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. **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

D. **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

E. **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

F. 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)	_____ _____ _____ (_____)
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)	_____ _____ _____ _____ _____ _____
Noxious Weed Appeal Committee	Borrell, Daleiden	_____ _____
Nuclear	Husom, Sawatzke, Coordinator	_____ _____ _____
Owners Committee	Potter, Borrell (Sawatzke)	_____ _____ _____
Personnel & Employee Relations	Sawatzke, Husom, Coordinator (Potter)	_____ _____ _____ (_____)
Security Committee	Husom, Borrell, Coordinator, Two Judges, Risk Manager, Court Administrator, Representatives From: Sheriff, Court Services, County Attorney	_____ _____ _____ _____ _____ _____
Tax Forfeit Committee	Potter, Borrell, Auditor/Treasurer	_____ _____ _____
Technology	Daleiden, Borrell, IT Director, Auditor/ Treasurer, Highway Engineer, Human Services Representative, Sheriff Representative, Surveyor, Coordinator (Husom)	_____ _____ _____ _____ _____ _____ _____ _____ _____ (_____)
Transportation Committee Of The Whole	All Commissioners, Highway Engineer, Coordinator	_____ _____ _____
Union Negotiations	Sawatzke, Husom, Coordinator, Assistant County Coordinator, Human Resources Director (Daleiden)	_____ _____ _____ _____ _____ (_____)
Ways & Means	Sawatzke, Husom, Coordinator (Borrell)	_____ _____ _____ (_____)

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	_____ _____ _____ _____
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)	_____ _____ (_____)
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) City Representative	_____ _____ _____ (_____)
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	_____ _____ _____
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

***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: $** **Budgeted:** **Yes** **No** **Funding:** **Levy** **Other**
County Coordinator/Date	**Administrative Recommendation:** **Approval** **Denial** **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: $** **Budgeted:** **Yes** **No** **Funding:** **Levy** **Other**
County Coordinator/Date	**Administrative Recommendation:** **Approval** **Denial** **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 **Originating Dept.** **_____Sean Riley_____** **Requester's Signature** **_____12/29/15_____** **Reviewed by/Date**	BOARD ACTION REQUESTED: -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:** **BUDGETED: _____** **FUNDING: _____**

COMMENTS:

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

2-2015
c:mydocument\wpwin\misc\board.mem terms.docx
F:lists\2015 PC-BOA Board.mem terms

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: __ Approval __ Denial __ No recommendation	Budgeted: 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: $** **Budgeted:** **Yes** **No** **Funding:** **Levy** **Other**
County Coordinator/Date	**Administrative Recommendation:** **Approval** **Denial** **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: $** **Budgeted:** **Yes** **No** **Funding:** **Levy** **Other**
County Coordinator/Date	**Administrative Recommendation:** **Approval** **Denial** **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: $** **Budgeted:** **Yes** **No** **Funding:** **Levy** **Other**
County Coordinator/Date	**Administrative Recommendation:** **Approval** **Denial** **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: $_____.** **BUDGETED: ____. YES ____. NO**
COUNTY COORDINATOR/DATE:	**ADMINISTRATIVE RECOMMENDATION:** G APPROVAL G DENIAL 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:** ☐ APPROVAL ☐ DENIAL ☐ NO RECOMMENDATION	**BUDGETED:** ____ YES ____ NO **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:** ☐ **APPROVAL** ☐ **DENIAL** ☐ **NO RECOMMENDATION**	**BUDGETED:** ____ ____ **YES NO** **FUNDING:** ____ ____ **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.

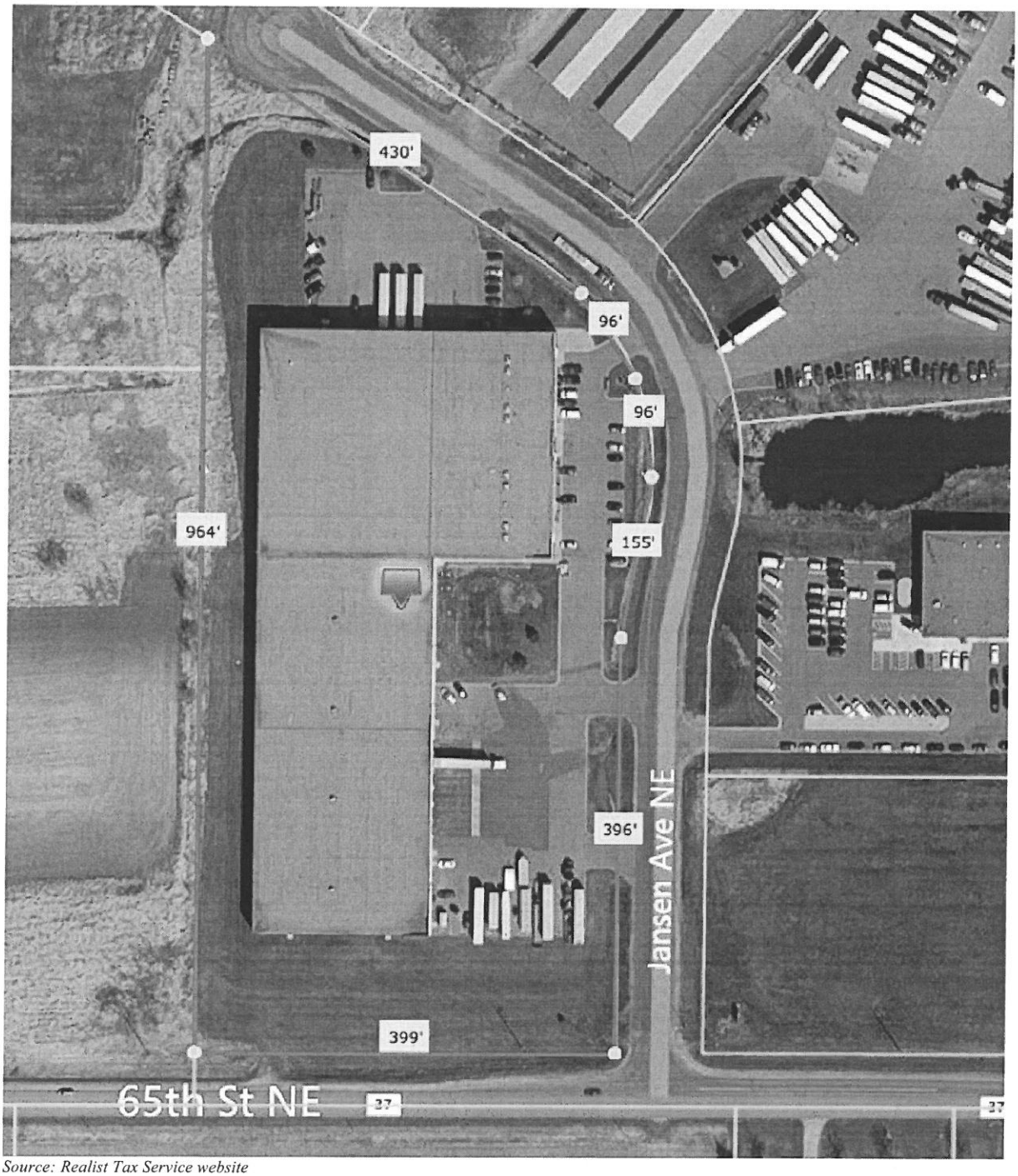
Dear Mr. Rasmuson:
Thank you for asking me to prepare this proposal.

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
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	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 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 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 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 12/10/2015 12/10/2015	BLF 9888	COMPUTER OR SOFTWARE PURCHASES
	01-031-000-0000-6620		4,490.16	STARTECH SURFACE PRO COMPUTERS 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 12/19/2015 12/19/2015		OPERATING SUPPLIES
	01-031-000-0000-6411		7.84	SUPPLIES 813356101001 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 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 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 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 12/15/2014 12/15/2015	294452834	MACHINERY OR EQUIPMENT LEASES
	01-041-000-0000-6343		744.72	12/15-1/15/16 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 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 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 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 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 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 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 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 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 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 12/01/2015 12/01/2015	81802	SOFTWARE OR SYSTEMS SUPPORT
	01-063-000-0000-6260		2,380.00	ZIX GATEWAY ADD ON LICENSES 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 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 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 12/19/2015 12/19/2015		OPERATING SUPPLIES
	01-091-000-0000-6411		10.90	SUPPLIES 809773146002 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 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 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 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 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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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
1366	**NATIONAL ASSOCIATION OF COUNTIES**		**642.34**	**1** Transactions		
3921	**OFFICE DEPOT**					
	01-100-000-0000-6808		292.96	SUPPLIES 811049904001 12/22/2015 12/22/2015		EMPLOYEE ENHANCEMENT PROGRAM
	01-100-000-0000-6808		313.65	SUPPLIES 811057457001 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 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 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 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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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
	01-105-000-0000-6260		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 12/17/2015 12/17/2015		OPERATING SUPPLIES
	01-105-000-0000-6411		74.19	SUPPLIES 813015855001 12/17/2015 12/17/2015		OPERATING SUPPLIES
	01-105-000-0000-6411		71.67	SUPPLIES 81402838001 12/23/2015 12/23/2015		OPERATING SUPPLIES
	01-105-000-0000-6411		53.49	SUPPLIES 813371983001 12/21/2015 12/21/2015		OPERATING SUPPLIES
	01-105-000-0000-6411		32.26	SUPPLIES 813372297001 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 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 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 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 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 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 11/10/2015 12/09/2015	5767681	UTILITY SERVICES
	01-111-000-0000-6252		73.25	GAS SHERIF STORAGE 11/10-12/9 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 11/10/2015 12/09/2015	5871994	UTILITY SERVICES
	01-111-000-0000-6252		1,238.91	GAS TO LEC 11/10-12/09 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 12/04/2015 12/04/2015	567075	REPAIRS & MAINTENANCE
	01-111-000-0000-6301		101.52	6V 12V CHARGER GC 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 12/22/2015 12/22/2015	9923308309	JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6302		552.00	BARRIER POST WITH BELT LEC 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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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
	01-111-000-0000-6301		234.82	SEMI ANNUAL INSPECTION GC 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 12/17/2015 12/17/2015	2115	JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6301		24.98	POLY DROP CLOTH GC 12/18/2015 12/18/2015	2201	REPAIRS & MAINTENANCE
	01-111-000-0000-6302		30.40	BITS SCREWS ETC LEC 12/18/2015 12/18/2015	2210	JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6302		29.96	CASTERS LEC 12/22/2015 12/22/2015	2494	JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6302		5.39	WHITE CORD LEC 12/22/2015 12/22/2015	2527	JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6302		64.51	PIPES CLEANER MISC LEC 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 12/16/2015 12/16/2015	26676	REPAIRS & MAINTENANCE
	01-111-000-0000-6301		405.00	REPAIRS POWER CONTROLLER GC 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 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 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 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 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 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 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 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 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 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 11/24/2015 11/24/2015	207775	VEHICLE MAINTENANCE
	01-521-000-0000-6452		13.50	RECOIL ROPE CHAINSAW 12/17/2015 12/17/2015	208037	VEHICLE MAINTENANCE
	01-521-000-0000-6452		19.95	ANTI VIBRATION GLOVES 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 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 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 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 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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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
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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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
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 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 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 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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