WRIGHT COUNTY BOARD
AGENDA
JANUARY 19, 2016

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

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

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

A. COUNTY BOARD MINUTES 1-12-16

Documents: 2016-01-12 WRIGHT COUNTY BOARD MINUTES (INFO).PDF

III. REVIEW & APPROVAL OF AGENDA

IV. CONSENT AGENDA

A. AUDITOR/TREASURER

1. Approve Renewal Of 2016 Tobacco Licenses For:
   A. City Of Albertville: Albertville Tobacco And Vapor
   B. City Of Cokato: 4-Way Liquors, LLC.

Documents: AGENDA 1-19 CONSENT TOBACCO LICENSE RENEWALS.PDF

B. INFORMATION TECHNOLOGY

1. Refer To Technology Committee:
   A. Board Video Streaming Update
   B. Land Records Onbase Conversion
   C. Onbase Upgrade
   D. Potential Fiber Expansion To Historical Society - Project Initiation Example
   E. Wireless Upgrade Status
   F. Email Archiving Retention Update

Documents: BOARD ACTION IT REQUEST TECH COMMITTEE JAN 2016.PDF

C. SHERIFFS OFFICE

1. Refer Sheriff Department Reorganizational Plan To Personnel Committee

Documents: 01-07-15 REQUEST FOR BOARD ACTION - WCSO OFFICE COMMAND STRUCTURE.PDF

V. TIMED AGENDA ITEMS

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

1. Adopt Resolution Establishing An Absentee Ballot Board
2. Claims

Documents: AGENDA 1-19 ADOPT ABSENTEE BALLOT BOARD RESOLUTION.PDF, AGENDA 1-19 ABSENTEE BALLOT RESOLUTION.PDF, AGENDA 1-19 TIMED CLAIMS.PDF

B. 9:10 A.M. BRIAN ASLESON, CHIEF DEPUTY ATTORNEY

1. Approve Of Retaining Paul Bakken And Dwight Dahlen To Perform Appraisals For Purposes Of Tax Court

Documents: 1-19-16 AGENDA REQUEST.PDF, BAKKEN PROPOSAL.PDF, DAHLEN PROPOSAL.PDF

C. 9:15 A.M. SEAN RILEY, PLANNING & ZONING ADMINISTRATOR

1. Address FEMA Mapping Project To Proceed With The Revised Preliminary Study Or To Move Forward With The County-Wide Appeal Period

2. Accept The Findings And Recommendations Of The Planning Commission To Accept The Zoning Amendments As Follows:

ADD THE FOLLOWING TO SECTION 762.2 Solar Energy Farms Requirements And Standards:
Solar Energy Farms And Systems Will Be Considered By The Planning Commission On Restricted Parcels Of Land Zoned General Agricultural (AG).

ADD THE FOLLOWING TO SECTION 762.3 Solar Energy Systems Requirements And Standards
Solar Energy Systems Will Be Considered By The Planning Commission On Restricted Parcels Of Land Zoned General Agricultural (AG).

(NOTE: Item Laid Over From The 1-12-16 County Board Meeting)

Documents: 1-19 COUNTY BOARD AGENDA REQUEST (FEMA).PDF, 1-19 BACKGROUND INFORMATION (FEMA).PDF, 1-19-16 BOARD ITEMS RE SOLAR ENERGY FARMS (LAID OVER FROM 1-12-16).PDF

VI. ITEMS FOR CONSIDERATION

A. COMMITTEE MINUTES

1. Building, Personnel, Ways & Means

Documents: 1-13-16 BUILDING COMMITTEE MINUTES AND ATTACHMENTS.PDF, 1-13-16 PERSONNEL COMMITTEE MINUTES AND ATTACHMENTS.PDF, 2016-01-13 WAYS AND MEANS COMMITTEE MINUTES.PDF

B. STATE OF THE CITIES LUNCHEON, I94 WEST CHAMBER OF COMMERCE, 1-26-16 @ 11:30 AM

Documents: STATE OF THE CITIES 2016 REGISTRATION.PDF

VII. ADVISORY COMMITTEE / ADVISORY BOARD UPDATES

VIII. ADJOURNMENT

IX. NOTE: 10:30 A.M. COMMITTEE OF THE WHOLE MEETING RE: FEEDLOT ORDINANCE

X. CLAIMS LISTING

Documents: AUDIT LIST FOR BOARD 1-19-2016.PDF

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

INFORMATIONAL

WRIGHT COUNTY BOARD
MINUTES
JANUARY 12, 2016

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

MINUTES
Borrell moved to approve the 1-05-16 County Board Minutes as presented, seconded by Daleiden. The motion carried 5-0.

AGENDA
Potter added Items For Consideration E, "Met Council Urban Boundaries." Daleiden moved to approve the Agenda as amended. The motion was seconded by Husom carried 5-0.

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

A. ADMINISTRATION
   1. Approve MCIT 2016 Property Casualty & Workers Compensation Insurance Renewal for a total of $1,120,458.

B. AUDITOR/TREASURER
   1. Approve Renewal of 2016 Tobacco Licenses for: City of Albertville: EBACCO, LLC.

C. AUDITOR/TREASURER
   1. Approve Claims as Listed in the Abstract, Subject to Audit, for a Total of $1,956,661.80 with 140 Vendors and 190 Transactions.

D. HEALTH & HUMAN SERVICES
   1. Position Replacements:
      A. Social Worker
      B. Financial Worker
      C. Financial Worker
      D. Financial Worker

E. SHERIFF'S OFFICE
   1. Position Replacements:
      A. Two Deputy Positions

TIMED AGENDA ITEMS

BOB HIIVALA – AUDITOR/TREASURER
Approve Engagement Letter for 2015 Audit Services by the Office of the State Auditor.
Hiivala presented an Engagement Letter with the State Auditor's Office for 2015 Audit Services for a one-year period (2016). In the recent past, CliftonLarsonAllen has performed audit services for Wright County because of cost. However, the State Auditor's Office has not released Wright County from this service in 2015. Recent changes in law require the County to declare to the State Auditor by June, 2016 a request to be released for the 2017 audit. Another formality is that the State Auditor's Office is requesting an audit entrance meeting and an audit exit meeting. It was the consensus that the Board can convey the County's budgeted figure for the audit to the State Auditor representatives during that meeting. Daleiden moved to approve the Engagement Letter with the Office of the State Auditor for 2015 Audit Services. The motion was seconded by Husom and carried 5-0.

Hiivala requested a Committee Of The Whole Meeting with the State Auditor's Office for an Audit Entrance Meeting. Borrell made a motion to schedule the Meeting for 1-26-16 at 10:30 A.M., seconded by Husom. The motion carried 5-0.

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Adopt Resolution Awarding Sale of General Obligation Capital Improvement Plan Bonds, Series 2016A.
Terry Heaton, Springsted, said a bond sale was held on 1-11-16 for $7,040,000 in General Obligation Capital Improvement Plan Bonds, Services 2016A, for funding the new Highway Department Building Project. Eight bids were received, with the low bid from Stifel, Nicolaus & Company, Inc. The County holds an AA+ Standard & Poor's Rating. The bonds received a 2.2462% true interest rate, which is 67 basis points lower than estimated a month ago at 2.91%. This saves about $500,000 in interest costs. Another strategical move in bonding for this project involved two bond issuances. In total, $16,610,000 was issued overall for this project which is about $400,000 less than anticipated. At the recommendation of Heaton, Daleiden moved to adopt Resolution #16-03 awarding the sale of General Obligation Capital Improvement Plan Bonds, Series 2016A, in the original aggregate principal amount of $6,875,000 to Stifel, Nicolaus & Company, Inc. The motion was seconded by Husom and carried 5-0 on a roll call vote.

Approve Fiscal Agency Agreement Regarding Capital Improvement Plan Bonds, Series 2016A.
Daleiden moved to approve the Agreement with Associated Trust Company, National Association, Green Bay, Wisconsin. The motion was seconded by Potter and carried 5-0.

Approve Rinke Noonan 2016 Retainer Agreement Renewal.
Rinke Noonan has been on retainer for ditch items since 2012. Borrell moved to approve the Agreement Renewal with Rinke Noonan for 2016, seconded by Daleiden. It was agreed that the retainer of $200/month is a phenomenal deal for Wright County. The motion carried 5-0.

Approve Contract for Indirect Cost Allocation Plan Preparation with De Novo Consulting Solutions, LLC.
Maximus has provided Indirect Cost Allocation Plan preparation for Wright County for many years. One of their employees started their own company and a quote was submitted to Wright County. The cost for Maximus is $5,800 for three years, and the cost received from De Novo Consulting Services is $4,495 for three years. On a motion by Daleiden, second by Husom, all voted to approve contracting with De Novo Consulting Solutions, LLC for the Indirect Cost Allocation Plan Preparation at a cost of $4,495 for 2015, 2016, and 2017.

Approve Two (2) $150 Change Funds for the Parks Department.
Hiivala requested the Board approve two already established change funds the Parks Department has in the amount of $150 each. Borrell moved to approve the change funds, seconded by Daleiden, and carried 5-0.

Approve November Revenue/Expenditure Budget Report.
Daleiden moved to approve the November Revenue/Expenditure Budget Report, seconded by Borrell, and carried 5-0.

SEAN RILEY, PLANNING & ZONING ADMINISTRATOR
1. Accept the findings and recommendation of the Planning Commission to accept the zoning amendments as follows:

ADD THE FOLLOWING TO SECTION 762.2 Solar Energy Farms Requirements and Standards:
Solar Energy Farms and Systems will be considered by the Planning Commission on restricted parcels of land zoned General Agricultural (AG).

ADD THE FOLLOWING TO SECTION 762.3 Solar Energy Systems Requirements and Standards
Solar Energy Systems will be considered by the Planning Commission on restricted parcels of land zoned General Agricultural (AG).

Riley said the areas most impacted by the proposed Zoning Ordinance amendments are located southeast and north of Buffalo (Buffalo Township, Rockford Township, Franklin Township, Woodland Township, Monticello Township, Maple Lake Township, Otsego, St. Michael and a small area by South Haven). The amendment relates to making an exception to allow solar farms on restricted agricultural land. Husom said a question voiced by one of her townships is why solar farms would be allowed on restricted agricultural land but other uses are not. Considerable discussion occurred on the 1 per 40 entitlement in the Ordinance and how land use is restricted when a portion of the land is mortgaged. Also discussed was whether solar energy systems would remove prime crop land from production. Borrell said solar farms may actually protect land from being changed into other uses

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such as housing. It was agreed that there are unknowns moving forward. Husom supported moving forward cautiously. The Aurora Project, regulated by the State, may not have resulted in the best experience for Buffalo Township so the Township has voiced concern with the proposed changes to the Ordinance. Daleiden understands people wanting to use their property how they see fit, but wants to assure that changes will not affect other property owners or set a precedence for other types of requests. Discussion also included cell towers, setbacks from neighboring properties, property uses, and the unknown of how many solar energy projects will be requested.

Sawatzke questioned whether staff could provide additional information to the Board. He suggested a study of one quarter of a township to show the impacts from the proposed amendments to the Ordinance. Riley said they could develop a database which would include the amount of restricted land and number of entitlements.

Gordy Simonson, Solar Stone, referenced a proposed project in Cokato Township that he is involved with. He has met or been in contact with 17 of the 18 townships in Wright County. He said only one of the townships voiced dissention. He did not view that the requests for solar energy farms would be excessive. Projects are required to be within Xcel Energy's footprint, which is primarily located along Highway 12 and I-94. Relative to the proposed project in Cokato, Solar Stone's facility must be ¼ mile from the transmission line. Xcel substations have limited capacity, and upgrades to substations are expensive. It was discussed that the cost of upgrade could be through a developer, Xcel Energy, or the government. Sawatzke said the number of inquiries in the past couple of years has been substantial given solar energy farms were not on the radar several years ago. He said substations can be changed and it is reasonable that the increase in capacity at the substation could be subsidized, potentially by a third party.

Borrell referenced how solar farms will allow land to remain prime farm land, will be environmentally friendly (vegetative cover), and will generate solar tax revenue for the County and the township involved. He said the Planning Commission will vet requests and impose restrictions or setbacks as necessary.

Daleiden moved to table this issue to the 1-19-16 County Board Meeting to allow for additional review, seconded by Husom, carried 5-0. Staff from the Planning & Zoning Office will present information at the next meeting on Solar Energy Farms.

ITEMS FOR CONSIDERATION

APPOINTMENTS TO THE GREAT RIVER REGIONAL LIBRARY BOARD OF TRUSTEES

Daleiden moved to appoint Wayne Bauernschmitt (Albion Township) to the GRRL Board of Trustees for a three-year term. The motion was seconded by Borrell and carried 5-0. The Board reaffirmed the appointments of Dan Bravinder (Cokato Township) and Jim Shovelain (St. Michael) through 12-31-16.

CANCEL BOARD MEETING IN MONTHS WITH FIVE TUESDAYS (MARCH, MAY, AUGUST, NOVEMBER)

Husom made a motion to cancel the 3-15-16 County Board Meeting due to the occurrence of five Tuesdays in March. The motion was seconded by Borrell and carried 5-0.

Discussion occurred on the months of May, August, and November. It was suggested that this topic be laid over to a future meeting for additional information on the date of the May AMC Conference.

DNR BUFFER MAPPING WEBINAR, 1-20-16 @ 9:30 A.M.

Husom moved to authorize attendance at the DNR Buffer Mapping Webinar which will be held in Room C118 at the Government Center. The motion was seconded by Potter and carried 5-0. Township Officers will be invited to this meeting.

AUTHORIZE ATTENDANCE, WRIGHT COUNTY ECONOMIC DEVELOPMENT PARTNERSHIP 2015 ANNUAL MEETING & AWARD CEREMONY, 1-15-16

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

MET COUNCIL URBAN BOUNDARIES MEETING

Potter moved to authorize attendance at the Meeting on 1-21-16 at 4:00 P.M. in Albertville. The motion was seconded by Husom and carried unanimously.

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ADVISORY COMMITTEE / ADVISORY BOARD UPDATES

1. Owners Committee. Potter said the Owners Committee approved change orders that were critical and within the dollar amount that the Committee can approve. The Owners Committee Minutes will be presented at a future date for Board approval.

The meeting adjourned at 10:33 A.M.

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WRIGHT COUNTY
REQUEST FOR BOARD ACTION

***Req. Agenda Time*:**		***Board Meeting Date*:**	1-19-16	***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 Albertville: Albertville Tobacco and Vapor;
City of Cokato: 4-Way Liquors, LLC.

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:	1/19/16	Consent Agenda	X
Amt of Time Required:	0	Item for Consideration:	Refer to Technology Committee		

IT
Originating Department

Requestor's Signature

BOARD ACTION REQUESTED:
Refer to Technology Committee

Reviewed by/date

BACKGROUND/JUSTIFICATION:
Refer to Technology Committee:
a. Board video streaming update
b. Land Records Onbase Conversion
c. Onbase upgrade
d. Potential fiber expansion to Historical Society - Project Initiation Example
e. Wireless Upgrade Status
f. Email archiving retention update

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED:

Date/Time Received in Administration Office:	County Attorney Review Date:	Financial Implications
County Coordinator/Date	Administrative Recommendation: __ Approval __ Denial __ No recommendation	Budgeted: Funding:

COMMENTS: **COMMENTS:**

Wright County
Request for Board Action

Req. Agenda Time:	Board Meeting Date: 01-12-15	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: 2016.01.07 08:33:55 -06'00'

Requestor's Signature

BOARD ACTION REQUESTED:

Request personnel committee meeting agenda to include discussion on Sheriff Hagerty's reorganizational plan.

Reviewed by/date

BACKGROUND/JUSTIFICATION:

Sheriff Hagerty would like to present his plan to modify the current Sheriff's Office command structure.

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*:**	1-19-16	***Consent Agenda*:**	
Amt. of Time Required:	2 min.	***Item For Consideration*:**			

Auditor-Treasurer's Office	**Board Action Requested:**
Originating Department/Service	Adopt Resolution Establishing an Absentee Ballot Board.
Requestor's Signature	
Reviewed By/Date	

Background/Justification:

We are administering all absentee voting for the March Township Elections.

Previous Action On Request/Other Parties Advised:

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

BOARD OF COUNTY COMMISSIONERS
WRIGHT COUNTY, MINNESOTA

Date_____ Resolution No. _____.

Motion by Commissioner_____ Seconded by Commissioner_____.

ESTABLISHING AN ABSENTEE BALLOT BOARD

WHEREAS, Wright County is required by Minnesota Statutes 203B.121, Subd. 1 to establish an Absentee Ballot Board effective January 22, 2016, and

WHEREAS, this board will bring uniformity in the processing of accepting or rejecting returned absentee ballots in Wright County; and

WHEREAS, the Absentee Ballot Board would consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22 or deputy county auditors trained in the processing and county of absentee ballots;

THEREFORE, BE IT RESOLVED THAT, the Wright County Board of Commissioners hereby establishes an Absentee Ballot Board that would consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22 or deputy auditors to perform the task.

ADOPTED BY the Wright County Board of Commissioners this 19th day of January 19, 2016.

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 day of, 2015 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 day of , 2016.

_____.
Lee Kelly, County Coordinator

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

***Req. Agenda Time*:**	9:05 a.m.	***Board Meeting Date*:**	1-19-16	***Consent Agenda*:**	
Amt. of Time Required:	2 min.	***Item For Consideration*:**			

Auditor-Treasurer's Office	**Board Action Requested:**
Originating Department/Service	Claims.
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: N/A ***BOARD MEETING DATE:*** 1/19/16 ***CONSENT AGENDA:*** N/A

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

COUNTY ATTORNEY
ORIGINATING DEPARTMENT/SERVICE

X Brian J Dahlen
REQUESTOR'S SIGNATURE

1/12/16
REVIEWED BY/DATE

BOARD ACTION REQUESTED:

Approve Of Retaining Paul Bakken and Dwight Dahlen To Perform Appraisals For Purposes Of Tax Court.

BACKGROUND/JUSTIFICATION:

The County Board has, in recent weeks, approved of retaining an appraiser to perform several appraisals related to pending Tax Court cases. There are three more cases with trial ready dates in June of this year where appraisals may be needed. Two involve restaurant properties and the third involves a bank. Tony Rasmuson has received the attached proposals and is seeking approval to retain Mr. Bakken and Mr. Dwyer.

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

COMMENTS:	**COMMENTS:**

Valuation Services Proposal

Klein Bank

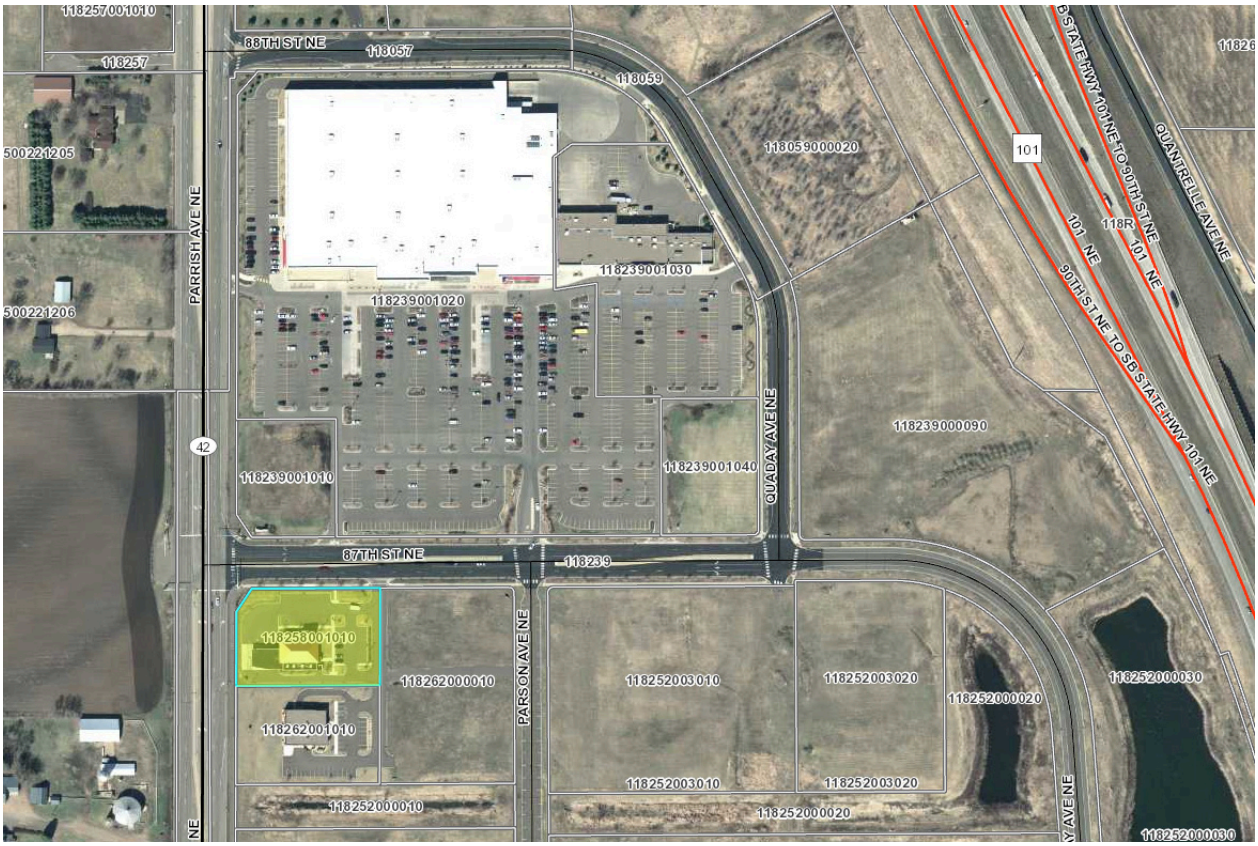
Otsego, Minnesota

For:

Mr. Tony Rasmuson

Dated:

Monday, January 11, 2016



January 11, 2016

Mr. Tony Rasmuson
Wright County Assessor
10 - 2nd Street NW
Room 100
Buffalo , MN 55313

Dear Mr. Rasmussen:

At your request, I am pleased to submit this proposal for The Valuation Group, Inc. appraisal services. I understand the property to be appraised is as follows:

Klein Bank
Otsego, Minnesota

Please read this proposal over and give me a call if you have any questions or concerns.

Our opinion of value would be subject to the Assumptions and Limiting Conditions set forth this proposal. I will make no investigation of the title to and assume no responsibility for any liabilities against the property appraised. This appraisal would conform with the prevailing guidelines issued under Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA) and the Uniform Standards for Professional Appraisal Practice.

This assignment would not be based on a requested minimum valuation, a specific valuation or the approval of a loan. I have no direct or indirect interest, financial or otherwise, in the property transaction. The Appraisal Institute conducts a program of continuing education for its designated members. MAIs and SRAs who meet the minimum standards of this program are awarded periodic educational certification. I am currently certified under this continuing education program.

Sincerely,
The Valuation Group, Inc.

Paul G. Bakken, MS, MAI, CCIM
License No. 4001461
Certified General Real Property

Proposal Details

Property Name:	**Klein Bank**
Address:	Otsego, Minnesota — Intended User: Wright County
Premise Of Value:	◉ Market Value ◯ Liquidation Value ◯ Continued Use ◯ Insurable Value — Value Date: ◯ Inspection Date ◉ Other: 1/12, 1/13, 1/14, 1/15
Interest Appraised:	◉ Fee Simple ◯ Leased Fee — Function: Property Tax Appeal
Scope Of Services:	◉ Property Inspection ◉ Market Approach ◉ Direct Capitalization ◉ Review CAD Files ◉ Estimate Market Rent ◯ Discounted Cash Flow ◉ Estimate Land Areas ◉ Lease Analysis ◉ Land Valuation ◉ Estimate Building Areas ◉ Historical Statement Review ◉ Cost Approach ◉ Research Comparables ◯ Gross Rent Multiplier ◯ Appraisal Review
Client Supplied/ General Items:	◉ Legal Description ◉ Offers To Purchase In Last Three Years ◉ Building Area ◉ Easements ◉ Land Area ◉ Operating Agreements ◉ Autocad Blueprints (.dwg format) ◉ Restrictive Covenants ◉ Autocad Site Plan (.dwg format) ◉ Environmental Reports ◉ Autocad Survey (.dwg format) ◉ Soil Reports ◉ Lease - Full Copy ◉ Deferred Maintenance ◉ Building Costs (<3 years old) ◉ Tax Statements ◉ Operating Expenses (past 3 years) ◉ Tax ID Number ◉ Retail Sales (past 3 years) ◉ Contact Name ◉ Sale/Listing of Subject (past 3 years) ◉ Contact Number
Client Supplied/ Specific Items:	

Appraisal Fees:		
Phase I:		$5,000
Phase II:		
Other Services:	Retainer Required:	
Hourly Charges:	Paul Bakken	$350
	Junior MAI	$200
	Staff Appraiser	$100

Due Date:	Thu, Mar 31, 2016	No. Of Copies:	3	Extra Copies/Report:	

Comments

Out of Pocket Bills: ◯ Airfare ◯ Auto/Mileage ◯ Hotel ◯ Food ◯ Data ◉ None

Assumptions & Limiting Conditions

The appraisal, values, and opinions would be subject to the following assumptions and limiting conditions:

The property has been appraised free and clear of all indebtedness and under responsible ownership and good management unless otherwise set forth in the appraisal.

No responsibility is assumed by the appraiser for matters which are legal in nature. The title is assumed to be marketable and good. The legal descriptions are assumed to be correct. The plot plan and other illustrative material in this report is included to assist the reader in visualizing the property. We have made no survey of the property and assume no responsibility for it's accuracy.

Information contained in the appraisal report relating to comparable market data is more fully documented in the confidential files in the office of the appraiser.

In this appraisal assignment, the existence of potentially hazardous materials used in the construction or maintenance of the building, such as the presence of urea-formaldehyde foam insulation, and/or the existence of toxic waste, which may or may not be present on the property, was not observed by me; nor do I have any knowledge of the existence of such materials on or in the property. The appraiser is not qualified to detect such substances. The existence of urea-formaldehyde foam insulation, asbestos, or other potentially hazardous waste material may have an effect on the value of the property.

The information contained in this report is not guaranteed, but it has been gathered from reliable sources. The appraiser certifies that, to the best of his knowledge and belief, the statements, information, and materials contained in this appraisal report are correct. Information furnished by others is believed reliable but no warranty is given for its accuracy.

The appraiser has neither a present nor a contemplated interest in the appraised property. Employment for this appraisal engagement is not contingent upon the value reported.

No soils analysis was made. All value estimated in this report assume stable soil conditions and any necessary soil corrections are to be made at the expense of the seller.

The valuation in this report applies only to the purpose and function of this report and the estimated highest and best use of the property.

It is assumed all applicable zoning and use regulations and restrictions have been complied with, unless a nonconformity has been identified to us and stated in the report. It is assumed the utilization of the land is within the boundaries or property lines of the property described and there is not encroachment or trespass unless noted within the report.

This appraisal does not affix or set the price of the property but offers only a supportable opinion as to the present worth of anticipated benefits subject to investment risk, measured mainly by the market data available at the valuation date. Therefore, we assume no liability for changed in market conditions or for the inability of the owner to locate a purchaser at the appraised value.

No environmental impact study has been ordered or made. Full compliance with applicable federal, state and local environmental regulations and laws is assumed unless otherwise stated, defined, and considered in the report. It is also assumed all required licenses, consents, or other legislative or administrative authority from any local, state or national government or private entity organization either have been or can be obtained or renewed for any use which the report covers.

Unless otherwise specified, all mortgages, liens, encumbrances, leases, and servitudes have been disregarded in this report. The property is appraised in fee simple title as though under responsible ownership and competent management.

Unless the appraiser is notified in writing prior to the start of the engagement, the report will not be considered confidential and we can discuss the property with others during the course of this engagement. If the appraisal is confidential, this needs to be communicated to us prior to the start of the engagement with written notice.

Unless otherwise specified, it is assumed there are no hidden or unapparent conditions of the property, subsoil, or structures which render it more of less valuable. No responsibility is assumed for such conditions or for arranging for engineering studies that may be required to discover them.

The distribution, if any, of the total valuation in this report between land and improvements applies only under the stated program of utilization. The separate allocations for land and buildings must not be used in conjunction with any other appraisal and are invalid if so used.

Possession of this report, or a copy thereof, does not carry with it the right of publication. It may not be used for any purpose by any person other than the party to whom it is addressed without the written consent of the appraiser, and in any event only with properly written qualification and only in its entirety. No part of the report, all or in part, can be disseminated to the public through advertising, public relations, news, sales, or other media without the prior written consent and approval of the appraiser.

The client agrees the appraiser does not, by entering into this contract or by performing the services rendered, assume, abridge, abrogate, or undertake to discharge any duty of the client to any other entity.

Any use of the appraisal report, by the client, is conditioned upon payment of all fees in accordance with the agreed terms. The fee charged for the appraisal is not contingent upon values concluded by the appraiser or any future event such as the securing of financing. All fees set forth in the engagement letter are due and payable upon completion of the specified assignment regardless of whether the valuation conclusions reached coincide with the client's expectations.

No opinion is tended to be expressed for matters which require legal or other specialized expertise, investigation, or knowledge beyond that customarily employed by appraisers in the evaluation of real estate.

If the appraiser is compelled to produce documents or testify regarding work performed, the client will reimburse the appraiser for all costs and expenses incurred.

In consideration for performing the services rendered at the fee charged, The Valuation Group, Inc. expressly limits its liability to the fee amount paid or $100,000, whichever is less.

The Valuation Group, Inc. expressly disclaims liability as an insurer or guarantor. Any persons seeking greater protection from loss or damage than is provided for herein should obtain appropriate insurance.

The client will indemnify and hold The Valuation Group, Inc. and its employees harmless against all claims by any third party or any judgment for loss or damage relating to the performance or nonperformance of any services by the appraisal firm.

In the event of a dispute involving interpretations of application of this agreement, the parties agree that this agreement will be governed under the laws of the state of Minnesota.

The Valuation Group, Inc. reserves the right to assess interest charges on all unpaid accounts and the right to assess for any collection time incurred. Liability for appraisal fees is the responsibility of the party signing the appraisal contract or the organization on whose behalf the individual is signing.

The Valuation Group, Inc. reserves the right to refuse an assignment if a party other than the addressee of the letter signs the engagement letter.

The Valuation Group, Inc., assumes no private deed restrictions limiting the use of the property in any way.

The Valuation Group is permitted to take still or video photography and/or make audio recordings during the property inspection.

The appraiser herein by reason of this appraisal is not required to give further consultation, testimony, or be in attendance in court with reference to the property in question unless arrangements have been previously made.

Acceptance & Authorization

Valuation Group Acceptance

If you have any questions concerning the terms of this proposal, please contact me. If this proposal meets with your approval, please sign and return a copy of this letter to us, which will serve as our authorization to proceed.

Thank you for allowing us the opportunity to be of service to you and your firm.

Respectfully Submitted,
The Valuation Group, Inc.

Paul G. Bakken, MAI, MS, CCIM
License No. 4001461
Certified General Real Property

January 11, 2016
Proposal Dated

Client Acceptance/Authorization

Your signature below serves as our authorization to proceed.

Client Signature

Date

Dahlen, Dwyer & Foley, Inc.

55 EAST 5TH STREET • SUITE 1350 • ST. PAUL, MINNESOTA 55101 • (651) 224-1381 • FAX (651) 223-5736

DWIGHT W. DAHLEN, MAI, SREA
DANIEL E. DWYER
SEAN M. FOLEY
JEFFREY A. DAHLEN
JANE E. HAMMES
MICHAEL T. TINKER
BRIAN W. DAHLEN

January 12, 2016

Mr. Tony Rasmuson, S.A.M.A.,
Wright County Assessor
Government Center
10 Second Street NW - Room 100
Buffalo, Minnesota 55313-1183

RE: Emma Krumbees Albertville
Denny's Ostego

Dear Mr. Rasmuson:

I appreciate the opportunity to be considered for professional real estate appraisal services to Wright County. You have requested a proposal to prepare an "Appraisal" on each of the above referenced restaurant properties for the purpose of developing an opinion of the market value, fee simple interest for Ad Valorem purposes with effective dates of valuation of January 2, 2013, 2014, 2015 and January 2, 2016. It is my understanding that the separate owners have petitioned the County for a reduction in the assessed valuations. It is also my understanding that an appearance as an "expert witness" in tax court may be required.

My proposal contemplates the preparation of a preliminary opinion of value (Restricted) for each of the properties, prior to completing the formal "Appraisal" to facilitate settlement discussions with the owner's attorney.

Preliminary-Restricted Emma Krumbee's	$6,500- not to exceed
Preliminary-Restricted Denny's	$4,000

Additional fees for completion for Tax Court

"Appraisal"	Emma Krumbee's	$4,000
"Appraisal"	Denny's	$3,000

The Restricted appraisal will be prepared in accordance with USPAP and will contain both the income capitalization approach as well as a direct sales comparison approach. The estimated fee "not to exceed" of $10,500 for the Emma Krumbee appraisal and $7,000 for Denny's would be a maximum and includes preparation of both the Restricted and formal "Appraisal" and the initial meetings with yourself and staff, but doesn't include an appearance at Tax Court, or meetings with the County Attorney, immediately prior to trial. These additional litigation services will be billed at $250/hour.

It is my understanding a trial date has been established as of June of 2016 with the appraisal exchange date on May 16, 2016. Please be informed that I will need at least 6 weeks to complete the final appraisal for the Minnesota Tax Court, once the preliminary opinion has been developed and you have decided to proceed further.

The following information will be beneficial to receive before commencing the assignment:

- Prior 3 years of historical profit and loss summaries; real estate operating expenses
- Property lease, if any
- Prior 3 years of historical retail sales
- Cross easements and parking agreements relative to adjacent properties; if any
- A record of the Tax Court's opinion on similar properties, if any
- Recent sales of other restaurants in Wright County.

Please note that the proposal contemplates a thorough and comprehensive appraisal since the Tax Court considers the appraisal as direct testimony. My experience indicates the Court expects all opinions by the "expert" to be fully substantiated. Any information provided will be held in strictest confidence and will be subject to the Government Data Practices Act, Minnesota Statute Section 13.05.

I appreciate the opportunity to be considered for this challenging assignment, and welcome any questions you may have in regards to this proposal. I thank you for your time and consideration and look forward to working with you, should you find the proposal acceptable.

Respectfully submitted,

DAHLEN, DWYER & FOLEY, INC

Dwight W. Dahlen, MAI SRA
Certified General Real Property Appraiser
MN License #: 4001430

DWD/dwd

WRIGHT COUNTY

REQUEST FOR BOARD ACTION

REQ. AGENDA TIME any BOARD MEETING DATE: January 19, 2016

AMT. OF TIME REQUIRED 10 minutes ITEM FOR CONSIDERATION:

PLANNING & ZONING **Originating Dept.** **___Sean Riley_____** **Requester's Signature** **_____** **Reviewed by/Date**	**BOARD ACTION REQUESTED:** **Address FEMA mapping project to proceed with the Revised Preliminary study or to move forward with the county-wide appeal period.**

BACKGROUND/JUSTIFICATION:

See attachment

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED:

DATE/TIME RECEIVED IN ADMINISTRATION OFFICE	**COUNTY ATTORNEY REVIEW/DATE:**	**FINANCIAL IMPLICATIONS:** **BUDGETED: _____** **FUNDING: _____**

COMMENTS:

U.S. Department of Homeland Security
FEMA Region V
536 South Clark Street, Sixth Floor
Chicago, Illinois 60605

FEMA

January 5, 2016

Pat Sawatzke
Chair, Board of Commissioners
Government Center
10 Second Street Northwest, Room 235
Buffalo, Minnesota 55313

Prelim EAP
Community Name: Wright County, Minnesota (Unincorporated Areas)
Community No.: 270534

Re: County decision to proceed with a revised preliminary study of previously unmapped lakes or move forward with the appeal period for the county-wide study

Dear Mr. Sawatzke:

On June 22, 2011, the Department of Homeland Security's Federal Emergency Management Agency (FEMA) provided your community with Preliminary copies of the Flood Insurance Rate Map (FIRM) and Flood Insurance Study (FIS) report for Wright County, Minnesota and Incorporated Areas. On December 14, 2011, FEMA held the Consultation Coordination Officer (CCO) and Open House Meeting with the County and its communities. Shortly thereafter, the project was placed on hold due to the expiration of FEMA's Map Modernization program. The project resumed under FEMA's Risk MAP program with a Resilience meeting held on June 26, 2013.

At both the CCO and Resilience meetings, county officials as well as three communities expressed a desire to have FEMA study identified lakes that were not mapped during the preliminary study. These lakes include Ann, Beebe, Carrigan, Emma, Fish, Foster, French, Indian, Mary, Pleasant, Rice, Rock, Schmidt, Sylvia (East & West) and Twin (North & South). FEMA authorized the Strategic Alliance for Risk Reduction (STARR), its mapping partner, to perform hydraulic analysis for these lakes and prepare draft work maps for the County and communities to review. These maps were mailed on July 22, 2014. The intent of this draft work map mailing is to provide the impacted communities the opportunity to review the updated flood risk not included in the original preliminary study. With the communities support, FEMA would then proceed to produce Revised Preliminary maps and deliver them for review and comment.

Since the work map mailing, county officials have engaged FEMA with comments on the delineation of some of these lakes and expressed second thoughts on whether to proceed with the revised preliminary study. According to our last conference call on May 7, 2015, the matter was to be brought up to the County Board of Commissioners during a scheduled meeting on June 15, 2015. A decision was going to be made to either proceed with the Revised Preliminary study or enter into the county-wide appeal period without the map updates. To date, we have not heard back from the County with regards to this decision.

We appreciate your comments and commitment to having the most accurate flood hazard information available reflected on the FIRM and in the FIS report however, we cannot continue to delay the

processing of this study any longer. Please contact Sarah Hayman at FEMA by telephone at (312) 408-5344 or by e-mail at Sarah.Hayman@fema.dhs.gov, to notify us either of your decision to proceed with the Revised Preliminary study or to move forward with the county-wide appeal period by January 22, 2016. If we do not receive a final response from the County by that date, we will initiate the statutory 90-day appeal period without including the revisions.

Sincerely,

Christine Stack

Christine Stack
Director, Mitigation Division
FEMA Region V

cc: Charles Borrell, Wright County Board of Commissioners
Mark Daleiden, Wright County Board of Commissioners
Christine Husom, Wright County Board of Commissioners
Michael Potter, Wright County Board of Commissioners
Lee R. Kelly, County Coordinator
Sean Riley, Zoning Administrator
Craig Schulz, Building Official
Marlene Young, Mayor, City of Annandale
Steve Bot, City Administrator/Engineer, City of St. Michael
Connie Holmes, Mayor, City of Waverly
Barry Rhineberger, Planner / Board of Adjustment / GIS Mapping
Suzanne Jiwani, Minnesota Department of Natural Resources
Ceil Straus, Minnesota Department of Natural Resources, State National Flood Insurance Program Coordinator
Sarah Hayman, FEMA Region V

COMMITTEE OF THE WHOLE

JUNE 15, 2015

MEETING ROOM C118

FEMA Floodplain Map Meeting

The meeting was called to order at 2:00 p.m. with Commissioners, Potter, Husom, Daleiden & Borrell present. Ceil Strauss, representing the Department of Natural Resources; Steve Berg, Wright County Emergency Management Coordinator; Steve Jobe, Wright County Surveyor, Alex Geislinger, Surveyor's office; Sean Riley, Planning & Zoning Administrator, Bill Stephens, Environmental Health; Barry Rhineberger, Planner.

Summary was given by Riley of the efforts by FEMA to modernize and update flood plain maps. The State DNR is the coordinating agency between local units of government and FEMA and Strauss is present to help answer questions. An open house/public meeting was held 2-3 years ago and the Townships, Cities and residents were invited. Preliminary maps and data were available. He explained modern data has been incorporated into the new maps. These will replace the current flood plain maps used to protect property, safety and what it means for FEMA flood insurance. At this point a decision is needed as to whether the County wants to appeal some of the information on the maps.

Strauss noted flood insurance is available to anyone in the County that wants to buy it. This process is to provide a better map to show where the risks are. Most lakes were not addressed, but FEMA had focused more on the river areas. This will be one seamless map. Question is whether they want the lake areas included in these maps. The pros are that most people don't realize a lake could flood. If these areas were included and there is a loss to property due to a flood, there are Federal and State grant programs these owners could make a claim to. On the other hand, if it is mapped, owners getting financing and it is a Federal secured loan, would not qualify if they are in a flood zone. They will need to get flood insurance. It can become onerous on the property owner to prove they are on high-ground, and if they can show that, they can get a letter of a map amendment. Discussion following about risks, insurance and mortgage costs.

Riley noted the DNR regulates this by requiring the structure must meet a minimum elevation above the highest known water elevation on a lake. Property owners can buy flood insurance. Straus stated the Zone A & B would be the same. Riley noted much information for the Crow River is available with engineering; and, there is a science to it. There is no stage on the lake with the same methology. They are getting a better product, but are they exposing people to having to buy flood insurance. Strauss noted if labeled it would inform people they have a risk. Part of the evaluation is looking at historical water elevations that can leave evidence on trees, where they are growing, types of vegetation, soils and culverts. She used Pulaski Lake as an example. Riley noted the evidence is gathered from decades.

Borrell had questions about a specific situation with a culvert elevation as it related to the Ordinary High-Water Mark (OHM). Strauss noted that is a different situation that she would need to look into.

Rhineberger noted the DNR has done work and changed some OHM elevations. There is a list of lakes that need to be resurveyed. In response to Borrell's question on the difference between OHM and "high-water", Strauss explained how the OHM is determined. Daleiden suggested that could be a conversation for another time.

Discussion on the elevation used is the 100 year for an estimate of flooding. Methods of estimating this elevation and the way the information was collected followed. Riley used Lake Crawford that has an OHM established, developed for decades, that has had no dramatic water elevation changes, yet now they are going to introduce the flood plain issue. Maps were viewed and ordinary high-water elevation noted. Strauss

indicated if there is evidence that can be submitted with a "Letter of Map Amendment". Borrell added, or they would not have to include it on the map, Strauss concurred.

Daleiden inquired about the public meetings held. Riley indicated he attended a couple and those in attendance were primarily City and Township representatives. These were preliminary maps and Staff had a list of areas for them to look at. Thought it was to look at the methology and would get something further to review, similar to the project for the Crow River. Rhineberger gave a summary of the maps displayed were viewed and the colors representing zones explained and work with the vendor on two different lists of water bodies. Strauss noted the lakes have been identified years ago and shown on the preliminary map. She asked if there were other lakes they want added, if so they should be added to the list. Question to ask is if there is a benefit to adding; if there is one they want to appeal they have 90 days. Borrell indicated he would not want any added to the list. Daleiden – asked about the Flood Plain map. Berg – explained the advantage to owners if their property is included, is that it could qualify them for money if there is an event. Husom – indicated she is looking to protect her constituents. Borrell questioned why anyone would want to be on the map. Berg – relayed a 2002 situation in Howard Lake and also another event on the southeast side of Cokato Lake; as well, as Waverly. Jobe noted this puts people on notice.

Riley – explained the funding and buyouts that might be available if included. In two and half years they are not seeing requests to add large lists of new lakes, some have been treated as a flood plain lakes. Borrell questioned Waverly Lake. Krauss stated if they should chose not to include Waverly, they would get information out to the public that they could purchase cheaper insurance.

Berg indicated there is a big push to get flood insurance for everything in a potential flood situation. The Rockford and Delano areas were mentioned as well as other known areas. Rhineberger suggested they would need to include a representative of the City in the discussion. Riley indicated Waverly is on the appeal list. Borrell requested that his District be left alone. Rhineberger explained a removal of an area would have to be an appeal to FEMA. The discussion is whether there are some lakes they want to look at; and, now they have to appeal to get them removed off the list. Riley added, he did not think FEMA was trying to make the program bigger. Strauss indicated communication early on was not the best. Need to determine areas of high risk. Riley noted maps A & E are already tied into the Flood Plain.

Discussion and questions followed by Commissioners on elevations and specific lakes that included Foster, Beebe, French Lake, Indian and Fish. Specific development questions were relayed. Regulations were explained as to replacement or new construction that would be based on minimum elevation requirements. Potter noted lakes that have control structures. Riley indicated there are a couple of lakes they would like to look into further, Fish being one. Rhineberger, two-thirds of the lakes on the list are regulated higher. He questioned would the County want to change that minimum elevation down to what FEMA has, the County can be more restrictive. Borrell indicated he is inclined to be more flexible. Daleiden and Husom noted the public would pay for that. Lakes fully developed were mentioned. Borrell asked why they would care in those situations. Rhineberger noted the State Building Code references FEMA flood elevations and what types of construction that impacts. There is no flexibility on the building codes. Strauss explained the State rules that ask for a Conditional Use Permit for storage structures. Riley explained that is not required in Wright County. Strauss further relayed the State rules in relation to the lowest floor and crawl space as it relates to the OHM and flood plain.

Husom did not feel they should remove anything from the flood plain. This information would help people on lakes make a determination. As a Board she did not think they should arbitrarily say whether people would want to know. It would be immoral for someone to sell land that cannot be built on because it is flood plain. Husom referred to Lake Pulaski in her district where 50-80 homes were developed during a time when the lake was down and then came back up and it was determined they were built in the lake bed. Riley indicated they were not looking to take things out, maybe looking at some to be added and there may be some other reasons. This is about the list of lakes and if there are some they want to appeal or can be removed without

an appeal. Borrell suggested as many as possible without an appeal and appeal the rest. Rhineberger noted there are some they might not want taken off He displayed a map to display some large area that is backwater from flooding. This area does not have a flood plain designation, but surrounded by the Crow River, adding this would make official what is actually there. Borrell agreed that makes sense, but is not necessary where people know the lake can come up like Howard Lake and Waverly lakes. There is no reason to incur more cost. Rhineberger indicated Maple Lake is not on the Flood Plain list and the impact there is substantial due to the number of lots. In addition to flood insurance, there are additional requirements that the County is already regulating. Potter referred to Highway 55 and they could be looking at significant impact, noting that should have never been built where it is.

Discussion followed on the appeal and information that would need to be provided. Strauss noted Wright County already regulates to a higher standard. Riley questioned the methology of the current Zone A redlined. Strauss indicated that may have been a mistake. Potter suggested that in order to get some removed, they would show they already regulate to a higher standard; and, there is data to show that it does not need to be on the map. He questioned which lakes are most important and they want on the list. Rhineberger indicated they would have to go back through the lists and pare it down. Riley would need a meeting to adopt a new map, but not want to arbitrarily take off all lakes. He noted there are some lake they want to appeal and couple to add. They want to know what those will be. Strauss had explained the preliminary map would have to be revised and a list made. There is 90 days to appeal the process and notices. Borrell would like to see as many as possible taken out. He suggested they could add more at a later time. Strauss indicated adding areas to the lake maps only comes around every 20-30 years. She does not usually see a community that wants to be added. Jobe questioned if they are looking for a map that Staff is making a recommendation on. Riley indicated he would like a list showing the data. Potter felt for those areas they ask to have removed, it is best to have the data to back it. Jobe asked about a deadline for this. Strauss indicated they should start the appeal period which has been on hold.

Daleiden asked for a consensus of the County Board as to whether they are against or for and if there are some lakes that would benefit from being added to the list, such as Indian Lake. Strauss noted some of the benefits of having it mapped; there could buyouts from Federal & State money and the land be left as open space. Berg added that these would be added to the Mitigation Plan, which is a County plan for acquisition when they have willing sellers. This would not be a specific house site, but an area. He explained how these areas are identified, they are in the process of updating a five-year plan, and separate entities provide this information.

Potter suggested they establish the steps needed. Riley indicated Staff would work with FEMA and the DNR to establish a list. Those lakes they would like crossed off the list would require an appeal. Potter added, then those that would be added? Riley - indicated the data they could provide includes pictures, where variances were needed, there are claims data maps where there have been hits. With the data on claims they could reach out to home owners for information rather than adding them in the flood plain.

Strauss stated there are grants available. Daleiden noted a location in the City of Otsego and asked if they are on a remedial list? Berg- stated he is not aware that they are. A map was viewed of the property the County owns and Daleiden relayed the history of flooding. Owners out here have sump pumps that run continually. He felt those owners should be included in the remedial list. Strauss offered to look up claims data for the area. Potter suggested they appeal areas where there have been no claims but add areas where there have been many. Strauss indicated she would provide those, but noted most would fall within the river areas and they would want to get that mapped out. Potter indicated they want to use common sense in a way that would provide a service to the public or for sellers and buyers of property. Riley agreed the product will be better than the old maps. Strauss noted the new maps would provide an easy way to determine flood levels and where there is risk.

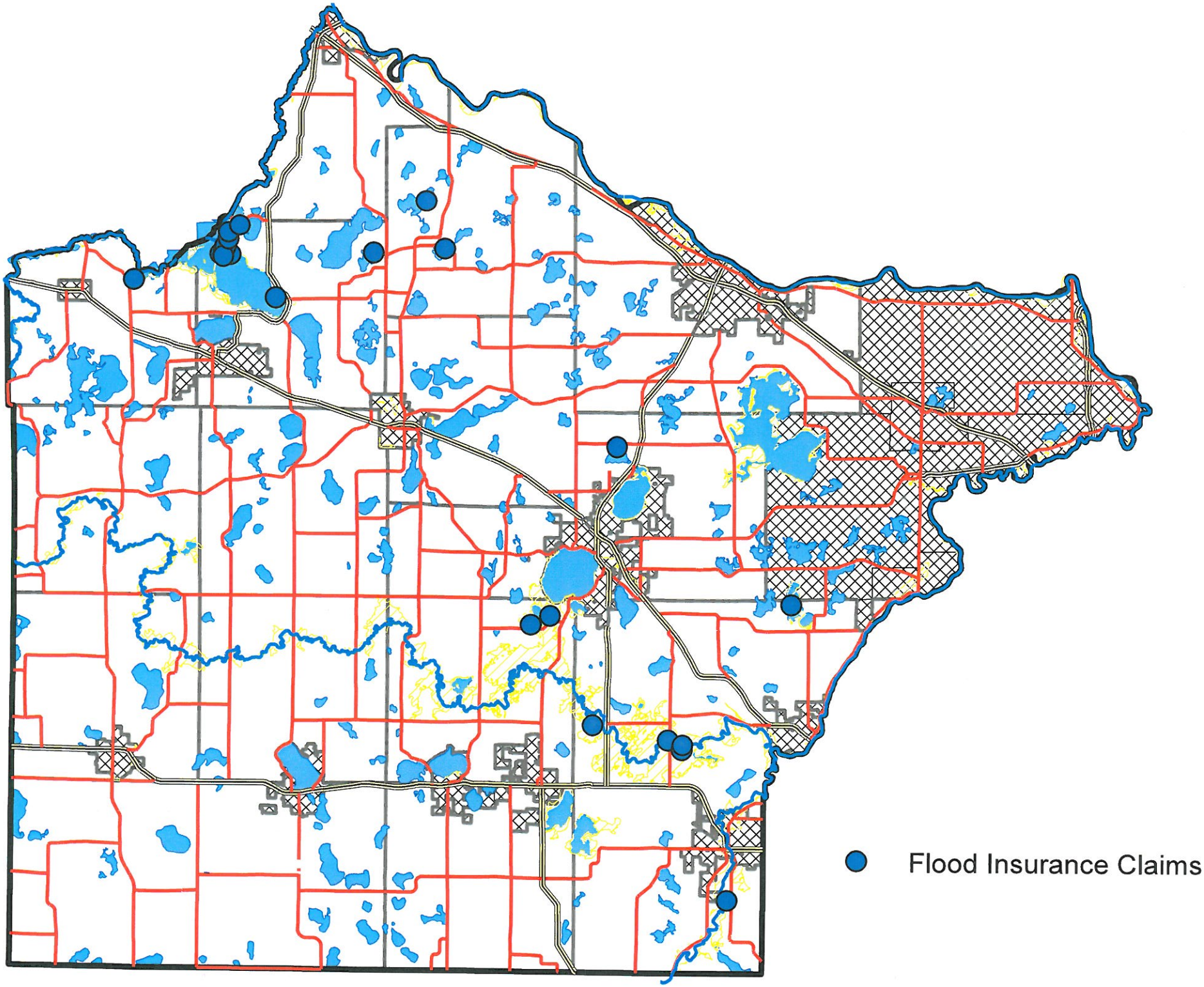
Borrell asked if they could determine the people who have filed claims, have another meeting and find out whether these buyouts might be available. Strauss indicated the person making the claim is private

information and Riley noted this would not be addressed by a particular house location. Strauss stated it is possible a portion of the property could go back and funds are used to put the property in public ownership. The kind of information she could gather would be the number of claims on a particular lake.

Review of the language the DNR is recommending to be added to the Ordinance on repetitive loss option, such as 50% in one event the property has to be brought up to code. If there are a couple losses over a ten year period that add up to 50% of the structure, the rules would also apply. If the owner has flood plain insurance additional funds can be obtained to elevate or move the house to another location. This gives some options. Commissioners indicated this makes sense, noting repetitive damage claims cost the public. Strauss relayed flooding in Waterville in 2011 and 2014 as an example. Daleiden agreed and suggested they get the number of claims for a lake that is of concern. Berg stated there is an update needed on the mitigation plan. Initially, five years ago there was not a lot of cooperation between the cities and townships. Riley noted getting the claim data may change the mitigation plan or would be a way to reach out to homeowners. Potter agreed some of these populated areas need to have something in place. Husom agreed she wants to protect those owners. Rhineberger listed several lakes where claims have been made. Strauss noted people that have property that is not mapped are less likely to feel the need for flood insurance.

Meeting adjourned at 3:40 with direction for Strauss and Staff to obtain the best information to make a decision.

tp


Flood Insurance Claims

WRIGHT COUNTY

REQUEST FOR BOARD ACTION

REQ. AGENDA TIME any BOARD MEETING DATE: January 12, 2016

AMT. OF TIME REQUIRED 10-15 min. ITEM FOR CONSIDERATION: Zoning Ordinance Amendment

PLANNING & ZONING **Originating Dept.** **Sean Riley** **Requester's Signature** **Reviewed by/Date**	**BOARD ACTION REQUESTED:** **Accept the findings and recommendation of the Planning Commission to accept the zoning amendments as follows:** **ADD THE FOLLOWING TO SECTION 762.2 Solar Energy Farms Requirements and Standards:** Solar Energy Farms and Systems will be considered by the Planning Commission on restricted parcels of land zoned General Agricultural (AG). **ADD THE FOLLOWING TO SECTION 762.3 Solar Energy Systems Requirements and Standards** Solar Energy Systems will be considered by the Planning Commission on restricted parcels of land zoned General Agricultural (AG).

BACKGROUND/JUSTIFICATION:

See attachments

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED:

DATE/TIME RECEIVED IN ADMINISTRATION OFFICE	**COUNTY ATTORNEY REVIEW/DATE:**	**FINANCIAL IMPLICATIONS:** **BUDGETED: _____** **FUNDING: _____**

COMMENTS:

THE COUNTY BOARD OF WRIGHT COUNTY HEREBY ORDAINS:

The Wright County Zoning Ordinance is hereby amended as follows:

Insert in Section 302 Definitions

Solar Energy Systems – A solar panel or array mounted on a building, pole or rack that is secondary to the primary use of the parcel on which it is located and is one hundred (100) kilowatts direct current (DC) rated capacity and under.

Solar Energy Farms - A solar array composed of multiple solar panels on ground-mounted rack or poles which are the primary land use for the parcel on which it is located and is greater than one hundred (100) kilowatts direct current (DC) rated capacity.

762. SOLAR ENERGY FARMS AND SOLAR ENERGY SYSTEMS

762.1 Purpose

The purpose of this document is to set forth standards for Solar Energy Farms and Solar Energy Systems for Wright County.

762.2 Solar Energy Farms Requirements and Standards

Solar Energy Farms shall be subject to the following performance standards:

(1) Solar Energy Farms are composed of multiple solar panels on multiple mounting systems (poles or racks), and generally have a direct current (DC) rated capacity greater than one hundred (100) kilowatts. Solar Energy Farms greater than one hundred (100) kilowatts in all zones and Solar Energy Systems greater than ten (10) kilowatts in all zones except for General Agriculture (AG) require a Conditional Use Permit. Solar Energy Farms and Systems will be considered by the Planning Commission on restricted parcels of land zoned General Agricultural (AG). Solar Energy Farms are not allowed in Residential Districts. The Planning Commission will require improvements for soil erosion control, storm water management and proper vegetative cover on those projects allowed in a Shoreland District. Solar Energy Farms are allowed up to ten (10) megawatts (which is equal to ten thousand (10,000) kilowatts).

(2) Solar Energy Farms in Agricultural, Commercial and Industrial Zoning Districts may not exceed twenty (20) feet in height at maximum design tilt.

(3) Location within Lot: Solar Energy Farms must meet the primary structure setbacks for the zoning district it is located within and will be measured from the closest point at maximum orientation.

(4) Storm water management shall meet the requirements of Wright County Zoning Ordinance and the State of Minnesota.

(5) Erosion and sediment control shall meet the requirements of Wright County Zoning Ordinance and the State of Minnesota.

(6) Foundations: The manufacturer's engineer or another qualified engineer shall certify that the foundation and design of the solar panels are within accepted professional standards, given local soil and climate conditions.

(7) Other standards and codes: All Solar Energy Farms shall be in compliance with any applicable local, state and federal regulatory standards, including the State of Minnesota Uniform Building Code, as amended; the National Electric Code and National Electric Safety Code as amended.

(8) Power and communication lines: Power and communication lines running between banks of solar panels and to the point of interconnection of distribution utility or interconnections with buildings shall be buried underground as much as practical. Exemptions may be granted by the Wright County Planning Commission in instances where shallow bedrock, water courses, or other elements of the natural landscape interfere with the ability to bury lines.

(9) Application requirements: The following information shall be provided to Wright County Planning and Zoning Department for application of a Conditional Use Permit:

(a) A site plan of existing applicable conditions showing the following:

(1) Existing property lines and property lines extending one hundred (100) feet from the exterior boundaries.

(2) Existing public and private roads and any easements.

(3) Location and size of any abandoned wells and sewage treatment systems.

(4) Existing buildings and any impervious surface.

(5) Topography at two (2) foot intervals and source of contour interval, unless determined otherwise by the Wright County Planning and Zoning Department.

(6) Existing vegetation.

(7) Waterways, watercourses, lakes and wetlands.

(8) The one hundred (100) year flood elevation and Regulatory Flood Protection Elevation, if available.

(9) Floodway, flood fringe and/or Flood Plain (FP) District boundary, if applicable.

(10) The Shoreland District boundary, if any portion of the project is located in a Shoreland District.

(11) In the Shoreland District, the ordinary high water level.

(12) In the Shoreland District, the toe and top of a bluff within the project boundaries.

(13) Surface water drainage patterns.

(b) Site Plan of Proposed Conditions:

(1) Planned location and spacing of solar panels.

(2) Planned location of access roads.

(3) Planned location of underground or overhead electric lines connecting the Solar Energy Farms or Solar Energy Systems to the building, substation or other electric load.

(4) Planned new electrical equipment other than at the existing building or substation that is the connection point for the Solar Energy Farm.

(5) Proposed erosion and sediment control measures as required in Section 710 and 728 of the Wright County Zoning Ordinance. If required, the Wright County Planning Commission may review the associated land alteration for a Solar Energy Farms or Solar Energy Systems and issue a Conditional Use Permit for that land alteration as part of the request for the Solar Energy Farms or Solar Energy Systems Conditional Use Permit.

(6) Proposed storm water management measures.

(7) Sketch elevation of the premises accurately depicting the proposed Solar Energy Farm or Solar Energy Systems and its relationship to structures on adjacent lots (if any) unless determined otherwise by the Wright County Planning and Zoning Department.

(c) Specifications and proposed installation methods for all planned major equipment, including solar panels, mounting systems and foundations for poles or racks.

(d) The planned number of panels to be installed.

(e) A description of the method of connecting the array to a building or substation.

(f) A copy of the submitted interconnection application with the local electric utility or a written explanation outlining why an interconnection application is not necessary.

(g) A decommissioning plan shall be required to ensure that facilities are properly removed after their useful life. Decommissioning of solar panels must occur in the event they are not in use for twelve (12) consecutive months. The plan shall include provisions for removal of all structures and foundations, restoration of soil and vegetation and a plan describing the financial resources that will be available to fully decommission the site. The Commission may require the posting of a bond, letter of credit or the establishment of an escrow during a point in the life of the project to ensure proper decommissioning. The decommissioning plan shall also include a statement that any unused or obsolete equipment shall be removed by the property owner and/or applicant. Said plan shall be signed by the applicant and the property owner and shall be attached to and become part of the permit.

(10) The Conditional Use Permit for Solar Energy Farms shall expire at the same time the Solar Energy Farm lease expires, but in no case shall exceed thirty (30) years. A new Conditional Use Permit can be applied for and the County may issue a new Conditional Use Permit for an existing Solar Energy Farms under the terms of Section 505 of the Wright County Zoning Ordinance. The Wright County Planning Commission may waive the expiration requirement for Solar Energy Farms located on property owned by public utilities and other unique owner operated facilities. Conditional Use Permits for Solar Energy Systems do not expire unless the Solar Energy System is removed.

(11) The Wright County Planning Commission may require a buffer between Solar Energy Farms and adjoining properties.

(12) The Wright County Planning Commission may require a greater setback between adjoining properties if conditions warrant.

762.3 Solar Energy Systems Requirements and Standards

Solar Energy Systems ten (10) kilowatts and under are a permitted accessory use in all zoning districts. Solar Energy Systems over ten (10) kilowatts and not exceeding one hundred (100) kilowatts require a Conditional Use Permit. Solar Energy Systems will be considered by the Planning Commission on restricted parcels of land zoned General Agricultural (AG).

Solar Energy Systems one hundred (100) kilowatts and under are a permitted accessory use in the General Agricultural (AG) Zoning District.

(1) Accessory Building Limit: Solar Energy Systems, either roof or ground-mounted do not count as an accessory building for the purpose of limits on accessory buildings.

(2) Height: Solar Energy Systems are subject to the following height requirements:

(a) Building or roof- mounted Solar Energy Systems shall not exceed the maximum allowed height in any zoning district.

(b) Ground or pole-mounted Solar Energy Systems shall not exceed fifteen (15) feet in height when oriented at maximum tilt in residential Zoning Districts and may be allowed up to twenty (20) feet in other Zoning Districts.

(3) Location within Lot: Solar Energy Systems must meet the accessory structure setback for the zoning district it is located within and will be measured from the closest point at maximum orientation. If attached to the primary structure, the Solar Energy Systems must meet the setbacks for the primary structure.

(4) Approved Solar Components: Electric Solar Energy System components must have an Underwriters Laboratory (UL) listing.

(5) Compliance with State Electric Code: All Solar Energy Systems shall comply with the Minnesota State Electric Code.

(6) Utility Notification: No Solar Energy System shall be installed until evidence has been given to the Wright County Planning and Zoning Department that the owner has notified the utility company of the customer's intent to install an interconnected customer-owned generator. Off-grid systems are exempt from this requirement.

Language (shown in bold) to be added to the following Sections:

603 Agricultural Residential (A/R)

603.2 Permitted Uses

Solar Energy Systems ten (10) kilowatts and under

603.4 Conditional Uses

Solar Energy Systems over ten (10) kilowatts up to one hundred (100) kilowatts

604 General Agriculture (AG)

604.2 Permitted Uses

Solar Energy Systems

604.4 Conditional Uses

Solar Energy Farms

605 Urban/Rural Transitional (R-1)

605.2 Permitted Uses

Solar Energy Systems ten (10) kilowatts and under

605.4 Conditional Uses

Solar Energy Systems over ten (10) kilowatts up to one hundred (100) kilowatts

606 Suburban Residential (R-2)

606.2 Permitted Uses

Solar Energy Systems ten (10) kilowatts and under

606.4 Conditional Uses

Solar Energy Systems over ten (10) kilowatts up to one hundred (100) kilowatts

606.a Suburban Residential (R-2a)

606.a2 Permitted Uses

Solar Energy Systems ten (10) kilowatts and under

606.a4 Conditional Uses

Solar Energy Systems over ten (10) kilowatts up to one hundred (100) kilowatts

607 Multiple Family Urban District (R-3)

607.4 Conditional Uses

Solar Energy Systems over ten (10) kilowatts up to one hundred (100) kilowatts 608

Highway Business District (B-1)

608.2 Conditional Uses
Solar Energy Farms Solar Energy Systems over ten (10) kilowatts up to one hundred (100) kilowatts

609 General Business District (B-2)

609.2 Conditional Uses
Solar Energy Farms Solar Energy Systems over ten (10) kilowatts up to one hundred (100) kilowatts

610 General Industry District (I-1)

610.2 Conditional Uses
Solar Energy Farms Solar Energy Systems over ten (10) kilowatts up to one hundred (100) kilowatts

612.8 Commercial – Recreational Shoreland District (S-3)

612.8 (3) Conditional Uses
Solar Energy Farms Solar Energy Systems over ten (10) kilowatts up to one hundred (100) kilowatts

Enacting Clause:

This ordinance amendment is effective the day following final adoption and publication. The enacting clause will not be incorporated into the final Wright County Zoning Ordinance.

Adopted by the Wright County Board of Commissioners this _____ day of _____, 2016.

_____
Pat Sawatzke
Chairperson, County Board

_____
Lee R. Kelly
County Coordinator

WRIGHT COUNTY PLANNING COMMISSION

Meeting of: December 10, 2015

STAFF REPORT

1. **ORDINANCE AMENDMENT** – New Item

ADD THE FOLLOWING TO SECTION 762.2 Solar Energy Farms Requirements and Standards:

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

ADD THE FOLLOWING TO SECTION 762.3 Solar Energy Systems Requirements and Standards

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

ACTION – This request was proposed by the County Board to allow solar farms on restricted parcels of land. Please see attachments for that meeting and relevant exhibits. Except for Township Halls and divisions of less than one acre for a utility or public service structure Conditional Use Permits require the use of an entitlement or to be used in conjunction with an entitlement. This amendment would allow Solar Energy Farms and Solar Energy Systems to be allowed on restricted parcels that would currently only allow permitted agricultural uses. We have received Buffalo Township's response and they are not in favor of this proposal, see attached. Also we have received Maple Lake, Monticello and Rockford Township's response, these Townships are in favor of the proposal, see attached.

NOTICE OF PUBLIC HEARING - WRIGHT COUNTY PLANNING COMMISSION

TOWNSHIP/CITY RESPONSE FORM

TOWNSHIP/CITY:

HEARING DATE: Thursday, December 10, 2015
at 7:30 p.m.

PROPOSED AMENDMENT TO THE WRIGHT COUNTY ZONING ORDINANCE:

ADD THE FOLLOWING TO SECTION 762.2 Solar Energy Farms Requirements and Standards:

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

ADD THE FOLLOWING TO SECTION 762.3 Solar Energy Systems Requirements and Standards

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

* * * *

THE TOWN BOARD OR CITY COUNCIL SHOULD COMPLETE THE FOLLOWING. IF NO WRITTEN RESPONSE IS RECEIVED BEFORE THE HEARING, THE PLANNING COMMISSION WILL ASSUME THAT THE TOWN BOARD OR CITY COUNCIL HAS NO OBJECTION TO THE PROPOSED AMENDMENTS.

__TOWNSHIP/CITY APPROVES OF THE REQUEST BECAUSE: _____

X TOWNSHIP/CITY DISAPPROVES OF THE REQUEST BECAUSE: The township supervisors do not agree that an exception should be made to allow solar farms on land that is restricted for Ag use only. Why

TOWNSHIP/CITY COMMENTS OR PROPOSED CONDITIONS: should solar farms be allowed when nothing else is?

SIGNED: Tom Kleist Clerk Treasurer Buff. Township

NOTICE OF PUBLIC HEARING - WRIGHT COUNTY PLANNING COMMISSION

TOWNSHIP/CITY RESPONSE FORM

TOWNSHIP/CITY:

HEARING DATE: Thursday, December 10, 2015
at 7:30 p.m.

PROPOSED AMENDMENT TO THE WRIGHT COUNTY ZONING ORDINANCE:

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

ADD THE FOLLOWING TO SECTION 762.3 Solar Energy Systems Requirements and Standards

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

RECE
NOV 18 2015
BY:_____

* * * *

THE TOWN BOARD OR CITY COUNCIL SHOULD COMPLETE THE FOLLOWING. IF NO WRITTEN RESPONSE IS RECEIVED BEFORE THE HEARING, THE PLANNING COMMISSION WILL ASSUME THAT THE TOWN BOARD OR CITY COUNCIL HAS NO OBJECTION TO THE PROPOSED AMENDMENTS.

X TOWNSHIP/CITY APPROVES OF THE REQUEST BECAUSE: _____

A **motion** was made by Supervisor Deitering and seconded by Supervisor Eckblad to approve the proposed amendment to Wright County Ordinance section 762.2. **Motion carried by a unanimous vote.**

___ TOWNSHIP/CITY DISAPPROVES OF THE REQUEST BECAUSE: _____

_____

_____

TOWNSHIP/CITY COMMENTS OR PROPOSED CONDITIONS: _____

_____

_____

SIGNED: [signatures]

NOTICE OF PUBLIC HEARING - WRIGHT COUNTY PLANNING COMMISSION

TOWNSHIP/CITY RESPONSE FORM

TOWNSHIP/CITY:

HEARING DATE: Thursday, December 10, 2015
at 7:30 p.m.

PROPOSED AMENDMENT TO THE WRIGHT COUNTY ZONING ORDINANCE:

ADD THE FOLLOWING TO SECTION 762.2 Solar Energy Farms Requirements and Standards:

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

ADD THE FOLLOWING TO SECTION 762.3 Solar Energy Systems Requirements and Standards

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

* * * *

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✓ TOWNSHIP/CITY APPROVES OF THE REQUEST BECAUSE: They are restricted parcels and will be put to use.

___ TOWNSHIP/CITY DISAPPROVES OF THE REQUEST BECAUSE: _____

TOWNSHIP/CITY COMMENTS OR PROPOSED CONDITIONS: _____

Town of Maple Lake
6298 Bishop Ave NW
Buffalo, Mn 55313

SIGNED: [signature]

NOTICE OF PUBLIC HEARING - WRIGHT COUNTY PLANNING COMMISSION

Monticello TOWNSHIP/CITY RESPONSE FORM

TOWNSHIP/CITY:

HEARING DATE: Thursday, December 10, 2015
at 7:30 p.m.

PROPOSED AMENDMENT TO THE WRIGHT COUNTY ZONING ORDINANCE:

ADD THE FOLLOWING TO SECTION 762.2 Solar Energy Farms Requirements and Standards:

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

ADD THE FOLLOWING TO SECTION 762.3 Solar Energy Systems Requirements and Standards

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

* * * *

THE TOWN BOARD OR CITY COUNCIL SHOULD COMPLETE THE FOLLOWING. IF NO WRITTEN RESPONSE IS RECEIVED BEFORE THE HEARING, THE PLANNING COMMISSION WILL ASSUME THAT THE TOWN BOARD OR CITY COUNCIL HAS NO OBJECTION TO THE PROPOSED AMENDMENTS.

✓ TOWNSHIP/CITY APPROVES OF THE REQUEST BECAUSE: _____

___ TOWNSHIP/CITY DISAPPROVES OF THE REQUEST BECAUSE: _____

TOWNSHIP/CITY COMMENTS OR PROPOSED CONDITIONS: _____

SIGNED: _____

RECEIVED
DEC 18 2015
BY: _____

WRIGHT COUNTY PLANNING COMMISSION

Meeting of: December 10, 2015

M I N U T E S – (Informational)

The Wright County Planning Commission met December 10, 2015 in the County Commissioners Board Room at the Wright County Government Center, Buffalo, Minnesota. Vice-Chair, Ken Felger, called the meeting to order at 7:30 p.m. with the following members present: Felger, Dave Pederson, Charlie Borrell, Dave Thompson and Dan Bravinder. Absent were Dan Mol and Jan Thompson. Sean Riley, Zoning Administrator, represented the Planning & Zoning office; Greg Kryzer, was legal counsel present.

MINUTES

On a motion by Bravinder, seconded by Pederson, all voted to approve the minutes for the November 12, 2015 meeting as printed.

1. **ORDINANCE AMENDMENT** – New Item

ADD THE FOLLOWING TO SECTION 762.2 Solar Energy Farms Requirements and Standards:

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

ADD THE FOLLOWING TO SECTION 762.3 Solar Energy Systems Requirements and Standards

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

A. Riley explained the amendment to the Solar Energy farms is coming from the County Board. The County Board directed everyone that this is being considered. He attached the minutes from a recent meeting where it was discussed. The procedure for a public hearing on a zoning amendment is first with the Planning Commission who will forward a recommendation to the County Board, who makes a final decision on zoning amendments. He explained restricted AG lands do not qualify for a Conditional Use Permits under the current Zoning Ordinance. Examples of uses include golf courses, cell towers and recently the placement of solar farms. What is proposed is to allow an exemption for a solar farm so the discussion should be whether these are unique and could be done on restricted lands.

B. Borrell indicated he was the Commissioner that brought this up to the rest of the County Board of Commissioners. He gave an example of two forty acre farms, one owner split his house on a five-acre lot for mortgage purposes, which restricts the balance and would not allow location of a solar farm. The other 40 acres includes the house and would qualify for a solar farm. He felt this conditional use is different in that the solar panels can be removed in the future and the land put back into agricultural production. He felt an argument could be made for cell towers, also.

C. Evan Carlson – 2843 James Ave. S- Minneapolis representing Innovative Power Systems explained there are two projects they are trying to build and without this change they will not get built. They are not the only Company in this situation. He supports the change.

D. Don Schmidt – representing Buffalo Township – the concern is not so much about the solar farms, but how they can single out one use and allow them on restricted lands. He questioned if that does not step on others constitutional rights. He questioned would they start seeing uses such as a shooting ranges, a race track and other uses currently not allowed.

E. Borrell –asked if on his farm he could put up a shooting range. Riley stated that on his farm he would be able to try to get a Conditional Use for Commercial Outdoor Recreation because his house has not been separated off. Most uses require a division of the property such as a church. An argument being made is that the solar farms or cell towers do not need the division. Borrell – asked if there are other types of uses they could look at; his suggestion at this time was the solar farms. He would consider adding other uses. He noted there is an exception to allow a division/use for a town hall. The difficulty he is having is the farm that had sold off a five acre residential site cannot have a solar farm on the rest of the land and he did not see the logic.

F. Pederson – asked Riley how the matter in 2002 included in the Staff report would relate to this particular situation. Riley – that was an issue about the need for an "entitlement" for gravel pits. The County Attorney's office was asked for a legal interpretation. The office stated only agricultural uses were allowed. They were advised that a gravel operation is not an agricultural use and it cannot be done on a restricted parcel. Staff included that particular request to show a reference on how Staff got to this point. If the Commission is concerned this amendment could lead to a gravel pits on restricted land, at this time they could not do it. Borrell – right now Atty. Kryzer would likely come back with the same opinion as Atty. Zins. Kryzer agreed that was correct.

G. Felger went to the public and asked for further comment, hearing none, he closed the public portion of the hearing.

H. Bravinder –questioned if they have any protections for field tiles when the solar panels are installed as the Ordinance is currently written. These tiles also impact adjoining properties and they have to make sure these are looked at. Riley stated he would have to research that matter specific to the Ordinance. But, there are statutes that protect these. This is addressed during the plans. Bravinder – are they required to identify tiles? Riley as best they can and if they can be found. Borrell asked if that could be a condition of the Conditional Use Permit. Kryzer – agreed that is the best place to address it. In looking at the Ordinance, it does not specify that they be included or shown on the survey; but, they could request that. That particular item is out of the notice of this particular hearing. Borrell asked how to proceed. Riley – a motion of approval or denial could refer to the amended document that has the change shown in red.

I. Borrell moved to recommend the proposed amendment as presented to the Wright County Board of Commissioners. D. Thompson seconded the motion.

VOTE: CARRIED UNANIMOUSLY

Riley informed the public that this would go to the County Board on one of their early January board meetings.

APPROVED 10-27-15

WRIGHT COUNTY BOARD
MINUTES
OCTOBER 20, 2015

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

MINUTES

Husom moved to approve the 10-13-15 County Board Minutes as presented. The motion was seconded by Daleiden and carried 5-0.

SEAN RILEY, PLANNING & ZONING ADMINISTRATOR

A **Committee Of The Whole (COTW) Meeting** was held on 10-06-15. At today's County Board Meeting, Daleiden moved to approve the minutes and recommendations, seconded by Husom. The motion and second were amended and the motion carried 5-0 to approve the following changes to the minutes and the draft changes to the Zoning Ordinance attachment:

Minutes: Page 1, 3rd paragraph, 1st sentence will read, "Husom felt consideration of the ramifications in the AG zone is important and the potential impacts on the taxes."

Attachments: Section 762.2, Solar Energy Farms Requirements and Standards, (1), 6th line should read, "Solar Energy Farms and Systems will be considered by the Planning Commission on restricted parcels of land zoned Agricultural."

Attachments: Section 762.3, Solar Energy Systems Requirements and Standards, 1st paragraph, 3rd line should read, "Solar Energy Farms and Systems will be considered by the Planning Commission on restricted parcels of land zoned Agricultural."

The 10-06-15 COTW Minutes as approved follow:

1. Agricultural Deed Restrictions – Solar Farms

Riley approached the Board and summarized the documents in the packet provided that include a 2002 letter from Tom Zins, previous Ass't County Attorney; three key pieces were outlined that included Section 604. Of the Wright County Zoning Ordinance; 2002 Planning Commission minutes on a Bauerly mining operation; and letter from the County Attorney's office on General AG Ordinance standards. The specific question on "entitlement" and restrictions were spelled out as found on page 46 of the WCZO, para (4) (a). This restriction in practice and as stated, does not allow non-agricultural development such as a church, cell towers, golf courses on restricted parcels because they do not have an "entitlement".

Borrell explained he brought this before the Commissioners as the restriction includes solar farms, because they are not truly agricultural. His feeling is solar farms do not change the land beneath, but harvest the sun. The land could return to agricultural use once the poles come out. It would not make sense to rezone to allow solar farms. Riley, commented we don't rezone to I-1 or a commercial zone to allow a cell tower, golf course or other Conditional Uses (CUP) in the AG zone. If there is no house on the parcel and it is restricted land, the property cannot have a CUP for one of these uses. The 2002 Bauerly case pushed the County on this issue and the County Attorney provided the legal opinion based on the

Zoning Ordinance and past practice. Riley pointed to several uses that were required to use an "entitlement", including a sewage treatment plant and gravel pits. What is relevant at this time is the applications for solar farms on restricted parcels are not allowed. Borrell noted the Solar Farms that obtained their permits through a State process were not considering this.

Husom felt consideration of the ramifications in the AG zone is important and the potential impacts on the taxes. Borrell indicated his understanding is the solar farms five acres or less would continue to be taxed as agricultural. In addition to the real estate taxes, a solar tax of $236 per acre is taxed, of which $60 goes to the City/Township. Systems on more than 5 acres would have a commercial rate, bringing in additional tax dollars. Riley stated for tax purposes, the Assessor does not just consider the zoning, but the use also. Husom noted a rezoning is permanent and a cautionary matter. Would not be appropriate once the equipment is removed to have it rezoned. Sawatzke agreed it cannot be about rezoning, these lands would not comply with the Land Use Plan.

Borrell suggested they add an exclusion, such as was done for Town Halls and allow solar farms without an "entitlement". Riley noted in doing that there may be people that perceive other issues, many of those parcels would fall into annexation/transition areas. Also, it is hard to predict the effect until a few years down the road. Borrell questioned whether an "entitlement" should be required for other uses such as the gravel mining or cell towers. He would like to see future requests for solar farms on the same playing field as the ones approved by the Public Utilities Commission (PUC). Riley noted the State has other standards and criteria when reviewing requests that are not based on the Land Use. Discussion followed about the need to get input from the Town Boards. Some are concerned about the unknowns to the solar farms. The recent Ordinance was adopted to address the industry and anticipated requests. The question now is whether they should be allowed in restricted lands.

Discussion regarding the type of Conditional Use requests that are allowed in the AG zone. The life expectancy is unknown for the solar farms and Borrell noted most leases are 25 years. The changes in the technology was noted that may require upgrades. Riley stated the upgrades would possibly not require a new CUP, just a building permit.

A representative of a private solar industry, Kayne Tarhan (?) explained the changes in the solar panels from the early 1970's, which still have an 85% generating capacity. He noted the banks look at this life time expectancy for their risk. The leases can be for 30-35 years with provisions for possible extensions. If they are not renewed, he felt with the capacity expected, they will be repurposed if removed. Potter noted the question is how they can protect the property owners. Riley noted they have the Ordinance that allows these and there are hundreds of sites that are now available; although the industry will pursue the ideal locations. Another CUP are the Wind energy systems that are not allowed without an "entitlement". Daleiden noted one difference is the solar farms are close to the ground. Riley noted from a planning concept, one industry might argue they are allowing for one type of power and not another. Borrell did not think it would be out of line to allow it for wind towers. Riley explained how things evolved over time and the Ordinance had to address new uses. The uses have impacts to be considered.

Discussion on the number of "entitlements" in the County. Riley noted through the recent Land Use Plan studies, it was determined there were many left. Sawatzke noted areas of the County where there would be more available. Borrell noted one aspect is they need to be located near the substations. The easiest way to handle this is to add this use as an exclusion (not require use of an "entitlement"). He explained

how a division for mortgage with the house, could leave the balance of the farmland restricted. As the Ordinance is written, a solar farm would not be allowed.

Husom felt it is difficult to make a decision with this on the cusp, not knowing what will come ten years down the road. Borrell felt with the time sensitive subsidies, these will come in within the next year. Riley explained he is providing the information and not making a recommendation, but this change would open up more properties. They do not know what the outcome would be.

Location of pending farms were discussed, near substations and why most are close to town. Riley noted Wright Hennepin will be applying for two. Sawatzke noted the percent of the energy that has to come from alternate/renewable energies that Excel needs to meet.

Borrell again stated he did not see the harm allowing them on restricted lands. Riley noted until they have full disclosure it is hard to determine, there are many moving parts with Excel. Entitlement or not, they cannot cut up a farm to meet permitting requirements from the PUC. Sawatzke would agree they should not be able to split up the property for these in ways that don't meet the Zoning Ordinance

Potter asked how they go forward and protect the County. Riley noted the process would be to provide provisions for an amendment for response from the public and Townships. Sawatzke felt examples for the Town Boards would be helpful. Daleiden asked if it would not be simpler to consider these on a case by case basis. It is hard to believe there would be many of these situations. Kryzer explained they cannot send a request to the Board of Adjustment as the Statute does not allow a variance of a use. Riley stated the language would be simple, but no way to limit it. Daleiden noted not every location would make sense, such as the annexation areas. Riley referred to an appeal by the City of Annandale for the solar farm on their Orderly Annexation Area (Corinna Twp.) being permitted by the State. Husom agreed that is a concern. Borrell noted they would still need a CUP. Sawatzke asked how they could make an argument against one and deny a request if it meets the setbacks. Kryzer noted the standards to be met for a CUP are the public safety, general health and welfare, so it would be tough. Daleiden asked if this is really a problem or are they changing the Ordinance for one person. What impact would this have on the County and he does not think Wright County should become the solar capital of the country. Should the Commissioners be making this amendment or leave it up to the Township or Cities to bring forward. He would wait to hear from the Town Boards if we want more of these in these locations. Sawatzke agreed they would want to hear the Township input. He would prefer this is presented as asking the question, not recommending the change and see what the response is.

Dan Bravinder – Cokato Township Supervisor – approached the Board to ask for some information on it from the County Board. The Town Board can respond better to something specific.
Potter asked what the specific change would be. Kryzer stated the wording is under the 604.6 (4) (a) & (6) where they would exclude solar farms. Riley indicated a more appropriate spot might be warranted and staff would work on it. Potter would suggest Staff develop the language and provide it to the Town Boards for feedback. Husom clarified they would like this presented to the Town Boards as something they are considering, not recommending. Procedure was discussed and it was felt this would take a couple months. Staff was asked to develop the change and lay this over for another Committee of the Whole, or minutes of this meeting would be available at a future County Board meeting and direction could be verified at that point. Riley agreed and noted he would provide the Planning Commission with this also.

II. Process for Handling Rezoning Recommendations

Riley explained the normal procedure has been to put rezoning recommendations on the Consent Agenda. The most recent item was continued for a public hearing to receive further comment and written documents from the public. He asked if the County Board wants to change the format on how these have been handled.

It was felt the Commissioners have the option of pulling a matter off the consent agenda to allow someone the opportunity to address a specific request. An option would be to offer an opportunity for a public forum during the first ten minutes of their meetings. Potter noted they appoint the Planning Commission to listen and hear these matters and everyone was heard at those hearings. This particular case was not a unanimous decision, but that is not always the case. Sawatzke noted the County Board does have the final authority and asked if someone who wants to speak to them on the matter should have that opportunity. Potter stated out of respect for the job the Planning Commission does, he would defer to their recommendation. Borrell, who is a Commissioner on the Planning Commission, agreed they need to back the Planning Commission where the matters are fully vetted. Sawatzke and Husom would agree, but did not want anyone to feel like they did not get an opportunity to address them. This does not come up often.

The consensus was to maintain the same procedure.

Husom left the meeting.

Kryzer would caution them to be aware of the time-frame required for a decision.

Commissioners agreed they could pull a matter off the consent agenda. It was noted in the past the County Board has allowed someone attending their public meetings to address the Board. (End of 10-06-15 COTW Minutes)

BUILDING COMMITTEE
MINUTES
JANUARY 13, 2016

MEMBERS PRESENT: Potter, Daleiden, and Vergin (for Kelly)

OTHERS PRESENT: B. Hatfield

1. **Nursing Mothers Room**

An event occurred recently that brought the access and location of the current Nursing Mother's rooms to the attention of Administration. Presently as set up access needs to be provided through a card key, which allows the user to gain access into the wRight Choice area. There currently is no Nursing Mothers area available to the public.

Hatfield provided a floor plan identifying the current location of the Nursing Mother's Rooms. Presently there are two rooms used for this purpose that are located within the wRight Choice area. In order to access these rooms you need to have card key access into wRight Choice. Hatfield noted that there is another door that allows access to the first Nursing Mother's room which is located before the card key access door, this door is currently set in a lock mode.

Recommendation:

Direct Staff to set the locked door into unlock mode, move existing signage to new access area; provide additional directional signage; and provide a suggestion box for occupants to provide feedback to assist in accommodating the needs of those that utilize the room.

2. **Annex Custodial Closet**

Hatfield stated that that he would like to look at providing handicap accessibility into the public restrooms located on the first floor of the annex. This could be accomplished by converting the current custodial closet adjacent to the men's restroom. Preference would be to demo both restrooms along with the closet to create two handicap accessible restrooms. Discussed the option of having the closet become a family ADA complaint restroom and leaving the other two as is. The Committee then visited the area.

Recommendation:

Direct Staff to gather information on options and costs and then bring those back to the Committee.

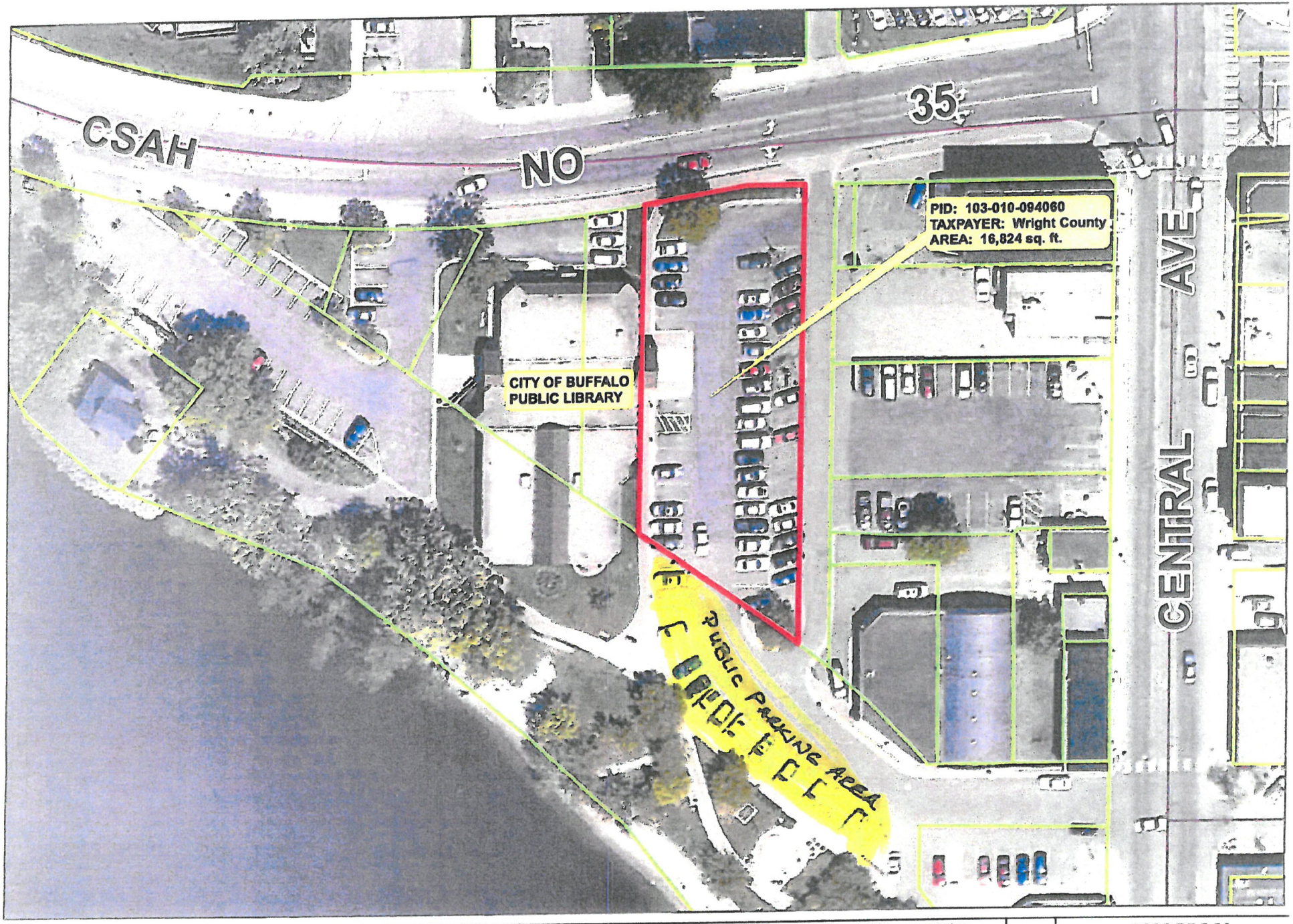
3. **Lakeview Apartment Parking**

Mr. Belsaas, a tenant of Lakeview Apartments, had contacted Administration and Commissioner Sawatzke with his concerns regarding parking for the Lakeview Apartment residents. Mr. Belsaas was informed this matter would be directed to the building Committee and that he was invited to attend if he desired. The City of Buffalo had also been contacted and advised of the meeting. Neither were present. The concern raised by Mr. Belsaas, is the lack of designated parking for Lakeview Apartments. The Committee reviewed the layout of the parking areas surrounding both the library and government center; the ownership of those areas; and the history of the parking situation.

Recommendation:

Direct Staff to send notification to the tenants and owner of Lakeview Apartments that there is public parking available to them located within the City of Buffalo's public parking lot, southeast of the library. (Map Attached)

DRAFT



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PID: 103-010-094060
SEPTEMBER 2009

Buffalo
CITY OF BUFFALO MINNESOTA

Subject Parcels
Buffalo Parcels

0 30 60 120 Feet

GIS data is data generated by a computer database or system that is designed to electronically capture, organize store, update, manipulate, analyze, and display all forms of geographically referenced information that is compiled, from private or public sources, either alone or in cooperation with other public or private entities, for use by a municipality. GIS data is accurate for its intended use by a municipality and may be inaccurate for other uses.

Sheet No. 1 of 1
September 2, 2009

RESOURCES:

Prepared By: ORRIG BOEVE

COORDINATE SYSTEM:
NAD 1983 HARN ADJ
MN WRIGHT FEET
DATA SOURCE:
WRIGHT COUNTY, MN DNR

PERSONNEL COMMITTEE
MINUTES
JANUARY 13, 2016

MEMBERS PRESENT: Husom, Sawatzke and Vergin (for Kelly)

OTHERS PRESENT: Hesse, Partlow

I. Personnel Policy 506 Business Related Expense Reimbursement

Propose revisions to Policy 506 to provide clarification regarding calculating eligible mileage for reimbursement including deducting normal commute miles. Revised policy will be effective March 1, 2016 to allow time to train supervisors.

Recommendation: Recommend proposed revisions to Policy 506 Business Related Expense Reimbursement to the County Board for approval on January 19, 2016 (effective March 1, 2016).

II. Motor Pool Vehicle Usage Procedures

Propose consolidating HHS and County operating procedures. Proposed revisions provide clarification regarding motor pool vehicle usage and combine language of both procedures to create one procedure for all County employees. Revised procedures will be effective upon board approval (January 19, 2016)

Recommendation: Recommend proposed revisions to Motor Pool procedures to the County Board for approval on January 19, 2016.

DRAFT

Wright County Personnel Policy
506 Business Related Expense Reimbursement

Policy Adopted: 11-16-04

Policy Amended: 01-19-16
Effective Date: 03-01-16

506.1 POLICY STATEMENT
Wright County will reimburse employees for some expenses incurred in the line of work in accordance with all applicable Minnesota State Statutes and IRS rules.

506.02 APPROVAL OF TRAVEL EXPENSES
Wright County will reimburse employees for reasonable business travel expenses incurred while on assignments away from the principal work location. All business travel outside the State of Minnesota must be approved in advance by the County Board. Travel expenses must be in the department's budget and approved by the County Board.

Employees whose travel plans have been approved are responsible for making their own travel arrangements. Travel expenses not billed to the County shall be paid for by the employee and reimbursed upon return in accordance with this Policy.

506.03 AUTHORIZED EXPENSES
The County will provide reimbursement for the following expenses incurred while attending a workshop, conference, meeting, seminar, or training related activity authorized by the County.

A. Mileage for personal vehicle: When an employee is seeking reimbursement they must complete a Mileage Reimbursement Form, on that form they must identify that they made reasonable attempts to request a County vehicle, but one was not available; or indicate why the use of a County vehicle was not applicable to their situation. Deviation or exception to this policy must be preapproved, in writing, by the employees' supervisor. The County will reimburse the employee at the prevailing rate for use of their personal vehicle. Mileage is paid on the most reasonable and direct route as follows:

    1. Travel departing from or returning to the principal work location, mileage is reimbursed for the actual miles traveled.
    2. Groups going to the same destination must car-pool these trips whenever possible. In the event of a car pool, the person who owns the vehicle being driven is the only one who may claim mileage reimbursement.
    3. In the event an employee does not report to their principal work location during the course of a workday, mileage in excess of mileage normally driven to and from the principal work location is reimbursable. If such travel to a work site occurs on a day that the employee is not scheduled to work, then total mileage is reimbursable.
    4. In the event an employee has to travel to a work site prior to traveling to their principal work location, mileage will be reimbursed for the excess miles traveled over the normal commute to the principal work location.

5. In the event an employee has to travel from their principal work location to work sites prior to going home, mileage will be reimbursed for the excess miles traveled over the normal commute home.

B. Airfare or train fare: When travel to a conference, workshop, etc. requires the utilization of air or train transportation, the employee or County official shall arrange for travel in coach or economy class. In accordance with M.S. 15.435, an employee may not accrue any benefits offered by an airline company, such as frequent flyer credits, if the ticket is paid for or the cost reimbursed by the County.

C. Vehicle rental: Employees who desire to rent a vehicle will be reimbursed only for that portion of the costs that would normally have been incurred by the County.

D. Taxi/Bus: Employees may be reimbursed actual costs plus a maximum 15% gratuity for taxi, bus or limousine service when on County business and where no private vehicle is available.

E. Lodging:

1. Single lodging will be reimbursed at the lowest possible occupancy rate. Employees are encouraged to share accommodations.
2. Employees will be reimbursed for the night prior to the formal start of the conference, seminar, etc. and the nights the event is in session (including the night of the last day).
3. Lodging should be billed directly to the County; otherwise, the employee should submit a bill for reimbursement upon return.

F. Meal allowance:

1. Authorized meal expenses will be reimbursed at the current rate established by the County Board. This includes the cost of the meal, sales tax, and a maximum 15% gratuity for approved breakfasts, lunches, dinners, or banquet meetings. Alcoholic beverages will not be reimbursed by the County.
   a. Breakfast is reimbursable only if preceded by an overnight stay or if travel must begin prior to 6 A.M.
   b. Dinner is reimbursable only if immediately followed by an overnight stay or if travel for the meeting/conference must commence prior to the end of the normal workday or meetings that start during normal work hours and conclude after 6:30 P.M. Dinner reimbursement will not be provided to employees returning from a workshop, conference, meeting, seminar, or training related activity if within one hour of the Wright County border.
2. Meal expenses not accompanied by overnight lodging will not be reimbursed by the County unless the meeting, conference, workshop, etc. is outside the County and a meal is not provided as part of the function.
3. Meals while traveling away from home on business are deductible. Employees are considered to be traveling away from home if their duties require them to be away from the general area of their tax home substantially longer than a normal business day and the employee needs to get sleep or rest to meet the demands of their work while away from home. (Revenue Rulings 75-168 and 75-170).
4. Employee or officials taking non-County persons to breakfast, lunch, or dinner will not be reimbursed. The only exception to this Policy is when a County employee is involved with children or vulnerable adults in court activities that must extend through the lunch hour.
5. Costs over the authorized meal maximum shall be the responsibility of the employee.
6. If a meal is provided as part of the workshop, conference, meeting, seminar or training related activity the employee cannot elect to eat elsewhere and seek reimbursement from the County.

G. Parking: Employees shall be reimbursed for the cost of parking while attending a meeting, conference, seminar, etc. with the exception of long term parking at an airport or train station.

H. Extended Travel: When extended travel is required, the employee may be authorized time for the day before and/or the day following the conference.

506.04 TRAVEL WITH SPOUSE, FAMILY MEMBERS, ETC.

Employees are permitted to combine personal travel with business travel, as long as time away from work is approved, and it will not interfere with successful completion of business objectives.

The County will reimburse only those expenses incurred by the employee or official. Any other expenses will be the responsibility of the employee.

506.05 REPORTING

When travel is completed, employees are to submit completed travel and expense reports within sixty (60) days, unless further restricted by department. All expenses are to be listed on a County expense claim form. Expenses listed on the claim form, but not accompanied by a receipt will not be reimbursed. Hand written receipts made out by the employee are not acceptable. The claim form, with all receipts and documents attached, shall be submitted to the department head for approval. Upon approval by the department head, the claim form shall be forwarded to the department's designated authority for reimbursement. Reports shall be accompanied by the following:

A. Mileage. Document date, purpose and location, including total miles traveled to and from the conference, workshop, seminar, or meeting site.
B. Meals. Submit detailed receipts that include the meal location, time, and price of menu items ordered.
C. Lodging. Include the hotel bill, or credit card slip/bill, identifying the room charges
D. Transportation. Attach a copy of the billing. If transportation expenses were paid by credit card, attach a copy of the credit card bill with travel fare highlighted.
E. Any other authorized expense not detailed here must be accompanied by a receipt.

506.06 VIOLATIONS

Any employee or official found violating this policy or making false claims shall be subject to disciplinary action and/or applicable state or federal laws.

MOTOR POOL VEHICLE USAGE

The County has created a motor pool for the purpose of allowing employees to utilize county owned vehicles when performing duties required of them by their employment with the County.

All County staff within a department that does not have a designated pool of vehicles is to utilize a County vehicle when available, for all County-related business, training, conferences, and meetings. When a County-related event occurs closer to the home of the employee or due to the timing of the event use of a county vehicle does not make sense, then the employee may seek mileage reimbursement at the rate set by the County Board.

All County Health and Human Service non-exempt staff is required to drive an HHS designated vehicle, when available, for all County-related business of 50 miles or more, round trip per day.
When an employee is seeking reimbursement they must complete a Mileage Reimbursement Form, on that form they must identify that they made reasonable attempts to request a County vehicle, but one was not available; or indicate why the use of the County Vehicle was not applicable to their situation.

PROCESS AND PROCEDURES:
Staff should review all information before sending a request to reserve a vehicle.

1. All County vehicles will be operated under County policies. Vehicle Reservation directions can be found on the last page of this document. You will be notified whether or not your request has been approved. You will obtain the vehicle key from the front lobby receptionist. At that time, you will be required to sign a form indicating that you have received the keys and if applicable, the vehicle log. That form will include the following statement: "By signing this form I am declaring that I have a valid driver's license in the State of Minnesota. That I understand that this is a privilege to use a County Vehicle and understand that privilege may be revoked by the County at any time." Once you have entered the vehicle you are to confirm mileage listed in the logbook, and when trip is concluded mileage shall be entered into the logbook. In the event that the mileage does not correspond, please record correct mileage and report that when you return the vehicle to the County.

   All vehicles must be reserved in advance. The vehicles may not be signed out by any party(ies) for more than five (5) days of sequential use.

2. Reporting Mechanical Defects:
   County staff is to report all vehicle mechanical defects immediately or upon return to the office. HHS staff shall report defects to the Agency Support Unit/Office Manager; GC staff shall report defects to the lobby receptionist.

3. Refueling Vehicles:
   Staff reserving vehicles will be responsible for fueling County-owned vehicles at the Wright County Highway Department, *1901 Highway 25 North, Buffalo, MN 55313. Pumps are located on the east side of the main office building, facing Highway 25. Staff are able to fuel vehicles 24-hours a day, seven days a week.*

   Staff is required to refuel the vehicle at the Highway Department when the fuel indicator registers **½ of a tank or less** before returning the Vehicle.

Laminated directions can be found in the glove box of each vehicle along with the gas key (FOB).

4. All reservations will be on a first come first-come, first-served basis.

Exceptions:

- Transporting clients will take precedence over group/individual use.
- Group reservations will take precedence over individuals.
- A reservation request by a department that already has designated vehicles will be considered secondary.

The vehicles must be used by groups of staff when mutually going to the same destination. If a vehicle is not available for such group trips, the members of the group must car-pool these trips in one staff vehicle, whenever possible. If two or more reservation requests are simultaneous, priority will be the greatest distance to be driven.

If any kind of reservation dispute arises, the designated vehicle reservation contact will request an available supervisor to resolve the dispute.

5. V ehicles will be parked in a designated parking space and must be returned to that same location upon completion of their use. The vehicle may be taken overnight to a staff person's home ONLY with a supervisor's approval. When a vehicle is taken home by a staff person, the vehicle may not be driven for any personal use. If returning a vehicle after hours, the keys with mileage log are to be deposited in the appropriate building's drop box.
6. The vehicle will have insurance information and mechanical breakdown road service instructions in the glove compartment. The staff person utilizing the vehicle will be responsible for ensuring that they have adequate gas in the vehicle before leaving for their location. In the event that the driver requires additional gas, the driver should put in enough fuel to complete their trip and return to the Highway Department to fill the vehicle. The Staff person shall submit their receipt(s) with an Expense Reimbursement Form. Traffic violation citations are always the responsibility of the vehicle's driver. All occupants must wear seat belts. Vehicle lights will be on whenever driven. There will be NO SMOKING in the vehicles. Upon completion of use, the vehicle must be clean and cleared of all debris, wastepaper, etc. Any operational or damage problems must be reported to the Receptionist after returning the vehicle.

7. On the day when a vehicle is reserved, and a snow storm or icy conditions exist (or are threatening to occur, as notified by a "warning" or "watch" announcement from radio or television weather reports), staff <u>with supervisory approval</u> – may cancel their vehicle reservation, and if preferred, drive their personal vehicle and claim mileage expense reimbursement. Preference would be that if the employee is uncomfortable driving the County vehicle the trip should be canceled.

   WHEN INCLEMENT WEATHER CONDITIONS EXIST OR ARE LIKELY, THE PRUDENT DECISION MAY BE TO CANCEL THE TRIP.

CRASH OR MECHANICAL BREAKDOWN:

Please note: The following procedures apply to all County-owned vehicles:

Throughout the cold weather season (November 1-March 30), each vehicle will be equipped with a winter emergency kit.

A driver of the vehicle is NOT to use or talk on a cell phone while driving the vehicle, unless an emergency 911 call must be made. Please refer to Personnel Policy 711 Acceptable Use of Technology, 711.08, c, 1, iii.

County insurance information, including an Incident Record Form is located in the glove compartment of each vehicle. This card instructs staff on what to do in the event of an accident. It is critical that staff follow these instructions.

If a staff person is driving a vehicle and it becomes immobilized because of a crash or mechanical failure, the driver will call the designated towing service. The contact information for the towing companies will be kept in the glove compartment of the vehicle.

- If the incident occurs within Wright County, the driver shall notify the closest towing service as identified on the list to have the vehicle towed to the County Highway garage in Buffalo.
- In the event that the incident occurs outside of Wright County, Junction Towing shall be utilized.

In situations where roadside assistance is needed, i.e. flat tie, or a dead battery, the driver should follow the same procedure in contacting the nearest towing service. Staff persons calling the towing company for assistance must specify that the services requested are for a County-owned vehicle.

Upon mechanical breakdown, County staff will have the option of riding back to Buffalo with the Towing Company. If an alternative method of transportation is required in order to reach their destination, staff must contact their Supervisor to discuss the situation and obtain supervisory approval regarding other transportation methods, such as securing a rental car to complete the trip. The cost of this alternative method of transportation may need to be covered by the staff person and submitted to the County for reimbursement.

VEHICLE RESERVATION PROCESS

The vehicle reservation process will be handled through SharePoint. .

Health and Human Services:
Follow link - http://wrightnet/departments/humanservices/OfficeSupport/Lists/HSVehicleReservations

> HHSStaff - If four or more persons need to ride together to a same location, and all Agency vehicles are currently in use, staff must check with the HSC receptionist to determine if the Highway Department van may be reserved for this trip. Upon availability, the receptionist will facilitate the scheduling of the van with the Highway Department and assure that van is delivered to the HSC parking lot in time for the scheduled trip.

Government Center Reservations: Follow link -
http://wrightnet/departments/administration/Lists/VehicleReservation/CurrentItems.aspx

Click on - Add new item

Submit Vehicle Request screen will appear. Complete all required fields, when completed hit Save. This will forward your request to your Department head and the receptionist.

You will receive a response back alerting you that your request has been successfully submitted.

You should receive a response within 15 minutes of submittal indicating that your reservation has been approved or denied. If it is denied, a reason for denial will be provided to you.

If you find that you need to cancel this request you may go to your online form via the approved email by clicking on the "here" to view your form. Click on the "Edit Item" button in top left corner, this will allow you to cancel your request. If you need to change your request, you will need to cancel your first request and then submit a new reservation request.

WAYS & MEANS COMMITTEE
MINUTES
JANUARY 13, 2016

MEMBERS PRESENT: Sawatzke, Husom, and Vergin (for Kelly)

OTHERS PRESENT: None

Motor Pool Year End Recap (Laid over from 11/18/15

Vergin provided updated information through the end of 2015, as requested from the meeting of November 18, 2015. Discussion included the comparison of the cost to operate the motor pool versus the IRS mileage rate, and the rate of reimbursement by the County. Discussed if at this time it would be appropriate to consider the addition of vehicles to the motor pool.

Recommendation:

Direct Staff to seek additional information on the costs incurred by other departments within the County that have their own vehicles. Costs should include all operating costs, including deprecation and insurance. Compare those costs to the costs of operating the motor pool. Bring the findings back to Committee in late February.

DRAFT

I-94 West Chamber of Commerce
Grand Casino Mille Lacs & Hinckley

2015 State of the Cities Luncheon
Tuesday, January 26, 2016
11:30 am to 1:30 pm

St. Michael City Center :: 11800 Town Center Drive, St. Michael
$30– Member :: $45 – Non-Member

Join us for the Annual State of the Cities Luncheon,
a unique opportunity to hear from the Mayors and City Administrators
of the I-94 West Chamber of Commerce communities.

City leaders will provide an overview of their communities,
share the year in review, and offer a picture of the year ahead.
There will be time available for questions from the audience.

This is an important event for our business community – don't miss it!

Lunch catered by The River Inn of Hanover

Reminder! Register and Pay Online

djhartley@i94westchamber.org ::
phone 763-428-2921

River Inn
Hanover, MN
763-498-7335
"Something for Everyone"
Burgers, Pizza & More...
11220 River Rd NE, Hanover

NAME/COMPANY:		
ATTENDEES:		
PAYMENT: Check enclosed :: VISA :: MasterCard		Total Amount Due:
Credit Card Number:		
Signature:		
Billing Zip Code:	Exp. Date:	3-Digit Code:

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		
2618	**CENTURYLINK**					
	01-005-000-0000-6203		1.04	63276699 2016	1362603613	TELEPHONE
2618	**CENTURYLINK**		**1.04**	**1** Transactions		
1344	**MARCO**					
	01-005-000-0000-6301		1.02	JAN 2016 PRINTER CHARGE	3048041	REPAIRS & MAINTENANCE
	01-005-000-0000-6301	AP	2.00	PRINTER OVERAGE CHARGE 07/01/2015 12/31/2015	3048042	REPAIRS & MAINTENANCE
1344	**MARCO**		**3.02**	**2** Transactions		
2490	**UNITED PARCEL SERVICE**					
	01-005-000-0000-6205		1.39	SHIPPING	2016	POSTAGE
2490	**UNITED PARCEL SERVICE**		**1.39**	**1** Transactions		
5	**DEPT Total:**		**5.45**	**COUNTY BOARD**	**3 Vendors**	**4 Transactions**
13	DEPT			COURT ADMINISTRATOR		
2618	**CENTURYLINK**					
	01-013-000-0000-6203		59.85	63276699 2016	1362603613	TELEPHONE
2618	**CENTURYLINK**		**59.85**	**1** Transactions		
1203	**GABRIEL/CATHLEEN**					
	01-013-000-0000-6270	AP	100.00	PR 15 6404 12/31/2015 12/31/2015		COURT APPOINTED COUNSEL
	01-013-000-0000-6270	AP	100.00	PR 15 6423 12/31/2015 12/31/2015		COURT APPOINTED COUNSEL
	01-013-000-0000-6270	AP	100.00	PR 15 6102 12/30/2015 12/30/2015		COURT APPOINTED COUNSEL
1203	**GABRIEL/CATHLEEN**		**300.00**	**3** Transactions		
4081	**MITZI MELLOTT LAW OFFICE**					
	01-013-000-0000-6261	AP	148.75	PR 15 4946 HOURLY 09/07/2015 11/30/2015		PROFESSIONAL SERVICES
4081	**MITZI MELLOTT LAW OFFICE**		**148.75**	**1** Transactions		
2513	**PURICK/RYAN**					
	01-013-000-0000-6270		100.00	FA 09 709 07/07/2016		COURT APPOINTED COUNSEL
	01-013-000-0000-6270		100.00	FA 11 1802 01/7/2016		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
	01-013-000-0000-6270		100.00	FA 15 4467 01/07/2016		COURT APPOINTED COUNSEL
2513	**PURICK/RYAN**		**300.00**	**3** Transactions		
5741	**RICHARDS/THOMAS W**					
	01-013-000-0000-6270	AP	100.00	PR 15 5536		COURT APPOINTED COUNSEL
				11/09/2015 11/09/2015		
5741	**RICHARDS/THOMAS W**		**100.00**	**1** Transactions		
3142	**SETTER/RANDI**					
	01-013-000-0000-6270		100.00	FA 08 1422 01/07/2016		COURT APPOINTED COUNSEL
	01-013-000-0000-6270		100.00	F4 87 752 01/07/2016		COURT APPOINTED COUNSEL
3142	**SETTER/RANDI**		**200.00**	**2** Transactions		
2490	**UNITED PARCEL SERVICE**					
	01-013-000-0000-6205		1.39	SHIPPING	2016	POSTAGE
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13	**DEPT Total:**		**1,109.99**	**COURT ADMINISTRATOR**	**7 Vendors**	**12 Transactions**
25	DEPT			COURT SERVICES		
207	**ASSOCIATION OF MN COUNTIES**					
	01-025-000-0000-6334	AP	150.00	AMC AWARDS BANQUET X5	43916	MEALS
				12/03/2015 12/03/2015		
207	**ASSOCIATION OF MN COUNTIES**		**150.00**	**1** Transactions		
2618	**CENTURYLINK**					
	01-025-000-0000-6203		112.43	63276699 2016	1362603613	TELEPHONE
2618	**CENTURYLINK**		**112.43**	**1** Transactions		
1344	**MARCO**					
	01-025-000-0000-6301		283.42	JAN 2016 PRINTER CHARGE	3048041	REPAIRS & MAINTENANCE
1344	**MARCO**		**283.42**	**1** Transactions		
46490	**MINNESOTA MONITORING**					
	01-025-000-0000-6265	AP	501.00	DEC 2015 JUV CORR EHM FEES	2032	DETENTION
	01-025-000-0000-6265	AP	357.00	DEC 2015 JUV DTN EHM FEES	2033	DETENTION
46490	**MINNESOTA MONITORING**		**858.00**	**2** Transactions		
284	**MN COUNTIES COMPUTER COOPERATIVE**					

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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
	01-025-000-0000-6620		1,300.00	2016 CORRECTIONS GROUP DUES	2Y1601145	COMPUTER OR SOFTWARE PURCHASES
	01-025-000-0000-6620		11,183.54	2016 CORRECTIONS USER GROUP	2Y1601145	COMPUTER OR SOFTWARE PURCHASES
284	**MN COUNTIES COMPUTER COOPERATIVE**		**12,483.54**	**2** Transactions		
6704	**PRAIRIE LAKES YOUTH PROGRAMS**					
	01-025-000-0000-6265	AP	2,167.00	DEC 2015 JUV DET FEES	15507	DETENTION
6704	**PRAIRIE LAKES YOUTH PROGRAMS**		**2,167.00**	**1** Transactions		
2490	**UNITED PARCEL SERVICE**					
	01-025-000-0000-6205		1.39	SHIPPING	2016	POSTAGE
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31	DEPT			COUNTY COORDINATOR		
2618	**CENTURYLINK**					
	01-031-000-0000-6203		16.78	63276699 2016	1362603613	TELEPHONE
2618	**CENTURYLINK**		**16.78**	**1** Transactions		
1344	**MARCO**					
	01-031-000-0000-6301		12.33	JAN 2016 PRINTER CHARGE	3048041	REPAIRS & MAINTENANCE
	01-031-000-0000-6301	AP	17.42	PRINTER OVERAGE CHARGE 07/01/2015 12/31/2015	3048042	REPAIRS & MAINTENANCE
1344	**MARCO**		**29.75**	**2** Transactions		
3218	**MN COUNTIES HUMAN RESOURCE MANAG**					
	01-031-000-0000-6245		100.00	RENEWAL HR DIRECTOR 2016	9743	MEMBERSHIPS, DUES & FEES
3218	**MN COUNTIES HUMAN RESOURCE MANAG**		**100.00**	**1** Transactions		
3764	**MN PRIMA**					
	01-031-000-0000-6245		50.00	2016 ANNUAL DUES		MEMBERSHIPS, DUES & FEES
3764	**MN PRIMA**		**50.00**	**1** 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
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1344	**MARCO**					
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				07/01/2015 12/31/2015		
1344	**MARCO**		**207.66**	**2** Transactions		
284	**MN COUNTIES COMPUTER COOPERATIVE**					
	01-041-000-0000-6260	AP	6.65	4TH QTR FINANCE SHARED MTG EXP	2Y1601410	SOFTWARE OR SYSTEMS SUPPORT
				10/01/2015 12/01/2015		
	01-041-000-0000-6260	AP	101.58	4TH QTR TAX SHARED MTG EXP	2Y1601410	SOFTWARE OR SYSTEMS SUPPORT
				10/01/2015 12/01/2015		
284	**MN COUNTIES COMPUTER COOPERATIVE**		**108.23**	**2** Transactions		
6002	**PAKOR INC**					
	01-041-000-0000-6411	AP	528.13	PASSPORT MEDIA PAPER	8016090	OPERATING SUPPLIES
				12/30/2015 12/30/2015		
6002	**PAKOR INC**		**528.13**	**1** Transactions		
1004	**RINKE-NOONAN**					
	01-041-000-0000-6338		190.00	DRAINAGE/WETLAND SEMINAR X2	2016	CONFERENCES & MEETINGS
1004	**RINKE-NOONAN**		**190.00**	**1** Transactions		
58254	**ST CLOUD STAMP & SIGN INC**					
	01-041-000-0000-6411	AP	189.15	SEAL ELR X2	184759	OPERATING SUPPLIES

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
				12/09/2015 12/09/2015		
58254	**ST CLOUD STAMP & SIGN INC**		**189.15**	**1** Transactions		
2490	**UNITED PARCEL SERVICE**					
	01-041-000-0000-6205		1.39	SHIPPING	2016	POSTAGE
2490	**UNITED PARCEL SERVICE**		**1.39**	**1** Transactions		
4628	**VERIZON WIRELESS**					
	01-041-000-0000-6203	AP	60.77	887189319		TELEPHONE
				12/02/2015 01/01/2016		
4628	**VERIZON WIRELESS**		**60.77**	**1** Transactions		
41	**DEPT Total:**		**1,322.72**	**COUNTY AUDITOR-TREASURER**	**8 Vendors**	**10 Transactions**
63	DEPT			IT (INFORMATIONAL TECHNOLOGY)		
2618	**CENTURYLINK**					
	01-063-000-0000-6203		18.89	63276699 2016	1362603613	TELEPHONE
2618	**CENTURYLINK**		**18.89**	**1** Transactions		
1344	**MARCO**					
	01-063-000-0000-6301		14,619.00	SMARTNET MAINT 2016	3039529	EQUIPMENT MAINTENANCE
	01-063-000-0000-6301		33.00	JAN 2016 PRINTER CHARGE	3048041	EQUIPMENT MAINTENANCE
1344	**MARCO**		**14,652.00**	**2** Transactions		
6915	**OFFICE OF MN IT SERVICES**					
	01-063-000-0000-6261	DTG	2,100.00	NETWORK CHARGES DEC 2015	15120482	PROFESSIONAL SERVICES
				12/01/2015 12/01/2015		
6915	**OFFICE OF MN IT SERVICES**		**2,100.00**	**1** Transactions		
3763	**TAGARRO/ADAM**					
	01-063-000-0000-6331	AP	147.00	294 MILES		TRAVEL
				12/08/2015 12/10/2015		
	01-063-000-0000-6331	AP	30.00	REIMBURSE PARKING X3		TRAVEL
				12/08/2015 12/10/2015		
3763	**TAGARRO/ADAM**		**177.00**	**2** Transactions		
2490	**UNITED PARCEL SERVICE**					
	01-063-000-0000-6261		1.39	SHIPPING	2016	PROFESSIONAL SERVICES

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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**		**1.39**	**1** Transactions		
63	**DEPT Total:**		**16,949.28**	**IT (INFORMATIONAL TECHNOLOGY)**	**5 Vendors**	**7 Transactions**
71	DEPT			ELECTIONS		
2490	**UNITED PARCEL SERVICE**					
	01-071-000-0000-6205		1.39	SHIPPING	2016	POSTAGE
2490	**UNITED PARCEL SERVICE**		**1.39**	**1** Transactions		
71	**DEPT Total:**		**1.39**	**ELECTIONS**	**1 Vendors**	**1 Transactions**
91	DEPT			COUNTY ATTORNEY		
4072	**CARIVEAU/KRISTY**					
	01-091-000-0000-6245	AP	252.00	REIMBURSE ATTORNEY DUES 12/09/2015 12/09/2015		MEMBERSHIPS, DUES & FEES
4072	**CARIVEAU/KRISTY**		**252.00**	**1** Transactions		
2618	**CENTURYLINK**					
	01-091-000-0000-6203		48.49	63276699 2016	1362603613	TELEPHONE
2618	**CENTURYLINK**		**48.49**	**1** Transactions		
5578	**COUNTRY INN**					
	01-091-000-0000-6809	AP	293.37	MOTEL ROOM FOR WITNESSES 12/14/2015 12/14/2015		WITNESS FEES
5578	**COUNTRY INN**		**293.37**	**1** Transactions		
1344	**MARCO**					
	01-091-000-0000-6301		203.50	JAN 2016 PRINTER CHARGE	3048041	REPAIRS & MAINTENANCE
	01-091-000-0000-6301	AP	5.93	PRINTER OVERAGE CHARGE 07/01/2015 12/31/2015	3048042	REPAIRS & MAINTENANCE
1344	**MARCO**		**209.43**	**2** Transactions		
3921	**OFFICE DEPOT**					
	01-091-000-0000-6411		271.75	SUPPLIES 815357507001	2016	OPERATING SUPPLIES
	01-091-000-0000-6411		331.93	SUPPLIES 815357661001	2016	OPERATING SUPPLIES
3921	**OFFICE DEPOT**		**603.68**	**2** Transactions		
2144	**SANDQUIST/MICHELLE**					

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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
	01-091-000-0000-6331	AP	24.50	49 MILES 12/10/2015 12/10/2015		TRAVEL
	01-091-000-0000-6338	AP	15.00	REIMBURSE SEMINAR 12/10/2015 12/10/2015		CONFERENCES & MEETINGS
	01-091-000-0000-6233		525.10	REIMBURSE PHOTOS TRIAL	2016	PHOTOCOPYING
2144	**SANDQUIST/MICHELLE**		**564.60**	**3** Transactions		
2490	**UNITED PARCEL SERVICE**					
	01-091-000-0000-6205		1.39	SHIPPING	2016	POSTAGE
2490	**UNITED PARCEL SERVICE**		**1.39**	**1** Transactions		
6641	**WEST PAYMENT CENTER**					
	01-091-000-0000-6385	AP	1,063.90	DECEMBER BILLING 12/01/2015 12/31/2015	833212752	DATA PROCESSING
6641	**WEST PAYMENT CENTER**		**1,063.90**	**1** Transactions		
91	**DEPT Total:**		**3,036.86**	**COUNTY ATTORNEY**	**8 Vendors**	**12 Transactions**
100	DEPT			OTHER GENERAL GOVERNMENT		
4079	**EMANUELSON PODAS**					
	01-100-000-0000-6605	AP	1,198.75	PROFESSIONAL SERVICES GC 12/31/2015 12/31/2015	7875	SITE IMPROVEMENTS-COURTHOUSE
4079	**EMANUELSON PODAS**		**1,198.75**	**1** Transactions		
432	**MAXIMUS**					
	01-100-000-0000-6261	AP	6,175.00	2013 SERVICES	01	PROFESSIONAL SERVICES
	01-100-000-0000-6261	AP	6,175.00	2014 SERVICES	01	PROFESSIONAL SERVICES
432	**MAXIMUS**		**12,350.00**	**2** Transactions		
100	**DEPT Total:**		**13,548.75**	**OTHER GENERAL GOVERNMENT**	**2 Vendors**	**3 Transactions**
101	DEPT			COUNTY RECORDER		
2618	**CENTURYLINK**					
	01-101-000-0000-6203		2.51	63276699 2016	1362603613	TELEPHONE
2618	**CENTURYLINK**		**2.51**	**1** Transactions		
1344	**MARCO**					
	01-101-000-0000-6301		204.43	JAN 2016 PRINTER CHARGE	3048041	REPAIRS & MAINTENANCE

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
1344	**MARCO**		**204.43**	**1** Transactions		
3921	**OFFICE DEPOT**					
	01-101-000-0000-6411	AP	253.48	SUPPLIES 814792861001 12/31/2015 12/31/2015		OPERATING SUPPLIES
	01-101-000-0000-6411	AP	23.79	SUPPLIES 814792862001 12/31/2015 12/31/2015		OPERATING SUPPLIES
	01-101-000-0000-6411	AP	149.94	SUPPLIES 814792760001 12/31/2015 12/31/2015		OPERATING SUPPLIES
3921	**OFFICE DEPOT**		**427.21**	**3** Transactions		
2490	**UNITED PARCEL SERVICE**					
	01-101-000-0000-6205		1.39	SHIPPING	2016	POSTAGE
2490	**UNITED PARCEL SERVICE**		**1.39**	**1** Transactions		
101	**DEPT Total:**		**635.54**	**COUNTY RECORDER**	**4 Vendors**	**6 Transactions**
103	DEPT			SURVEYOR		
607	**BUFF N GLO INC**					
	01-103-000-0000-6452	AP	13.91	DEC 2015 CAR WASHES 12/31/2015 12/31/2015		VEHICLE MAINTENANCE
607	**BUFF N GLO INC**		**13.91**	**1** Transactions		
2618	**CENTURYLINK**					
	01-103-000-0000-6203		4.89	63276699 2016	1362603613	TELEPHONE
2618	**CENTURYLINK**		**4.89**	**1** Transactions		
97	**KLATT TRUE VALUE ELECTRIC**					
	01-103-000-0000-6411		3.78	SUPPLIES SURVEYOR 2016	59043	OPERATING SUPPLIES
97	**KLATT TRUE VALUE ELECTRIC**		**3.78**	**1** Transactions		
2490	**UNITED PARCEL SERVICE**					
	01-103-000-0000-6205		1.39	SHIPPING	2016	POSTAGE
2490	**UNITED PARCEL SERVICE**		**1.39**	**1** Transactions		
4628	**VERIZON WIRELESS**					
	01-103-000-0000-6203	AP	25.02	887189319 12/02/2015 01/01/2016		TELEPHONE
	01-103-000-0000-6203	AP	243.08	887189319		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
				12/02/2015 01/01/2016		
4628	**VERIZON WIRELESS**		**268.10**	**2** Transactions		
103	**DEPT Total:**		**292.07**	**SURVEYOR**	**5 Vendors**	**6 Transactions**
105	DEPT			ASSESSOR		
2618	**CENTURYLINK**					
	01-105-000-0000-6203		25.89	63276699 2016	1362603613	TELEPHONE
2618	**CENTURYLINK**		**25.89**	**1** Transactions		
198	**ENGEL/DALE L**					
	01-105-000-0000-6261	AP	400.00	PROFESSIONAL SERVICES		PROFESSIONAL SERVICES
				12/18/2015 12/29/2015		
	01-105-000-0000-6261		350.00	PROFESSIONAL SERVICES	2016	PROFESSIONAL SERVICES
198	**ENGEL/DALE L**		**750.00**	**2** Transactions		
1344	**MARCO**					
	01-105-000-0000-6301		43.33	JAN 2016 PRINTER CHARGE	3048041	REPAIRS & MAINTENANCE
1344	**MARCO**		**43.33**	**1** Transactions		
284	**MN COUNTIES COMPUTER COOPERATIVE**					
	01-105-000-0000-6260	AP	29.37	4TH QTR CAMA SHARED MTG EXP	2Y1601410	SOFTWARE OR SYSTEMS SUPPORT
				10/01/2015 12/01/2015		
284	**MN COUNTIES COMPUTER COOPERATIVE**		**29.37**	**1** Transactions		
1704	**PERFORMANCE OFFICE PAPERS**					
	01-105-000-0000-6411	AP	119.60	OFFICE SUPPLIES	35509900	OPERATING SUPPLIES
				12/31/2015 12/31/2015		
1704	**PERFORMANCE OFFICE PAPERS**		**119.60**	**1** Transactions		
2556	**PHILIPPI/CHASE**					
	01-105-000-0000-6245		100.00	REIMBURSE MAAO MEMBERSHIP	2016	MEMBERSHIPS, DUES & FEES
2556	**PHILIPPI/CHASE**		**100.00**	**1** Transactions		
5438	**PRASKA/TOM**					
	01-105-000-0000-6245		100.00	REIMBURSE MAAO MEMBERSHIP	2016	MEMBERSHIPS, DUES & FEES
5438	**PRASKA/TOM**		**100.00**	**1** 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
	01-105-000-0000-6205		1.39	SHIPPING	2016	POSTAGE
2490	**UNITED PARCEL SERVICE**		**1.39**	**1** Transactions		
1537	**WRIGHT COUNTY JOURNAL PRESS**					
	01-105-000-0000-6235		39.00	SUBSCRIPTION	2016	PUBLICATIONS & BROCHURES
1537	**WRIGHT COUNTY JOURNAL PRESS**		**39.00**	**1** Transactions		
105	**DEPT Total:**		**1,208.58**	**ASSESSOR**	**9 Vendors**	**10 Transactions**
107	DEPT			PLANNING AND ZONING		
2618	**CENTURYLINK**					
	01-107-000-0000-6203		24.71	63276699 2016	1362603613	TELEPHONE
2618	**CENTURYLINK**		**24.71**	**1** Transactions		
1344	**MARCO**					
	01-107-000-0000-6301		9.17	JAN 2016 PRINTER CHARGE	3048041	REPAIRS & MAINTENANCE
1344	**MARCO**		**9.17**	**1** Transactions		
2843	**QUIGGLE/CHARLOTTE**					
	01-107-000-0000-6114	AP	180.00	BOARD OF ADJUSTMENT PER DIEM 10/02/2015 12/04/2015		PER DIEM-P & Z BOARD
	01-107-000-0000-6114	AP	45.00	90 MILES 10/02/2015 12/04/2015		PER DIEM-P & Z BOARD
2843	**QUIGGLE/CHARLOTTE**		**225.00**	**2** Transactions		
1688	**SCHULZ/CRAIG**					
	01-107-000-0000-6235		98.00	REIMBURSE PLUMBING CODE BOOK	2016	PUBLICATIONS & BROCHURES
1688	**SCHULZ/CRAIG**		**98.00**	**1** Transactions		
2490	**UNITED PARCEL SERVICE**					
	01-107-000-0000-6205		1.39	SHIPPING	2016	POSTAGE
2490	**UNITED PARCEL SERVICE**		**1.39**	**1** Transactions		
3611	**VARIDESK**					
	01-107-000-0000-6621	AP	460.00	PRO PLUS & MAT 11/05/2015 11/05/2015	14759	FURNITURE & EQUIPMENT
3611	**VARIDESK**		**460.00**	**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:**		**818.27**	**PLANNING AND ZONING**	**6 Vendors**	**7 Transactions**
111	DEPT			BUILDING CARE		
6156	**AMERIPRIDE SERVICES**					
	01-111-000-0000-6301	AP	105.38	UNIFORMS GC 12/01/2015	721550	REPAIRS & MAINTENANCE
	01-111-000-0000-6302	AP	55.22	UNIFORMS LEC 12/01/2015	721569	JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6301	AP	104.78	UNIFORMS GC 12/08/2015	724298	REPAIRS & MAINTENANCE
	01-111-000-0000-6302	AP	55.22	UNIFORMS LEC 12/08/2015	724315	JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6301	AP	104.78	UNIFORMS GC 12/15/2015	726854	REPAIRS & MAINTENANCE
	01-111-000-0000-6302	AP	55.25	UNIFORMS LEC 12/15/2015	726872	JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6301	AP	104.78	UNIFORMS GC 12/22/2015	729387	REPAIRS & MAINTENANCE
	01-111-000-0000-6302	AP	55.25	UNIFORMS LEC 12/22/2015	729414	JAIL/LEC REPAIRS AND MAINTENANCE
6156	**AMERIPRIDE SERVICES**		**640.66**	**8** Transactions		
1075	**BUFFALO/CITY OF**					
	01-111-000-0000-6251	DTG	192.90	01 147020 03 10/31/2015 11/30/2015		UTILITY SERVICES
	01-111-000-0000-6251	DTG	1,600.00	02 068010 00 10/31/2015 11/30/2015		UTILITY SERVICES
	01-111-000-0000-6251	DTG	7.96	01 001100 00 10/31/2015 11/30/2015		UTILITY SERVICES
	01-111-000-0000-6251	DTG	3,058.11	08 052100 03 10/31/2015 11/30/2015		UTILITY SERVICES
	01-111-000-0000-6251	DTG	5,173.39	02 069000 00 10/31/2015 11/30/2015		UTILITY SERVICES
	01-111-000-0000-6251	DTG	10,721.60	02 068000 00 10/31/2015 11/30/2015		UTILITY SERVICES
	01-111-000-0000-6252	DTG	38.03	11 059855 00 10/31/2015 11/30/2015		JAIL/LEC UTILITY SERVICES
	01-111-000-0000-6252	DTG	21.82	27 009020 00 08/18/2015 11/27/2015		JAIL/LEC UTILITY SERVICES
1075	**BUFFALO/CITY OF**		**20,813.81**	**8** Transactions		
5196	**CLIMATE AIR**					
	01-111-000-0000-6301	AP	553.40	REPAIRS HEATING GC 12/31/2015 12/31/2015	36370	REPAIRS & MAINTENANCE
	01-111-000-0000-6302	AP	8,890.91	REPAIRS HEAT PUMPS LEC 12/31/2015 12/31/2015	36384	JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6301	AP	237.50	REPAIRS STEAM BOILER GC	36387	REPAIRS & MAINTENANCE

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
				12/31/2015 12/31/2015		
	01-111-000-0000-6301	AP	743.40	REPAIRS JUDGES GC	36389	REPAIRS & MAINTENANCE
				12/31/2015 12/31/2015		
	01-111-000-0000-6301		667.85	REPAIRS HEAT PUMP GC 2016	36472	REPAIRS & MAINTENANCE
5196	**CLIMATE AIR**		**11,093.06**	**5** Transactions		
4816	**EMEDCO**					
	01-111-000-0000-6411		63.87	SUPPLIES 2016	939747147	OPERATING SUPPLIES
4816	**EMEDCO**		**63.87**	**1** Transactions		
24145	**GENERAL OFFICE PRODUCTS COMPANY**					
	01-111-000-0000-6302	AP	143.00	SUPPLIES	400712	JAIL/LEC REPAIRS AND MAINTENANCE
				12/30/2015 12/30/2015		
24145	**GENERAL OFFICE PRODUCTS COMPANY**		**143.00**	**1** Transactions		
2812	**GRAINGER**					
	01-111-000-0000-6302		109.68	SUPPLIES LEC 2016	9929318237	JAIL/LEC REPAIRS AND MAINTENANCE
2812	**GRAINGER**		**109.68**	**1** Transactions		
2884	**GREEN INTERIORS**					
	01-111-000-0000-6301		450.00	MONTHLY PLANT SERVICE GC 2016	200625	REPAIRS & MAINTENANCE
2884	**GREEN INTERIORS**		**450.00**	**1** Transactions		
2001	**HILLYARD INC - MINNEAPOLIS**					
	01-111-000-0000-6411	AP	4,579.67	SUPPLIES	601905871	OPERATING SUPPLIES
				12/29/2015 12/29/2015		
	01-111-000-0000-6412	AP	4,360.70	SUPPLIES	601910489	JAIL/LEC OPERATING SUPPLIES
				12/31/2015 12/31/2015		
	01-111-000-0000-6411		467.48	SUPPLIES 2016	601917718	OPERATING SUPPLIES
	01-111-000-0000-6411	AP	102.60	SUPPLIES	700215832	OPERATING SUPPLIES
				12/30/2015 12/30/2015		
2001	**HILLYARD INC - MINNEAPOLIS**		**9,510.45**	**4** Transactions		
33159	**INDIANHEAD SPECIALTY CO INC**					
	01-111-000-0000-6301		75.45	SIGNS LAW LIBRARY 2016	350823	REPAIRS & MAINTENANCE
33159	**INDIANHEAD SPECIALTY CO INC**		**75.45**	**1** Transactions		
2693	**LOBERG ELECTRIC**					
	01-111-000-0000-6301	AP	143.69	REPAIRS HEATER GC		REPAIRS & MAINTENANCE

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
				12/31/2015 12/31/2015		
	01-111-000-0000-6301	AP	263.00	REPAIRS MUFFIN MONSTER GC	23757	REPAIRS & MAINTENANCE
				12/31/2015 12/31/2015		
	01-111-000-0000-6301	AP	68.00	REPAIRS BALLASTS GC	23758	REPAIRS & MAINTENANCE
				12/31/2015 12/31/2015		
2693	**LOBERG ELECTRIC**		**474.69**	**3** Transactions		
1344	**MARCO**					
	01-111-000-0000-6301	AP	0.55	PRINTER OVERAGE CHARGE	3048042	REPAIRS & MAINTENANCE
				07/01/2015 12/31/2015		
1344	**MARCO**		**0.55**	**1** Transactions		
7510	**MENARDS - BUFFALO**					
	01-111-000-0000-6302		11.88	SUPPLIES 2016	3428	JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6301		94.04	SUPPLIES 2016	3558	REPAIRS & MAINTENANCE
	01-111-000-0000-6302		31.14	SUPPLIES 2016	3582	JAIL/LEC REPAIRS AND MAINTENANCE
7510	**MENARDS - BUFFALO**		**137.06**	**3** Transactions		
970	**STATE SUPPLY CO**					
	01-111-000-0000-6301		124.88	SUPPLIES 2016	489280	REPAIRS & MAINTENANCE
970	**STATE SUPPLY CO**		**124.88**	**1** Transactions		
3741	**WASTE MANAGEMENT OF WI-MN**					
	01-111-000-0000-6251		1,232.80	WASTE DISPOSAL HSC 2016	687596915938	UTILITY SERVICES
	01-111-000-0000-6251		813.10	WASTE DISPOSAL GC 2016	687599115932	UTILITY SERVICES
	01-111-000-0000-6252		311.38	WASTE DISPOSAL LEC 2016	687601115938	JAIL/LEC UTILITY SERVICES
3741	**WASTE MANAGEMENT OF WI-MN**		**2,357.28**	**3** Transactions		
1535	**WRIGHT HENNEPIN ELECTRIC**					
	01-111-000-0000-6251		19.95	150 1688 8215	2016	UTILITY SERVICES
	01-111-000-0000-6251		252.95	150 1683 1028	2016	UTILITY SERVICES
	01-111-000-0000-6252		45.90	150 1690 5904	2016	JAIL/LEC UTILITY SERVICES
	01-111-000-0000-6252		44.00	150 1690 5805	2016	JAIL/LEC UTILITY SERVICES
	01-111-000-0000-6252		47.95	150 1683 4363	2016	JAIL/LEC UTILITY SERVICES
1535	**WRIGHT HENNEPIN ELECTRIC**		**410.75**	**5** Transactions		
1797	**ZIEGLER INC**					
	01-111-000-0000-6302		5,538.68	GENSET SERVICE LEC 2016	9429902	JAIL/LEC REPAIRS AND MAINTENANCE

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
1797	**ZIEGLER INC**		**5,538.68**	**1** Transactions		
111	**DEPT Total:**		**51,943.87**	**BUILDING CARE**	**16 Vendors**	**47 Transactions**
121	DEPT			VETERANS SERVICE		
2618	**CENTURYLINK**					
	01-121-000-0000-6203		8.85	63276699 2016	1362603613	TELEPHONE
2618	**CENTURYLINK**		**8.85**	**1** Transactions		
1344	**MARCO**					
	01-121-000-0000-6301		27.51	JAN 2016 PRINTER CHARGE	3048041	REPAIRS & MAINTENANCE
	01-121-000-0000-6301	AP	75.99	PRINTER OVERAGE CHARGE 07/01/2015 12/31/2015	3048042	REPAIRS & MAINTENANCE
1344	**MARCO**		**103.50**	**2** Transactions		
2490	**UNITED PARCEL SERVICE**					
	01-121-000-0000-6205		1.39	SHIPPING	2016	POSTAGE
2490	**UNITED PARCEL SERVICE**		**1.39**	**1** Transactions		
121	**DEPT Total:**		**113.74**	**VETERANS SERVICE**	**3 Vendors**	**4 Transactions**
201	DEPT			SHERIFF		
607	**BUFF N GLO INC**					
	01-201-000-0000-6452	AP	82.24	DEC 2015 CAR WASHES 12/31/2015 12/31/2015		VEHICLE MAINTENANCE
607	**BUFF N GLO INC**		**82.24**	**1** Transactions		
4902	**BURDAS TOWING**					
	01-201-000-0000-6261		240.00	16000040 2016	034479	PROFESSIONAL SERVICES
4902	**BURDAS TOWING**		**240.00**	**1** Transactions		
2609	**CENTURYLINK**					
	01-201-000-0000-6301		70.54	612 B60 0057 390	2016	REPAIRS & MAINTENANCE
2609	**CENTURYLINK**		**70.54**	**1** Transactions		
2618	**CENTURYLINK**					
	01-201-000-0000-6203		152.60	63276699 2016	1362603613	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
2618	**CENTURYLINK**		**152.60**	**1** Transactions		
950	**COTTEN/DANIEL**					
	01-201-000-0000-6411		125.27	REIMBURSE K9 MATERIALS	2016	OPERATING SUPPLIES
	01-201-000-0000-6411		71.83	REIMBURSE K9 MATERIALS	2016	OPERATING SUPPLIES
950	**COTTEN/DANIEL**		**197.10**	**2** Transactions		
3618	**GRABAR VOICE AND DATA INC**					
	01-201-000-0000-6260	AP	16,214.00	DRAGON DICTATION SOFTWARE 02/18/2015 02/18/2016	10465	SOFTWARE OR SYSTEMS SUPPORT
3618	**GRABAR VOICE AND DATA INC**		**16,214.00**	**1** Transactions		
33192	**INTEREUM INC**					
	01-201-000-0000-6411	AP	44.16	SUPPLIES 12/31/2015 12/31/2015	113373	OPERATING SUPPLIES
33192	**INTEREUM INC**		**44.16**	**1** Transactions		
3852	**JACK'S OF COKATO INC**					
	01-201-000-0000-6452	AP	42.20	DEC 2015 CAR WASHES 12/31/2015 12/31/2015		VEHICLE MAINTENANCE
3852	**JACK'S OF COKATO INC**		**42.20**	**1** Transactions		
1344	**MARCO**					
	01-201-000-0000-6301		797.92	JAN 2016 PRINTER CHARGE	3048041	REPAIRS & MAINTENANCE
1344	**MARCO**		**797.92**	**1** Transactions		
1048	**MARTIN-MCALLISTERS CONSULTING**					
	01-201-000-0000-6261	AP	1,350.00	EVALUATIONS 12/31/2015 12/31/2015	10212	PROFESSIONAL SERVICES
1048	**MARTIN-MCALLISTERS CONSULTING**		**1,350.00**	**1** Transactions		
7510	**MENARDS - BUFFALO**					
	01-201-000-0000-6411	AP	64.51	SUPPLIES 11/18/2015 11/18/2015	99795	OPERATING SUPPLIES
7510	**MENARDS - BUFFALO**		**64.51**	**1** Transactions		
3921	**OFFICE DEPOT**					
	01-201-000-0000-6411	AP	58.36	SUPPLIES 814826252001 12/31/2015 12/31/2015		OPERATING SUPPLIES

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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
	01-201-000-0000-6411		51.27	SUPPLIES 814826252002	2016	OPERATING SUPPLIES
3921	**OFFICE DEPOT**		**109.63**	**2** Transactions		
6161	**PERFORMANCE KENNELS INC**					
	01-201-000-0000-6261		103.20	K9 MAINT 2016	2752	PROFESSIONAL SERVICES
6161	**PERFORMANCE KENNELS INC**		**103.20**	**1** Transactions		
3235	**ROGERS AMOCO**					
	01-201-000-0000-6452	AP	50.00	DEC 2015 CAR WASHES 12/31/2015 12/31/2015		VEHICLE MAINTENANCE
3235	**ROGERS AMOCO**		**50.00**	**1** Transactions		
68	**USPCA REGION 12**					
	01-201-000-0000-6245		50.00	2016 K0 MEMBER DUES TESTER	2016	MEMBERSHIPS, DUES & FEES
	01-201-000-0000-6245		50.00	2016 K0 MEMBER DUES COTTEN	2016	MEMBERSHIPS, DUES & FEES
	01-201-000-0000-6804		60.00	K9 CERTIFICATION COTTEN	2016	STAFF TRAINING
	01-201-000-0000-6804		60.00	K9 CERTIFICATION TESTER	2016	STAFF TRAINING
68	**USPCA REGION 12**		**220.00**	**4** Transactions		
4628	**VERIZON WIRELESS**					
	01-201-000-0000-6203	AP	383.42	887189319 12/02/2015 01/01/2016		TELEPHONE
4628	**VERIZON WIRELESS**		**383.42**	**1** Transactions		
201	**DEPT Total:**		**20,121.52**	**SHERIFF**	**16 Vendors**	**21 Transactions**
250	DEPT			SHERIFF-CORRECTIONS		
6158	**ARAMARK SERVICES INC**					
	01-250-000-0000-6459	AP	7,063.90	INMATE MEALS 12/24-12/30/15	200723300	LAW ENFORCE-JAIL FOOD-LAUNDRY
6158	**ARAMARK SERVICES INC**		**7,063.90**	**1** Transactions		
2618	**CENTURYLINK**					
	01-250-000-0000-6203		75.57	63276699 2016	1362603613	TELEPHONE
2618	**CENTURYLINK**		**75.57**	**1** Transactions		
1344	**MARCO**					
	01-250-000-0000-6301		271.33	JAN 2016 PRINTER CHARGE	3048041	REPAIRS & MAINTENANCE
	01-250-000-0000-6301	AP	198.36	PRINTER OVERAGE CHARGE 07/01/2015 12/31/2015	3048042	REPAIRS & MAINTENANCE

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
1344	**MARCO**		**469.69**	**2** Transactions		
1048	**MARTIN-MCALLISTERS CONSULTING**					
	01-250-000-0000-6261	AP	900.00	EVALUATIONS JAIL	10212	PROFESSIONAL SERVICES
				12/31/2015 12/31/2015		
1048	**MARTIN-MCALLISTERS CONSULTING**		**900.00**	**1** Transactions		
3413	**MEND CORRECTIONAL CARE LLC**					
	01-250-000-0000-6458		564.83	E KIT MED REPLACEMENTS 2016	1087	JAIL MEDICAL
3413	**MEND CORRECTIONAL CARE LLC**		**564.83**	**1** Transactions		
250	**DEPT Total:**		**9,073.99**	**SHERIFF-CORRECTIONS**	**5 Vendors**	**6 Transactions**
281	DEPT			CIVIL DEFENSE		
1344	**MARCO**					
	01-281-000-0000-6301		27.51	JAN 2016 PRINTER CHARGE	3048041	REPAIRS & MAINTENANCE
	01-281-000-0000-6301	AP	75.98	PRINTER OVERAGE CHARGE	3048042	REPAIRS & MAINTENANCE
				07/01/2015 12/31/2015		
1344	**MARCO**		**103.49**	**2** Transactions		
281	**DEPT Total:**		**103.49**	**CIVIL DEFENSE**	**1 Vendors**	**2 Transactions**
521	DEPT			PARKS		
2527	**BEEBE LAKE IMPROVEMENT ASSOCIATIO**					
	01-521-000-0000-6245		20.00	LAKE ASSOCIATION DUES	2016	MEMBERSHIPS, DUES & FEES
2527	**BEEBE LAKE IMPROVEMENT ASSOCIATIO**		**20.00**	**1** Transactions		
3014	**BLUETARP FINANCIAL INC**					
	01-521-000-0000-6301		585.65	SUPPLIES UNIT 649 2016	4161041047	REPAIRS & MAINTENANCE
3014	**BLUETARP FINANCIAL INC**		**585.65**	**1** Transactions		
2618	**CENTURYLINK**					
	01-521-000-0000-6203		10.97	63276699 2016	1362603613	TELEPHONE
2618	**CENTURYLINK**		**10.97**	**1** Transactions		
1665	**FARM-RITE EQUIPMENT INC**					
	01-521-000-0000-6452	AP	286.98	SUPPLIES	18709	VEHICLE MAINTENANCE
				12/31/2015 12/31/2015		

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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
	01-521-000-0000-6621		64,578.00	SKIDSTER #653 2016	2855	FURNITURE & EQUIPMENT
	01-521-000-0000-6621		17,144.97	FORESTRY CUTTER 2016	2856	FURNITURE & EQUIPMENT
1665	**FARM-RITE EQUIPMENT INC**		**82,009.95**	**3** Transactions		
1344	**MARCO**					
	01-521-000-0000-6301		126.39	JAN 2016 PRINTER CHARGE	3048041	REPAIRS & MAINTENANCE
1344	**MARCO**		**126.39**	**1** Transactions		
7510	**MENARDS - BUFFALO**					
	01-521-000-0000-6450		106.92	SUPPLIES 2016	3499	RECREATION PROGRAMS
	01-521-000-0000-6450		44.46	SUPPLIES 2016	3656	RECREATION PROGRAMS
7510	**MENARDS - BUFFALO**		**151.38**	**2** Transactions		
6362	**MILLERS SEWAGE TREATMENT SOLUTION**					
	01-521-000-0000-6261	AP	375.00	2015 MONITORING FEE SEPTIC	8225	PROFESSIONAL SERVICES
6362	**MILLERS SEWAGE TREATMENT SOLUTION**		**375.00**	**1** Transactions		
4078	**SILENT RUN ADVENTURES**					
	01-521-000-0000-6450	AP	1,500.00	INSTRUCTOR FEES DOG SLEDDING 10/08/2015 10/08/2015	1212	RECREATION PROGRAMS
4078	**SILENT RUN ADVENTURES**		**1,500.00**	**1** Transactions		
5541	**SNOWPLOWS PLUS**					
	01-521-000-0000-6452		487.60	CUTTING EDGE PLOW KIT 635	2016	VEHICLE MAINTENANCE
5541	**SNOWPLOWS PLUS**		**487.60**	**1** Transactions		
2490	**UNITED PARCEL SERVICE**					
	01-521-000-0000-6205		1.39	SHIPPING	2016	POSTAGE
2490	**UNITED PARCEL SERVICE**		**1.39**	**1** Transactions		
4628	**VERIZON WIRELESS**					
	01-521-000-0000-6203	AP	67.64	887189319 12/02/2015 01/01/2016		TELEPHONE
4628	**VERIZON WIRELESS**		**67.64**	**1** Transactions		
2487	**WINDSTREAM**					
	01-521-000-0000-6203		119.00	320 274 8870 2016	091133123	TELEPHONE
	01-521-000-0000-6203		66.89	320 963 3881 2016	091134470	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**		**185.89**	**2** Transactions		
521	**DEPT Total:**		**85,521.86**	**PARKS**	**12 Vendors**	**16 Transactions**
603	DEPT			EXTENSION		
2618	**CENTURYLINK**					
	01-603-000-0000-6203		9.78	63276699 2016	1362603613	TELEPHONE
2618	**CENTURYLINK**		**9.78**	**1** Transactions		
3744	**GREDER/ROD**					
	01-603-000-0000-6244	AP	93.99	REIMBURSE SUPPLIES 12/02/2015 12/31/2015		PROGRAM EXPENSES
3744	**GREDER/ROD**		**93.99**	**1** Transactions		
606	**HUSTON/TARAH**					
	01-603-000-0000-6244	AP	41.12	REIMBURSEMENT SUPPLIES 12/16/2015 12/16/2015		PROGRAM EXPENSES
606	**HUSTON/TARAH**		**41.12**	**1** Transactions		
5486	**MARCO**					
	01-603-000-0000-6343	AP	416.40	12/10/2015-01/10/2016 12/10/2015 01/10/2016	294088976	MACHINERY OR EQUIPMENT LEASES
5486	**MARCO**		**416.40**	**1** Transactions		
3921	**OFFICE DEPOT**					
	01-603-000-0000-6411	AP	37.29	SUPPLIES 795545868001 09/25/2015 09/25/2015		OPERATING SUPPLIES
	01-603-000-0000-6411	AP	61.57	SUPPLIES 797142500001 09/30/2015 09/30/2015		OPERATING SUPPLIES
	01-603-000-0000-6411	AP	133.78	SUPPLIES 797115218001 09/30/2015 09/30/2015		OPERATING SUPPLIES
	01-603-000-0000-6411	AP	67.98	SUPPLIES 812925914001 12/17/2015 12/17/2015		OPERATING SUPPLIES
	01-603-000-0000-6411	AP	15.69	SUPPLIES 795545939001 09/25/2015 09/25/2015		OPERATING SUPPLIES
3921	**OFFICE DEPOT**		**316.31**	**5** Transactions		
2490	**UNITED PARCEL SERVICE**					
	01-603-000-0000-6205		1.39	SHIPPING	2016	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**		**1.39**	**1** Transactions		
4628	**VERIZON WIRELESS**					
	01-603-000-0000-6203	AP	80.02	887189319		TELEPHONE
				12/02/2015 01/01/2016		
4628	**VERIZON WIRELESS**		**80.02**	**1** Transactions		
603	**DEPT Total:**		**959.01**	**EXTENSION**	**7 Vendors**	**11 Transactions**
1	**Fund Total:**		**223,648.04**	**GENERAL REVENUE FUND**		**202 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		1.39	SHIPPING	2016	POSTAGE
2490	**UNITED PARCEL SERVICE**		**1.39**	**1** Transactions		
1608	**XCEL ENERGY**					
	02-282-000-0000-6338		90.00	CONFERENCE FEE FIGLIUZZI	2016	CONFERENCES & MEETINGS
	02-282-000-0000-6338		90.00	CONFERENCE FEE ERNST	2016	CONFERENCES & MEETINGS
1608	**XCEL ENERGY**		**180.00**	**2** Transactions		
282	**DEPT Total:**		**181.39**	**NUCLEAR POWER PLANT**	**2 Vendors**	**3 Transactions**
2	**Fund Total:**		**181.39**	**RESERVES FUND**		**3 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		
2618	**CENTURYLINK**					
	03-310-000-0000-6203		31.84	63276699 2016	1362603613	TELEPHONE
2618	**CENTURYLINK**		**31.84**	**1** Transactions		
3334	**GOODPOINTE TECHNOLOGY**					
	03-310-000-0000-6385		2,250.00	ANNUAL SUPPORT FEE 011916	16WRIGHTCO	DATA PROCESSING
3334	**GOODPOINTE TECHNOLOGY**		**2,250.00**	**1** Transactions		
858	**JOHNSON/MARK A**					
	03-310-000-0000-6205		28.95	REIMB FOR ROW POSTAGE 011916		POSTAGE
858	**JOHNSON/MARK A**		**28.95**	**1** Transactions		
1344	**MARCO**					
	03-310-000-0000-6500		28.49	JAN 2016 PRINTER CHARGE	3048041	PRINTING SERVICES
	03-310-000-0000-6500	AP	4.09	PRINTER OVERAGE CHARGE	3048042	PRINTING SERVICES
				07/01/2015 12/31/2015		
1344	**MARCO**		**32.58**	**2** Transactions		
1029	**NATIONAL ASSN OF CTY ENGINEERS**					
	03-310-000-0000-6338		595.00	ANNUAL CONF VIRGIL 011916	VA 2554	CONFERENCES & MEETINGS
1029	**NATIONAL ASSN OF CTY ENGINEERS**		**595.00**	**1** Transactions		
3921	**OFFICE DEPOT**					
	03-310-000-0000-6409	AP	27.29	OFFICE SUPPLIES 011916	81480191	OFFICE SUPPLIES
	03-310-000-0000-6409	AP	35.57	OFFICE SUPPLIES 011916	81480194	OFFICE SUPPLIES
	03-310-000-0000-6409		18.18	OFFICE SUPPLIES 011916	81538981	OFFICE SUPPLIES
3921	**OFFICE DEPOT**		**81.04**	**3** Transactions		
6759	**RTVISION INC**					
	03-310-000-0000-6385		1,000.00	ETIME SUPPORT FEE 011916	12219	DATA PROCESSING
6759	**RTVISION INC**		**1,000.00**	**1** Transactions		
2490	**UNITED PARCEL SERVICE**					
	03-310-000-0000-6205		1.39	SHIPPING	2016	POSTAGE
2490	**UNITED PARCEL SERVICE**		**1.39**	**1** Transactions		
4628	**VERIZON WIRELESS**					
	03-310-000-0000-6203	AP	582.70	887189319		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
				12/02/2015 01/01/2016		
4628	**VERIZON WIRELESS**		**582.70**	**1** Transactions		
310	**DEPT Total:**		**4,603.50**	**HIGHWAY ADMINISTRATION**	**9 Vendors**	**12 Transactions**
320	DEPT			HIGHWAY ENGINEERING		
3941	**SML APPRAISALS INC**					
	03-320-000-0000-6506		1,800.00	APPRAISAL REVIEWS 011916	1 6 2016	APPRAISAL & AQUISITION FEES
3941	**SML APPRAISALS INC**		**1,800.00**	**1** Transactions		
320	**DEPT Total:**		**1,800.00**	**HIGHWAY ENGINEERING**	**1 Vendors**	**1 Transactions**
325	DEPT			HIGHWAY CONSTRUCTION		
1849	**ALBERTVILLE/CITY OF**					
	03-325-000-0000-6701	6	7,958.54	INT PYMT #4 FOR I-94 011916	20160001	BOND PAYMENTS
1849	**ALBERTVILLE/CITY OF**		**7,958.54**	**1** Transactions		
325	**DEPT Total:**		**7,958.54**	**HIGHWAY CONSTRUCTION**	**1 Vendors**	**1 Transactions**
330	DEPT			HIGHWAY MAINTENANCE		
3919	**BRYAN ROCK PRODUCTS**					
	03-330-000-0000-6535	AP	3,750.28	DITCH REPAIR 011916	12954	ROCK & RIPRAP
3919	**BRYAN ROCK PRODUCTS**		**3,750.28**	**1** Transactions		
1075	**BUFFALO/CITY OF**					
	03-330-000-0000-6543	AP	13.00	LIGHT ON CR 35 011916	16090100	TRAFFIC SIGNALS
1075	**BUFFALO/CITY OF**		**13.00**	**1** Transactions		
1817	**COMPASS MINERALS AMERICA INC**					
	03-330-000-0000-6533		5,600.83	SALT-WAVERLY 011916	71430611	DEICING MATERIALS
	03-330-000-0000-6533		5,460.84	SALT-OTSEGO 011916	71431380	DEICING MATERIALS
	03-330-000-0000-6533		7,664.16	SALT-WAVERLY 011916	71431389	DEICING MATERIALS
	03-330-000-0000-6533		9,013.94	SALT-OTSEGO 011916	71432066	DEICING MATERIALS
	03-330-000-0000-6533		7,664.17	SALT-WAVERLY 011916	71432080	DEICING MATERIALS
	03-330-000-0000-6533		20,449.83	SALT-OTSEGO 011916	71432872	DEICING MATERIALS
1817	**COMPASS MINERALS AMERICA INC**		**55,853.77**	**6** Transactions		
609	**DESIGN ELECTRICAL INC-COLD SPRING E**					

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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
	03-330-000-0000-6543	AP	65.00	SIGNAL REPAIR 011916	2119	TRAFFIC SIGNALS
	03-330-000-0000-6543	AP	65.00	SIGNAL REPAIR 011916	2119	TRAFFIC SIGNALS
	03-330-000-0000-6543	AP	954.11	SIGNAL REPAIR 011916	2153	TRAFFIC SIGNALS
	03-330-000-0000-6543	AP	954.11	SIGNAL REPAIR 011916	2153	TRAFFIC SIGNALS
	03-330-000-0000-6543	AP	1,081.63	SIGNAL REPAIR 011916	2154	TRAFFIC SIGNALS
	03-330-000-0000-6543	AP	1,081.63	SIGNAL REPAIR 011916	2154	TRAFFIC SIGNALS
609	**DESIGN ELECTRICAL INC-COLD SPRING E**		**4,201.48**	**6** Transactions		
6027	**ENVIROTECH SERVICES INC**					
	03-330-000-0000-6533	AP	4,871.88	APEX 011916	01605409	DEICING MATERIALS
	03-330-000-0000-6533	AP	3,240.00	APEX 011916	01605410	DEICING MATERIALS
	03-330-000-0000-6533	AP	4,864.32	APEX 011916	01605411	DEICING MATERIALS
6027	**ENVIROTECH SERVICES INC**		**12,976.20**	**3** Transactions		
4433	**XCEL ENERGY**					
	03-330-000-0000-6543	AP	26.53	SIGNAL IN COKATO 011916	5100101510659	TRAFFIC SIGNALS
4433	**XCEL ENERGY**		**26.53**	**1** Transactions		
330	**DEPT Total:**		**76,821.26**	**HIGHWAY MAINTENANCE**	**6 Vendors**	**18 Transactions**
340	DEPT			HIGHWAY SHOP MAINTENANCE		
6156	**AMERIPRIDE SERVICES**					
	03-340-000-0000-6411		47.57	SHOP SUPPLIES WEEK JAN 011916	0736831	OPERATING SUPPLIES
	03-340-000-0000-6599		32.02	RUGS WEEK JAN 12 011916	0736831	BUILDING MAINTENANCE-P.W.BLDG.
6156	**AMERIPRIDE SERVICES**		**79.59**	**2** Transactions		
1075	**BUFFALO/CITY OF**					
	03-340-000-0000-6598	AP	638.66	PWB WATER/SEWER 011916	11059850	UTILITIES-P.W. BLDG.
1075	**BUFFALO/CITY OF**		**638.66**	**1** Transactions		
5974	**CENTER POINT ENERGY**					
	03-340-000-0000-6596	AP	416.46	OTSEGO SHOP ELECT. 011916	67081588	UTILITIES-OUTLYING SHOPS
5974	**CENTER POINT ENERGY**		**416.46**	**1** Transactions		
7544	**CENTRA SOTA COOPERATIVE - BUFFALO**					
	03-340-000-0000-6563	AP	1,283.10	DIESEL FUEL 011916	6302275	DIESEL
7544	**CENTRA SOTA COOPERATIVE - BUFFALO**		**1,283.10**	**1** Transactions		
1852	**COKATO/CITY OF**					

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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
	03-340-000-0000-6596	AP	374.61	SHOP UTIL-0100000717013 011916	DEC	UTILITIES-OUTLYING SHOPS
1852	**COKATO/CITY OF**		**374.61**	**1** Transactions		
438	**COTTENS INC**					
	03-340-000-0000-6574	AP	181.34	REPAIR PARTS 011916	569145	REPAIR PARTS
438	**COTTENS INC**		**181.34**	**1** Transactions		
4724	**FIRST STATE TIRE RECYCLING**					
	03-340-000-0000-6571	AP	1,148.41	TIRE RECYCLE FEES 011916	98318	BATTERIES
4724	**FIRST STATE TIRE RECYCLING**		**1,148.41**	**1** Transactions		
786	**FLEETPRIDE**					
	03-340-000-0000-6574		143.20	REPAIR PARTS 011916	74537545	REPAIR PARTS
786	**FLEETPRIDE**		**143.20**	**1** Transactions		
600	**MORRIES PARTS & SERVICE GROUP**					
	03-340-000-0000-6574		54.51	REPAIR PARTS 011916	117778FOW	REPAIR PARTS
	03-340-000-0000-6574		76.18	MORRIES - PARTS 011916	117809FOW	REPAIR PARTS
	03-340-000-0000-6574		183.37	MORRIES - PARTS 011916	CS435694	REPAIR PARTS
	03-340-000-0000-6575		549.45	MORRIES - LABOR 011916	CS435694	OUTSIDE LABOR
	03-340-000-0000-6574		902.75	MORRIES - PARTS 011916	CS438373	REPAIR PARTS
	03-340-000-0000-6575		484.00	MORRIES - LABOR 011916	CS438373	OUTSIDE LABOR
600	**MORRIES PARTS & SERVICE GROUP**		**2,250.26**	**6** Transactions		
3921	**OFFICE DEPOT**					
	03-340-000-0000-6599		38.00	DISPENSER 011916	81538981	BUILDING MAINTENANCE-P.W.BLDG.
3921	**OFFICE DEPOT**		**38.00**	**1** Transactions		
3208	**POWER DISTRIBUTORS LLC**					
	03-340-000-0000-6574	AP	9.95	PARTS CATALOG 011916	PD168614	REPAIR PARTS
3208	**POWER DISTRIBUTORS LLC**		**9.95**	**1** Transactions		
4808	**POWERPLAN OIB**					
	03-340-000-0000-6574	AP	36.15	PARTS-ACCT 8850240407 011916	P93141	REPAIR PARTS
	03-340-000-0000-6574	AP	28.31	PARTS-ACCT 8850240407 011916	P93299	REPAIR PARTS
4808	**POWERPLAN OIB**		**64.46**	**2** Transactions		
926	**ROYAL TIRE INC**					
	03-340-000-0000-6570		448.62	TIRES 011916	13197829	TIRES

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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
	03-340-000-0000-6570	AP	28.00	TIRES 011916	4-604974	TIRES
926	**ROYAL TIRE INC**		**476.62**	**2** Transactions		
340	**DEPT Total:**		**7,104.66**	**HIGHWAY SHOP MAINTENANCE**	**13 Vendors**	**21 Transactions**
380	DEPT			UNALLOCATED NON-HIGHWAY OPERAT		
1171	**FRENCH LAKE TOWNSHIP**					
	03-380-000-0000-6862	DTG 6	22,523.01	2015 TOWN RD DIST. 011916		TOWN ROAD ACCOUNT
1171	**FRENCH LAKE TOWNSHIP**		**22,523.01**	**1** Transactions		
3613	**MUNSON LAKES NUTRITION**					
	03-380-000-0000-6520		13.99	GLOVE HEATSAVER 011916	0431758CP	SAFETY PROGRAM & SUPPLIES
3613	**MUNSON LAKES NUTRITION**		**13.99**	**1** Transactions		
380	**DEPT Total:**		**22,537.00**	**UNALLOCATED NON-HIGHWAY OPERAT**	**2 Vendors**	**2 Transactions**
3	**Fund Total:**		**120,824.96**	**ROAD AND BRIDGE FUND**		**55 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		
2618	**CENTURYLINK**					
	11-420-600-0020-6203		128.55	63276699 2016	1362603613	TELEPHONE
2618	**CENTURYLINK**		**128.55**	**1** Transactions		
1344	**MARCO**					
	11-420-600-0020-6411		194.02	JAN 2016 PRINTER CHARGE	3048041	OPERATING SUPPLIES
1344	**MARCO**		**194.02**	**1** Transactions		
2490	**UNITED PARCEL SERVICE**					
	11-420-600-0020-6205		12.23	SHIPPING	2016	POSTAGE
2490	**UNITED PARCEL SERVICE**		**12.23**	**1** Transactions		
420	**DEPT Total:**		**334.80**	**FINANCIAL SERVICES**	**3 Vendors**	**3 Transactions**
430	DEPT			SOCIAL SERVICES		
2618	**CENTURYLINK**					
	11-430-700-0020-6203		332.54	63276699 2016	1362603613	TELEPHONE
2618	**CENTURYLINK**		**332.54**	**1** Transactions		
1344	**MARCO**					
	11-430-700-0020-6411		312.12	JAN 2016 PRINTER CHARGE	3048041	OPERATING SUPPLIES
1344	**MARCO**		**312.12**	**1** Transactions		
2490	**UNITED PARCEL SERVICE**					
	11-430-700-0020-6205		20.80	SHIPPING	2016	POSTAGE
2490	**UNITED PARCEL SERVICE**		**20.80**	**1** Transactions		
430	**DEPT Total:**		**665.46**	**SOCIAL SERVICES**	**3 Vendors**	**3 Transactions**
450	DEPT			PUBLIC HEALTH SERVICES		
2618	**CENTURYLINK**					
	11-450-430-0020-6203		216.94	63276699 2016	1362603613	TELEPHONE
2618	**CENTURYLINK**		**216.94**	**1** Transactions		
1344	**MARCO**					
	11-450-430-0020-6411		120.98	JAN 2016 PRINTER CHARGE	3048041	OPERATING SUPPLIES
	11-450-473-0010-6411		91.64	JAN 2016 PRINTER CHARGE	3048041	OPERATING SUPPLIES - C&TC

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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
1344	**MARCO**		**212.62**	**2** Transactions		
2490	**UNITED PARCEL SERVICE**					
	11-450-430-0020-6205		7.75	SHIPPING	2016	POSTAGE
2490	**UNITED PARCEL SERVICE**		**7.75**	**1** Transactions		
450	**DEPT Total:**		**437.31**	**PUBLIC HEALTH SERVICES**	**3 Vendors**	**4 Transactions**
480	DEPT			HUMAN SERVICES UNALLOCATED		
1344	**MARCO**					
	11-480-000-0000-6899	AP	535.71	PRINTER OVERAGE CHARGE 07/01/2015 12/31/2015	3048042	HUMAN SERVICES EXP. DUMP FUND
1344	**MARCO**		**535.71**	**1** Transactions		
4628	**VERIZON WIRELESS**					
	11-480-000-0000-6899	AP	1,436.36	887189319 12/02/2015 01/01/2016		HUMAN SERVICES EXP. DUMP FUND
	11-480-000-0000-6899	AP	18.74	EQUIPMENT 763 381 4471 12/02/2015 01/01/2016		HUMAN SERVICES EXP. DUMP FUND
	11-480-000-0000-6899	AP	60.77	887189319 12/02/2015 01/01/2016		HUMAN SERVICES EXP. DUMP FUND
	11-480-000-0000-6899	AP	199.61	887189319 12/02/2015 01/01/2016		HUMAN SERVICES EXP. DUMP FUND
	11-480-000-0000-6899	AP	121.54	887189319 12/02/2015 01/01/2016		HUMAN SERVICES EXP. DUMP FUND
	11-480-000-0000-6899	AP	5,746.47	887189319 12/02/2015 01/01/2016		HUMAN SERVICES EXP. DUMP FUND
	11-480-000-0000-6899	AP	73.07	887189319 12/02/2015 01/01/2016		HUMAN SERVICES EXP. DUMP FUND
	11-480-000-0000-6899	AP	128.12	887189319 12/02/2015 01/01/2016		HUMAN SERVICES EXP. DUMP FUND
	11-480-000-0000-6899	AP	100.78	887189319 12/02/2015 01/01/2016		HUMAN SERVICES EXP. DUMP FUND
	11-480-000-0000-6899	AP	133.96	887189319 12/02/2015 01/01/2016		HUMAN SERVICES EXP. DUMP FUND
4628	**VERIZON WIRELESS**		**8,019.42**	**10** 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
480	**DEPT Total:**		**8,555.13**	**HUMAN SERVICES UNALLOCATED**	**2 Vendors**	**11 Transactions**
11	**Fund Total:**		**9,992.70**	**HUMAN SERVICES FUND**		**21 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.		
	3021 **MCLEOD COUNTY AUDITOR TREASURER**					
	20-393-000-0000-6801		162.17	BULB RECYCLING 2016	2972	MISCELLANEOUS EXPENSE
	3021 MCLEOD COUNTY AUDITOR TREASURER		**162.17**	**1** Transactions		
393	**DEPT Total:**		**162.17**	**S.C.O.R.E.**	**1 Vendors**	**1 Transactions**
20	**Fund Total:**		**162.17**	**WASTE MANAGEMENT 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
170	DEPT			CAPITAL TECHNOLOGY		
	3072 **APS**					
	34-170-000-0000-6262		3,000.00	ZUERCHER OMEGA SERVICES 2016	SIN002304	EDMS - LAW LEGAL
	3072 APS		**3,000.00**	**1** Transactions		
170	**DEPT Total:**		**3,000.00**	**CAPITAL TECHNOLOGY**	**1 Vendors**	**1 Transactions**
34	**Fund Total:**		**3,000.00**	**CAPITAL IMPROVEMENTS 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
610	DEPT			GENERAL DITCH		
1004	**RINKE-NOONAN**					
	41-610-000-0000-6261	AP	200.00	DEC 2015 MONTHLY RETAINER	249158	PROFESSIONAL SERVICES
				12/31/2015 12/31/2015		
1004	**RINKE-NOONAN**		**200.00**	**1** Transactions		
3699	**YOUNG/MIKE**					
	41-610-000-0000-6261	AP	170.00	DEC 2015 DRAINAGE INSPECTOR	12312015	PROFESSIONAL SERVICES
3699	**YOUNG/MIKE**		**170.00**	**1** Transactions		
610	**DEPT Total:**		**370.00**	**GENERAL DITCH**	**2 Vendors**	**2 Transactions**
652	DEPT			COUNTY DITCH NO 3		
3699	**YOUNG/MIKE**					
	41-652-000-0000-6261	AP	127.50	NOV 2015 DRAINAGE INSPECTOR	11302015	PROFESSIONAL SERVICES
	41-652-000-0000-6261	AP	42.50	DEC 2015 DRAINAGE INSPECTOR	12312015	PROFESSIONAL SERVICES
3699	**YOUNG/MIKE**		**170.00**	**2** Transactions		
652	**DEPT Total:**		**170.00**	**COUNTY DITCH NO 3**	**1 Vendors**	**2 Transactions**
655	DEPT			COUNTY DITCH NO 7		
3699	**YOUNG/MIKE**					
	41-655-000-0000-6261	AP	42.50	NOV 2015 DRAINAGE INSPECTOR	11302015	PROFESSIONAL SERVICES
	41-655-000-0000-6261	AP	42.50	DEC 2015 DRAINAGE INSPECTOR	12312015	PROFESSIONAL SERVICES
3699	**YOUNG/MIKE**		**85.00**	**2** Transactions		
655	**DEPT Total:**		**85.00**	**COUNTY DITCH NO 7**	**1 Vendors**	**2 Transactions**
658	DEPT			COUNTY DITCH NO 10		
3699	**YOUNG/MIKE**					
	41-658-000-0000-6261	AP	255.00	DEC 2015 DRAINAGE INSPECTOR	12312015	PROFESSIONAL SERVICES
3699	**YOUNG/MIKE**		**255.00**	**1** Transactions		
658	**DEPT Total:**		**255.00**	**COUNTY DITCH NO 10**	**1 Vendors**	**1 Transactions**
677	DEPT			COUNTY DITCH NO 31		
3699	**YOUNG/MIKE**					

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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
	41-677-000-0000-6261	AP	127.50	DEC 2015 DRAINAGE INSPECTOR	12312015	PROFESSIONAL SERVICES
3699	**YOUNG/MIKE**		**127.50**	**1** Transactions		
677	**DEPT Total:**		**127.50**	**COUNTY DITCH NO 31**	**1 Vendors**	**1 Transactions**
678	DEPT			COUNTY DITCH NO 33		
3699	**YOUNG/MIKE**					
	41-678-000-0000-6261	AP	127.50	NOV 2015 DRAINAGE INSPECTOR	11302015	PROFESSIONAL SERVICES
	41-678-000-0000-6261	AP	127.50	DEC 2015 DRAINAGE INSPECTOR	12312015	PROFESSIONAL SERVICES
3699	**YOUNG/MIKE**		**255.00**	**2** Transactions		
678	**DEPT Total:**		**255.00**	**COUNTY DITCH NO 33**	**1 Vendors**	**2 Transactions**
692	DEPT			JUDICIAL DITCH 15		
3699	**YOUNG/MIKE**					
	41-692-000-0000-6261	AP	127.50	DEC 2015 DRAINAGE INSPECTOR	12312015	PROFESSIONAL SERVICES
3699	**YOUNG/MIKE**		**127.50**	**1** Transactions		
692	**DEPT Total:**		**127.50**	**JUDICIAL DITCH 15**	**1 Vendors**	**1 Transactions**
41	**Fund Total:**		**1,390.00**	**DITCH FUND**		**11 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
505	DEPT			HISTORIAN		
2618	**CENTURYLINK**					
	71-505-000-0000-6203		0.66	63276699 2016	1362603613	TELEPHONE
2618	**CENTURYLINK**		**0.66**	**1** Transactions		
505	**DEPT Total:**		**0.66**	**HISTORIAN**	**1 Vendors**	**1 Transactions**
71	**Fund Total:**		**0.66**	**HISTORIAN**		**1 Transactions**
	Final Total:		**359,199.92**	**188 Vendors**	**295 Transactions**	

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Recap by Fund

Fund	Amount	Name
1	223,648.04	GENERAL REVENUE FUND
2	181.39	RESERVES FUND
3	120,824.96	ROAD AND BRIDGE FUND
11	9,992.70	HUMAN SERVICES FUND
20	162.17	WASTE MANAGEMENT FUND
34	3,000.00	CAPITAL IMPROVEMENTS FUND
41	1,390.00	DITCH FUND
71	0.66	HISTORIAN
All Funds	359,199.92	Total

Approved by, ...

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