develop a plan for each of the three options. Each option must include the following:

- The overall estimated cost including any costs associated with the relocation of staff or operations
- Description of any impact on the users of court facilities such as the inability to use present space due to remodeling
- Analysis of the ability of the HVAC, electrical and plumbing of the present courthouse to support the necessary remodeling/improvements
- Remodeling/improvement staging plan including where court will be held while improvements are made
- The estimated time for completing each of the options
- A rough estimate of the cost to return the area to general office space
- Detailed design documents approved by both the County and the Courts

The plan for each option must include a minimum of the following improvements:

**<u>Option 1: Build a New Courthouse beginning in 1-2 years</u>**

**a)** Modification of the benches in Courtrooms 1, 2, and 5

i) Stations for two court clerks

ii) Room for double monitors on clerk stations & bench in courtrooms

iii) Court Reporters incorporated into bench area

**b)** Storage Space for Court Administration

**<u>Option 2: Delay Building for 3-4 years</u>**

**a)** Items under Option 1

**b)** Replace Courtrooms 3, 4, & 6

**c)** Added Hearing Room for Magistrate

**d)** Judicial Access to each courtroom from a secure judicial corridor

**e)** Accessibility for Individuals in wheelchairs in at least one jury trial courtroom and at least two additional courtrooms

**f)** Jury Trial Courtrooms - Minimum of 3 Jury trial Courtrooms

i. separate from detention courtroom

ii. equipped for technology

iii. adequate jury deliberation space

iv. judicial access from secure corridor

**g)** Eliminate use of same hallway for jurors, prisoners, judges & staff (security issue)

**h)** Address acoustical issues

i. Sound vestibules for courtrooms

ii. Improved acoustics inside courtrooms & adequate sound system

**i)** Adequate size jury assembly room

**j)** Secured Counter area for Court Admin

**k)** Additional Office Space for Court Admin

**l)** Room for eCourt training (tech equipped – sufficient outlets & connections to network)

**m)** Additional Conference Rooms for attorney client meetings & mediation/negotiations

**n)** Court Services inside secured portion of courthouse

**o)** Adequate UA collection/testing room which addresses staff safety

**p)** Adequate interview rooms for court services which address staff safety

**q)** EHM/Alcohol Monitoring equipment & connection room which addresses staff safety

**r)** Victim/Witness waiting room near courts (required by statute)

**s)** Additional office space for Court services (1-2 agents + 1 support staff)

**t)** Additional office space for County Attorney

i. Clerical Space

ii. Office w/door for Office Manager

iii. Small conference room

iv. Additional office space for attorney/paralegal staff as added

**<u>Option 3: Delay Building for 8-10 years</u>**

**a)** All items included in Options 1 & 2

**b)** 2 additional jury trial courtrooms (total of 5)

**c)** 1 Magistrate courtroom & Chambers

**d)** ADA Compliance/Wheelchair accessibility in all courtrooms

**e)** Secured Parking Garage

**f)** Self Help Center Space

**g)** Space (Rental) for Department of Corrections

**h)** Modification for Specialty Courts (Conference Room +)

**i)** Large Shared Conference room

**j)** Conference room in secured space for court admin/judicial staff

**k)** Additional Office space

i. County Attorney

ii. Court Admin

iii. Court Services

# Instructions To Interested Parties

**Key Dates**

| | |
|---|---|
| Release RFQ/RFP | 01/06/2016 |
| Pre-bid Meeting | 01/25/2016 |
| Response Deadline | 02/17/2016 |
| Quote Evaluation | 02/24/2016 |

The purpose of the pre-bid meeting is to review the project with prospective bidders and answer their questions. Any answers provided after the meeting will be distributed via e-mail to all in attendance. A walk through of the facilities will be provided.

The purpose of the Request for Proposals is to demonstrate the qualifications, service level, cost of services, competence, and capacity of the firms seeking to become the selected firm for the Remodeling Feasibility Study for Wright County Courts.

Firms should provide the following information in their qualifications:

a. Firm History and Experience:

    1. Brief history of your firm including size and any specialty areas
    2. Background company data, including financial references
    3. Particular expertise and involvement in the areas of: Courthouse and Courts Design, Technology integration, Architectural, Space Planning, and Facilities industry
    4. County experience
    5. Other Public Sector experience

b. Qualifications:

    1. Description of your service philosophy, program structure, and pricing
    2. Brief introduction of the account team, by name with specific roles, qualifications and experience, and distribution of responsibilities including support capabilities
    3. Current use of technology, methodology and approach to this project, innovation, and creativity with Space Plan studies and facilities renovations
    4. Action-plan and timetable for assuming responsibilities on how to contain project costs
    5. Detail of services that will be provided to the County

6. Expected responsibilities of person designated to serve as lead contact for the County

c. References:

1. List of counties or public sector entities you represent and for what type of service, including the contact names and telephone numbers
2. Contact information of three (3) clients including the names and telephone numbers in the State of Minnesota with whom you have had a working relationship (Preferably, the references should be governmental.)

d. Conflict of Interest:

1. Disclose any conflicts or perceived conflicts of interest
2. Identify what procedures your firm uses to identify and resolve conflicts of interest

e. Proposed Fee for Services:

1. Explanation of compensation plans for your firm under this solicitation including all services to be included in that fee.
2. List any additional service options as well as the fee structure involved.

f. Copies of the following items:

1. Company and Fee Statement of Record/Certification Statement
2. All insurance coverage certificates meeting the following:

g. List of any additional resources or subcontractors considered with this qualifications

**Supplemental Information**

In addition to information provided to the specifics herein, the bidder is encouraged to provide any information that is considered to be of value to the County and Courts.

**Evaluation Criteria**

The County will evaluate proposals based on the needs of the County. The following criteria will be used in evaluating each of the firms' responses:

1. Project Understanding
2. Ability to interpret and deliver service delivery recommendations
3. Strength of references, including similar work
4. Competitive pricing
5. Experience and Qualifications

**Contact information**

Wright County Administration

ATTN: Lee Kelly, County Coordinator

10 2nd Street NW

Buffalo, MN 55313

**General**

1. Failure to provide any of the requested information may result in rejection of your proposal.
2. Wright County Reserves the right to accept or reject any or all submitted proposals.

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

| 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 | | | |
| 6630 | **BORRELL/CHARLIE** | | | | | | |
| | 01-005-000-0000-6331 | | 321.50 | 643 MILES | | | TRAVEL |
| | | | | 11/02/2015 | 12/29/2015 | | |
| **6630** | **BORRELL/CHARLIE** | | **321.50** | | **1** Transactions | | |
| 3184 | **HUSOM/CHRISTINE** | | | | | | |
| | 01-005-000-0000-6331 | | 137.00 | 274 MILES | | | TRAVEL |
| | | | | 11/02/2015 | 12/16/2015 | | |
| | 01-005-000-0000-6331 | | 10.00 | PARKING REIMB | | | TRAVEL |
| | | | | 12/07/2015 | 12/08/2015 | | |
| **3184** | **HUSOM/CHRISTINE** | | **147.00** | | **2** Transactions | | |
| 1462 | **SAWATZKE/PAT** | | | | | | |
| | 01-005-000-0000-6331 | | 236.00 | 472 MILES NOV/DEC | | | TRAVEL |
| | | | | 11/02/2015 | 12/29/2015 | | |
| | 01-005-000-0000-6331 | | 10.00 | PARKING REIMBURSEMENT | | | TRAVEL |
| | | | | 12/07/2015 | 12/08/2015 | | |
| **1462** | **SAWATZKE/PAT** | | **246.00** | | **2** Transactions | | |
| 2490 | **UNITED PARCEL SERVICE** | | | | | | |
| | 01-005-000-0000-6205 | | 1.26 | SHIPPING | | | POSTAGE |
| | | | | 12/19/2015 | 12/19/2015 | | |
| **2490** | **UNITED PARCEL SERVICE** | | **1.26** | | **1** Transactions | | |
| **5** | **DEPT Total:** | | **715.76** | **COUNTY BOARD** | | **4 Vendors** | **6 Transactions** |
| **13** | DEPT | | | COURT ADMINISTRATOR | | | |
| 3782 | **BENSON/SHARON** | | | | | | |
| | 01-013-000-0000-6270 | | 100.00 | 12/17/15 JV 15 4554 | | | COURT APPOINTED COUNSEL |
| | | | | 12/17/2015 | 12/17/2015 | | |
| **3782** | **BENSON/SHARON** | | **100.00** | | **1** Transactions | | |
| 1203 | **GABRIEL/CATHLEEN** | | | | | | |
| | 01-013-000-0000-6270 | | 100.00 | PR 15 6314 12/23/15 | | | COURT APPOINTED COUNSEL |
| | | | | 12/23/2015 | 12/23/2015 | | |
| | 01-013-000-0000-6270 | | 100.00 | 12/21/2015 PR 15 5772 | | | COURT APPOINTED COUNSEL |
| | | | | 12/21/2015 | 12/21/2015 | | |
| | 01-013-000-0000-6270 | | 100.00 | 12/21/2015 PR 15 5225 | | | COURT APPOINTED COUNSEL |

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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 |
|---|---|---|---|---|---|---|---|
| | | | | 12/21/2015 | 12/21/2015 | | |
| | 01-013-000-0000-6270 | | 100.00 | PR 15 6102 12/21/2015 | | | COURT APPOINTED COUNSEL |
| | | | | 12/21/2015 | 12/21/2015 | | |
| | 01-013-000-0000-6270 | | 100.00 | 12/21/2015 PR 14 5622 | | | COURT APPOINTED COUNSEL |
| | | | | 12/21/2015 | 12/21/2015 | | |
| **1203** | **GABRIEL/CATHLEEN** | | **500.00** | | **5** Transactions | | |
| 2490 | **UNITED PARCEL SERVICE** | | | | | | |
| | 01-013-000-0000-6205 | | 1.26 | SHIPPING | | | POSTAGE |
| | | | | 12/19/2015 | 12/19/2015 | | |
| **2490** | **UNITED PARCEL SERVICE** | | **1.26** | | **1** Transactions | | |
| **13** | **DEPT Total:** | | **601.26** | **COURT ADMINISTRATOR** | | **3 Vendors** | **7 Transactions** |
| **25** | DEPT | | | COURT SERVICES | | | |
| 7473 | **BUSCH/RYAN** | | | | | | |
| | 01-025-000-0000-6331 | | 436.50 | 873 MILES | | | TRAVEL |
| | | | | 11/12/2015 | 12/18/2015 | | |
| **7473** | **BUSCH/RYAN** | | **436.50** | | **1** Transactions | | |
| 3283 | **EVANS/KAREN** | | | | | | |
| | 01-025-000-0000-6331 | | 63.50 | 127 MILES | | | TRAVEL |
| | | | | 12/04/2015 | 12/23/2015 | | |
| **3283** | **EVANS/KAREN** | | **63.50** | | **1** Transactions | | |
| 6381 | **HUEMOELLER/NEAL** | | | | | | |
| | 01-025-000-0000-6331 | | 358.50 | 717 MILES | | | TRAVEL |
| | | | | 10/28/2015 | 12/18/2015 | | |
| **6381** | **HUEMOELLER/NEAL** | | **358.50** | | **1** Transactions | | |
| 2651 | **MACMILLAN/MICHAEL** | | | | | | |
| | 01-025-000-0000-6331 | | 307.00 | 614 MILES | | | TRAVEL |
| | | | | 11/10/2015 | 12/17/2015 | | |
| **2651** | **MACMILLAN/MICHAEL** | | **307.00** | | **1** Transactions | | |
| 54030 | **PRECISION PRINTS OF WRIGHT CO** | | | | | | |
| | 01-025-000-0000-6411 | | 60.92 | BUSINESS CARDS | | 237615 | OPERATING SUPPLIES |
| | | | | 12/08/2015 | 12/08/2015 | | |

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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 |
|---|---|---|---|---|---|---|
| **54030** | **PRECISION PRINTS OF WRIGHT CO** | | **60.92** | **1** Transactions | | |
| 4799 | **RAGAN COMMUNICATIONS INC** | | | | | |
| | 01-025-000-0000-6235 | | 149.00 | ANNUAL SUBSCRIPTION<br>12/12/2015 12/12/2015 | 22075932R4 | PUBLICATIONS & BROCHURES |
| **4799** | **RAGAN COMMUNICATIONS INC** | | **149.00** | **1** Transactions | | |
| 2490 | **UNITED PARCEL SERVICE** | | | | | |
| | 01-025-000-0000-6205 | | 1.26 | SHIPPING<br>12/19/2015 12/19/2015 | | POSTAGE |
| **2490** | **UNITED PARCEL SERVICE** | | **1.26** | **1** Transactions | | |
| **25** | **DEPT Total:** | | **1,376.68** | **COURT SERVICES** | **7 Vendors** | **7 Transactions** |
| **31** | DEPT | | | COUNTY COORDINATOR | | |
| 2358 | **ASSN OF MINNESOTA COUNTIES** | | | | | |
| | 01-031-000-0000-6338 | | 30.00 | TIM DAHL BANQUET FEE<br>12/03/2015 12/03/2015 | 43916 | CONFERENCES & MEETINGS |
| **2358** | **ASSN OF MINNESOTA COUNTIES** | | **30.00** | **1** Transactions | | |
| 5721 | **CDW GOVERNMENT INC** | | | | | |
| | 01-031-000-0000-6620 | | 859.83 | MICROSOFT SURFACE PRO WARRANTY<br>12/10/2015 12/10/2015 | BLF 9888 | COMPUTER OR SOFTWARE PURCHASES |
| | 01-031-000-0000-6620 | | 4,490.16 | STARTECH SURFACE PRO COMPUTERS<br>12/07/2015 12/07/2015 | DKM8033 | COMPUTER OR SOFTWARE PURCHASES |
| **5721** | **CDW GOVERNMENT INC** | | **5,349.99** | **2** Transactions | | |
| 284 | **MN COUNTIES COMPUTER COOPERATIVE** | | | | | |
| | 01-031-000-0000-6385 | | 2,250.00 | OPTIMUM SOLUTIONS PROGRAM | 2Y1601144 | DATA PROCESSING |
| **284** | **MN COUNTIES COMPUTER COOPERATIVE** | | **2,250.00** | **1** Transactions | | |
| 3921 | **OFFICE DEPOT** | | | | | |
| | 01-031-000-0000-6411 | | 50.24 | SUPPLIES 813356074001<br>12/19/2015 12/19/2015 | | OPERATING SUPPLIES |
| | 01-031-000-0000-6411 | | 7.84 | SUPPLIES 813356101001<br>12/21/2015 12/21/2015 | | OPERATING SUPPLIES |
| **3921** | **OFFICE DEPOT** | | **58.08** | **2** Transactions | | |
| 2490 | **UNITED PARCEL SERVICE** | | | | | |

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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 |
|---|---|---|---|---|---|---|
| | 01-031-000-0000-6205 | | 8.14 | SHIPPING<br>12/19/2015 12/19/2015 | | POSTAGE |
| **2490** | **UNITED PARCEL SERVICE** | | **8.14** | **1** Transactions | | |
| **31** | **DEPT Total:** | | **7,696.21** | **COUNTY COORDINATOR** | **5 Vendors** | **7 Transactions** |
| **41** | DEPT | | | COUNTY AUDITOR-TREASURER | | |
| 6829 | **BLACK BOX RESALE SERVICES** | | | | | |
| | 01-041-000-0000-6411 | | 96.00 | IP PHONE<br>11/30/2015 11/30/2015 | 4327206 | OPERATING SUPPLIES |
| **6829** | **BLACK BOX RESALE SERVICES** | | **96.00** | **1** Transactions | | |
| 3761 | **BROOKS INTERNET SOFTWARE INC** | | | | | |
| | 01-041-000-0000-6260 | | 52.63 | RPM SOFTWARE UPGRADE/MAINT<br>12/03/2015 12/03/2015 | 39940 | SOFTWARE OR SYSTEMS SUPPORT |
| **3761** | **BROOKS INTERNET SOFTWARE INC** | | **52.63** | **1** Transactions | | |
| 5486 | **MARCO INC** | | | | | |
| | 01-041-000-0000-6343 | | 1,652.97 | OVERAGE 12/15-12/15/15<br>12/15/2014 12/15/2015 | 294452834 | MACHINERY OR EQUIPMENT LEASES |
| | 01-041-000-0000-6343 | | 744.72 | 12/15-1/15/16<br>12/15/2015 01/15/2016 | 294452834 | MACHINERY OR EQUIPMENT LEASES |
| **5486** | **MARCO INC** | | **2,397.69** | **2** Transactions | | |
| 3733 | **MN ASSN OF COUNTY OFFICERS** | | | | | |
| | 01-041-000-0000-6245 | | 3,090.00 | 2016 MACO DUES | | MEMBERSHIPS, DUES & FEES |
| **3733** | **MN ASSN OF COUNTY OFFICERS** | | **3,090.00** | **1** Transactions | | |
| 284 | **MN COUNTIES COMPUTER COOPERATIVE** | | | | | |
| | 01-041-000-0000-6260 | | 1,182.96 | 2016 1ST QTR PAYMATE SUPPORT | 2Y1601144 | SOFTWARE OR SYSTEMS SUPPORT |
| | 01-041-000-0000-6260 | | 1,300.00 | 2016 MCCC FINANCE/GEN GROUP DU | 2Y1601144 | SOFTWARE OR SYSTEMS SUPPORT |
| | 01-041-000-0000-6260 | | 412.50 | 2016 1ST QTR XEROX PTS BETA | 2Y1601144 | SOFTWARE OR SYSTEMS SUPPORT |
| | 01-041-000-0000-6260 | | 2,030.24 | 2016 TREAS FINANCIAL SUPPORT | 2Y1601144 | SOFTWARE OR SYSTEMS SUPPORT |
| | 01-041-000-0000-6260 | | 1,300.00 | 2016 MCCC TAX USER GROUP DUES | 2Y1601144 | SOFTWARE OR SYSTEMS SUPPORT |
| | 01-041-000-0000-6260 | | 600.00 | 2016 1ST QTR XEROX PTS ENHANCE | 2Y1601144 | SOFTWARE OR SYSTEMS SUPPORT |
| | 01-041-000-0000-6260 | | 8,709.00 | 2016 1ST QTR PROP TAX SUPPORT | 2Y1601144 | SOFTWARE OR SYSTEMS SUPPORT |
| **284** | **MN COUNTIES COMPUTER COOPERATIVE** | | **15,534.70** | **7** Transactions | | |
| 6002 | **PAKOR INC** | | | | | |

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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 |
|---|---|---|---|---|---|---|
| | 01-041-000-0000-6411 | | 249.20 | PASSPORT MEDIA PAPER<br>12/15/2015 12/15/2015 | 8015924 | OPERATING SUPPLIES |
| **6002** | **PAKOR INC** | | **249.20** | **1** Transactions | | |
| 1425 | **SHI INTERNATIONAL CORP** | | | | | |
| | 01-041-000-0000-6411 | | 246.00 | ACROBAT STD LIC<br>12/09/2015 12/09/2015 | B04318252 | OPERATING SUPPLIES |
| **1425** | **SHI INTERNATIONAL CORP** | | **246.00** | **1** Transactions | | |
| 64399 | **STAR TRIBUNE** | | | | | |
| | 01-041-000-0000-6235 | | 97.24 | SUBSCRIPTION 01/09/16-04/09/16<br>12/20/2015 12/20/2015 | | PUBLICATIONS & BROCHURES |
| **64399** | **STAR TRIBUNE** | | **97.24** | **1** Transactions | | |
| 2490 | **UNITED PARCEL SERVICE** | | | | | |
| | 01-041-000-0000-6205 | | 1.26 | SHIPPING<br>12/19/2015 12/19/2015 | | POSTAGE |
| **2490** | **UNITED PARCEL SERVICE** | | **1.26** | **1** Transactions | | |
| **41** | **DEPT Total:** | | **21,764.72** | **COUNTY AUDITOR-TREASURER** | **9 Vendors** | **16 Transactions** |
| **63** | DEPT | | | IT (INFORMATIONAL TECHNOLOGY) | | |
| 1264 | **DELL MARKETING LP** | | | | | |
| | 01-063-000-0000-6301 | | 104.99 | LAPTOP BATTERY - WEST<br>12/13/2015 12/13/2015 | XJTX89NN6 | EQUIPMENT MAINTENANCE |
| **1264** | **DELL MARKETING LP** | | **104.99** | **1** Transactions | | |
| 4159 | **INFO TECH RESEARCH GROUP** | | | | | |
| | 01-063-000-0000-6261 | | 10,335.00 | SILVER MEMBERSHIP THRU 1/4/17 | 184160 | PROFESSIONAL SERVICES |
| **4159** | **INFO TECH RESEARCH GROUP** | | **10,335.00** | **1** Transactions | | |
| 5486 | **MARCO INC** | | | | | |
| | 01-063-000-0000-6343 | | 217.00 | 12/10-1/1/2016<br>12/10/2015 01/10/2016 | 294075650 | MACHINERY OR EQUIPMENT LEASES |
| **5486** | **MARCO INC** | | **217.00** | **1** Transactions | | |
| 284 | **MN COUNTIES COMPUTER COOPERATIVE** | | | | | |
| | 01-063-000-0000-6260 | | 300.00 | 2016 INFO SERV SUPPORT GROUP | 2Y1601144 | SOFTWARE OR SYSTEMS SUPPORT |
| | 01-063-000-0000-6260 | | 500.00 | 2016 INFO SERV SUPPORT GRP | 2Y1601144 | SOFTWARE OR SYSTEMS SUPPORT |

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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 |
|---|---|---|---|---|---|---|
| **284** | **MN COUNTIES COMPUTER COOPERATIVE** | | **800.00** | **2** Transactions | | |
| 3790 | **NETMAIL INC** | | | | | |
| | 01-063-000-0000-6260 | | 13,000.00 | NETMAIL RENEWAL 2015-2016<br>12/04/2015 12/04/2015 | 11486 | SOFTWARE OR SYSTEMS SUPPORT |
| **3790** | **NETMAIL INC** | | **13,000.00** | **1** Transactions | | |
| 4160 | **STORMWIND STUDIOS** | | | | | |
| | 01-063-000-0000-6804 | | 3,490.00 | MICROSOFT ALL ACCESS BUNDLE<br>12/02/2015 12/02/2015 | 10528 | STAFF TRAINING |
| **4160** | **STORMWIND STUDIOS** | | **3,490.00** | **1** Transactions | | |
| 2490 | **UNITED PARCEL SERVICE** | | | | | |
| | 01-063-000-0000-6261 | | 1.26 | SHIPPING<br>12/19/2015 12/19/2015 | | PROFESSIONAL SERVICES |
| **2490** | **UNITED PARCEL SERVICE** | | **1.26** | **1** Transactions | | |
| 1454 | **ZIXCORP** | | | | | |
| | 01-063-000-0000-6260 | | 9,092.68 | ZIX GATEWAY 2ND YR INSTALLMENT<br>12/01/2015 12/01/2015 | 81802 | SOFTWARE OR SYSTEMS SUPPORT |
| | 01-063-000-0000-6260 | | 2,380.00 | ZIX GATEWAY ADD ON LICENSES<br>12/01/2015 12/01/2015 | 81878 | SOFTWARE OR SYSTEMS SUPPORT |
| **1454** | **ZIXCORP** | | **11,472.68** | **2** Transactions | | |
| **63** | **DEPT Total:** | | **39,420.93** | **IT (INFORMATIONAL TECHNOLOGY)** | **8 Vendors** | **10 Transactions** |
| **71** | DEPT | | | ELECTIONS | | |
| 2490 | **UNITED PARCEL SERVICE** | | | | | |
| | 01-071-000-0000-6205 | | 1.26 | SHIPPING<br>12/19/2015 12/19/2015 | | POSTAGE |
| **2490** | **UNITED PARCEL SERVICE** | | **1.26** | **1** Transactions | | |
| **71** | **DEPT Total:** | | **1.26** | **ELECTIONS** | **1 Vendors** | **1 Transactions** |
| **91** | DEPT | | | COUNTY ATTORNEY | | |
| 5486 | **MARCO INC** | | | | | |
| | 01-091-000-0000-6343 | | 879.14 | 12/15-1/15/16<br>12/15/2015 01/15/2016 | 294451653 | MACHINERY OR EQUIPMENT LEASES |

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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 |
|---|---|---|---|---|---|---|
| **5486** | **MARCO INC** | | **879.14** | **1** Transactions | | |
| 3921 | **OFFICE DEPOT** | | | | | |
| | 01-091-000-0000-6411 | | 101.59 | SUPPLIES 813379302001<br>12/19/2015 12/19/2015 | | OPERATING SUPPLIES |
| | 01-091-000-0000-6411 | | 10.90 | SUPPLIES 809773146002<br>12/21/2015 12/21/2015 | | OPERATING SUPPLIES |
| **3921** | **OFFICE DEPOT** | | **112.49** | **2** Transactions | | |
| 7434 | **THEISEN/CYNTHIA M** | | | | | |
| | 01-091-000-0000-6261 | | 101.50 | TRANSCRIPT STATE V SAUCEDO<br>12/18/2015 12/18/2015 | | PROFESSIONAL SERVICES |
| **7434** | **THEISEN/CYNTHIA M** | | **101.50** | **1** Transactions | | |
| 2490 | **UNITED PARCEL SERVICE** | | | | | |
| | 01-091-000-0000-6205 | | 1.26 | SHIPPING<br>12/19/2015 12/19/2015 | | POSTAGE |
| **2490** | **UNITED PARCEL SERVICE** | | **1.26** | **1** Transactions | | |
| **91** | **DEPT Total:** | | **1,094.39** | **COUNTY ATTORNEY** | **4 Vendors** | **5 Transactions** |
| **100** | DEPT | | | OTHER GENERAL GOVERNMENT | | |
| 156 | **ALBERTVILLE BODY SHOP INC** | | | | | |
| | 01-100-000-0000-6353 | | 2,497.63 | REPAIRS #956 09 CHEVY<br>12/08/2015 12/08/2015 | 120815 | LIABILITY INSURANCE |
| **156** | **ALBERTVILLE BODY SHOP INC** | | **2,497.63** | **1** Transactions | | |
| 2358 | **ASSN OF MINNESOTA COUNTIES** | | | | | |
| | 01-100-000-0000-6245 | | 9,360.33 | AMC 2016 DUES | 43763 | NACO DUES - AMC DUES |
| **2358** | **ASSN OF MINNESOTA COUNTIES** | | **9,360.33** | **1** Transactions | | |
| 2005 | **CZECH/PETE** | | | | | |
| | 01-100-000-0000-6912 | | 54.94 | STEEL TOE SHOES<br>12/19/2015 12/19/2015 | | SAFETY PROGRAM |
| **2005** | **CZECH/PETE** | | **54.94** | **1** Transactions | | |
| 1366 | **NATIONAL ASSOCIATION OF COUNTIES** | | | | | |
| | 01-100-000-0000-6245 | | 642.34 | 2016 ANNUAL DUES | 133800 | NACO DUES - AMC DUES |

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|---|---|---|---|---|---|---|
| **1366** | **NATIONAL ASSOCIATION OF COUNTIES** | | **642.34** | **1** Transactions | | |
| 3921 | **OFFICE DEPOT** | | | | | |
| | 01-100-000-0000-6808 | | 292.96 | SUPPLIES 811049904001<br>12/22/2015 12/22/2015 | | EMPLOYEE ENHANCEMENT PROGRAM |
| | 01-100-000-0000-6808 | | 313.65 | SUPPLIES 811057457001<br>12/19/2015 12/19/2015 | | EMPLOYEE ENHANCEMENT PROGRAM |
| **3921** | **OFFICE DEPOT** | | **606.61** | **2** Transactions | | |
| **100** | **DEPT Total:** | | **13,161.85** | **OTHER GENERAL GOVERNMENT** | **5 Vendors** | **6 Transactions** |
| **101** | DEPT | | | COUNTY RECORDER | | |
| 2490 | **UNITED PARCEL SERVICE** | | | | | |
| | 01-101-000-0000-6205 | | 1.26 | SHIPPING<br>12/19/2015 12/19/2015 | | POSTAGE |
| **2490** | **UNITED PARCEL SERVICE** | | **1.26** | **1** Transactions | | |
| **101** | **DEPT Total:** | | **1.26** | **COUNTY RECORDER** | **1 Vendors** | **1 Transactions** |
| **103** | DEPT | | | SURVEYOR | | |
| 2490 | **UNITED PARCEL SERVICE** | | | | | |
| | 01-103-000-0000-6205 | | 1.26 | SHIPPING<br>12/19/2015 12/19/2015 | | POSTAGE |
| **2490** | **UNITED PARCEL SERVICE** | | **1.26** | **1** Transactions | | |
| **103** | **DEPT Total:** | | **1.26** | **SURVEYOR** | **1 Vendors** | **1 Transactions** |
| **105** | DEPT | | | ASSESSOR | | |
| 5486 | **MARCO INC** | | | | | |
| | 01-105-000-0000-6343 | | 341.00 | 12/15-1/15/2016<br>12/15/2015 01/15/2016 | 294360649 | MACHINERY OR EQUIPMENT LEASES |
| **5486** | **MARCO INC** | | **341.00** | **1** Transactions | | |
| 284 | **MN COUNTIES COMPUTER COOPERATIVE** | | | | | |
| | 01-105-000-0000-6260 | | 100.00 | 2016 1ST QTR CAMA BETA TESTING | 2Y1601144 | SOFTWARE OR SYSTEMS SUPPORT |
| | 01-105-000-0000-6260 | | 175.00 | 2016 1ST QTR CAMA DATA FILE CH | 2Y1601144 | SOFTWARE OR SYSTEMS SUPPORT |
| | 01-105-000-0000-6260 | | 400.00 | 2016 1ST QTR CAMA ENHANCEMENT | 2Y1601144 | SOFTWARE OR SYSTEMS SUPPORT |
| | 01-105-000-0000-6260 | | 1,300.00 | 2016 CAMA USA USER GROUP DUES | 2Y1601144 | SOFTWARE OR SYSTEMS SUPPORT |

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|---|---|---|---|---|---|---|
| | 01-105-000-0000-6260 | | 3,132.00 | 2016 1ST QTR CAMA MAINT | 2Y1601144 | SOFTWARE OR SYSTEMS SUPPORT |
| **284** | **MN COUNTIES COMPUTER COOPERATIVE** | | **5,107.00** | **5** Transactions | | |
| 3921 | **OFFICE DEPOT** | | | | | |
| | 01-105-000-0000-6411 | | 31.82 | SUPPLIES 813015246001<br>12/17/2015 12/17/2015 | | OPERATING SUPPLIES |
| | 01-105-000-0000-6411 | | 74.19 | SUPPLIES 813015855001<br>12/17/2015 12/17/2015 | | OPERATING SUPPLIES |
| | 01-105-000-0000-6411 | | 71.67 | SUPPLIES 81402838001<br>12/23/2015 12/23/2015 | | OPERATING SUPPLIES |
| | 01-105-000-0000-6411 | | 53.49 | SUPPLIES 813371983001<br>12/21/2015 12/21/2015 | | OPERATING SUPPLIES |
| | 01-105-000-0000-6411 | | 32.26 | SUPPLIES 813372297001<br>12/19/2015 12/19/2015 | | OPERATING SUPPLIES |
| **3921** | **OFFICE DEPOT** | | **263.43** | **5** Transactions | | |
| 54030 | **PRECISION PRINTS OF WRIGHT CO** | | | | | |
| | 01-105-000-0000-6411 | | 50.23 | BUSINESS CARDS<br>12/23/2015 12/23/2015 | 247915 | OPERATING SUPPLIES |
| **54030** | **PRECISION PRINTS OF WRIGHT CO** | | **50.23** | **1** Transactions | | |
| 2490 | **UNITED PARCEL SERVICE** | | | | | |
| | 01-105-000-0000-6205 | | 1.26 | SHIPPING<br>12/19/2015 12/19/2015 | | POSTAGE |
| **2490** | **UNITED PARCEL SERVICE** | | **1.26** | **1** Transactions | | |
| **105** | **DEPT Total:** | | **5,762.92** | **ASSESSOR** | **5 Vendors** | **13 Transactions** |
| **107** | DEPT | | | PLANNING AND ZONING | | |
| 5486 | **MARCO INC** | | | | | |
| | 01-107-000-0000-6233 | | 426.50 | 12/15-1/15/2016<br>12/15/2015 01/15/2016 | 294305248 | PHOTOCOPYING |
| **5486** | **MARCO INC** | | **426.50** | **1** Transactions | | |
| 2490 | **UNITED PARCEL SERVICE** | | | | | |
| | 01-107-000-0000-6205 | | 1.26 | SHIPPING<br>12/19/2015 12/19/2015 | | POSTAGE |
| **2490** | **UNITED PARCEL SERVICE** | | **1.26** | **1** Transactions | | |

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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 |
|---|---|---|---|---|---|---|
| **107** | **DEPT Total:** | | **427.76** | **PLANNING AND ZONING** | **2 Vendors** | **2 Transactions** |
| **111** | DEPT | | | BUILDING CARE | | |
| 1168 | **ALL STATE COMMUNICATIONS INC** | | | | | |
| | 01-111-000-0000-6302 | | 300.00 | 2 CAT 6 DATA CABLES LEC<br>11/17/2015 11/17/2015 | 240728 | JAIL/LEC REPAIRS AND MAINTENANCE |
| **1168** | **ALL STATE COMMUNICATIONS INC** | | **300.00** | **1** Transactions | | |
| 5974 | **CENTER POINT ENERGY** | | | | | |
| | 01-111-000-0000-6251 | | 616.23 | GAS SERVICE HHS 11/10-12/9<br>11/10/2015 12/09/2015 | 5767681 | UTILITY SERVICES |
| | 01-111-000-0000-6252 | | 73.25 | GAS SHERIF STORAGE 11/10-12/9<br>11/10/2015 12/09/2015 | 5811649 | JAIL/LEC UTILITY SERVICES |
| | 01-111-000-0000-6251 | | 4,935.39 | GAS TO GC 11/10-12/09<br>11/10/2015 12/09/2015 | 5871994 | UTILITY SERVICES |
| | 01-111-000-0000-6252 | | 1,238.91 | GAS TO LEC 11/10-12/09<br>11/10/2015 12/09/2015 | 7915763 | JAIL/LEC UTILITY SERVICES |
| **5974** | **CENTER POINT ENERGY** | | **6,863.78** | **4** Transactions | | |
| 3103 | **COTTENS NAPA MAIN OFFICE** | | | | | |
| | 01-111-000-0000-6301 | | 24.12- | CREDIT | 11032015 | REPAIRS & MAINTENANCE |
| | 01-111-000-0000-6301 | | 10.59 | FUSE AND GO JO GC<br>12/04/2015 12/04/2015 | 567075 | REPAIRS & MAINTENANCE |
| | 01-111-000-0000-6301 | | 101.52 | 6V 12V CHARGER GC<br>12/29/2015 12/29/2015 | 568916 | REPAIRS & MAINTENANCE |
| **3103** | **COTTENS NAPA MAIN OFFICE** | | **87.99** | **3** Transactions | | |
| 4634 | **FASTENAL COMPANY** | | | | | |
| | 01-111-000-0000-6302 | | 9.11 | SUPPLIES LEC | MNBUF61789 | JAIL/LEC REPAIRS AND MAINTENANCE |
| **4634** | **FASTENAL COMPANY** | | **9.11** | **1** Transactions | | |
| 2812 | **GRAINGER** | | | | | |
| | 01-111-000-0000-6302 | | 16.72 | FAN DELAY LEC<br>12/22/2015 12/22/2015 | 9923308309 | JAIL/LEC REPAIRS AND MAINTENANCE |
| | 01-111-000-0000-6302 | | 552.00 | BARRIER POST WITH BELT LEC<br>12/22/2015 12/22/2015 | 9923949292 | JAIL/LEC REPAIRS AND MAINTENANCE |
| **2812** | **GRAINGER** | | **568.72** | **2** Transactions | | |
| 3188 | **J N JOHNSON FIRE & SAFETY** | | | | | |

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|---|---|---|---|---|---|---|
| | 01-111-000-0000-6301 | | 234.82 | SEMI ANNUAL INSPECTION GC<br>12/16/2015 12/16/2015 | XOI115426 | REPAIRS & MAINTENANCE |
| **3188** | **J N JOHNSON FIRE & SAFETY** | | **234.82** | **1** Transactions | | |
| 7510 | **MENARDS - BUFFALO** | | | | | |
| | 01-111-000-0000-6302 | | 43.81 | STRETCH WRAP LEC<br>12/17/2015 12/17/2015 | 2115 | JAIL/LEC REPAIRS AND MAINTENANCE |
| | 01-111-000-0000-6301 | | 24.98 | POLY DROP CLOTH GC<br>12/18/2015 12/18/2015 | 2201 | REPAIRS & MAINTENANCE |
| | 01-111-000-0000-6302 | | 30.40 | BITS SCREWS ETC LEC<br>12/18/2015 12/18/2015 | 2210 | JAIL/LEC REPAIRS AND MAINTENANCE |
| | 01-111-000-0000-6302 | | 29.96 | CASTERS LEC<br>12/22/2015 12/22/2015 | 2494 | JAIL/LEC REPAIRS AND MAINTENANCE |
| | 01-111-000-0000-6302 | | 5.39 | WHITE CORD LEC<br>12/22/2015 12/22/2015 | 2527 | JAIL/LEC REPAIRS AND MAINTENANCE |
| | 01-111-000-0000-6302 | | 64.51 | PIPES CLEANER MISC LEC<br>11/18/2015 11/18/2015 | 99795 | JAIL/LEC REPAIRS AND MAINTENANCE |
| **7510** | **MENARDS - BUFFALO** | | **199.05** | **6** Transactions | | |
| 6140 | **RUSSELL SECURITY RESOURCE INC** | | | | | |
| | 01-111-000-0000-6301 | | 122.75 | REPAIRS MANUAL BOLT GC<br>12/16/2015 12/16/2015 | 26676 | REPAIRS & MAINTENANCE |
| | 01-111-000-0000-6301 | | 405.00 | REPAIRS POWER CONTROLLER GC<br>12/23/2015 12/23/2015 | 26716 | REPAIRS & MAINTENANCE |
| **6140** | **RUSSELL SECURITY RESOURCE INC** | | **527.75** | **2** Transactions | | |
| **111** | **DEPT Total:** | | **8,791.22** | **BUILDING CARE** | **8 Vendors** | **20 Transactions** |
| **121** | DEPT | | | VETERANS SERVICE | | |
| 2490 | **UNITED PARCEL SERVICE** | | | | | |
| | 01-121-000-0000-6205 | | 1.26 | SHIPPING<br>12/19/2015 12/19/2015 | | POSTAGE |
| **2490** | **UNITED PARCEL SERVICE** | | **1.26** | **1** Transactions | | |
| **121** | **DEPT Total:** | | **1.26** | **VETERANS SERVICE** | **1 Vendors** | **1 Transactions** |
| **201** | DEPT | | | SHERIFF | | |
| 462 | **ATOM** | | | | | |

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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 |
|---|---|---|---|---|---|---|---|
| | 01-201-000-0000-6245 | | 250.00 | 2016 MEMBERSHIP DUES | | 720809 | MEMBERSHIPS, DUES & FEES |
| **462** | **ATOM** | | **250.00** | | **1** Transactions | | |
| 10734 | **CENEX FLEETCARD** | | | | | | |
| | 01-201-000-0000-6451 | | 1,099.48 | FUEL | | 11387CL | FUEL - LUBE ETC |
| | | | | 12/23/2015 | 12/23/2015 | | |
| **10734** | **CENEX FLEETCARD** | | **1,099.48** | | **1** Transactions | | |
| 3064 | **EMERGENCY AUTOMOTIVE TECH INC** | | | | | | |
| | 01-201-000-0000-6452 | | 1,846.93 | STRIP/BUILD UP SQUAD | | RS4310 | VEHICLE MAINTENANCE |
| | | | | 12/21/2015 | 12/21/2015 | | |
| | 01-201-000-0000-6452 | | 664.43 | STRIP/BUILD UP JAIL VEHICLE | | RS4310 | VEHICLE MAINTENANCE |
| | | | | 12/21/2015 | 12/21/2015 | | |
| **3064** | **EMERGENCY AUTOMOTIVE TECH INC** | | **2,511.36** | | **2** Transactions | | |
| 1227 | **EXPERT AUTOMOTIVE & TOWING INC** | | | | | | |
| | 01-201-000-0000-6261 | | 121.00 | TOW 15072361 | | | PROFESSIONAL SERVICES |
| | | | | 12/27/2015 | 12/27/2015 | | |
| **1227** | **EXPERT AUTOMOTIVE & TOWING INC** | | **121.00** | | **1** Transactions | | |
| 2691 | **GTS EDUCATIONAL EVENTS** | | | | | | |
| | 01-201-000-0000-6802 | | 325.00 | HSEM GOV CONF BERG | | 1782750-877986 | EM GRANT EXPENSE |
| | | | | 12/09/2015 | 12/09/2015 | | |
| **2691** | **GTS EDUCATIONAL EVENTS** | | **325.00** | | **1** Transactions | | |
| 5095 | **INTERNATIONAL ASSN OF PROPERTY &E** | | | | | | |
| | 01-201-000-0000-6245 | | 50.00 | 2016 MEMBERSHIP DUES O'DOWD | | M16 18853 | MEMBERSHIPS, DUES & FEES |
| | 01-201-000-0000-6245 | | 50.00 | 2016 MEMBERSHIP DUES HANDELAND | | M16 35799 | MEMBERSHIPS, DUES & FEES |
| **5095** | **INTERNATIONAL ASSN OF PROPERTY &E** | | **100.00** | | **2** Transactions | | |
| 5486 | **MARCO INC** | | | | | | |
| | 01-201-000-0000-6343 | | 1,032.00 | 12/15-1/15/16 | | 294305511 | MACHINERY OR EQUIPMENT LEASES |
| | | | | 12/15/2015 | 01/15/2016 | | |
| | 01-201-000-0000-6343 | | 1,856.40 | OVERAGE 12/15/14-12/15/15 | | 294305511 | MACHINERY OR EQUIPMENT LEASES |
| | | | | 12/15/2015 | 12/15/2015 | | |
| **5486** | **MARCO INC** | | **2,888.40** | | **2** Transactions | | |
| 6621 | **MN CRIME PREVENTION ASSOCIATION** | | | | | | |
| | 01-201-000-0000-6245 | | 45.00 | MCPA 2016 MEMBERSHIP JOHNSON | | I99 | MEMBERSHIPS, DUES & FEES |

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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 |
|---|---|---|---|---|---|---|
| **6621** | **MN CRIME PREVENTION ASSOCIATION** | | **45.00** | **1** Transactions | | |
| 1331 | **MN SHERIFFS ASSOCIATION** | | | | | |
| | 01-201-000-0000-6245 | | 7,582.00 | 2016 MEMBERSHIP HAGERTY | 160086 | MEMBERSHIPS, DUES & FEES |
| **1331** | **MN SHERIFFS ASSOCIATION** | | **7,582.00** | **1** Transactions | | |
| 3089 | **SCUBA CENTER** | | | | | |
| | 01-201-000-0000-6412 | | 252.00 | DIVE EQUIPMENT<br>12/18/2015 12/18/2015 | 21064182 | B&W OPERATING SUPPLIES |
| **3089** | **SCUBA CENTER** | | **252.00** | **1** Transactions | | |
| 4161 | **SHRED IT USA** | | | | | |
| | 01-201-000-0000-6261 | | 356.40 | SHREDDING SERVICES<br>12/23/2015 12/23/2015 | 9408759492 | PROFESSIONAL SERVICES |
| **4161** | **SHRED IT USA** | | **356.40** | **1** Transactions | | |
| 3986 | **SPRINT** | | | | | |
| | 01-201-000-0000-6301 | | 2,959.54 | 271188815 DATA CARDS<br>12/18/2015 12/18/2015 | 271188815097 | REPAIRS & MAINTENANCE |
| **3986** | **SPRINT** | | **2,959.54** | **1** Transactions | | |
| 5712 | **T & M TOWING AND SNOW PLOWING** | | | | | |
| | 01-201-000-0000-6261 | | 455.00 | 15071806<br>12/27/2015 12/27/2015 | 59817 | PROFESSIONAL SERVICES |
| **5712** | **T & M TOWING AND SNOW PLOWING** | | **455.00** | **1** Transactions | | |
| 6851 | **TASER INTERNATIONAL** | | | | | |
| | 01-201-000-0000-6411 | | 343.36 | SIMULATION CARTRIDGES<br>12/21/2015 12/21/2015 | 1422530 | OPERATING SUPPLIES |
| **6851** | **TASER INTERNATIONAL** | | **343.36** | **1** Transactions | | |
| 1497 | **UNIFORMS UNLIMITED** | | | | | |
| | 01-201-000-0000-6411 | | 866.00 | COLLAR LETTERS<br>12/07/2015 12/07/2015 | 935222 | OPERATING SUPPLIES |
| **1497** | **UNIFORMS UNLIMITED** | | **866.00** | **1** Transactions | | |
| 2490 | **UNITED PARCEL SERVICE** | | | | | |
| | 01-201-000-0000-6205 | | 128.01 | SHIPPING<br>12/19/2015 12/19/2015 | 140177515 | POSTAGE |

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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 |
|---|---|---|---|---|---|---|
| **2490** | **UNITED PARCEL SERVICE** | | **128.01** | **1** Transactions | | |
| **201** | **DEPT Total:** | | **20,282.55** | **SHERIFF** | **16 Vendors** | **19 Transactions** |
| **250** | DEPT | | | SHERIFF-CORRECTIONS | | |
| 2701 | **AG NEOVO TECHNOLOGY CORPORATION** | | | | | |
| | 01-250-000-0000-6301 | | 146.00 | PARTS & SHIPPING | SO20064034 | REPAIRS & MAINTENANCE |
| | | | | 12/28/2015 12/28/2015 | | |
| **2701** | **AG NEOVO TECHNOLOGY CORPORATION** | | **146.00** | **1** Transactions | | |
| 6158 | **ARAMARK SERVICES INC** | | | | | |
| | 01-250-000-0000-6459 | | 7,243.31 | INMATE MEALS 12/17-12/23 | 20072300-76 | LAW ENFORCE-JAIL FOOD-LAUNDRY |
| | | | | 12/17/2015 12/23/2015 | | |
| **6158** | **ARAMARK SERVICES INC** | | **7,243.31** | **1** Transactions | | |
| 3 | **CMI INC** | | | | | |
| | 01-250-000-0000-6411 | | 230.00 | GAS CYLINDERS FOR DMT INTOXIME | 817740 | OPERATING SUPPLIES |
| | | | | 12/16/2015 12/16/2015 | | |
| **3** | **CMI INC** | | **230.00** | **1** Transactions | | |
| 4702 | **STERICYCLE INC** | | | | | |
| | 01-250-000-0000-6261 | | 51.74 | MEDICAL WASTE MONTHLY | 4006018215 | PROFESSIONAL SERVICES |
| **4702** | **STERICYCLE INC** | | **51.74** | **1** Transactions | | |
| 74329 | **WRIGHT COUNTY JAIL ADMIN** | | | | | |
| | 01-250-000-0000-6261 | | 6.00 | REIMBURSE PETTY CASH TRAIN | | PROFESSIONAL SERVICES |
| | 01-250-000-0000-6261 | | 6.00 | REIMBURSE PETTY CASH TRAIN | | PROFESSIONAL SERVICES |
| **74329** | **WRIGHT COUNTY JAIL ADMIN** | | **12.00** | **2** Transactions | | |
| **250** | **DEPT Total:** | | **7,683.05** | **SHERIFF-CORRECTIONS** | **5 Vendors** | **6 Transactions** |
| **521** | DEPT | | | PARKS | | |
| 194 | **ELK RIVER MUNICIPAL UTILITIES** | | | | | |
| | 01-521-000-0000-6251 | | 42.02 | OTSEGO ELECTRIC | 3179 | UTILITY SERVICES - ELECTRICITY |
| | | | | 12/22/2015 12/22/2015 | | |
| **194** | **ELK RIVER MUNICIPAL UTILITIES** | | **42.02** | **1** Transactions | | |
| 4634 | **FASTENAL COMPANY** | | | | | |

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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 |
|---|---|---|---|---|---|---|
| | 01-521-000-0000-6411 | | 28.61 | SCREWS AND BOLTS PARK SIGN<br>12/16/2015 12/16/2015 | MNBUF61813 | OPERATING SUPPLIES |
| **4634** | **FASTENAL COMPANY** | | **28.61** | **1** Transactions | | |
| 3801 | **GREATER MINNESOTA PARKS & TRAILS** | | | | | |
| | 01-521-000-0000-6245 | | 900.00 | 2016 MEMBERSHIP & LEGISLATIVE | | MEMBERSHIPS, DUES & FEES |
| **3801** | **GREATER MINNESOTA PARKS & TRAILS** | | **900.00** | **1** Transactions | | |
| 2541 | **M & M EXPRESS SALES AND SERVICE** | | | | | |
| | 01-521-000-0000-6452 | | 17.16 | CHAIN LOOP FOR CHAINSAW<br>11/24/2015 11/24/2015 | 207775 | VEHICLE MAINTENANCE |
| | 01-521-000-0000-6452 | | 13.50 | RECOIL ROPE CHAINSAW<br>12/17/2015 12/17/2015 | 208037 | VEHICLE MAINTENANCE |
| | 01-521-000-0000-6452 | | 19.95 | ANTI VIBRATION GLOVES<br>12/18/2015 12/18/2015 | 208045 | VEHICLE MAINTENANCE |
| **2541** | **M & M EXPRESS SALES AND SERVICE** | | **50.61** | **3** Transactions | | |
| 1944 | **MN DEPARTMENT OF HEALTH** | | | | | |
| | 01-521-000-0000-6245 | | 468.00 | 2016 CAMPGROUND LIC COLLINWOOD | 1287714220 | MEMBERSHIPS, DUES & FEES |
| | 01-521-000-0000-6245 | | 476.00 | 2016 CAMPGROUND LIC SCHROEDER | 1287814220 | MEMBERSHIPS, DUES & FEES |
| **1944** | **MN DEPARTMENT OF HEALTH** | | **944.00** | **2** Transactions | | |
| 5140 | **NATIONAL RECREATION & PARK ASSN** | | | | | |
| | 01-521-000-0000-6245 | | 330.00 | 2016 ANNUAL MEMBERSHIP | | MEMBERSHIPS, DUES & FEES |
| **5140** | **NATIONAL RECREATION & PARK ASSN** | | **330.00** | **1** Transactions | | |
| 3921 | **OFFICE DEPOT** | | | | | |
| | 01-521-000-0000-6235 | | 7.17 | SUPPLIES 813226312001<br>12/18/2015 12/18/2015 | | PUBLICATIONS & BROCHURES |
| **3921** | **OFFICE DEPOT** | | **7.17** | **1** Transactions | | |
| 2490 | **UNITED PARCEL SERVICE** | | | | | |
| | 01-521-000-0000-6205 | | 1.26 | SHIPPING<br>12/19/2015 12/19/2015 | | POSTAGE |
| **2490** | **UNITED PARCEL SERVICE** | | **1.26** | **1** Transactions | | |
| 4433 | **XCEL ENERGY** | | | | | |
| | 01-521-000-0000-6251 | | 103.52 | 51 4402454 4<br>12/24/2015 12/24/2015 | 484053713 | UTILITY SERVICES - ELECTRICITY |

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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 |
|---|---|---|---|---|---|---|
| **4433** | **XCEL ENERGY** | | **103.52** | **1** Transactions | | |
| **521** | **DEPT Total:** | | **2,407.19** | **PARKS** | **9 Vendors** | **12 Transactions** |
| **603** | DEPT | | | EXTENSION | | |
| 2490 | **UNITED PARCEL SERVICE** | | | | | |
| | 01-603-000-0000-6205 | | 1.26 | SHIPPING | | POSTAGE |
| | | | | 12/19/2015 12/19/2015 | | |
| **2490** | **UNITED PARCEL SERVICE** | | **1.26** | **1** Transactions | | |
| **603** | **DEPT Total:** | | **1.26** | **EXTENSION** | **1 Vendors** | **1 Transactions** |
| **1** | **Fund Total:** | | **131,192.79** | **GENERAL REVENUE FUND** | | **141 Transactions** |

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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 |
|---|---|---|---|---|---|---|
| **282** | DEPT | | | NUCLEAR POWER PLANT | | |
| 2490 | **UNITED PARCEL SERVICE** | | | | | |
| | 02-282-000-0000-6205 | | 1.26 | SHIPPING | | POSTAGE |
| | | | | 12/19/2015 12/19/2015 | | |
| **2490** | **UNITED PARCEL SERVICE** | | **1.26** | **1** Transactions | | |
| **282** | **DEPT Total:** | | **1.26** | **NUCLEAR POWER PLANT** | **1 Vendors** | **1 Transactions** |
| **2** | **Fund Total:** | | **1.26** | **RESERVES FUND** | | **1 Transactions** |

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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 |
|---|---|---|---|---|---|---|
| **310** | DEPT | | | HIGHWAY ADMINISTRATION | | |
| 2358 | **ASSN OF MINNESOTA COUNTIES** | | | | | |
| | 03-310-000-0000-6245 | | 9,360.33 | AMC 2016 DUES | 43763 | MEMBERSHIPS, DUES & FEES |
| **2358** | **ASSN OF MINNESOTA COUNTIES** | | **9,360.33** | **1** Transactions | | |
| 525 | **CENTURYLINK** | | | | | |
| | 03-310-000-0000-6203 | | 153.65 | INTERNET TO SHOPS 010516 | 430864594 | TELEPHONE |
| **525** | **CENTURYLINK** | | **153.65** | **1** Transactions | | |
| 2823 | **MN COUNTY ENGINEERS ASSOCIATION** | | | | | |
| | 03-310-000-0000-6245 | | 350.00 | NACE DUES 010516 | | MEMBERSHIPS, DUES & FEES |
| | 03-310-000-0000-6245 | | 150.00 | VIRGILS DUES 010516 | | MEMBERSHIPS, DUES & FEES |
| | 03-310-000-0000-6245 | | 50.00 | CHADS DUES 010516 | | MEMBERSHIPS, DUES & FEES |
| **2823** | **MN COUNTY ENGINEERS ASSOCIATION** | | **550.00** | **3** Transactions | | |
| 871 | **MN TRANSPORTATION ALLIANCE** | | | | | |
| | 03-310-000-0000-6245 | | 3,550.00 | 2016 DUES 010516 | | MEMBERSHIPS, DUES & FEES |
| **871** | **MN TRANSPORTATION ALLIANCE** | | **3,550.00** | **1** Transactions | | |
| 1366 | **NATIONAL ASSOCIATION OF COUNTIES** | | | | | |
| | 03-310-000-0000-6245 | | 642.33 | 2016 ANNUAL DUES | 133800 | MEMBERSHIPS, DUES & FEES |
| **1366** | **NATIONAL ASSOCIATION OF COUNTIES** | | **642.33** | **1** Transactions | | |
| 3921 | **OFFICE DEPOT** | | | | | |
| | 03-310-000-0000-6409 | | 191.34 | OFFICE SUPPLIES 010516 | 813226374 | OFFICE SUPPLIES |
| **3921** | **OFFICE DEPOT** | | **191.34** | **1** Transactions | | |
| 1617 | **REGENTS OF THE UNIVERSITY OF MN** | | | | | |
| | 03-310-000-0000-6338 | | 185.00 | ENGR CONF JAN 19-22 VIR 010516 | 2110000495 | CONFERENCES & MEETINGS |
| **1617** | **REGENTS OF THE UNIVERSITY OF MN** | | **185.00** | **1** Transactions | | |
| 2490 | **UNITED PARCEL SERVICE** | | | | | |
| | 03-310-000-0000-6205 | | 1.26 | SHIPPING<br>12/19/2015 12/19/2015 | | POSTAGE |
| **2490** | **UNITED PARCEL SERVICE** | | **1.26** | **1** Transactions | | |
| 2487 | **WINDSTREAM** | | | | | |
| | 03-310-000-0000-6203 | | 183.87 | 3 LINES 763-658-1570 010516 | DEC | TELEPHONE |

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|---|---|---|---|---|---|---|
| **2487** | **WINDSTREAM** | | **183.87** | **1** Transactions | | |
| 2340 | **WRIGHT COUNTY AUDITOR TREASURER** | | | | | |
| | 03-310-000-0000-6245 | | 1,000.00 | 2016 DUES 010516 | HWY 55 | MEMBERSHIPS, DUES & FEES |
| **2340** | **WRIGHT COUNTY AUDITOR TREASURER** | | **1,000.00** | **1** Transactions | | |
| **310** | **DEPT Total:** | | **15,817.78** | **HIGHWAY ADMINISTRATION** | **10 Vendors** | **12 Transactions** |
| **320** | DEPT | | | HIGHWAY ENGINEERING | | |
| 321 | **BRAUN INTERTEC CORPORATION** | | | | | |
| | 03-320-000-0000-6505 | | 1,988.60 | CONSULT FEES 010516 | B047896 | CONSULTANT FEES |
| | 03-320-000-0000-6505 | | 2,467.50 | PROF SERVICES 010516 | BO47334 | CONSULTANT FEES |
| **321** | **BRAUN INTERTEC CORPORATION** | | **4,456.10** | **2** Transactions | | |
| 114 | **COMMISSIONER OF TRANSPORTATION** | | | | | |
| | 03-320-000-0000-6804 | | 500.00 | TECH WORKSHOP 010516 | | STAFF TRAINING |
| **114** | **COMMISSIONER OF TRANSPORTATION** | | **500.00** | **1** Transactions | | |
| 3365 | **WSB & ASSOCIATES INC** | | | | | |
| | 03-320-000-0000-6505 | | 4,778.94 | PROJ 02891-000 010516 | #12 | CONSULTANT FEES |
| **3365** | **WSB & ASSOCIATES INC** | | **4,778.94** | **1** Transactions | | |
| **320** | **DEPT Total:** | | **9,735.04** | **HIGHWAY ENGINEERING** | **3 Vendors** | **4 Transactions** |
| **325** | DEPT | | | HIGHWAY CONSTRUCTION | | |
| 1343 | **MONTICELLO/CITY OF** | | | | | |
| | 03-325-000-0000-6701 | | 69,300.00 | ANNUAL PYMT INV 0018628 010516 | 10 OF 10 | BOND PAYMENTS |
| | 03-325-000-0000-6701 | | 69,300.00 | ANNUAL PYMT INV 0018628 010516 | 10 OF 10 | BOND PAYMENTS |
| | 03-325-000-0000-6701 | | 69,300.00 | ANNUAL PYMT INV 0018628 010516 | 10 OF 10 | BOND PAYMENTS |
| **1343** | **MONTICELLO/CITY OF** | | **207,900.00** | **3** Transactions | | |
| **325** | **DEPT Total:** | | **207,900.00** | **HIGHWAY CONSTRUCTION** | **1 Vendors** | **3 Transactions** |
| **330** | DEPT | | | HIGHWAY MAINTENANCE | | |
| 525 | **CENTURYLINK** | | | | | |
| | 03-330-000-0000-6543 | | 33.29 | SIGNAL LIGHTS 010516 | 314117353 | TRAFFIC SIGNALS |
| **525** | **CENTURYLINK** | | **33.29** | **1** Transactions | | |

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|---|---|---|---|---|---|---|
| 194 | **ELK RIVER MUNICIPAL UTILITIES** | | | | | |
| | 03-330-000-0000-6543 | | 18.40 | LIGHT ON CR 36 010516 | C#22826 | TRAFFIC SIGNALS |
| | 03-330-000-0000-6543 | | 18.40 | LIGHT ONV CR 42 010516 | C#22826 | TRAFFIC SIGNALS |
| | 03-330-000-0000-6543 | | 19.20 | LIGHT ON CR 37 010516 | C#22827 | TRAFFIC SIGNALS |
| | 03-330-000-0000-6543 | | 19.19 | LIGHT ON CR 42 010516 | C#22827 | TRAFFIC SIGNALS |
| **194** | **ELK RIVER MUNICIPAL UTILITIES** | | **75.19** | **4** Transactions | | |
| 4366 | **H&R CONST CO** | | | | | |
| | 03-330-000-0000-6555 | | 6,600.00 | REPAIR GUARDRAIL 010516 | 15776 | GUARDRAIL, BRIDGE MATERIALS |
| **4366** | **H&R CONST CO** | | **6,600.00** | **1** Transactions | | |
| **330** | **DEPT Total:** | | **6,708.48** | **HIGHWAY MAINTENANCE** | **3 Vendors** | **6 Transactions** |
| **340** | DEPT | | | HIGHWAY SHOP MAINTENANCE | | |
| 6156 | **AMERIPRIDE SERVICES** | | | | | |
| | 03-340-000-0000-6411 | | 47.57 | SHOP SUPPLIES 010516 | 731887 | OPERATING SUPPLIES |
| | 03-340-000-0000-6599 | | 32.02 | RUGS WEEK DEC 29 010516 | 731887 | BUILDING MAINTENANCE-P.W.BLDG. |
| **6156** | **AMERIPRIDE SERVICES** | | **79.59** | **2** Transactions | | |
| 438 | **COTTENS INC** | | | | | |
| | 03-340-000-0000-6574 | | 72.22 | COTTENS NAPA-PARTS 010516 | 568500 | REPAIR PARTS |
| **438** | **COTTENS INC** | | **72.22** | **1** Transactions | | |
| 3041 | **GLUNZ CONSTRUCTION SEPTIC SERVICE** | | | | | |
| | 03-340-000-0000-6597 | | 130.00 | PUMP MAPLE LAKE TANK 010516 | 619325 | BUILDING MAINTENANCE-OUTLYING SHO |
| **3041** | **GLUNZ CONSTRUCTION SEPTIC SERVICE** | | **130.00** | **1** Transactions | | |
| 3141 | **LAPLANT DEMO INC** | | | | | |
| | 03-340-000-0000-6599 | | 585.83 | ROLL OFF FEE 010516 | 42159 | BUILDING MAINTENANCE-P.W.BLDG. |
| **3141** | **LAPLANT DEMO INC** | | **585.83** | **1** Transactions | | |
| **340** | **DEPT Total:** | | **867.64** | **HIGHWAY SHOP MAINTENANCE** | **4 Vendors** | **5 Transactions** |
| **3** | **Fund Total:** | | **241,028.94** | **ROAD AND BRIDGE FUND** | | **30 Transactions** |

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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 |
|---|---|---|---|---|---|---|
| **420** | DEPT | | | FINANCIAL SERVICES | | |
| 2358 | **ASSN OF MINNESOTA COUNTIES** | | | | | |
| | 11-420-600-0020-6245 | | 2,995.31 | AMC 2016 DUES | | DUES |
| **2358** | **ASSN OF MINNESOTA COUNTIES** | | **2,995.31** | **1** Transactions | | |
| 1366 | **NATIONAL ASSOCIATION OF COUNTIES** | | | | | |
| | 11-420-600-0020-6245 | | 205.54 | 2016 ANNUAL DUES | 133800 | DUES |
| **1366** | **NATIONAL ASSOCIATION OF COUNTIES** | | **205.54** | **1** Transactions | | |
| 2490 | **UNITED PARCEL SERVICE** | | | | | |
| | 11-420-600-0020-6205 | | 0.38 | SHIPPING<br>12/19/2015 12/19/2015 | | POSTAGE |
| **2490** | **UNITED PARCEL SERVICE** | | **0.38** | **1** Transactions | | |
| **420** | **DEPT Total:** | | **3,201.23** | **FINANCIAL SERVICES** | **3 Vendors** | **3 Transactions** |
| **430** | DEPT | | | SOCIAL SERVICES | | |
| 2358 | **ASSN OF MINNESOTA COUNTIES** | | | | | |
| | 11-430-700-0020-6245 | | 4,773.77 | AMC 2016 DUES | | DUES |
| **2358** | **ASSN OF MINNESOTA COUNTIES** | | **4,773.77** | **1** Transactions | | |
| 1366 | **NATIONAL ASSOCIATION OF COUNTIES** | | | | | |
| | 11-430-700-0020-6245 | | 327.59 | 2016 ANNUAL DUES | 133800 | DUES |
| **1366** | **NATIONAL ASSOCIATION OF COUNTIES** | | **327.59** | **1** Transactions | | |
| 2490 | **UNITED PARCEL SERVICE** | | | | | |
| | 11-430-700-0020-6205 | | 0.64 | SHIPPING<br>12/19/2015 12/19/2015 | | POSTAGE |
| **2490** | **UNITED PARCEL SERVICE** | | **0.64** | **1** Transactions | | |
| **430** | **DEPT Total:** | | **5,102.00** | **SOCIAL SERVICES** | **3 Vendors** | **3 Transactions** |
| **450** | DEPT | | | PUBLIC HEALTH SERVICES | | |
| 2358 | **ASSN OF MINNESOTA COUNTIES** | | | | | |
| | 11-450-430-0020-6245 | | 1,591.26 | AMC 2016 DUES | | DUES |
| **2358** | **ASSN OF MINNESOTA COUNTIES** | | **1,591.26** | **1** Transactions | | |
| 1366 | **NATIONAL ASSOCIATION OF COUNTIES** | | | | | |

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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 |
|---|---|---|---|---|---|---|
| | 11-450-430-0020-6245 | | 109.20 | 2016 ANNUAL DUES | 133800 | DUES |
| **1366** | **NATIONAL ASSOCIATION OF COUNTIES** | | **109.20** | **1** Transactions | | |
| 2490 | **UNITED PARCEL SERVICE** | | | | | |
| | 11-450-430-0020-6205 | | 0.24 | SHIPPING<br>12/19/2015 12/19/2015 | | POSTAGE |
| **2490** | **UNITED PARCEL SERVICE** | | **0.24** | **1** Transactions | | |
| **450** | **DEPT Total:** | | **1,700.70** | **PUBLIC HEALTH SERVICES** | **3 Vendors** | **3 Transactions** |
| **11** | **Fund Total:** | | **10,003.93** | **HUMAN SERVICES FUND** | | **9 Transactions** |

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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 |
|---|---|---|---|---|---|---|---|
| **393** | DEPT | | | S.C.O.R.E. | | | |
| 3141 | **LAPLANT DEMO INC** | | | | | | |
| | 20-393-000-0000-6801 | | 760.55 | J HAACK PROPERTY CLEAN UP | | 42046 | MISCELLANEOUS EXPENSE |
| | | | | 12/07/2015 | 12/07/2015 | | |
| **3141** | **LAPLANT DEMO INC** | | **760.55** | | **1** Transactions | | |
| 6 | **VEOLIA ENVIRONMENTAL SERVICES** | | | | | | |
| | 20-393-000-0000-6801 | | 9,476.25 | PAINT CARE LATEX | | 529776838 | MISCELLANEOUS EXPENSE |
| | | | | 12/14/2015 | 12/14/2015 | | |
| **6** | **VEOLIA ENVIRONMENTAL SERVICES** | | **9,476.25** | | **1** Transactions | | |
| **393** | **DEPT Total:** | | **10,236.80** | **S.C.O.R.E.** | | **2 Vendors** | **2 Transactions** |
| **20** | **Fund Total:** | | **10,236.80** | **WASTE MANAGEMENT FUND** | | | **2 Transactions** |

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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 |
|---|---|---|---|---|---|---|
| **840** | DEPT | | | FORFEIT TAXES | | |
| | 4163 **AFFORDABLE PUMPING** | | | | | |
| | 70-840-000-0000-6261 | | 3,900.00 | COURT ORDER 210 032 000020 | | COURT ORDERED CLEANUP |
| | | | | 12/01/2015 12/01/2015 | | |
| | **4163 AFFORDABLE PUMPING** | | **3,900.00** | **1** Transactions | | |
| | 4046 **INGLESIDE ENGINEERING & CONSTRUCTI(** | | | | | |
| | 70-840-000-0000-6261 | | 5,442.25 | COURT ORDERED 210 032 000020 | SEPTIC | COURT ORDERED CLEANUP |
| | | | | 12/01/2015 12/01/2015 | | |
| | **4046 INGLESIDE ENGINEERING & CONSTRUCTI(** | | **5,442.25** | **1** Transactions | | |
| **840** | **DEPT Total:** | | **9,342.25** | **FORFEIT TAXES** | **2 Vendors** | **2 Transactions** |
| **70** | **Fund Total:** | | **9,342.25** | **TRUST AND AGENCY FUND** | | **2 Transactions** |
| | **Final Total:** | | **401,805.97** | **130 Vendors** | **185 Transactions** | |

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**Recap by Fund**

| Fund | Amount | Name |
|---|---|---|
| 1 | 131,192.79 | GENERAL REVENUE FUND |
| 2 | 1.26 | RESERVES FUND |
| 3 | 241,028.94 | ROAD AND BRIDGE FUND |
| 11 | 10,003.93 | HUMAN SERVICES FUND |
| 20 | 10,236.80 | WASTE MANAGEMENT FUND |
| 70 | 9,342.25 | TRUST AND AGENCY FUND |
| All Funds | 401,805.97 | Total |

Approved by, . . . . . .

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