WRIGHT COUNTY BOARD
AGENDA
MARCH 1, 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 2-23-16

Documents: 2016-02-23 WRIGHT COUNTY BOARD MINUTES (INFO).PDF

## III. REVIEW & APPROVAL OF AGENDA

## IV. CONSENT AGENDA

### A. ADMINISTRATION

1. Refer Request To Appoint Interim Recorder To The 3-09-16 Personnel Committee Meeting.

Documents: 030116_AGENDAFORM_REQAPPOINTINTERIMRECORDER.PDF

### B. ADMINISTRATION

1. Request Approval Of MOA With Teamsters Local 320 Sheriff Essential Supervisor Unit Regarding Off-Duty Law Enforcement Work.

Documents: 030116.AGENDAFORM_MOAOFFDUTYWORK.PDF, MOU, OFF DUTY LAW ENFORCEMENT WORK.PDF

### C. ADMINISTRATION

1. Request To Postpone Implementation/Effective Date Of Revisions To Policy 506 Business Related Expense Reimbursement As Approved By County Board On 1/19/16.

Documents: 030116_AGENDAFORM_REQPOSTPONEREVSPOLICY506.PDF

### D. ADMINISTRATION

1. Refer IT Expansion Project To Building Committee

Documents: RFBA REFER IT EXPANSION TO BLDG COMMITTEE.PDF

### E. AUDITOR/TREASURER

1. Position Replacement:
   A. Chief Deputy Auditor/Treasurer - Property Tax Administrator
2. Approve Renewal Of 2016 Tobacco License For:
   A. City Of Otsego: Shag-Bark, Inc. DBA Riverview Liquorette.

Documents: AGENDA 3-1 POSITION REPLACEMENT CHIEF DEPUTY AT.PDF, AGENDA 3-1 CONSENT TOBACCO LICENSE RENEWAL.PDF

### F. AUDITOR/TREASURER

1. Approve Claims As Listed In The Abstract, Subject To Audit, For A Total Of $250,947.57 With 161 Vendors And 241 Transactions.

Documents: AGENDA 3-1 CONSENT CLAIMS.PDF

G. **HEALTH & HUMAN SERVICES**

1. Position Replacement
   A. Office Technician II

Documents: 2016-03-01 WC REQUEST FOR BOARD ACTION - OT II.PDF

H. **INFORMATION TECHNOLOGY**

1. Refer To The Personnel Committee Request To Hire Sr. Systems Engineer Above 12% Of Beginning Hiring Range.

Documents: BOARD ACTION IT SR SYSTEMS ENGINEER ABOVE HIRING RANGE.PDF

I. **SHERIFFS OFFICE JAIL DIVISION**

1. Position Replacement:
   A. Corrections Officer

Documents: RBA 030116.PDF

V. **TIMED AGENDA ITEMS**

A. **9:05 A.M. BRIAN ASLESON, CHIEF DEPUTY ATTORNEY**

1. Approve Of Retaining Paul Bakken To Perform Two Additional Appraisals For Purposes Of Tax Court.

Documents: 3-1-16 AGENDA REQ.PDF, BAKKEN_PROPOSAL_HOLIDAYINN_OTSEGO.PDF, BAKKEN_PROPOSAL_SELECT_INN.PDF

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

1. Review And Approve Of Owners Committee Of The Whole Minutes From 1-07-16 And 2-04-16, Pertaining To The Construction Of The New Highway Department Facility.

Documents: 03-01-16 APPROVE OCOTW 01-07 AND 02-04.PDF

VI. **ITEMS FOR CONSIDERATION**

A. **COMMITTEE MINUTES**

1. Personnel, Ways & Means.

Documents: 2016-02-24 PERSONNEL COMMITTEE MINUTES COUNTY BOARD.PDF, 2-24-16 WAYS AND MEANS MINUTES AND ATTACHMENTS.PDF

B. **SCHEDULE COMMITTEE OF THE WHOLE MEETING TO DISCUSS CURRENT PUBLIC WORKS BUILDING (KELLY)**

C. **CANCEL BOARD MEETING IN MONTHS WITH FIVE TUESDAYS (MAY, AUGUST, NOVEMBER)**

D. **I-94 WEST CORRIDOR COALITION FUNDING REQUEST**

Documents: I-94 WEST CORRIDOR COALITION FUNDING REQUEST.PDF

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

VIII. **ADJOURNMENT**

IX. **NOTE: CAPITAL IMPROVEMENT FINANCE COMMITTEE MEETING @ 10:30 AM**

## X. CLAIMS LISTING

Documents: AUDIT LIST FOR BOARD 3-1-2016.PDF

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

INFORMATIONAL

WRIGHT COUNTY BOARD
MINUTES
FEBRUARY 23, 2016

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

**MINUTES**
Potter moved to approve the 2-16-16 County Board Minutes as presented, seconded by Borrell. The motion carried 5-0.

**AGENDA**
Items were petitioned to the Agenda as follows: 9:03 A.M. Agenda Item, "Annual Federal Equitable Sharing Document" (Sawatzke); Aud./Treas. Item 3, "State Audit Letter" (Asleson); Items For Consid. #1, "Distracted Driving Speaker" (Sawatzke); Item For Consid. #2, "Fredrikson & Byron's 2016 MN Legislative Session Outlook" (Potter); Item For Consid. #3, "Wright County Courts Feasibility Study Interviews" (Kelly). Potter moved to approve the Agenda as amended, seconded by Daleiden. The motion carried 5-0.

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

A. ADMINISTRATION
   1. Position Replacement:
      A. County Recorder

B. ADMINISTRATION
   1. Schedule CIP/Finance Committee Meeting, 3-01-16 @ 10:30 AM

C. ADMINISTRATION
   1. Claim - Madden, Galanter & Hansen, LLP, $1,462.74

**D.** ADMINISTRATION
   1. Authorize Attendance, AMC Conference On Mental Health Systems Reform, 3-02-16, 8:00 A.M., Maplewood.

E. ADMINISTRATION
   1. Schedule the 3-03-16 Owners Committee Meeting as an Owners Committee Of The Whole Meeting.

F. ADMINISTRATION
   1. Set Owner's Committee Membership as: Sawatzke, Potter (Daleiden)

G. AUDITOR/TREASURER
   1. Approve Renewal of 2016 Tobacco License for:
      A. City of Albertville: 152 Club, Inc. DBA 152 Club.

H. AUDITOR/TREASURER
   1. Approve Claims as Listed in the Abstract, Subject to Audit, for a Total of $518,408.57 with 214 Vendors and 364 Transactions.

I. HEALTH & HUMAN SERVICES
   1. Position Replacement
      A. Information Systems Specialist

J. PARKS DEPARTMENT
   1. Authorize Signatures On Professional Services Contract With SGA Group To Provide Schematic Design and Design Development Plans For Phase I Development At Bertram Chain Of Lakes Regional Park, $21,560, Funding Source Capital Improvement Plan.

K. PLANNING & ZONING
   1. Authorize Board Chair signature on the 2015 County Feedlot Officer Annual Report and Performance Credit Report.

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**TIMED AGENDA ITEMS**

**LT. SEAN DERINGER, SHERIFF'S OFFICE**
Annual Federal Equitable Sharing Agreement
Daleiden moved to authorize signatures on the Agreement, seconded by Husom. The motion carried 5-0.

**BOB HIIVALA, AUDITOR/TREASURER**
Approve Resolution Supporting Request by Ridgemont Townhome Association to Acquire Tax Forfeited Common Element (City of Montrose).
Borrell moved to adopt Resolution #16-11, seconded by Potter, carried 5-0 on a roll call vote. The action recommends that the Minnesota Commissioner of Revenue convey PID # 112-040-000010 to the Ridgemont Townhomes Association, Inc. by quit claim deed.

Approve Resolution Supporting Request by Rock Brook Townhome Association to Acquire Tax Forfeited Common Element (City of Montrose).
Borrell moved to adopt Resolution #16-12, seconded by Daleiden, carried 5-0 on a roll call vote. The action recommends that the Minnesota Commissioner of Revenue convey PID #112-036-001190 to the Rock Brook Townhomes Association by quit claim deed.

Brian Asleson, Chief Deputy Attorney, explained that both resolutions apply to what is known as common interest communities. In both cases, the developer failed to deed common area to either the townhome or a homeowners association. The action will allow the property to be returned to the tax rolls, although it is likely that a tax statement will not be issued as it the tax is divided amongst the parcels.

State Audit Letter (Asleson)
Asleson referenced litigation with the Office of the State Auditor and the completion of the 2015 audit by the State Auditor's Office, which has at least the appearance of a conflict of interest. The Attorney retained to represent the County in the litigation suggests the County convey that concern and the potential to affect the bond rating to the State Auditor. Asleson said that the County Attorney's Office can't communicate directly with Rebecca Otto because of litigation. He suggested a letter from the County Board or Auditor/Treasurer.

Borrell asked that the letter request a meeting with the State Auditor's Office to confirm that litigation will not affect the audit. The County's bond rating could be in jeopardy with a finding or a sub note that Wright County is a party to a lawsuit. Even a slight change in the bond rating could have a major financial impact. Potter said that State Audit staff must adhere to principals and standards with regard to the audit. It was suggested that the letter sent by Wright County be patterned after one sent by Becker County as they are in litigation with the State Auditor's Office as well.

Daleiden made a motion to send a letter to the State Auditor reflecting the County's concern on the conflict of interest and the possible effects of the litigation on the County's bond rating. The motion was seconded by Husom. Borrell said he will vote for the motion if it includes a request to meet with the State Auditor's Office staff. If not, he will vote against the motion. He believes the litigation has a political motive and it needs to be questioned whether this is being pushed to staff. The motion carried 4-1 with Borrell casting the nay vote.

**MIKE MACMILLAN, COURT SERVICES DIRECTOR**
Acknowledgement of Suicide Awareness Bench
Second Bench
A Suicide Awareness Bench has been placed at the front entrance of the Government Center. MacMillan extended thanks for the donations received (private donations) and appreciation to those who worked on this effort. The remaining funds will be used to place an additional suicide awareness bench, potentially overlooking the lake.

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**VIRGIL HAWKINS, HIGHWAY ENGINEER**

Approve Agreement No. 15-52 for Installation of Dynamic Speed Limit Signs.

The signs will be placed along CSAH 30 in Delano at an estimated cost of approximately $13,000 for two sign systems. Borrell moved to adopt Resolution #16-13 approving the Agreement, seconded by Daleiden, carried 5-0 on a roll call vote.

Approve Detour Agreement and Resolution for payment by MnDOT to Wright County for road life consumed during temporary detour on CSAH 12 & CR 138.

CSAH 12 and CR 138 will be used as a temporary detour for the MnDOT project along TH 25 in Buffalo. Potter moved to adopt Resolution #16-14 authorizing Wright County to enter into MnDOT Contract #1002294, seconded by Daleiden. In response to Husom, Hawkins indicated that the detour is scheduled to begin June 13, 2016 with a project ending date of approximately November, 2016. The motion carried 5-0.

**SEAN RILEY, PLANNING & ZONING ADMINISTRATOR**

Approve Minutes for the 1-19-16 Committee Of The Whole Meeting regarding the Feedlot Ordinance.

Borrell moved to approve the Minutes, seconded by Husom. Borrell and Husom amended the motion to include the following changes to the Minutes: Page 4, 4th paragraph, change from "Leland Wetter" to "Leander Wetter." A workgroup meeting will occur on 2-24-16 at 1:00 P.M. to discuss this issue further. The motion carried 5-0. The 1-19-16 Committee Of The Whole Minutes follow:

> Chairman, Pat Sawatzke, called the meeting to order at 10:55 a.m. in the County Commissioner's Board Room at the Wright County Government Center. All five Commissioners were present. Also, Sean Riley, Wright County Planning & Zoning Administrator; Tracy Janikula, Feedlot Administrator; Greg Kryzer, Assistant County Attorney. In the audience were representatives of the Wright County Soil & Water Conservation District and several County residents.
>
> Riley provided the County Board with the current Feedlot Ordinance as requested, along with minutes from the hearings in 2006 when amendments were made. The 1998 Feedlot Ordinance used the State rules and in 2000 those rules were expanded. In 2006 the County also adopted the updated rules. Wright County has been a delegated County since the 2000 Ordinance. The County has had regulations on animals prior to that time to address issues and conflicts with neighbors. He has had discussion with some of the Commissioners about some of the smaller issues, such as with chickens.
>
> Borrell explained he brought this Ordinance up to the County Board so the concerns could be addressed in Committee. He was uncertain if they require an Ordinance change or just direction to Staff on how these issues should be interpreted. He met with Staff about six months ago and talked about pasture and the fact you would need a shelter out in the pasture and thought they had come to an agreement on it until his constituent came to him. An example is a seven acre parcel on Fountain Lake where an owner with seven acres wants a horse and was told he could not. He explained a pasture without a shelter and a supplemental feeding station should be exempt. It is less restrictive in Hennepin County where a horse is allowed on one acre; two horses on three acres. In speaking with Steve Dille (former Senator) who wrote the bill, he was told pastures are exempt and would agree you would not have a pasture without some shelter for the animals. He used an example with the Hennepin County where you could have density of 2000 cattle on 2,000 acres and find some areas of bare ground; that would not be a feedlot. An interpretation of no vegetation should be clarified, noting there is usually an area that is dirt and he would be okay as long as there is some vegetation. He has another constituent in Cokato Township who is present that wants to have six milking sheep. Janikula is going to say one chicken is a feedlot. It might be as simple as directing Staff how this will be interpreted. As the liaison on the Wright County Soil & Water Conservation Board he understands there are areas where there are some serious manure management problems. One is an instance of liquid manure spread just before a large rain event, resulted in the manure draining into Waverly Lake. However, felt they need to look at where the real problems are and address those.
>
> Riley noted six months ago they had discussion with Borrell on interpretation and debate related to the interpretation of that definition. The Feedlot Administrator, Janikula, goes to the conferences, talks to the MN

1-19-16 Committee Of The Whole Minutes (cont.):

PCA, is involved in the organizations with surrounding Counties to be consistent with what other Counties are doing and what the PCA tells directs them to do. He has not spoken to Dille, but noted he was a person that was involved in the legislation, but it is the PCA that provides direction and audits the County to make sure they are operating properly, so they sent an example (air photo was displayed showing an example) to ask what is pasture. The definition of a Feedlot was read. The PCA responded back with that portion considered the pasture (photo displayed). This shows a situation where the pasture is exempt but the area where the animals concentrate, shelter, and feed are not pasture and is a feedlot. He noted a feedlot is not a bad thing and are allowed for a concentration of animals where they receive food and water. But in shoreland areas or properties that are not large enough new feedlots are not allowed, which is essentially everything where animals shelter, feed, and are concentrated. Pastures are exempt but only as defined by the PCA. Borrell asked why Staff did not send an example of a situation with a horse on a 2-2.5 acre lot. If in front of the shed there is no grass; that would be considered a feedlot. Riley agreed by definition that would be a feedlot. Further review of the wording of a feedlot followed. Borrell felt the problem is in the interpretation. If there is only a small area that does not have grass it is called a feedlot. He felt the County is reading the regulations wrong. Noting that as long as vegetation is maintained it is allowed. Riley clarified under Borrell's interpretation, the State has been providing the wrong direction. Exhibits to show what local units of government are doing were displayed. The definition from the State is what they are left with. Borrell asked if there is pending litigation from the PCA against Hennepin County, because they allow an animal unit on two acres and they are not calling it a feedlot. Riley stated the difference might be the minimum acres, Wright County has 4 acres. It is based on animal units; and, a horse is two acres and with four acres you could have two horses. Hennepin County might be allowing horses on less acres but that does not mean they are not a feedlot.

Sawatzke – asked what the threshold is for requiring a registered feedlot permit. Janikula ten in shoreland and 50 out of a shoreland district for a registered feedlot. Borrell added, in a shoreland district, which is a 1,000 feet from a lake, you cannot get a feedlot permit. Riley that is a new feedlot and not allowed. Sawatzke – he was on the Board when these regulations were first adopted. Riley stated they had four acres in the zoning ordinance as a minimum before Feedlot Ordinances were adopted; and the Feedlot rules had a minimum of 5 acres. They later adopted the change to go back to a minimum of 4 acres to be consistent with the zoning ordinance. Borrell felt the property with the chickens should be sent to the State for a determination. Sawatzke – asked for clarification from State that under 10 acres there were changes. Riley – State rules say no new feedlots in the shoreland district. There is a definition of both of a feedlot and of the shoreland district. Over time some local units of government had some of the same issues; and the State agreed if they were under ten animal units and not a registered feedlot, they would leave it up to the County in the shoreland district, but that they are still considered feedlots. Sawatzke – there could be a situation with an 80 acre parcel that would not allow ten chickens 900' from the lake. He felt that might be unrealistic. Those are some things that might be a problem.
Borrell –is concerned Wright County rules may be the most restrictive in the State. Janikula – disagreed, the County is following State Statute. The State did not change the rules, but in a letter said the County can allow less than ten animal units within the shoreland district. Borrell given the letter, County Ordinance could change and make it less restrictive. Sawatzke – so it is a letter that conflicts with State law. Janikula referred to Rule 7020 and the animal feedlot definition includes open lots used for the feeding of poultry should be considered animal feedlots.

Daleiden noted a few cities allow for a few chickens, including the City of Minneapolis. Janikula clarified that the County Ordinance does not affect land within city limits. Sawatzke did not know that originally they intended to restrict this. He questioned if they would want to limit a few chickens on a 2.5 acre "1 per 40" AG division. Riley that is a limited application, it would be zoned AG and not shoreland. In the City of Monticello it has a limit and does not allow roosters. In the City of Minneapolis you have to have 80% agreement from neighbors. The City of Houston has made it impossible to have chickens because they require a distance of 100' from any building. Wright County has three-quarters or more in agricultural; cities have to deal with it because they don't have agricultural land where feedlots can be done. Sawatzke noted one of the main

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1-19-16 Committee Of The Whole Minutes (cont.):

purposes of the zoning restrictions are to avoid conflict between uses. There is a much greater conflict with having chickens on a city lot, vs. an agricultural lot in the township. Daleiden questioned how many chickens are an animal unit? Janikula stated 333.

Jane O'Shea- approached the Board and stated she purchased a 60-acre lakeshore property on Mud Lake. She spoke to the P & Z office and was told they could not keep animals in a barn that was 200' from the lake. They decided to buy the property anyway, build a new barn to comply and now find out that it may not be the case. The regulations as she is reading now indicate animals could be in that old barn. She could pasture animals down to the lake but not house them in that barn. She asked what has changed and why she was told this. Sawatzke asked how long the barn has been vacant. Potter noted if abandoned five or more years, that puts the barn into a different situation. Borrell stated what he is asking to be addressed is new ones. Janikula – could not be certain if she talked with O'Shea or not. There was a State Statute that changed and they would need an updated conversation. The rules say now with an old barn with a history of animals, no reference to timeframe, it is allowed. About the time she bought the property is when the statute changed. O'Shea – they have reroofed the barn, made major improvements to the property, planted prairie grasses and want to do the right thing for the lake and this property. She felt small hobby farmers should not be restricted to this extent. This is not a feedlot, which she sees as massive operations operating for a profit. Sawatzke explained what O'Shea had been told is right. Janikula stated the Statute is now different. Sawatzke asked if a change should be made to the County Ordinance to reflect that change. Riley they have had a number of calls and where there is a history of having livestock, it is now grandfathered in.

Borrell someone in the audience would like to address the Board. That owner has a seven acre parcel on Fountain Lake and wants to put up a shed for a horse or a few chickens. Sawatzke – the Board could change the Ordinance, even though Janikula is applying the State rule. Riley stated the questions that need to be addressed is how close would they allow it to a lake. Noted the house minimum setback is 200', sewer is 150' (NE lake standards). Daleiden stated the number of animals/poultry would have to be addressed. He would not want someone to have four acres with 330 chickens. Janikula stated on four acres they could have up to 670 chickens. Riley clarified the County is not seeing an issue with the producers. They have feedlots and this is about a horse or two or someone who wants a few chickens and does meet the acreage requirement or is within a shoreland or a residential zone where livestock has never been allowed. He asked what the limits would be. Borrell suggested two acres to have a horse and maybe require review by the Board of Adjustment. Riley they cannot go for a variance on use. Riley asked about a minimum useable area. Sawatzke – maybe less than four acres could not have a horse, but a few chickens or a goat. Borrell asked if they could establish a committee with a couple of the Commissioners to work with Staff. Sawatzke – felt if the Commissioners are in agreement that someone could have a few chickens or a goat yes; but, how do they address the shoreland and residential areas, an example is where they have 60 acres. Borrell stated the owner present that wants a horse, owns seven acres on a lake and would be willing to set the shelter back a certain distance (200') from the lake, closer to his home and fence it off and keep any waste from going into the lake.

Discussion on how it would be applied to the residential zoning districts. Riley noted the acreage of the parcel makes a difference. Borrell asked about the property zoned residential and happens to be in shoreland. Sawatzke stated it would have to be A/R and not a part of a Planned Unit Development district. Borrell felt these are limited, there are some isolated situations where they could allow them to bring in a horse or two. If allowed would add value to these lots.

Ben Dye – Franklin Township resident - understood if you call it a feedlot it has to be 1,000 feet from the lake. That issue goes back for years since he bought his land in 2003. At that time, he was given a drawing where he could put a shelter, told to go ahead and do it, unless a neighbor complains. He had proposed putting in an electric fence and bring a portable building that would have vegetation in it and bring his horses over, was told he could not because it would be classified a feedlot. He provided this scenario to the State and they said that would not be their definition. When asked, he said he did not get this in writing from the MN PCA. State Representative, Joe McDonald was present this morning and would provide something in writing. McDonald

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1-19-16 Committee Of The Whole Minutes (cont.):

provided this scenario to the State who said he was in compliance and could have a shelter and would not be a feedlot. The State's definition is where this is going wrong. There are exemptions, a list of those were provided on a handout. Based on this, he argues he is not required to register as a feedlot. Sawatzke stated although he does not have to register, does not mean that it is not a feedlot, just small enough that he would not need to register it. Borrell and Sawatzke noted a larger number of animals on a smaller area would require registration. Sawatzke asked if this Board would agree an owner on 7 acres in shoreland could have one horse. He would be comfortable allowing that subject to certain requirements. Dye stated he keeps a buffer, even without animals of 40' and would be willing to keep a structure 200' back. If it is defined a feedlot, he would have to be more than 1,000 feet back from the shore.

Sawatzke – questioned the limit on a seven acre lot. Janikula 3.5 animal units. Sawatzke – asked if that ratio be different in a shoreland district? Daleiden would agree. Riley –stated the zoning of this lot is R-2a, even though it is over four acres it is not allowed in the shoreland district. Discussion has been about a requirement of 1,000 feet from the lake, this lot is under 10 acres. This is not about a definition of a feedlot, they have what the State and PCA have given them and is consistent with what other Counties are doing. He has not received anything different on this one. The County used to have a 300' setback as the minimum setback. He referred to a new shoreland buffer requires 50' just to farm the land. The 1,000 feet matches up with the shoreland district. Sawatzke even if they disagree, that does not change the rules.
Daleiden offered to work with Borrell on a committee made up of the Staff and a representative or two from SWCD to review the regulations covered. Sawatzke would agree.

Leander Wetter – resident who has had feedlot operations in the County was present – attended meetings in 1995, adopted in 1996 that made the rules which he thought were the most restrictive in the State of Minnesota. The City borders their farm where there were horses on that adjacent property. He felt there are a number of changes that can be made. In the past, he reported that the public comments were not taken until the public hearing, when he felt the regulations were already decided. Borrell stated he and Daleiden would listen to the public at any meeting. Sawatzke stated what the Commissioners are talking about are some small matters like chickens and a few horses. He recalled the original Ordinance they were dealing with some very large operations and noted those rules also were written to protect farmers from neighbors. It was not written to drive farmers out of the County. There were more farmers on that committee than non-farmers.

Borrell asked Staff to come up with some proposed draft changes to look at by working with the Committee. Daleiden the Committee makeup should include Staff, SWCD, Borrell along with himself and someone from the County Attorney's office. Borrell suggested Mary Wetter represent the public. M. Wetter agreed. Borrell thanked the Board and Staff for their consideration. Sawatzke clarified they are only talking about the hobby farm portion of the Ordinance.

(End of 1-19-16 COTW Minutes)

**ITEMS FOR CONSIDERATION**

**DISTRACTED DRIVING SPEAKER (SAWATZKE)**

Sawatzke announced a Distracted Driving Speaker Meeting on 3-14-16 at 7:00 PM at the Monticello High School. The Phillip LaVallee Memorial Fund is sponsoring the event. Phillip LaVallee was killed by a distracted driver in 2013 while running on a County Road in Otsego. Sawatzke asked that the Safe Communities group be informed to help promote the event. He has already reached out to the offices of Sheriff, Attorney and Court Services with that request, and asked for the event to be added to the County website.

**MINNESOTA LEGISLATIVE SESSION OUTLOOK (POTTER)**

Husom moved to authorize attendance of Board members at the Fredrikson & Byron's Minnesota Legislative Session on 2-29-16 at 9:00 A.M. in St. Paul. Cost is $65. The motion was seconded by Daleiden and carried 5-0.

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**WRIGHT COUNTY COURTS FEASIBILITY STUDY INTERVIEWS (KELLY)**
Lee Kelly, County Coordinator, said the work group met and reviewed RFP responses for the feasibility study of the remodel of the current courts area. A notice was posted yesterday of a Committee Of The Whole (COTW) Meeting that will be held on 2-25-16 at 12:30 P.M. Potter moved to schedule the COTW Meeting, seconded by Daleiden, and carried 5-0.

**ADVISORY COMMITTEE / ADVISORY BOARD UPDATES**

1. GRRL. Potter attended a meeting in St. Cloud last week which included the second round of union negotiations at the St. Cloud Library for Library Service Coordinators.
2. Wright County Economic Development Partnership. Potter attended an EDP meeting held in Howard Lake, which included a tour of Dura Supreme Cabinets. The EDP was instrumental in assisting Silpro (Delano MN) in securing funding for an expansion. This was featured in the Star Tribune. He said an update on that success will be presented at a future Board Meeting.
3. Career Fair. Potter announced a Career Fair on 3-24-16 from 2:00-7:00 PM at the Monticello High School.
4. Local Emergency Medical Services Meeting. Husom attended a meeting on 2-17-16 at the Clearwater Fire Hall. Two speakers presented information on the disproportionate level of cancer in fire fighters.

The meeting recessed at 9:52 A.M. and reconvened at 10:00 A.M.

**TIMED AGENDA ITEMS**

**EMPLOYEE RECOGNITION CEREMONY**
The Wright County Employee Awards Recognition Ceremony was held. Employees were recognized for years of service. Linda Dixon, Confidential Legal Administrative Assistant in the Attorney's Office, received the Individual Achievement Award. The Group Achievement Award was presented to the Child Support Unit (A-K and L-Z Units) of the Health and Human Services Department.

The meeting adjourned at 10:40 A.M.

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# WRIGHT COUNTY
# REQUEST FOR BOARD ACTION

***REQ. AGENDA TIME:*** _____ ***BOARD MEETING DATE:*** _03/01/2016_ ***CONSENT AGENDA:*** __X__

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

_ ADMINISTRATION ____.
ORIGINATING DEPARTMENT/SERVICE

X___Sunny M. Hesse_____ _____
REQUESTOR'S SIGNATURE

_____
REVIEWED BY/DATE

**BOARD ACTION REQUESTED:**
**Refer request to appoint interim Recorder to the March 9, 2016 Personnel Committee meeting.**

**BACKGROUND/JUSTIFICATION:**
**Recorder position will be vacant as of April 1, 2016. By MN State Statute, a Recorder is to be appointed. Given the duties as stated in MN State Statute, an interim Recorder will need to be appointed until the Recorder vacancy is filled. Request to appoint interim Recorder out of class until position vacancy is filled.**

**COUNTY ATTORNEY REVIEW DATE:**

**FINANCIAL IMPLICATIONS: $_____**

**COUNTY COORDINATOR/DATE:**

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

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

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

**COMMENTS:**

**COMMENTS:**

# WRIGHT COUNTY
# REQUEST FOR BOARD ACTION

***REQ. AGENDA TIME:*** _____ ***BOARD MEETING DATE:*** *_3/1/16_* ***CONSENT AGENDA:*** *__X__*

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

_ ADMINISTRATION ____.
ORIGINATING DEPARTMENT/SERVICE

X___Sunny M. Hesse_____ _____
REQUESTOR'S SIGNATURE

_____
REVIEWED BY/DATE

**BOARD ACTION REQUESTED:**
**Request approval of MOA with Teamsters Local 320 Sheriff Essential Supervisor Unit regarding Off-Duty law enforcement work.**

**BACKGROUND/JUSTIFICATION:**

**MOA for Off-Duty law enforcement work expired with last collective bargaining agreement on 12/31/2014. Intent was to continue MOA for current contract period (1/1/15-12/31/16) however, there was an oversight in carry-over from previous contract period.**

**COUNTY ATTORNEY REVIEW DATE:**

**FINANCIAL IMPLICATIONS: $_____**

**COUNTY COORDINATOR/DATE:**

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

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

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

**COMMENTS:**

**COMMENTS:**

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is entered into between the County of Wright (hereafter "County") and Teamsters Local No. 320 Sheriff Essential Supervisor Unit (hereafter "Union") relating to off-duty law enforcement work.

**WHEREAS**, the County and the Union are parties to a collective bargaining agreement effective January 1, 2015 through December 31, 2016; and

**WHEREAS**, the parties have agreed to enter into a Memorandum of Agreement through December 31, 2016.

**NOW, THEREFORE**, the parties hereto have agreed as follows:

1. Effective January 1, 2015 through December 31, 2016, licensed members of the bargaining unit may participate in off-duty law enforcement work at the rate of $52.25 per hour.

2. Participation of employee in off-duty law enforcement work shall occur through the normal course of business and normal process for the distribution of off-duty law enforcement work.

3. Licensed members of the bargaining unit shall not receive any preferential treatment related to selection for off-duty law enforcement work assignments.

4. Examples of what bargaining unit employees may participate in include: Athletic events, weddings, school dances, private parties, etc.

5. Bargaining unit employees may not participate in off-duty law enforcement work at the County Fair.

6. This Memorandum of Agreement shall automatically expire on December 31, 2016 unless the arties mutually agree to renew it.

7. This Memorandum of Agreement represents the full and complete agreement between the parties regarding this matter.

**IN WITNESS WHEREOF**, the parties have caused this Memorandum of Agreement to be executed this _____ day of _____, _____.

For TEAMSTERS LOCAL NO. 320
Sheriff Essential Supervisor Unit

02/16/16

2/12/16

FOR THE COUNTY OF WRIGHT

_____

_____

# WRIGHT COUNTY
# REQUEST FOR BOARD ACTION

***REQ. AGENDA TIME:*** _____ ***BOARD MEETING DATE:*** *_03/01/2016_* ***CONSENT AGENDA:*** *__X__*

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

_ ADMINISTRATION ____.
ORIGINATING DEPARTMENT/SERVICE

X___Sunny M. Hesse_____ _____
REQUESTOR'S SIGNATURE

_____
REVIEWED BY/DATE

**BOARD ACTION REQUESTED:**
**Request to postpone implementation/effective date of revisions to Policy 506 Business Related Expense Reimbursement as approved by County Board on 1/19/16.**

**BACKGROUND/JUSTIFICATION:**
On January 19, 2016, revisions to Policy 506 Business Related Expense Reimbursement were approved by the County Board effective March 1, 2016. After further consideration, it is in the best interest of the County to postpone implementation of these changes. The new implementation date will be determined at a later date. At this time, we will continue to operate under the current policy amended 5/12/15, effective 7/15/15.

**COUNTY ATTORNEY REVIEW DATE:**

**FINANCIAL IMPLICATIONS: $_____**

**COUNTY COORDINATOR/DATE:**

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

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

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

**COMMENTS:**

**COMMENTS:**

# WRIGHT COUNTY
# REQUEST FOR BOARD ACTION

***REQ. AGENDA TIME:*** _____ ***BOARD MEETING DATE:*** ***March 1, 2016*** ***CONSENT AGENDA:*** ***X***

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

__IT/Admin_____
ORIGINATING DEPARTMENT/SERVICE

X__Sue Vergin _____
REQUESTOR'S SIGNATURE

_____
REVIEWED BY/DATE

**BOARD ACTION REQUESTED:**

Refer IT Expansion project to Building Committee meeting of March 9, 2016.

**BACKGROUND/JUSTIFICATION:**

**COUNTY ATTORNEY REVIEW DATE:**

**FINANCIAL IMPLICATIONS: $**_____

**COUNTY COORDINATOR/DATE:**

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

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

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

**COMMENTS:**

**COMMENTS:**

# WRIGHT COUNTY
# REQUEST FOR BOARD ACTION

| | | | | | |
|---|---|---|---|---|---|
| ***Req. Agenda Time*:** | | ***Board Meeting Date*:** | 3-1-16 | ***Consent Agenda*:** | X |
| ***Amt. of Time Required:*** | | ***Item For Consideration*:** | | | |

| | |
|---|---|
| Auditor-Treasurer's Office | **Board Action Requested:** |
| **Originating Department/Service** | Request Position Replacement for Chief Deputy Auditor/Treasurer – Property Tax Administrator. |
| | |
| **Requestor's Signature** | |
| | |
| **Reviewed By/Date** | |

**Background/Justification:**

Request Position Replacement for Chief Deputy Auditor/Treasurer – Property Tax Administrator due to the retirement of Denise McCalla.

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

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

# WRIGHT COUNTY
# REQUEST FOR BOARD ACTION

| | | | | | |
|---|---|---|---|---|---|
| ***Req. Agenda Time*:** | | ***Board Meeting Date*:** | 3-1-16 | ***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 Otsego:** Shag-bark, Inc. DBA Riverview Liquorette.

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

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

# WRIGHT COUNTY
# REQUEST FOR BOARD ACTION

| | | | | | |
|---|---|---|---|---|---|
| ***Req. Agenda Time*:** | | ***Board Meeting Date*:** | 3-1-16 | ***Consent Agenda*:** | X |
| ***Amt. of Time Required:*** | | ***Item For Consideration*:** | | | |

| | |
|---|---|
| Auditor-Treasurer's Office | **Board Action Requested:** |
| **Originating Department/Service** | Approve Claims as Listed in the Abstract, Subject to Audit, for a Total of $250,947.57 with 161 Vendors and 241 Transactions. |
| | |
| **Requestor's Signature** | |
| | |
| **Reviewed By/Date** | |

**Background/Justification:**

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

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

# WRIGHT COUNTY
# REQUEST FOR BOARD ACTION

***REQ. AGENDA TIME: BOARD MEETING DATE: 3/1/2016*** ***CONSENT AGENDA: X***

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

County Board

ORIGINATING DEPARTMENT/SERVICE

X [signature]
REQUESTOR'S SIGNATURE

2/22/16
REVIEWED BY/DATE

**BOARD ACTION REQUESTED:**
Requesting replacement of Office Tech II

**BACKGROUND/JUSTIFICATION:**
**Office Tech II position replacement needed as worker is moving to a Financial Worker position.**

**COUNTY ATTORNEY REVIEW DATE:**

**COUNTY COORDINATOR/DATE:**

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

**FINANCIAL IMPLICATIONS:**
**$**_____

**BUDGETED:** ____ YES ____ NO

**FUNDING:**

**COMMENTS:**

**COMMENTS:**

# Wright County
# Request for Board Action

Req. Agenda Time: _____ Board Meeting Date: 03/1/16 Consent Agenda X

Amt of Time Required: _____ Item for Consideration: Refer IT Hire to Personnel Committee

Information Technology

Originating Department

Requestor's Signature

**BOARD ACTION REQUESTED:**

Refer to the Personnel Committee request to hire Sr. Systems Engineer above 12% of beginning hiring range.

Reviewed by/date

**BACKGROUND/JUSTIFICATION:**

Applicant's background and skill level are commensurate with the position.

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

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

**COMMENTS:** **COMMENTS:**

# Wright County
# Request for Board Action

Req. Agenda Time: _____ Board Meeting Date: 3/3/15 Consent Agenda yes

Amt of Time Required: _____ Item for Consideration: position resignation/replacement

Sheriffs Office / Jail division

Originating Department

Requestor's Signature

**BOARD ACTION REQUESTED:**

Request approval to fill authorized vacant position.

Reviewed by/date

**BACKGROUND/JUSTIFICATION:**

Corrections Officer Bob Bastien retired effective 2/29/16. We are requesting approval to fill this vacated Corrections Officer position.

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

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

**COMMENTS:** **COMMENTS:**

# WRIGHT COUNTY
# REQUEST FOR BOARD ACTION

***REQ. AGENDA TIME:*** N/A ***BOARD MEETING DATE:*** 3/1/16 ***CONSENT AGENDA:*** N/A

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

COUNTY ATTORNEY
ORIGINATING DEPARTMENT/SERVICE

X Brian J Bakken
REQUESTOR'S SIGNATURE

2/24/16
REVIEWED BY/DATE

**BOARD ACTION REQUESTED:**

**Approve Of Retaining Paul Bakken To Perform Two Additional Appraisals For Purposes Of Tax Court.**

**BACKGROUND/JUSTIFICATION:**

The County Board, on January 19th, approved of retaining Paul Bakken to perform an appraisal of a bank property in Otsego for a pending Tax Court case. There are two more cases involving hotel properties with trial ready dates in July of this year where appraisals may be needed. Tony Rasmuson has received the attached proposals and is seeking approval to retain Mr. Bakken for both cases. We have worked with Mr. Bakken in the past. He is highly respected in the industry, and we have had good results.

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

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

# Valuation Services Proposal

*Holiday Inn*

*Otsego, Minnesota*

## For:

*Mr. Tony Rasmuson*

## Dated:

*Wednesday, February 24, 2016*

February 24, 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:

**Holiday Inn**
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: **Holiday Inn**

Address: Otsego, Minnesota

Intended User: Ryan

Premise Of Value:
- ◉ Market Value
- ◯ Liquidation Value
- ◯ Continued Use
- ◯ Insurable Value

Value Date:
- ◯ Inspection Date
- ◉ Other: Please Indicate

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:

- Occupancies, ADRs, Star Report, & other relevant financials on the hotel part.
- Property Improvement Plan (PIP) issues going foward.
- STAR reports covering all dates of value from Smith Travel Research.
- FF&E depreciation study showing original cost, when put into service, etc.
- Segmentation of room demand by market segments (Commercial/group/tourist, etc.)
- Copies of any franchise agreements.

Appraisal Fees:

| | | |
|---|---|---|
| Phase I: | Preliminary Phase I | $5,000 |
| Phase II: | Phase II - Court Report | $2,500 |
| Other Services: | Retainer Required: | |
| Hourly Charges: | Paul G. Bakken, MAI, MS, CCIM | $350 |
| | Matt Schroeder, MAI | $200 |
| | Staff Appraiser | $125 |

Due Date:

No. Of Copies: 3

Extra Copies/Report:

Comments

Phase I report will be suitable for negotiations. Phase II will be for Tax Court

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*

February 24, 2016
Proposal Dated

***Client Acceptance/Authorization***

*Your signature below serves as our authorization to proceed.*

*Client Signature*

*Date*

# Valuation Services Proposal

*Select Inn Hotel*

*Monticello, Minnesota*

## For:

*Mr. Tony Rasmuson*

## Dated:

*Wednesday, February 24, 2016*

February 24, 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:

**Select Inn Hotel**
Monticello, 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: | **Select Inn Hotel** |
| Address: | Monticello, Minnesota — Intended User: Ryan |
| Premise Of Value: | ◉ Market Value ◯ Liquidation Value ◯ Continued Use ◯ Insurable Value — Value Date: ◯ Inspection Date ◉ Other: Please Indicate |
| Interest Appraised: | ◉ Fee Simple ◯ Leased Fee — Function: Property Tax Appeal |
| Scope Of Services: | ◉ Property Inspection ◉ Market Approach ◉ Direct Capitalization<br>◉ Review CAD Files ◯ Estimate Market Rent ◯ Discounted Cash Flow<br>◉ Estimate Land Areas ◯ Lease Analysis ◯ Land Valuation<br>◉ Estimate Building Areas ◉ Historical Statement Review ◯ Cost Approach<br>◉ Research Comparables ◯ Gross Rent Multiplier ◯ Appraisal Review |
| Client Supplied/ General Items: | ◉ Legal Description ◉ Offers To Purchase In Last Three Years<br>◉ Building Area ◉ Easements<br>◉ Land Area ◉ Operating Agreements<br>◉ Autocad Blueprints (.dwg format) ◉ Restrictive Covenants<br>◉ Autocad Site Plan (.dwg format) ◉ Environmental Reports<br>◉ Autocad Survey (.dwg format) ◉ Soil Reports<br>◉ Lease - Full Copy ◉ Deferred Maintenance<br>◉ Building Costs (<3 years old) ◉ Tax Statements<br>◉ Operating Expenses (past 3 years) ◉ Tax ID Number<br>◉ Retail Sales (past 3 years) ◉ Contact Name<br>◉ Sale/Listing of Subject (past 3 years) ◉ Contact Number |
| Client Supplied/ Specific Items: | Occupancies, ADRs, Star Report, & other relevant financials on the hotel part.<br>Property Improvement Plan (PIP) issues going foward.<br>STAR reports covering all dates of value from Smith Travel Research.<br>FF&E depreciation study showing original cost, when put into service, etc.<br>Segmentation of room demand by market segments (Commercial/group/tourist, etc.)<br>Copies of any franchise agreements. |

Appraisal Fees:

| | | |
|---|---|---|
| Phase I: | Preliminary Phase I | $5,000 |
| Phase II: | Phase II - Court Report | $2,500 |
| Other Services: | Retainer Required: | |
| Hourly Charges: | Paul G. Bakken, MAI, MS, CCIM | $350 |
| | Matt Schroeder, MAI | $200 |
| | Staff Appraiser | $125 |

Due Date: No. Of Copies: 3 Extra Copies/Report:

Comments: Phase I report will be suitable for negotiations. Phase II will be for Tax Court

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*

February 24, 2016
Proposal Dated

***Client Acceptance/Authorization***

*Your signature below serves as our authorization to proceed.*

*Client Signature*

*Date*

# WRIGHT COUNTY
# REQUEST FOR BOARD ACTION

*REQ. AGENDA TIME:* _____ *BOARD MEETING DATE:* 03-01-16 *CONSENT AGENDA:* _____.

*AMT. OF TIME REQUIRED:* 10 min *ITEM FOR CONSIDERATION:* _____.

**HIGHWAY**
ORIGINATING DEPARTMENT/SERVICE

REQUESTOR'S SIGNATURE

_____.
REVIEWED BY/DATE

**BOARD ACTION REQUESTED:**

**Approve OCOTW Meeting Minutes from January 7 and February 4, 2016 and Act on Proposed Change Orders and Further Recommendations**

**BACKGROUND/JUSTIFICATION:**

**Minutes and attachments are included.**

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

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

**COMMENTS:**

**COMMENTS:**

**WRIGHT COUNTY**
**OWNERS COMMITTEE OF THE WHOLE**

**Meeting Minutes**
**UNAPPROVED**
**January 7, 2016**
**10:30 a.m.**
**Wright County Public Works Building**
**Meeting Room 114A**

Members Attending:
Michael Potter, County Commissioner
Virgil Hawkins, Highway Engineer
Lee Kelly, County Coordinator
Absent:
Pat Sawatzke, County Commissioner
Chris Husom, County Commissioner
Mark Daleiden, County Commissioner
Charles Borrell, County Commissioner

Others Attending:
Ken Francois, Kraus-Anderson
Dan Lind, HCM
Brad Hatfield, Building Maintenance
Adam Tagarro, IT Department Head
Bill Cordell, Senior Traffic Technician
Chad Hausmann, Assistant Highway Engineer
Brian Jans, Shop/Maintenance Equipment Superintendent
Steve Meyer, Highway Maintenance Superintendent
Barb Holmquist, Wright County

## 1. Project Update

Heat is now on in the enclosed facility, and things are drying out, making the area a lot more comfortable. Francois encouraged everyone to take a tour of the facility to check on the progress. Hard hats and vests are still required.

Francois distributed what he referred to as a "four-month rolling schedule [Attachment 1]," and reviewed the progress that had been made in the previous month and explained current operations. He explained that roofing operations can slow down the progress a bit because of all the requirements that need to be met in order to protect the warranty. A couple of areas inside are being compacted, and they will be bringing in a sand cushion for the slab on grade to be poured. They are still working on the loading dock with piping, but a significant portion of the work is done. Soils have been tested by Braun to make sure that the compaction requirements are met and that the heat and fans reach the correct points. They are prepping to pour the interior slab in the wash bay and parts area and are working on completing the below-grade mechanical and electrical rough-ins. In a couple of months, they will complete the roofing and begin the overhead door and window installations. Once the in-floor heat is installed and the slab is poured, they can being the framing of the masonry walls and put the metal panels on the outside of the office area.

## 2. Budget Update

An overview of the budget [Attachment 2] was presented, and Francois said that they are currently running about 10% under budget projections at this time. There are several change orders presented today [Attachment 3], and he said that they have been tracking the dollar value of these and of potential change orders to make sure that the cost is legitimate before they are brought to this committee. PCO #20 is needed to lower a column footing in the vehicle storage area that if left where it was would have been close enough that weight could have pushed it sideways and crushed it. This change was not optional. PCO #48 was for a handful of steel connections at the top of the masonry wall in the main office area where it goes up to the deck, but since it is not a load bearing

wall, the roof can't rest on the deck and the connectors are needed to keep the wall in place. PCO#60 was to add a deflection head receptor to the top of the exterior windows. This was not included in the original bid document, but it was determined during design completion that this is necessary. PCO #70 pertains to a necessary increase in the storm water piping connection from the edge of the building to the first catch basin in order to help minimize the freezing of any drain lines. Storm leaders come through the roof and connect to the storm system. This will change the diameter from 8" to 12" which will help eliminate a total freeze at the most susceptible spot. The cost of replacing the current pipe is about $3,000, but repair costs in the event of a freeze up are much higher. An immediate decision is not necessary as work on this would not begin until spring. PCO #71 addresses the need to install a pneumatic sump pump in the bottom of the deepest pit of one of the vehicle lifts. There are drains in the other two pits, but they are one foot above the bottom of the deepest pit, and the only other alternative is to hand pump any accumulating water, which would require someone crawling in under the lift, which is not a good option. There could be a float on or a switch which will activate only when water is in there. That decision will need to be made soon and would enhance the functionality and efficiency of keeping the pit dry. PCO #72 covers furring out walls and adding additional drywall in the bathrooms and locker-room toilet areas, which will smooth out the finish rather than leaving the rough side of the precast wall panels exposed. This decision needs to be made soon as it will affect the placement of other walls. PCO #79 is for the purpose of adding two layers of plywood by the office windows in order to anchor the windows and create an air break for better temperature control. PCO #81 is for added insulation and other materials over the precast parapet to help prevent the transfer of cold temps through the concrete. PCO #91 covers a second mobilization to set precast panels at the overhead door. This should have been included in the initial bid as the panels couldn't be set at the east end until the deck was in, but this was overlooked. PCO #92 is to modify the overhead door jamb with a bolted attachment in lieu of welding, which could not be done ahead of time, and now the miscellaneous metals people have to come out and drill holes in 18 overhead doors. PCO #93 is to modify some exterior and some interior doors that need voltage for security purposes. Potter thanked Francois for the update and said that the Board would be informed about the changes. Tagarro commented that he had received the recommended procedures for the PA system and said that it should be good to go.

**3. Other**

- A couple of examples of bronze plaques for display on the building were presented [Attachment 4] and will be shared with the other commissioners.
- Hawkins brought up the issue of reconsidering stained concrete floors, an alternate that had previously been considered and denied by the County Board. Hawkins said that he felt it was in the best interest of this building and the citizens to have a more attractive floor in the area of the hall leading to the back breakroom area and in the breakroom where public meetings will be held. Excluding polished concrete treatment in certain areas such as the locker room and the janitor's room would help lower the price of this extra feature, and the breakroom would be used for lots of meetings for various projects and at times for public gatherings. There was some discussion of whether this was originally included in the plans and whether a compromise could be reached by completing only part of what was first proposed. Francois said that three areas could be sealed, which would help cut down the cost of doing the more public areas. The corridors will have burnished block, so it would be nice to have a stained/polished hallway that would help give a more finished look. Potter said that is willing to consider it, and Larkin said that the sooner he knows what is planned, the better he can protect the site where the stained concrete would be located, as there are some additional precautions needed for stained over just polished. Tile, which is a more expensive finish, was purposely taken

out of the initial plan to save on costs, and stained and stained concrete would be a nice substitute. Hatfield commented that the appearance of the interior of the building is also important, as these will be public areas.

- There was some discussion about the appropriate security points at the building, and Russell's Lock and Key will be handling all keys and locks for the facility.
- A bid for the lube system will be advertised in the next week or so. When bids are in, they will be brought to the Board for a decision.

The meeting was adjourned at 11:25 a.m., and the next meeting will be held on February 4, at which time a tour of the building will be given.

Respectfully submitted,

*Barb Holmquist*

# Wright County Highway Department

Four Month Rolling Milestone Schedule

January 7, 2016

ATTACHMENT 1

**Previous month:**

- The mechanical equipment in the mezzanine has been set.
- The electrical switch gear has been set.
- Masonry structural walls in the office have been completed.
- Exterior framing and sheathing has been completed in the office area.
- Roofing and wood blocking has started.
- Gas piping inside the building has started.
- Temp heating is on inside the building.

**Current Operations:**

- Continue the roof blocking and roofing.
- Recompacting any soils that were disturbed inside the building
- Start the wood blocking around the window openings in the office area.
- Prepping to start pouring interior slab on grades starting in the washbay.
- Complete the below grade mechanical and electrical rough-ins and begin overhead rough-ins.

**Future 2 Months:**

- Building:
    - Complete roofing.
    - Start the OH door and window installation.
    - Complete the below grade mechanical and electrical rough-ins and begin overhead rough-ins.
    - Install below floor heating in preparation for the slab on grade.
    - Pour slab on grade.
    - Start interior non-structural masonry walls.
    - Start installation of exterior metal panels.

Mechanical units and main electrical gear set on the mezzanine. Photo taken 12/17/15.

Preparing to pour the slab on grade in the parts room in vehicle maintenance. Photo taken 1/6/16.

View inside vehicle maintenance. Photo taken 1/6/16.

View inside the vehicle storage.  Photo taken1/6/16.

View insidethe vehicle storage.  Photo take 1/6/16.

ATTACHMENT 2

KRAUS-ANDERSON® CONSTRUCTION COMPANY

Date: 1/7/2016

# Overall Project Budget

Owner: **Wright County**
Project: **Highway Department Facility**
Location: **Buffalo, MN**
Architect: **HCM Architects**

| Description | Budget | Remarks |
|---|---|---|
| **Total Available Dollars** | | |
| **2015 Bond Issue** | $17,000,000 | |
| | | |
| **TOTAL REVENUE** | **$17,000,000** | |
| **Construction Costs Budget** | | |
| **Site Improvements** | | |
| Wright County Site Rough Grading Work | $120,000 | By Wright County (Frattalone) |
| Wright County Aggregate Base | $25,000 | By Wright County |
| Wright County Asphalt Pavement | $225,000 | By Wright County |
| | | |
| **New Facility** | | |
| Bid Day Contracts - BP #1 & BP#2 w/ Alternates | $10,827,879 | |
| Future Contracts | | |
| Misc Metals (Material Only) | $234,312 | Awarded on 12/8/15 |
| Joint Sealants | $31,000 | Getting Quotes |
| Fence and Gates | $28,200 | Getting Quotes |
| Monument Sign | $25,000 | Getting Quotes |
| **Equipment** | | |
| Vehicle Lifts | $375,000 | County is purchasing off of State contract |
| Hose Reels, tanks, compressors and associated piping | $270,000 | |
| Parts Racking / Storage Racking | $75,000 | Allowance |
| Welding Equipment | $100,000 | Allowance |
| Work Benches | $95,000 | Allowance |
| **Construction Contingency** | | |
| Change Orders Written | $76,140 | |
| Change Orders Proposed | $34,372 | |
| Potential Change Orders | $83,446 | Still under review |
| Contingency Remaining | $388,793 | |
| **Total Construction Budget** | **$13,014,142** | |
| **Soft Cost Budget** | | |
| A/E Fees | $688,850 | Updated 11/4/15 |
| CM Fee / Site Services | $528,424 | |
| General Conditions | $375,000 | |
| FFE Programming | INCLD | Architect Provided |
| Construction Testing / Special Inspections Testing / Soil Borings | $50,000 | By Wright County (Braun est. $48,132) |
| Building Permits | $80,000 | Allowance |
| SAC Charges / WAC Charges | $15,000 | Allowance |
| Site Survey | $12,500 | By Wright County |
| **Total Soft Cost Budget** | **$1,749,774** | |
| **Owner Costs Budget** | | |
| Furniture Fixtures and Equipment | $250,000 | Allowance |
| Technology / Equipment | $257,000 | Allowance |
| **Total Owner Costs Budget** | **$507,000** | |
| | | |
| **TOTAL PROJECT COST** | **$15,270,916** | Constr. Cost + Soft Costs + Owner Costs |
| | | |
| **Project Balance Available** | **$1,729,084** | Under Budget |
| | | **10.2%** |

# Wright County Highway Department Project

January 7, 2016

## Change Order Review

**Change Orders Presented for Approval:**

1. **PCO #20 (RFI #24) – Total $1,208:** Needed to lower a column footing in the vehicle storage area that interfered with the routing of the underground plumbing main.
2. **PCO #58 (RFI #44) – Total $5,040:** Add steel connections to the top of masonry walls in Area A.
3. **PCO #60 – Total $3,345:** Add a deflection head receptor to the top of the exterior windows per shop drawings review notes.
4. **PCO #70 (PD #15) – Total $3,000:** Increase the storm water piping connection from 8" to 12" from the edge of the building to the first catch basin (approx 45'). Spring This is to hopefully help prevent the roof drain lines from freezing up.
5. **PCO #71 (PD #16) – Total: $4.555** Install the pneumatic sump pump and pit at the bottom of the 90,000 lbs lift to get all water to drain out of the lift pit.
6. **PCO #72 (PD #18) – Total $2,807** Fur out and paint the south wall in both the men's and women's main bathroom and locker-room toilet rooms. The existing finish is the rough side of the precast wall panels.
7. **PCO #79 – Total $1,265:** Add 2 layers of plywood strips at the head of the office windows to provide a better thermo-break and window termination.
8. **PCO #81 (RFI #60)– Total $2,033:** Add insulation, plywood and roofing over the precast parapet on the wall separating the washbay from the welding room.
9. **PCO #91 – Total $7,000:** Remobilization to set the precast panels at the overhead doors that could not be installed to allow access into the building to set the roof joists.
10. **PCO #92 – Total $3,159:** Add to modify the overhead door jamb metal wraps use a bolted attachment in lieu of welding. Fabcon panels could not have embed plates a the edge of their panels.
11. **PCO #93 – Total $960:** Add to modify 16 exterior/Interior door frames to bolt into the precast walls

Total Change Orders Presented: $34,372

Next Meeting feb 4TH

Plaque
Qty: 1

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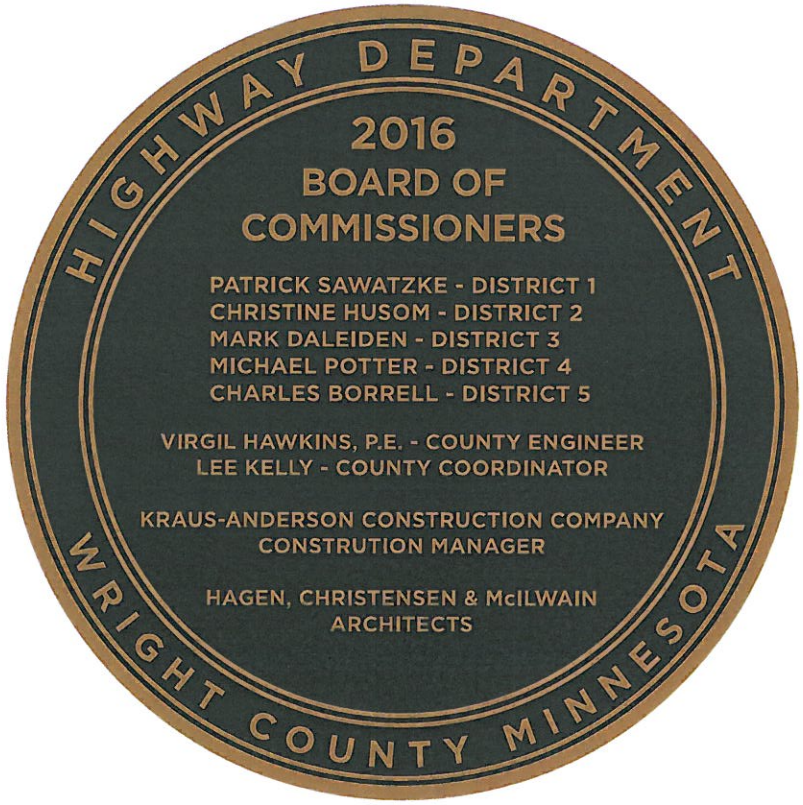
20 1/2"

20 1/2"



Bronze plaque with black leatherette background
Multiple raised boarder and text, 1/8" & 1/4"
Text size, smallest 3/8"(TEXT ON THIS SIGN IS AS SMALL AS IT CAN BE)
Font: Gotham Bold

Flush blind stud mounted
Pattern

ATTACHMENT 4

"Time is on our side"
Fourth Dimension
Architectural Signage & CNC Router Service
ph: 651.481.9036 • fx: 651.481.0613
1209 West County Road E., Suite 100 • Arden Hills, MN 55112
www.fourthdimensioncnc.com

CUSTOMER APPROVAL _____ DATE _____

| FILE NAME | CUSTOMER | CITY | DRAWING / REVISION | REV. DATE | SALES REP. |
|---|---|---|---|---|---|
| Wright County HWY Dept | Tekton Construction | Buffalo | 1 | 11.16.15 | Jim |
| **PROJECT** | **ADDRESS** | **STATE** | **ORIG. DATE** | **SCALE** | **DRAWN BY** |
| Exterior Signage | | MN | 10.5.15 | NTS - In proportion | Corrine |

**WRIGHT COUNTY**
**OWNERS COMMITTEE OF THE WHOLE**

**Meeting Minutes**
**UNAPPROVED**
**February 4, 2016**
**10:30 a.m.**
**Wright County Public Works Building**
**Meeting Room 114A**

Members Attending:
Michael Potter, County Commissioner
Pat Sawatzke, County Commissioner
Virgil Hawkins, Highway Engineer
Lee Kelly, County Coordinator
Absent:
Chris Husom, County Commissioner
Mark Daleiden, County Commissioner
Charles Borrell, County Commissioner

Others Attending:
Dan Lind, HCM
Chris Larkin, Kraus-Anderson
Mark Kotten, Kraus-Anderson
Brad Hatfield, Building Maintenance
Adam Tagarro, IT Department Head
Bill Cordell, Senior Traffic Technician
Chad Hausmann, Assistant Highway Engineer
Brian Jans, Shop/Maintenance Equipment Superintendent
Steve Meyer, Highway Maintenance Superintendent
Barb Holmquist, Wright County
[See Attachment 1]

**1. Project Update**

The meeting was brought to order at 11:25 a.m., immediately following a tour of the new facilities of the Highway Department that began at 10:30 a.m. Construction Manager Larkin gave an update of progress as outlined on the "Four Month Rolling Milestone Schedule." [Attachment 2] All underground utilities are now completed, and slabs have been poured in the signs and parts rooms. Soil has been re-compacted because of the moisture it took on, and the sand cushion has been brought in. Roofing has been completed in the office and vehicle maintenance bay areas. They will continue working on the installation of the roofing over the vehicle storage bay and have been re-compacting any soils that were disturbed inside that area. They are currently installing the in-slab heat in the office area and prepping the floors in the wash bay and vehicle maintenance. The wood blocking has begun around the window openings in the office area, and windows should arrive within the next 10 days. The overhead mechanical and electrical rough-ins are about 75% done throughout the whole area and should be completed within the next two months. They are taking care of the in-floor heating and within six weeks should be about 90% done with all slabs except in the service area. The crew has been working on maintaining access to the construction site and will further improve conditions when warmer weather arrives. Pictures are included in Attachment 2 that show various operations of construction, including in-slab heat piping, floor prep in the vehicle maintenance area, and roofing operations on the vehicle storage area. The black coating on the roof is a vapor barrier which goes down before tar is applied. This makes it water tight, and because the actual roofing is 90 lb., ETM was able to get approval from the manufacturer to do that. Lind said that they have been birddogging the roofing warranty and watching it very closely, which is very important with the changing environment. The contractors have done a very nice job of looking out for Wright County, which is very important for everyone. Larkin said that the entire project is about 60% complete, and more than that once the slabs are poured. Most of the equipment is here except for the lifts and the lift supports

and accessories. One change to the budget is the site grading that came in at $99,730, which is under the original estimate of $120,000. Other actual site improvement costs, such as asphalt pavement, will be available when 2016 overlay bids are submitted in the spring. Aggregate base will be supplied by the Highway Department. Joint sealant will be applied where necessary, and fences and monument signing will be installed once warmer weather arrives. The vehicle lifts have been purchased, and the bid opening for lube/fluids is scheduled for February 25. The welding room work benches are still out. So far, about $110,000 in change orders have been approved, and new ones are totaling about $33,130 at this time, with a potential for approximately $49,000 more, leaving a contingency of almost $390,000.

**2. Furniture Update [Attachment 3]:**

Hawkins said that preliminary quotes have been received from three furniture vendors, all of whom work on the state contract and who are Herman Miller vendors. It was decided that this would be a preferred line of furniture, not only because it has proven to be a quality and durable product, but also because of its predominant use in other Wright County offices, which leads to familiarity by the custodial staff when rearrangements and changes are made. One of the three companies rebuild the furniture, collecting pieces from offices that are remodeling or changing out the furniture; and this company was able to offer the lowest quote for essentially the same end result. All vendors offer the same warranty. Larkin said that based on the current progress of construction, the building will be ready for furniture install by June 1. Hawkins said that he would like to further research the details of the lowest quote received and, if the product meets the needs and the price remains the lowest, he would like to proceed with the order. Two of the quotes came in at about $200,000, while the low quote was approximately $150,000. Hawkins would like to move forward and meet with the vendor to discuss the details and determine what additions/changes might be desired, which could affect the final cost. The amount set aside in the budget for this item was $250,000, but that amount also includes allowances for other office expenditures that will not be purchased through this vendor. A committee of Patsy Waytashek, Barb Holmquist, Chad Hausmann, and Hawkins has been working on these plans. Hatfield added that Herman Miller furniture is durable, easy to work with, and adaptable. Both Potter and Sawatzke voiced their approval for moving forward.

**3. Change Order Update [Attachment 4]:**

PCO #50 for $4,780 refers to the cost of installing power window treatments in the breakroom area, for three windows that are each 16-18 feet long. Lind said that power shades were specified in the plans, but the specs for the electrical tooling and controls were missed. This change order also includes a rough-in for future card access in the locker room. There are several doors that might need a card reader in the future, and prepping of this door was missed. PCO #68 for a total of $12,880 covers the cost of installing the overhead doors prior to the concrete slab being poured. Installation is more labor intensive when working on dirt floors, but the expense is more than offset by the savings in fuel cost. Plastic could have been hung over the openings, but that can tear, and heat can vent out through the edges. Strong winds make it a challenge to keep the plastic up. Sawatzke commented that since this change has already been made, it's not really a request. He said that he is fine with the decision, but the committee should have been consulted a couple of months ago. Larkin agreed and added that there wasn't an immediate meeting scheduled and action needed to be taken. He and Ken Francois, project manager, had discussed the payback on this and agreed that he should have talked about it, but it was a good tradeoff. They wouldn't have done it unless they thought the fuel savings would negate the extra cost. PCO #88 for a total of $14,397 is for the addition of a light pole, base, and fixture for both vehicle driveways. This includes a conduit and the required trenching

and will need a crane for installation. Potter commented that this was talked about at a previous meeting, and Hawkins agreed that they had intended to add some street lights to match the others already on the plan. These are typical to what Wright County pays to put in street lights at intersections on county highways, and Hatfield said that they would be photo cell sensitive. Both Potter and Sawatzke agreed that this was a reasonable expense, but anything over $20,000 would need to be approved by the County Board. PCO #98 is a deduction of $1,319 to eliminate drain clean outs where they are not necessary at certain locations. PCO #113 was for a deduction of $2,008 because it was determined that the lights in rooms 171-174 can be fed from a closer panel than originally designated. PCO #118 for a total cost of $4,400 covers the shoeing down of a white acoustic deck in lieu of welding. The welding was initially begun, but when burn marks appeared, they stopped this action. This deck has a sandwich insulation, and the welding created a little smoke from burning the insulation. Since the deck does not get painted, there would have been visible burn marks from the welding. They had to go through the approval process with the structural engineer, so it was necessary to approve this.

Larkin said that they are about 60% along in the project, with potential change orders totaling approximately $50,000. Francois is still reviewing this and is vetting out the costs and value. Lind said that most are minor items, but they are making sure that changes are valid before any decisions are made and requests are presented. Larkin commented that as the project advances, the need for change orders decreases. The odds get less and less. Potter said that he is okay with the change orders presented here, with a caveat. He would have preferred that the large expenditure for the overheads had been presented before action had been taken; and Sawatzke said that he was okay for now, but it could have been a problem if they had not agreed. The problem with agreeing after the fact is that this instance could be used as a reason to move ahead with another decision without first obtaining permission.

**6. Other [Attachment 5]:**

Hawkins said that he would like to revisit the request to include stained concrete in some areas of the building. This had been previously proposed for a larger area, but he was directed to eliminate this feature because it would be in non-public areas, typically used only by employees. This issue has since been discussed with staff, who feel strongly about having good aesthetics in the hallways and breakroom area for the enjoyment of the employees who will frequent the areas on a daily basis and for regular large gatherings, and also for the enjoyment of the public who will also enter these areas on an occasional, or perhaps frequent, basis. Hawkins said that stained concrete had been eliminated for some areas, and he is making a new proposal that includes only the breakroom and the hallway leading to the breakroom. This would be an additional cost of about $3,600. He said that he would like to bring this issue up again for consideration, as he and other staff members feel that it would be a good aesthetic treatment. Compared with the cost of tile that was one of the original options, Hawkins feels that this would be a good substitute with lower maintenance costs and better durability. Sawatzke asked about the 'cleanability,' and Hatfield said that it cleans up fine and is outdone only by terrazzo flooring, which is much higher in cost. There was some discussion about the durability of sealed concrete in the non-visible areas, and Hatfield said that the cleanup qualities are equal, and he is fine with it. Doors are usually shut to others, so presentation is not as important. Sealed concrete mops up as well as polished concrete. Sawatzke said that he doesn't have a problem presenting this option to the Board; he might still say 'no,' but the others might like it. He expressed his dissatisfaction with the appearance of cracks that might occur in the polished concrete and the chips that might show up. Larkin said that the surface needs to be cut within 24 hours of the installation,

and that can help make a difference in durability. He is impressed with Donlar that they go beyond what is actually required. Sawatzke said that this could be taken to the Board for their review.

The next meeting will be held on March 3, 2016 at 10:30 a.m. All members of the County Board will be invited for a tour of the new facility.

The meeting was adjourned at 12:10 p.m.

Respectfully submitted,

*Barb Holmquist*

ATTACHMENT 1

**Public Meeting**
**Wright County Highway Department**
**OWNERS COMMITTEE OF THE WHOLE**
**Highway Department Facility**
**February 4, 2016**
**SIGN-IN SHEET**

| Name | Representing | Initial or Sign |
|---|---|---|
| 1. ~~Chris Husom~~<br>Wright County Commissioner | District #1 | |
| 2. Pat Sawatzke<br>Wright County Commissioner | District #2 | ✓ |
| 3. Mark Daleiden<br>Wright County Commissioner | District #3 | |
| 4. Michael Potter<br>Wright County Commissioner | District #4 | MP |
| 5. Charles Borrell<br>Wright County Commissioner | District #5 | |
| 6. Virgil Hawkins<br>Highway Engineer | Wright County | VH |
| 7. Chad Hausmann<br>Assistant Highway Engineer | Wright County | ✓CH |
| 8. Steve Meyer<br>Highway Maintenance Superintendent | Wright County | SM |
| 9. Brian Jans<br>Equipment Maintenance Superintendent | Wright County | B.J. |
| 10. Ken Francois | ~~Kraus Anderson~~ | |
| 11. Chris Larkin | Kraus Anderson | CL |
| 12. Dan Lind | HCM | DJL |
| 13. Lee Kelly | | LK |
| 14. Bill Cordell | | BC |

| | | |
|---|---|---|
| 15. Brad Hatfield | Wright Co. Bldg Care | |
| 16. ADAM TAGARRO | WC IT | |
| 17. Mark Katten | KA | X |
| 18. | | |
| 19. | | |
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| 31. | | |
| 32. | | |
| 33. | | |
| 34. | | |

# Wright County Highway Department

Four Month Rolling Milestone Schedule
February 4th, 2016

ATTACHMENT 2

**Previous month:**

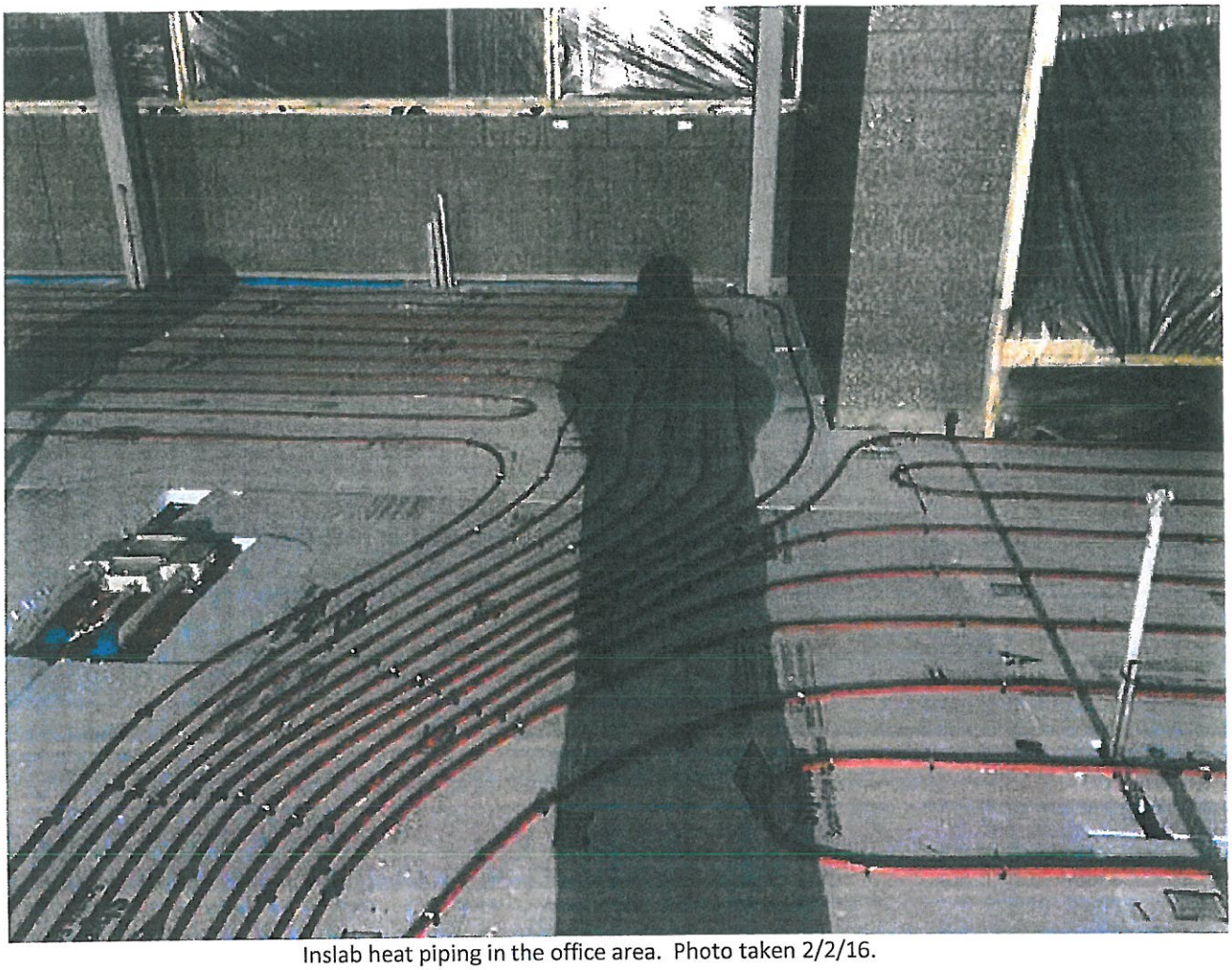
- Exterior framing and sheathing has been completed in the office area.
- Install the vapor barrier on the exterior office area walls.
- Completed the roofing in the office and vehicle maintenance bays.
- Completed all underground utilities.
- Recompacted soils and brought in the sand cushion.
- Poured slabs in the signs and parts rooms.

**Current Operations:**

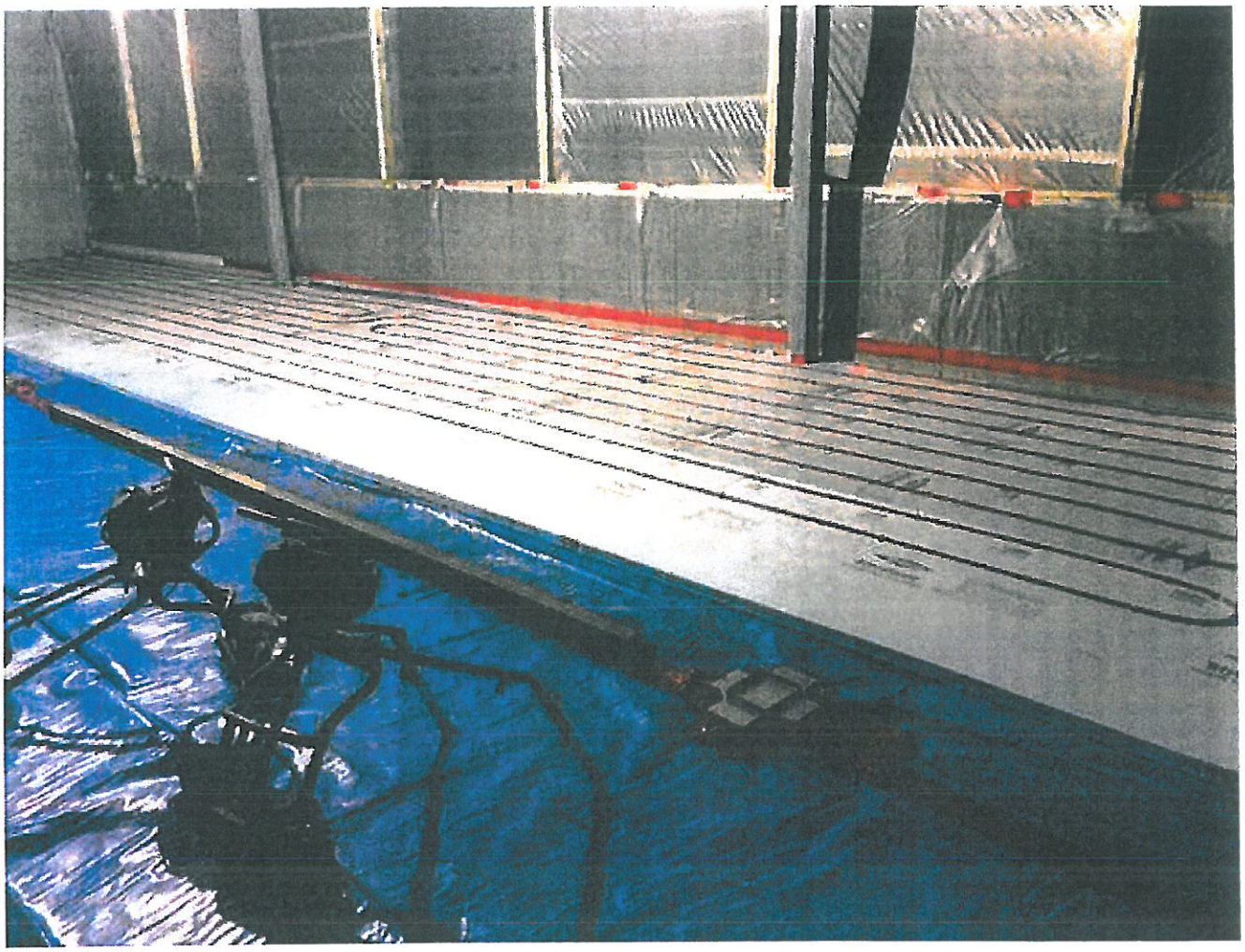
- Continue the roofing over the vehicle storage bay.
- Recompacting any soils that were disturbed inside vehicle storage.
- Start the wood blocking around the window openings in the office area.
- Prepping to start pouring interior slab on grades starting in the washbay.
- Installing the inslab heat in the office area and prepping the floors in the washbay and vehicle maintenance.
- Working on the overhead mechanical and electrical rough-ins.
- Installing the OH doors.
- Installing the exterior insulation and furring for the metal panels around the office area.

**Future 2 Months:**

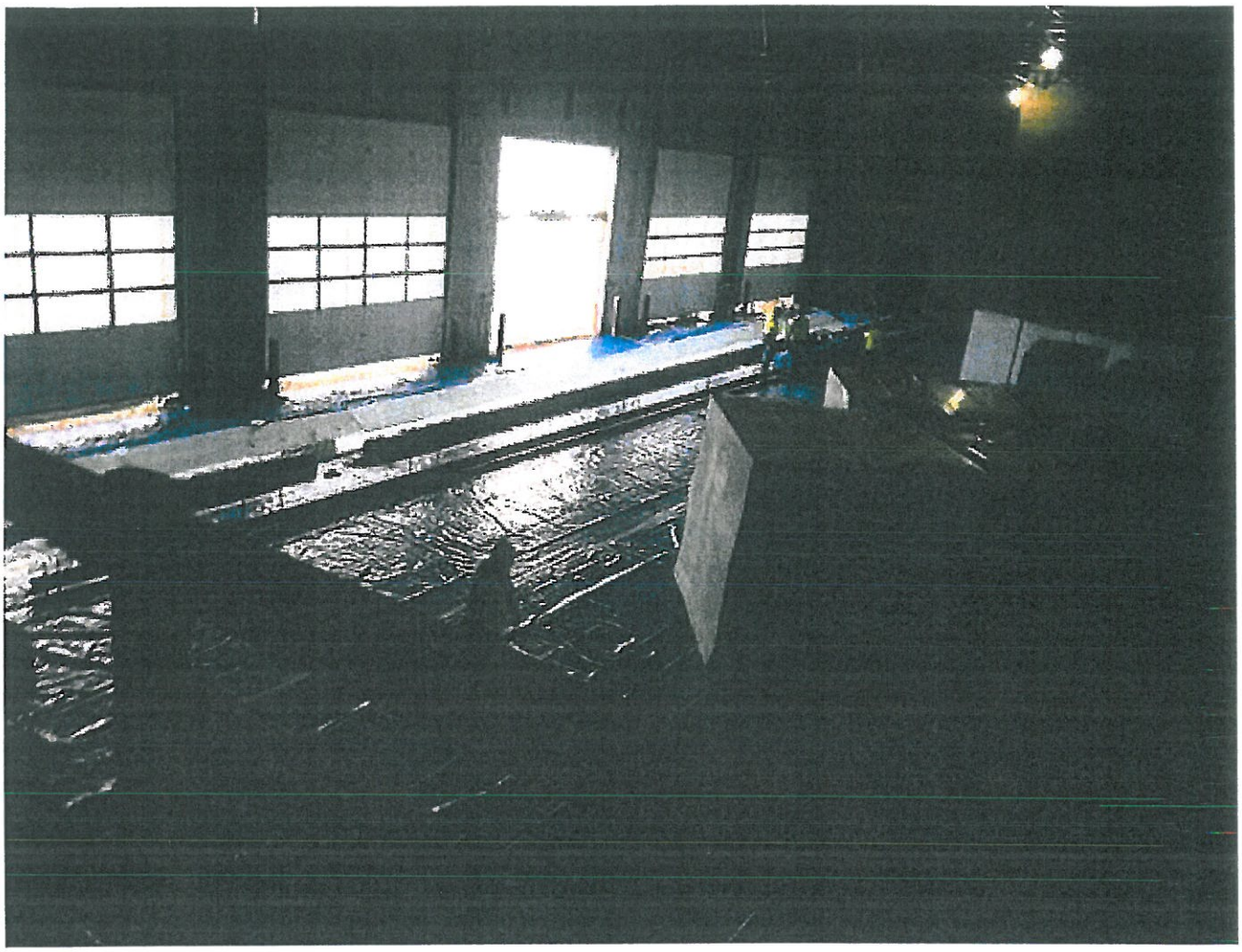
- Building:
    - Complete roofing.
    - Complete the OH door installation
    - Start the window installation.
    - Complete the overhead mechanical and electrical rough-ins.
    - Complete the below floor heating in preparation for the slab on grade.
    - Pour slab on grade.
    - Start interior non-structural masonry walls.
    - Start installation of exterior metal panels.
- Site:
    - Maintain site access and wait for warmer weather.



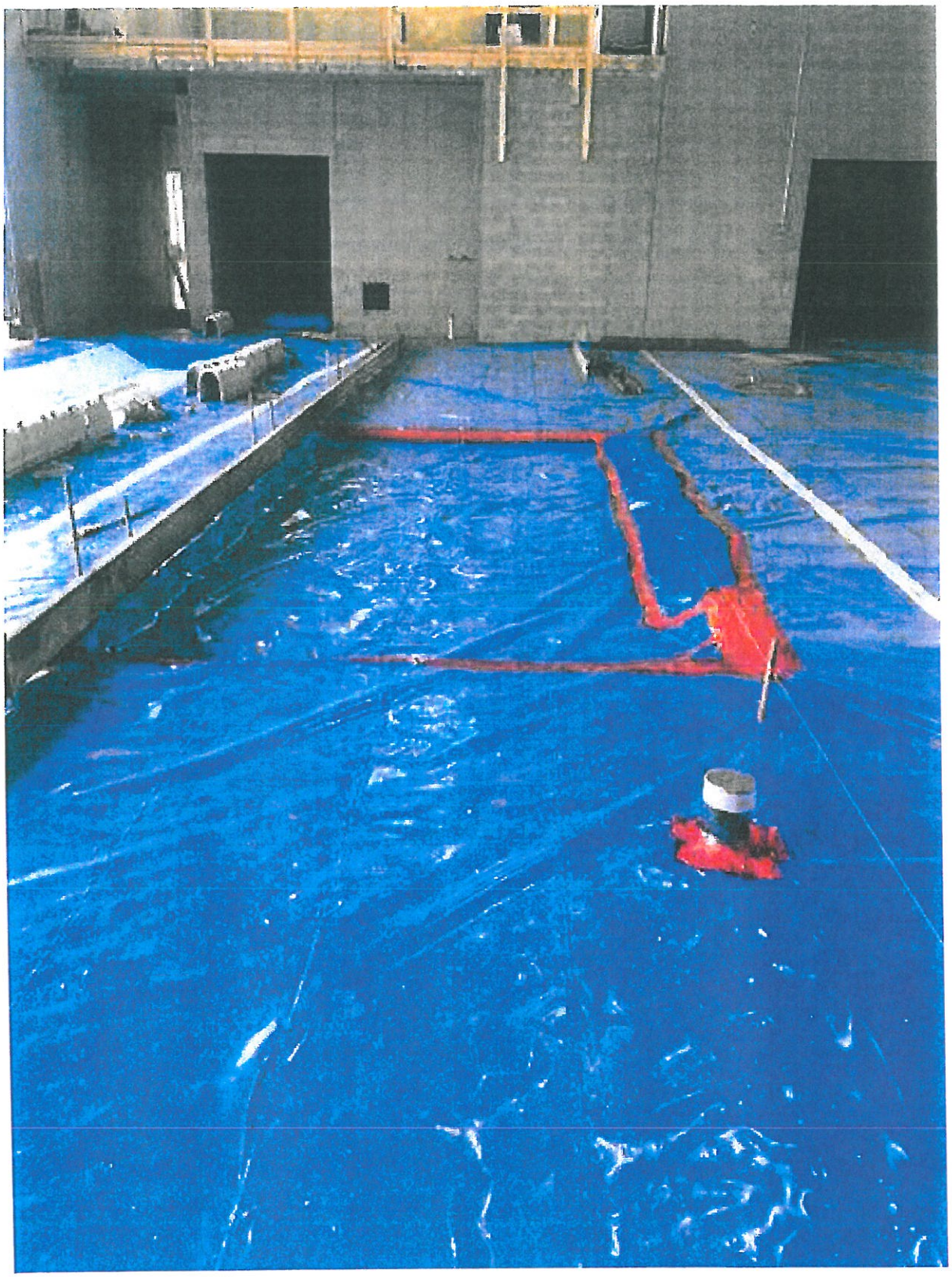
Inslab heat piping in the office area. Photo taken 2/2/16.



Inslab heat piping in the office area. Photo taken 2/2/16.



Prepping the floors in the vehicle maintenance. Photo taken 2/2/16.



Prepping the floors in the vehicle maintenance. Photo taken 2/2/16.

Roofing on the vehicle storage area. Photo taken 2/2/16.

View inside the vehicle storage. Photo take 2/2/16.

View inside the vehicle storage. Photo taken 2/2/16.

# WRIGHT COUNTY DEPARTMENT OF HIGHWAYS

*Wright County Public Works Building*
*1901 Highway 25 North*
*Buffalo, MN 55313*

*Jct. T.H. 25 and C.R. 138*
*Telephone: (763) 682-7383*
*FAX: (763) 682-7313*

**VIRGIL HAWKINS, P.E.**
**Highway Engineer**

**CHAD HAUSMANN, P.E.**
**Assistant Highway Engineer**

**STEVE MEYER**
**Maintenance Superintendent**

**MARK JOHNSON**
**Right-of-Way Agent**


## MEMORANDUM

ATTACHMENT 3

To: Owners Committee

From: Virgil G. Hawkins, Highway Engineer

Re: Furniture Estimates

Date: February 4, 2016

We have received three (3) preliminary estimates from Herman-Miller vendors to provide furniture for the new Highway building. All of these are state contract vendors, and all product includes a 12-year warranty.

One of the vendors provides "refurbished" Herman Miller furniture, which could allow the county to realize a savings of approximately 40% over the vendors who provide new furniture.
We are requesting permission from the Owners Committee to move forward with acquiring furniture for the new Highway building from AFB, Inc., of Eden Prairie, subject to due diligence in evaluating their refurbished product vs. new. Several members of our staff will be conducting a site visit at AFB on Monday, February 8, to compare the quality of furniture available from ABF and other vendors. If concerns about the product or non-comparable specs arise, we will further evaluate the choice of vendor before moving forward.

We need to place our furniture order soon in order to allow the furniture provider sufficient lead time for construction/delivery of the product and for the projected install date of June 1, 2016.

# Wright County Highway Department Project

February 4, 2016

## Change Order Review

**Change Orders Presented for Approval:**

1. **PCO #50 (PD #12) – Total $4,780:** Add power to the window treatments and to prep door 134A for potential future card access.
2. **PCO #68 – Total $12,880:** Install the overhead doors prior to the concrete slab being poured to save money on heating and heavy duty enclosure costs.
3. **PCO #88 (PD #17) – Total $14,397:** Add a light pole, base and fixture to both vehicle drive entryways. Includes new conduit, trenching, wire, precast light pole bases, light poles and fixtures to match the other site fixtures, and crane to install.
4. **PCO #98 (RFI #75) – Total Deduct ($1,319):** Deduct to eliminate drain clean outs where there are trench drains that can be used as clean outs.
5. **PCO #113 (RFI #86) – Total Deduct ($2,008):** Deduct to feed the lights in rooms 171 – 174 from panel HB2 which is closer then panel HB1.
6. **PCO #118 – Total $4,400:** Cost to shot down the roof decking in Area B vs. welding down the decking. Since the deck does not get painted there would have been burn marks from the welding.

Total Change Orders Presented: $33,130

# WRIGHT COUNTY DEPARTMENT OF HIGHWAYS

*Wright County Public Works Building*
*1901 Highway 25 North*
*Buffalo, MN 55313*

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*Telephone: (763) 682-7383*
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**VIRGIL HAWKINS, P.E.**
**Highway Engineer**

**CHAD HAUSMANN, P.E.**
**Assistant Highway Engineer**

**STEVE MEYER**
**Maintenance Superintendent**

**MARK JOHNSON**
**Right-of-Way Agent**


## MEMORANDUM

To: Owners Committee

From: Virgil G. Hawkins, Highway Engineer VGH

Re: Flooring

ATTACHMENT 5

Date: February 4, 2016

At a previous meeting we were directed to eliminate the staining of the concrete in the non-public areas. Rather than completely eliminating the feature, staff, with input from K-A and HCM, revisited the identified locations of polishing and staining to reduce the original cost estimate.

We propose:

- Delete polishing of concrete in rooms 133 (storage), 136 (janitor), and 182A (testing).
  - ($2,450) deduct
- Add stain to the Room 135 (multi-purpose room) and Hallway 131 (leading to multi-purpose room).
  - $6,032 add
- **Total: <u>Add $3,582</u>**

These areas will be used throughout the day, both for work and for lunch/break times. They will also be used regularly for large and small group meetings and large and small group training sessions. Though these areas are primarily for employee use, it has always been the intention to use the multi-purpose area for public informational meetings and larger Transportation Committee of the Whole meetings.

These rooms would also be available for use by other departments and/or district meetings (i.e.: MnDOT, Soil & Water, etc.) if meeting space is needed. A stained/polished flooring would not only enhance the appearance of the room but also help create a more warm and inviting environment, to be enjoyed by both our employees and our citizens.

Stained concrete was selected during the design phase in lieu of more expensive options such as tile. Because of these initial savings and because of the reduced area now identified, we are requesting permission to proceed with the option of stained/polished concrete for these two areas, which we feel will enhance this employee/public meeting area at a relatively affordable cost.

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

PERSONNEL COMMITTEE MINUTES
COUNTY BOARD
February 24, 2016

MEMBERS PRESENT: Husom, Sawatzke,

OTHERS PRESENT: S. Hesse, V. Hawkins, B. Jans, T. Dahl, C. Schefers

I. Request to Hire Full-Time Diesel Mechanic (County Board)

Vacant Diesel Mechanic position since September due to Work Comp injury. Employee is currently on medical restrictions working in a transitional role. Based on current workability report and possible permanent restrictions, the employee may not be able to perform majority of the essential duties of the position.

**Recommendation: approve request to hire full-time Diesel Mechanic.**

II. Request to Increase .8 FTE Planner Position to Full-Time Position (HHS Board)

DRAFT

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

WAYS & MEANS COMMITTEE
MINUTES
February 24, 2016

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

OTHERS PRESENT: B. Hiivala

**Motor Pool Year (Laid over from 1/13/2016)**

Vergin provided information on actual costs through the end of 2015 to operate the Motor Pool. With total costs including depreciation and insurance, the cost per mile was 58 cents; when extracting out start up costs the cost per mile decreased to 53 cents. Costs were then shared with regards to other departments that operate their own fleet. Based on data Vergin collected from 2010 through 2015, the Assessor's office averaged 50 cents per mile to operate their fleet of 5 vehicles during that six year span. The Planning & Zoning department averaged 46 cents per mile from 2010 through 2015, with a fleet of 6 vehicles. It was noted that depreciation will make the cost per mile fluctuate dependent on when vehicles are added to the fleets, as well as repairs with older vehicles.

The Committee agreed that the information provided was good information to have, and that at this time feels that the Motor Pool is a good resource to have, however acquisition of new vehicles is not recommended.

**Recommendation:**
Staff shall continue to track usage and costs of the motor pool to see the benefits; however economics at this time do not warrant acquisition of new vehicles. Staff can pursue the addition of a vehicle to the pool, and replacement of vehicle(s), through vehicle(s) from the Sheriff's Auction.

DRAFT

# WRIGHT COUNTY

## Vehicle Expenditures

| Department | Year | Mileage / Repairs & Maint | 2015 Fleet Useage | Total Travel Expenses |
|---|---|---|---|---|
| ***COURT SERVICES*** | 2010 | $33,611.31 | | $33,611.31 |
| 5 cars / 1 van | 2011 | $31,865.90 | | $31,865.90 |
| | 2012 | $30,208.68 | | $30,208.68 |
| | 2013 | $27,830.01 | | $27,830.01 |
| | 2014 | $23,854.79 | | $23,854.79 |
| Thru Dec | 2015 | $19,010.71 | $5,048.00 | $24,058.71 |
| | | $166,381.40 | $5,048.00 | $171,429.40 |

**Motor Pool Use 12,620 Miles x $.50 = $6,310.00 Savings to Dept = $1,262.00**

*50 = County's current mileage reimbursement rat*

| | | | | |
|---|---|---|---|---|
| ***IT*** | 2010 | $1,928.91 | | $1,928.91 |
| No Vehicles | 2011 | $1,324.30 | | $1,324.30 |
| | 2012 | $1,287.48 | | $1,287.48 |
| | 2013 | $708.50 | | $708.50 |
| | 2014 | $519.20 | | $519.20 |
| Thru Dec | 2015 | $1,238.33 | $236.00 | $1,474.33 |
| | | $7,006.72 | $236.00 | $7,242.72 |

**Motor Pool Use 590 Miles x $.50 = $295.00 Savings to Dept = $59.00**

| | | | | |
|---|---|---|---|---|
| ***COUNTY ATTORNEY*** | 2010 | $3,089.36 | | $3,089.36 |
| No Vehicles | 2011 | $1,341.66 | | $1,341.66 |
| | 2012 | $2,473.95 | | $2,473.95 |
| | 2013 | $1,246.00 | | $1,246.00 |
| | 2014 | $2,956.20 | | $2,956.20 |
| Thru Dec | 2015 | $1,663.37 | $340.00 | $2,003.37 |
| | | $12,770.54 | $340.00 | $13,110.54 |

**Motor Pool Use 850 Miles x $.50 = $425.00 Savings to Dept = $85.00**

| | | | | |
|---|---|---|---|---|
| ***CO ADMINISTRATION*** | 2010 | $1,077.50 | | $1,077.50 |
| No Vehicles | 2011 | $1,825.50 | | $1,825.50 |
| | 2012 | $1,768.50 | | $1,768.50 |
| | 2013 | $1,073.50 | | $1,073.50 |
| | 2014 | $2,237.86 | | $2,237.86 |
| Thru Oct | 2015 | $1,017.00 | $396.40 | $1,413.40 |
| | | $8,999.86 | $396.40 | $9,396.26 |

**Motor Pool Use 991 Miles x $.50 = $495.50 Savings to Dept = $99.10**

| | | | | |
|---|---|---|---|---|
| ***COUNTY RECORDER*** | 2010 | $524.50 | | $524.50 |
| No Vehicles | 2011 | $185.50 | | $185.50 |
| | 2012 | $48.00 | | $48.00 |
| | 2013 | $320.00 | | $320.00 |
| | 2014 | $1,741.50 | | $1,741.50 |
| Thru Dec | 2015 | $108.50 | $0.00 | $108.50 |
| | | $2,928.00 | $0.00 | $2,928.00 |

**Has not used the Motor Pool**

Prepared By: S. Vergin, 1/2016

# WRIGHT COUNTY

## Vehicle Expenditures

| Department | Year | Mileage / Repairs & Maint | 2015 Fleet Useage | Total Travel Expenses |
|---|---|---|---|---|
| ***COUNTY ASSESSOR*** | 2010 | $5,941.89 | | $5,941.89 |
| 5 cars | 2011 | $7,165.40 | | $7,165.40 |
| | 2012 | $6,399.77 | | $6,399.77 |
| | 2013 | $5,735.14 | | $5,735.14 |
| | 2014 | $5,474.41 | | $5,474.41 |
| Thru Dec | 2015 | $6,596.86 | $1,202.40 | $7,799.26 |
| | | $37,313.47 | $1,202.40 | $38,515.87 |

**Motor Pool Use 3006 Miles x $.50 = $1503.00 Savings to Dept = $300.60**

| | | | | |
|---|---|---|---|---|
| ***COUNTY AUDITOR*** | 2010 | $1,857.89 | | $1,857.89 |
| | 2011 | $1,870.85 | | $1,870.85 |
| | 2012 | $2,425.00 | | $2,425.00 |
| | 2013 | $1,997.60 | | $1,997.60 |
| | 2014 | $2,095.00 | | $2,095.00 |
| Thru Dec | 2015 | $2,132.00 | $65.60 | $2,197.60 |
| | | $12,378.34 | $65.60 | $12,443.94 |

**Motor Pool Use 164 Miles x $.50 = $82.00 Savings to Dept = $16.40**

| | **2015 Budget for Fleet** | | |
|---|---|---|---|
| | **$40,000.00** | | |
| Registration Fees/Title Transfers/ Tabs | ($577.50) | | |
| Emergency Survival Kits | ($296.45) | | |
| Repairs/Maintenance/Fuel | ($6,191.19) | | |
| Depreciation | ($2,468.00) | *Estimate provided by A/T (9 mos)* | (12 mos = $3,291) |
| Insurance | ($1,047.00) | *Co pays $349/yr per vehicle (9 mos) (regardless of type of vehicle)* | (12 mos = $1,396) |
| Charge Back to Departments | $7,288.40 | | |
| **Net Remaining Budget** | **$36,708.26** | | |
| ***Total Cost to Operate Motor Pool =*** | | ***$10,580.14*** | |
| **Operation Costs less Start Up =** | | ***$9,706.19*** | |
| Total Miles for 2015 = | 18,221 | | |
| Cost per Mile to Operate Motor Pool = | $0.58 | $0.53 | |
| Depts Reimbursememt Per Mile = | $0.40 | | |

Prepared By: S. Vergin, 1/2016

## DEPARTMENTS OPERATING WITH THEIR OWN VEHICLES

| Department | Year | Fuel | Parts & Maintenance | Vehicle Purchases | Mileage Reimb. | Insurance | Depreciation | Total Travel Expenses | Average Cost Per Vehicle | Average Cost per Mile |
|---|---|---|---|---|---|---|---|---|---|---|
| ***Assessor (105)*** | 2010 | $2,941.11 | $1,294.43 | | $1,706.35 | $1,745.00 | $3,291.00 | $10,977.89 | $2,195.58 | $0.55 |
| 5 Vehicles | 2011 | $4,021.35 | $1,390.54 | | $1,753.51 | $1,745.00 | $3,291.00 | $12,201.40 | $2,440.28 | $0.61 |
| | 2012 | $3,884.67 | $1,687.60 | | $827.50 | $1,745.00 | $2,468.25 | $10,613.02 | $2,122.60 | $0.53 |
| ***Per Hwy Maint - Avg 4,000*** | 2013 | $3,409.69 | $1,163.95 | | $1,161.50 | $1,745.00 | $1,645.50 | $9,125.64 | $1,825.13 | $0.46 |
| ***miles per year / per car*** | 2014 | $3,437.50 | $295.41 | | $1,741.50 | $1,745.00 | $1,645.50 | $8,864.91 | $1,772.98 | $0.44 |
| 4000 x 5 veh x 6 yrs =120,000 miles | 2015 | $4,011.52 | $2,287.50 | | $297.75 | $1,745.00 | $0.00 | $8,341.77 | $1,668.35 | $0.42 |
| ***Total of All Costs*** | | ***$21,705.84*** | ***$8,119.43*** | ***$0.00*** | ***$7,488.11*** | ***$10,470.00*** | ***$12,341.25*** | ***$60,124.63*** | $2,004.15 | $0.50 |
| ***Planning & Zoning (107)*** | 2010 | $3,887.91 | $6,296.82 | $18,723.71 | $2,149.48 | $2,094.00 | $7,382.00 | $40,533.92 | $6,755.65 | $0.68 |
| 6 Vehicles | 2011 | $827.24 | $8,733.28 | | $787.80 | $2,094.00 | $7,382.00 | $19,824.32 | $3,304.05 | $0.33 |
| | 2012 | $9,384.91 | $1,546.00 | | $1,257.52 | $2,094.00 | $7,382.00 | $21,664.43 | $3,610.74 | $0.36 |
| ***Per Hwy Maint - Avg 10,000*** | 2013 | $4,848.49 | $8,756.90 | | $904.50 | $2,094.00 | $3,745.00 | $20,348.89 | $3,391.48 | $0.34 |
| ***miles per year / per car*** | 2014 | $2,948.05 | $9,572.28 | | $1,192.50 | $2,094.00 | $3,745.00 | $19,551.83 | $3,258.64 | $0.33 |
| 10000 x 6 veh x 6 yrs = 360,000 miles | 2015 | $2,297.33 | $6,599.90 | $22,080.91 | $1,341.00 | $2,094.00 | $8,245.00 | $42,658.14 | $7,109.69 | $0.71 |
| ***Total of All Costs*** | | ***$24,193.93*** | ***$41,505.18*** | ***$40,804.62*** | ***$7,632.80*** | ***$12,564.00*** | ***$37,881.00*** | ***$164,581.53*** | $4,571.71 | $0.46 |
| | | | *Purchased Vehicle Jan 2016 = $23,743.02* | | | | | | | |
| ***Surveyor (103)*** | 2010 | $3,231.17 | $915.88 | | $82.50 | $1,396.00 | $0.00 | $5,625.55 | $1,406.39 | |
| 4 Vehicles | 2011 | $5,406.41 | $815.80 | $16,099.35 | $140.50 | $1,396.00 | $3,220.00 | $27,078.06 | $6,769.52 | |
| | 2012 | $5,519.35 | $1,395.66 | | $16.00 | $1,396.00 | $3,220.00 | $11,547.01 | $2,886.75 | |
| | 2013 | $5,002.84 | $1,511.59 | | $0.00 | $1,396.00 | $3,220.00 | $11,130.43 | $2,782.61 | |
| | 2014 | $5,099.84 | $699.60 | $33,804.47 | $0.00 | $1,396.00 | $9,558.00 | $50,557.91 | $12,639.48 | |
| | 2015 | $2,762.03 | $1,496.50 | | $0.00 | $1,396.00 | $9,558.00 | $15,212.53 | $3,803.13 | |
| ***Total of All Costs*** | | ***$27,021.64*** | ***$6,835.03*** | ***$49,903.82*** | ***$239.00*** | ***$8,376.00*** | ***$28,776.00*** | ***$121,151.49*** | $5,047.98 | Unknown |

Insurance $349/yr per Vehicle

Depreciation estimated, per information provided by the Auditors office

# WRIGHT COUNTY
# REQUEST FOR BOARD ACTION

***REQ. AGENDA TIME:*** _____ ***BOARD MEETING DATE:*** _3-01-16_ ***CONSENT AGENDA:*** ____

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

ADMINISTRATION .
ORIGINATING DEPARTMENT/SERVICE

X___Lee Kelly____ _____
REQUESTOR'S SIGNATURE

_____
REVIEWED BY/DATE

**BOARD ACTION REQUESTED:**

**I-94 West Corridor Coalition Funding Request**

**BACKGROUND/JUSTIFICATION:**

**COUNTY ATTORNEY REVIEW DATE:**

**COUNTY COORDINATOR/DATE:**

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

**FINANCIAL IMPLICATIONS: $**_____

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

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

**COMMENTS:**

**COMMENTS:**

February 15, 2016

I-94 West Corridor Coalition
P.O. Box 423
Rogers, MN 55374

Dear Mr. Lee Kelly,

Local businesses, units of government and organizations like yours are the lifeblood of Minnesota's economy, providing jobs and sustaining families in cities, towns and neighborhoods like the ones in which we work and live. The vitality of our local businesses depends greatly on the health of our infrastructure. It is because of this need that the I-94 West Coalition was formed and why we are asking that you renew your membership.

The I-94 West Coalition, a partnership of businesses and local governments, formed to provide a strong, united voice to advocate for and address transportation concerns along the I-94 corridor, from the Fish Lake Interchange to St. Cloud. Our growing communities require foresight, planning, and relentless advocacy to ensure Central Minnesota's transportation needs are not lost at the metro-centric Capitol.

We experienced major successes during 2014 with the completion of Phase 1, the approval of additional Corridors of Commerce funding, increased coalition membership and the construction of related transportation projects. These successes are discussed in further detail in Hits of 2014 document.

The victory we experienced this year is a great start but much more work remains. The consistent theme we heard from the legislators who supported I-94 expansion was how critical the Coalition's united voice was in securing and maintaining their support. The I-94 West Coalition needs voices and involvement from your organization as the 2015 Legislative Session approaches and new Session Priorities are set.

It is because of the involvement of organizations like yours, that the I-94 West Coalition experienced remarkable support and success. I-94 Coalition Members demonstrated their commitment to our region though billboard sponsorships, interviews, legislative testimonies, and much more. The support of your organization and many others has been phenomenal, and we look forward to working together in 2015 with the renewal of your membership.

Please find enclosed the Hits of 2015, our 2016 Legislative Session Priorities and an invoice to renew your membership. Membership benefits include: recognition on the coalition website (greenlight94.com); email updates about coalition activities and transportation news; invitations to coalition events; and alerts about ways to get involved to further our efforts.

Please contact info@greenlight94.com or call the Coalition at 612-594-7557 for more information.

Sincerely,

I-94 West Corridor Coalition Board

I-94 West CORRIDOR

# *Hits of 2015*

## ✓Phase 1 Completion

The expansion project from Hwy. 101 in Rogers to Hwy. 241 in St. Michael was completed and the additional lanes were opened in October.

## ✓Grand Opening event

The I-94 Coalition, elected officials and local supporters joined together on October 13, for the Grand Opening event at the new FedEx Distribution Facility to celebrate the opening of the additional lanes. Speakers featured Governor Mark Dayton and Congressman Tom Emmer and numerous State Legislators.

## ✓Economic Development

Over 2.5 million square feet of industrial development has been completed in the region since the I-94 Phase I funding was announced. 1.418 million square feet in Rogers (including the new FedEx Distribution Center) and 1,178 million square feet in Otsego and Dayton.

## ✓Future Capacity Expansion

In late 2014, Governor Dayton announced that the I-94 expansion project will receive additional Corridors of Commerce funding. The next phase, from St. Michael to Albertville will receive $1.4 million for design options for mobility. This is a critical next step in the overall expansion plans for I-94. While this planning is underway, the 2015 legislative session ended without a comprehensive transportation bill or additional funding for the corridors of commerce program. The 2016 legislative session will be critical for the future of I-94 capacity expansion and Minnesota's transportation system.

## ✓Membership

During 2015, the Coalition gained numerous new members and supporters. New members include the Monticello Chamber of Commerce, Rachel Contracting, Dahlheimer Beverage, Central Bank, B&D Plumbing, Heating and A/C, 1st American Bank, Cabela's and CentraCare Health Monticello! Welcome All!

## ✓Related Projects

This year there have been significant construction projects on interstates, interchanges, bridges and more that all contribute to the overall improvement of I-94 capacity expansion.

- ✓ Fish Lake Interchange: Repaired and reconstructed the concrete pavement along with other scheduled maintenance repairs.
- ✓ Highway 101 and County Road 144 in Rogers: Replaced the intersection, resurfaced the connecting roads and updated the signing and crossways.
- ✓ Highway 610: Expanded the Highway to I-94 in Maple Grove, and constructed a new bridge and interchange on Highway 610.
- ✓ Interstate 494: Additional expansion project in progress to increase capacity. Addition of the third lane will be completed in the winter of 2015-2016.

## 2016 State of Minnesota Legislative Priorities

2015 marked the opening of the first phase of lane capacity expansion on I-94 between Rogers and St. Michael as well as the design options for mobility of phase two, St. Michael to Albertville. These projects are a result of hard work and commitment from area leaders, legislators, and state officials. The Corridors of Commerce program was a key contributor to realizing this success and it is anticipated that future improvements along I-94 will require similar dedication, commitment and involvement with the Corridors of Commerce program.

*Comprehensive Transportation Funding Bill*

- Support passage of a 10-year, comprehensive funding package that delivers projects efficiently, cost effectively, transparently and renews Corridors of Commerce. This includes an efficient freight system that enhances Minnesota's economic competitiveness in national and international markets. The state should use General Fund revenues generated from the statewide sales tax on auto parts and rental cars to fund increased investment in our transportation system. If necessary to address concerns about predictability of General Fund investments in transportation, the state should consider asking Minnesotans to constitutionally dedicate these revenues for transportation purposes.

*Future Funding for Corridors of Commerce*

- The Corridors of Commerce program utilized a more comprehensive approach to transportation funding than is often promoted. Securing funding for the future of the Corridors of Commerce program is imperative for Interregional Corridors such as expanding capacity to six lanes from Rogers to St. Cloud and eight lanes from the Fish Lake Interchange to Rogers. The Coalition supports a minimum funding level of $300 million, similar to the level when the program was created.

*Phase II Expansion of I-94*

- I-94 is a vital artery for moving and supporting Minnesota's economy. Since the inception of the Corridors of Commerce program I-94 has received critical funding to expand overall capacity improving economic development with of over 2.5 million square feet of industrial development in the region since the announcement of Phase I. Phase II, from St. Michael to Albertville, is a critical next step in the continued improvement of this vital corridor. The Coalition will work with MnDOT District 3 to continue expansion and improvements efforts west along the I-94 Corridor by seeking additional funding for the Corridors of Commerce program.

*Brockton Interchange*

- The Coalition will work with local leaders to help facilitate the Brockton Interchange project. The Brockton Interchange represents an access and exit point along a six mile stretch of I-94 that is beneficial to the surrounding communities, but that also would provide relief to I-94 in the form of auxiliary lanes.

The I-94 West Corridor Coalition expects that all decisions relating to transportation funding will be based on factual analyses in a fair and transparent manner with an emphasis on reducing congestion caused by freight and commuter traffic on I-94. Any project should be valued based on Return on Investment and merit, rather than political gains.

# INVOICE

January 13, 2016

Mr. Lee Kelly
Wright County
10 – 2nd St NW
Buffalo, MN 55313

**2016 MEMBERSHIP INVESTMENT**

| | |
|---|---|
| **INVESTMENT AMOUNT:**<br>I-94 West Corridor Coalition | $10,000.00 |
| **INVOICE TOTAL AMOUNT:** | $10,000.00 |

***Thank you for your continuing support of the I-94 West Corridor Coalition.***

**Please return lower portion with payment. Thank you.**

**Method of Payment**

☐ CHECK - **payable to I-94 West Corridor Coalition**

Check Number: _____

Amount enclosed: $_____

FROM: Wright County

☐ I-94 West Corridor Coalition

MAIL TO: I-94 West Corridor Coalition
PO Box 423
Rogers MN 55374

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 | | |
| 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:** | | **1.39** | **COUNTY BOARD** | **1 Vendors** | **1 Transactions** |
| **13** | DEPT | | | COURT ADMINISTRATOR | | |
| 2490 | **UNITED PARCEL SERVICE** | | | | | |
| | 01-013-000-0000-6205 | | 1.39 | SHIPPING | 2016 | POSTAGE |
| **2490** | **UNITED PARCEL SERVICE** | | **1.39** | **1** Transactions | | |
| **13** | **DEPT Total:** | | **1.39** | **COURT ADMINISTRATOR** | **1 Vendors** | **1 Transactions** |
| **25** | DEPT | | | COURT SERVICES | | |
| 3702 | **ANOKA COUNTY FISCAL SERVICES** | | | | | |
| | 01-025-000-0000-6265 | | 17,208.00 | JAN 2016 JUV DET FEES | 620861 | DETENTION |
| **3702** | **ANOKA COUNTY FISCAL SERVICES** | | **17,208.00** | **1** Transactions | | |
| 1264 | **DELL MARKETING LP** | | | | | |
| | 01-025-000-0000-6620 | | 62.88 | CABLES X2 2016 | XJW7WR662 | COMPUTER OR SOFTWARE PURCHASES |
| | 01-025-000-0000-6620 | | 404.97 | MONITORS X3 2016 | XJW7XF5D6 | COMPUTER OR SOFTWARE PURCHASES |
| | 01-025-000-0000-6620 | | 1,700.50 | COMPUTERS X2 2016 | XJW842JD7 | COMPUTER OR SOFTWARE PURCHASES |
| **1264** | **DELL MARKETING LP** | | **2,168.35** | **3** Transactions | | |
| 17629 | **DOMINOS PIZZA BUFFALO** | | | | | |
| | 01-025-000-0000-6261 | | 59.54 | TEEN COURT JURY MEALS | 2016 | PROFESSIONAL SERVICES |
| **17629** | **DOMINOS PIZZA BUFFALO** | | **59.54** | **1** Transactions | | |
| 273 | **FEDDEMA/TOM** | | | | | |
| | 01-025-000-0000-6331 | | 285.00 | 570 MILES | 2016 | TRAVEL |
| **273** | **FEDDEMA/TOM** | | **285.00** | **1** Transactions | | |
| 6381 | **HUEMOELLER/NEAL** | | | | | |
| | 01-025-000-0000-6331 | AP | 24.50 | 49 MILES<br>12/30/2015 12/30/2015 | | TRAVEL |
| | 01-025-000-0000-6331 | | 289.50 | 579 MILES | 2016 | TRAVEL |

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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 |
|---|---|---|---|---|---|---|
| **6381** | **HUEMOELLER/NEAL** | | **314.00** | **2** Transactions | | |
| 645 | **MN CORRECTIONS ASSOCIATION** | | | | | |
| | 01-025-000-0000-6804 | | 35.00 | REGISTRATION MACDONALD 2016 | | STAFF TRAINING |
| | 01-025-000-0000-6804 | | 35.00 | MCA SPRING WORKSHOP WEBB 2016 | 03811 | STAFF TRAINING |
| **645** | **MN CORRECTIONS ASSOCIATION** | | **70.00** | **2** Transactions | | |
| 3921 | **OFFICE DEPOT** | | | | | |
| | 01-025-000-0000-6411 | | 81.50 | SUPPLIES 823296387001 | 2016 | OPERATING SUPPLIES |
| **3921** | **OFFICE DEPOT** | | **81.50** | **1** Transactions | | |
| 1425 | **SHI INTERNATIONAL CORP** | | | | | |
| | 01-025-000-0000-6620 | | 486.00 | OFFICE STD 2016 | B04476084 | COMPUTER OR SOFTWARE PURCHASES |
| **1425** | **SHI INTERNATIONAL CORP** | | **486.00** | **1** Transactions | | |
| 2490 | **UNITED PARCEL SERVICE** | | | | | |
| | 01-025-000-0000-6205 | | 1.39 | SHIPPING | 2016 | POSTAGE |
| **2490** | **UNITED PARCEL SERVICE** | | **1.39** | **1** Transactions | | |
| 1951 | **WALMART COMMUNITY RFCS LLC** | | | | | |
| | 01-025-000-0000-6411 | | 42.19 | SUPPLIES 2016 | | OPERATING SUPPLIES |
| **1951** | **WALMART COMMUNITY RFCS LLC** | | **42.19** | **1** Transactions | | |
| **25** | **DEPT Total:** | | **20,715.97** | **COURT SERVICES** | **10 Vendors** | **14 Transactions** |
| **31** | DEPT | | | COUNTY COORDINATOR | | |
| 5486 | **MARCO** | | | | | |
| | 01-031-000-0000-6411 | | 563.80 | 2/10/2016-3/10/2016 | 298303702 | OPERATING SUPPLIES |
| **5486** | **MARCO** | | **563.80** | **1** Transactions | | |
| 3921 | **OFFICE DEPOT** | | | | | |
| | 01-031-000-0000-6411 | | 551.14 | SUPPLIES 823854577001 | 2016 | OPERATING SUPPLIES |
| | 01-031-000-0000-6411 | | 19.19 | SUPPLIES 823855236001 | 2016 | OPERATING SUPPLIES |
| | 01-031-000-0000-6620 | | 290.38 | SUPPLIES 821256291001 | 2016 | COMPUTER OR SOFTWARE PURCHASES |
| | 01-031-000-0000-6620 | | 290.38- | CREDIT 823653591001 | 2016 | COMPUTER OR SOFTWARE PURCHASES |
| **3921** | **OFFICE DEPOT** | | **570.33** | **4** Transactions | | |
| 2490 | **UNITED PARCEL SERVICE** | | | | | |
| | 01-031-000-0000-6205 | | 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 | | |
| **31** | **DEPT Total:** | | **1,135.52** | **COUNTY COORDINATOR** | **3 Vendors** | **6 Transactions** |
| **41** | DEPT | | | COUNTY AUDITOR-TREASURER | | |
| 7361 | **GIRARDS BUSINESS MACHINES INC** | | | | | |
| | 01-041-000-0000-6411 | | 33.48 | CANNNED AIR 2016 | 90906 | OPERATING SUPPLIES |
| **7361** | **GIRARDS BUSINESS MACHINES INC** | | **33.48** | **1** Transactions | | |
| 3986 | **SPRINT** | | | | | |
| | 01-041-000-0000-6203 | | 100.11 | 880683316 2016 | | TELEPHONE |
| | 01-041-000-0000-6203 | | 135.80 | 763 238 3825 GILLMAN HS | 880683316 2016 | TELEPHONE |
| **3986** | **SPRINT** | | **235.91** | **2** Transactions | | |
| 2490 | **UNITED PARCEL SERVICE** | | | | | |
| | 01-041-000-0000-6205 | | 1.37 | SHIPPING | 2016 | POSTAGE |
| **2490** | **UNITED PARCEL SERVICE** | | **1.37** | **1** Transactions | | |
| **41** | **DEPT Total:** | | **270.76** | **COUNTY AUDITOR-TREASURER** | **3 Vendors** | **4 Transactions** |
| **63** | DEPT | | | IT (INFORMATIONAL TECHNOLOGY) | | |
| 5486 | **MARCO** | | | | | |
| | 01-063-000-0000-6343 | | 217.00 | 2/10/2016-3/10/2016 | 298362070 | MACHINERY OR EQUIPMENT LEASES |
| **5486** | **MARCO** | | **217.00** | **1** Transactions | | |
| 3986 | **SPRINT** | | | | | |
| | 01-063-000-0000-6203 | | 237.23 | 880683316 2016 | | TELEPHONE |
| **3986** | **SPRINT** | | **237.23** | **1** Transactions | | |
| 2490 | **UNITED PARCEL SERVICE** | | | | | |
| | 01-063-000-0000-6261 | | 1.39 | SHIPPING | 2016 | PROFESSIONAL SERVICES |
| **2490** | **UNITED PARCEL SERVICE** | | **1.39** | **1** Transactions | | |
| **63** | **DEPT Total:** | | **455.62** | **IT (INFORMATIONAL TECHNOLOGY)** | **3 Vendors** | **3 Transactions** |
| **71** | DEPT | | | ELECTIONS | | |
| 2490 | **UNITED PARCEL SERVICE** | | | | | |
| | 01-071-000-0000-6205 | | 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 | | |
| **71** | **DEPT Total:** | | **1.39** | **ELECTIONS** | **1 Vendors** | **1 Transactions** |
| **91** | DEPT | | | COUNTY ATTORNEY | | |
| 999999997 | **BAKER/MELISSA** | | | | | |
| | 01-091-000-0000-6809 | | 26.68 | WITNESS FEES STATE V JOHNSON | | WITNESS FEES |
| **999999997** | **BAKER/MELISSA** | | **26.68** | **1** Transactions | | |
| 999999997 | **JOHNSON/KENT** | | | | | |
| | 01-091-000-0000-6809 | | 20.00 | WITNESS FEES STATE V JOHNSON | 2016 | WITNESS FEES |
| **999999997** | **JOHNSON/KENT** | | **20.00** | **1** Transactions | | |
| 2321 | **KRYZER/GREG** | | | | | |
| | 01-091-000-0000-6331 | | 83.00 | 166 MILES 2016 | | TRAVEL |
| **2321** | **KRYZER/GREG** | | **83.00** | **1** Transactions | | |
| 1619 | **SHERBURNE COUNTY SHERIFF** | | | | | |
| | 01-091-000-0000-6261 | | 62.00 | SERVICE FEES 2016 | 16109 | PROFESSIONAL SERVICES |
| | 01-091-000-0000-6261 | | 59.25 | SERVICE FEES 2016 | 16119 | PROFESSIONAL SERVICES |
| **1619** | **SHERBURNE COUNTY SHERIFF** | | **121.25** | **2** Transactions | | |
| 3986 | **SPRINT** | | | | | |
| | 01-091-000-0000-6203 | | 103.62 | 880683316 2016 | | TELEPHONE |
| **3986** | **SPRINT** | | **103.62** | **1** Transactions | | |
| 2490 | **UNITED PARCEL SERVICE** | | | | | |
| | 01-091-000-0000-6205 | | 1.39 | SHIPPING | 2016 | POSTAGE |
| **2490** | **UNITED PARCEL SERVICE** | | **1.39** | **1** Transactions | | |
| **91** | **DEPT Total:** | | **355.94** | **COUNTY ATTORNEY** | **6 Vendors** | **7 Transactions** |
| **100** | DEPT | | | OTHER GENERAL GOVERNMENT | | |
| 3685 | **AMERICAN DATABANK LLC** | | | | | |
| | 01-100-000-0000-6261 | | 61.80 | BACKGROUND CHECKS 2016 | 830443 | PROFESSIONAL SERVICES |
| **3685** | **AMERICAN DATABANK LLC** | | **61.80** | **1** Transactions | | |
| 6158 | **ARAMARK SERVICES INC** | | | | | |

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| Vendor No. | Name / Account/Formula | Rpt Accr | Amount | Warrant Description / Service Dates | Invoice # / Paid On Bhf # | Account/Formula Description / On Behalf of Name |
|---|---|---|---|---|---|---|
| | 01-100-000-0000-6808 | | 309.76 | WELLNESS LUNCH 2016 | 20072330084 | EMPLOYEE ENHANCEMENT PROGRAM |
| **6158** | **ARAMARK SERVICES INC** | | **309.76** | **1** Transactions | | |
| 496 | **BROWN/JUDY** | | | | | |
| | 01-100-000-0000-6808 | | 32.86 | REIMBURSE SUPPLIES | 2016 | EMPLOYEE ENHANCEMENT PROGRAM |
| **496** | **BROWN/JUDY** | | **32.86** | **1** Transactions | | |
| 2468 | **MADDEN GALANTER HANSEN LLP** | | | | | |
| | 01-100-000-0000-6261 | | 1,257.24 | JAN 2016 LABOR RELATIONS | | PROFESSIONAL SERVICES |
| **2468** | **MADDEN GALANTER HANSEN LLP** | | **1,257.24** | **1** Transactions | | |
| 3965 | **MN COUNTIES INS TRUST** | | | | | |
| | 01-100-000-0000-6353 | | 2,500.00 | DEDUCTIBLE CLAIM 15PE0011 2016 | 15PE0011 | LIABILITY INSURANCE |
| | 01-100-000-0000-6353 | | 2,500.00 | DEDUCTIBLE CLAIM 15PE0044 2016 | 15PE0044 | LIABILITY INSURANCE |
| | 01-100-000-0000-6353 | | 2,500.00 | DEDUCTIBLE CLAIM 13PE0358 2016 | PC106013 | LIABILITY INSURANCE |
| **3965** | **MN COUNTIES INS TRUST** | | **7,500.00** | **3** Transactions | | |
| 626 | **NORTH STAR AWARDS & TROPHIES** | | | | | |
| | 01-100-000-0000-6808 | | 67.95 | RETIREMENT PLAQUE GABRELCIK | 6747 2016 | EMPLOYEE ENHANCEMENT PROGRAM |
| **626** | **NORTH STAR AWARDS & TROPHIES** | | **67.95** | **1** Transactions | | |
| 3636 | **SELECT ACCOUNT** | | | | | |
| | 01-100-000-0000-6261 | | 896.33 | 2016 ANNUAL FEE | | PROFESSIONAL SERVICES |
| | 01-100-000-0000-6261 | | 929.06 | FEB 2016 PARTICIPANT FEE | | PROFESSIONAL SERVICES |
| | 01-100-000-0000-6261 | | 929.06 | JAN 2016 PARTICIPANT FEE | | PROFESSIONAL SERVICES |
| **3636** | **SELECT ACCOUNT** | | **2,754.45** | **3** Transactions | | |
| 1538 | **WRIGHT COUNTY HIGHWAY DEPT** | | | | | |
| | 01-100-000-0000-6332 | | 266.66 | FUEL,PARTS,LABOR 2016 | 415 | FLEET VEHICLE USAGE |
| **1538** | **WRIGHT COUNTY HIGHWAY DEPT** | | **266.66** | **1** Transactions | | |
| **100** | **DEPT Total:** | | **12,250.72** | **OTHER GENERAL GOVERNMENT** | **8 Vendors** | **12 Transactions** |
| **101** | DEPT | | | COUNTY RECORDER | | |
| 3996 | **AMI IMAGING SYSTEMS INC** | | | | | |
| | 01-101-000-0000-6301 | | 1,000.00 | SCANNER MAINT 2016 | 40969 | REPAIRS & MAINTENANCE |
| **3996** | **AMI IMAGING SYSTEMS INC** | | **1,000.00** | **1** Transactions | | |
| 5486 | **MARCO** | | | | | |

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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 |
|---|---|---|---|---|---|---|
| | 01-101-000-0000-6343 | | 177.00 | 2/10/2016-3/10/2016 | 298346719 | MACHINERY OR EQUIPMENT LEASES |
| **5486** | **MARCO** | | **177.00** | **1** Transactions | | |
| 3921 | **OFFICE DEPOT** | | | | | |
| | 01-101-000-0000-6411 | | 117.29 | SUPPLIES 82390712001 | 2016 | OPERATING SUPPLIES |
| | 01-101-000-0000-6411 | | 74.60 | SUPPLIES 823905954001 | 2016 | OPERATING SUPPLIES |
| **3921** | **OFFICE DEPOT** | | **191.89** | **2** Transactions | | |
| 3986 | **SPRINT** | | | | | |
| | 01-101-000-0000-6203 | | 49.31 | 880683316 2016 | | TELEPHONE |
| **3986** | **SPRINT** | | **49.31** | **1** 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:** | | **1,419.59** | **COUNTY RECORDER** | **5 Vendors** | **6 Transactions** |
| **103** | DEPT | | | SURVEYOR | | |
| 4542 | **FRONTIER PRECISION INC** | | | | | |
| | 01-103-000-0000-6301 | | 750.00 | S8 TOTAL STATION CLEAN 2016 | 145755 | REPAIRS & MAINTENANCE |
| **4542** | **FRONTIER PRECISION INC** | | **750.00** | **1** Transactions | | |
| 3986 | **SPRINT** | | | | | |
| | 01-103-000-0000-6203 | | 42.14 | 880683316 2016 | | TELEPHONE |
| **3986** | **SPRINT** | | **42.14** | **1** Transactions | | |
| 2490 | **UNITED PARCEL SERVICE** | | | | | |
| | 01-103-000-0000-6205 | | 1.39 | SHIPPING | 2016 | POSTAGE |
| **2490** | **UNITED PARCEL SERVICE** | | **1.39** | **1** Transactions | | |
| 1951 | **WALMART COMMUNITY RFCS LLC** | | | | | |
| | 01-103-000-0000-6411 | | 43.40 | SUPPLIES 2016 | | OPERATING SUPPLIES |
| **1951** | **WALMART COMMUNITY RFCS LLC** | | **43.40** | **1** Transactions | | |
| 1538 | **WRIGHT COUNTY HIGHWAY DEPT** | | | | | |
| | 01-103-000-0000-6205 | | 0.49 | POSTAGE 2016 | 408 | POSTAGE |
| | 01-103-000-0000-6233 | | 130.51 | PHOTOCOPYING 2016 | 408 | PHOTOCOPYING |
| | 01-103-000-0000-6451 | | 82.42 | FUEL 2016 | 408 | FUEL - LUBE ETC |

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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 |
|---|---|---|---|---|---|---|
| **1538** | **WRIGHT COUNTY HIGHWAY DEPT** | | **213.42** | **3** Transactions | | |
| **103** | **DEPT Total:** | | **1,050.35** | **SURVEYOR** | **5 Vendors** | **7 Transactions** |
| **105** | DEPT | | | ASSESSOR | | |
| 1264 | **DELL MARKETING LP** | | | | | |
| | 01-105-000-0000-6620 | | 757.54 | MONITORS & EPORTS 2016 | XJWF4PK63 | COMPUTER OR SOFTWARE PURCHASES |
| | 01-105-000-0000-6620 | | 2,365.38 | COMPUTERS 2016 | XJWFXCCR6 | COMPUTER OR SOFTWARE PURCHASES |
| **1264** | **DELL MARKETING LP** | | **3,122.92** | **2** Transactions | | |
| 3921 | **OFFICE DEPOT** | | | | | |
| | 01-105-000-0000-6411 | | 70.57 | SUPPLIES 824609242001 | 2016 | OPERATING SUPPLIES |
| **3921** | **OFFICE DEPOT** | | **70.57** | **1** Transactions | | |
| 3986 | **SPRINT** | | | | | |
| | 01-105-000-0000-6203 | | 79.98 | 880683316 2016 | | TELEPHONE |
| **3986** | **SPRINT** | | **79.98** | **1** Transactions | | |
| 2490 | **UNITED PARCEL SERVICE** | | | | | |
| | 01-105-000-0000-6205 | | 1.39 | SHIPPING | 2016 | POSTAGE |
| **2490** | **UNITED PARCEL SERVICE** | | **1.39** | **1** Transactions | | |
| 1538 | **WRIGHT COUNTY HIGHWAY DEPT** | | | | | |
| | 01-105-000-0000-6451 | | 121.11 | FUEL 2016 | 419 | FUEL - LUBE ETC |
| **1538** | **WRIGHT COUNTY HIGHWAY DEPT** | | **121.11** | **1** Transactions | | |
| **105** | **DEPT Total:** | | **3,395.97** | **ASSESSOR** | **5 Vendors** | **6 Transactions** |
| **107** | DEPT | | | PLANNING AND ZONING | | |
| 2379 | **HARRIS COMPUTER SYSTEMS** | | | | | |
| | 01-107-000-0000-6260 | | 18,771.67 | CITYVIEW MAINT 2016 | 90033 | SOFTWARE OR SYSTEMS SUPPORT |
| **2379** | **HARRIS COMPUTER SYSTEMS** | | **18,771.67** | **1** Transactions | | |
| 3986 | **SPRINT** | | | | | |
| | 01-107-000-0000-6203 | | 32.00 | 880683316 2016 | | TELEPHONE |
| **3986** | **SPRINT** | | **32.00** | **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 |
|---|---|---|---|---|---|---|
| | 01-107-000-0000-6205 | | 1.39 | SHIPPING | 2016 | POSTAGE |
| **2490** | **UNITED PARCEL SERVICE** | | **1.39** | **1** Transactions | | |
| 1538 | **WRIGHT COUNTY HIGHWAY DEPT** | | | | | |
| | 01-107-000-0000-6451 | | 231.95 | FUEL 2016 | | FUEL - LUBE ETC |
| | 01-107-000-0000-6452 | | 294.24 | PARTS/LABOR 2016 | | VEHICLE MAINTENANCE |
| **1538** | **WRIGHT COUNTY HIGHWAY DEPT** | | **526.19** | **2** Transactions | | |
| **107** | **DEPT Total:** | | **19,331.25** | **PLANNING AND ZONING** | **4 Vendors** | **5 Transactions** |
| **111** | DEPT | | | BUILDING CARE | | |
| 5453 | **C WALKER TRUCKING** | | | | | |
| | 01-111-000-0000-6301 | | 725.00 | PLOWING HSC JAN 2016 | 21016 | REPAIRS & MAINTENANCE |
| | 01-111-000-0000-6301 | | 600.00 | PLOWING GC JAN 2016 | 21016 | REPAIRS & MAINTENANCE |
| | 01-111-000-0000-6302 | | 1,575.00 | PLOWING LEC JAN 2016 | 21016 | JAIL/LEC REPAIRS AND MAINTENANCE |
| **5453** | **C WALKER TRUCKING** | | **2,900.00** | **3** Transactions | | |
| 5974 | **CENTER POINT ENERGY** | | | | | |
| | 01-111-000-0000-6409 | | 1,345.79 | 7915763 | 2016 | JAIL/LEC FUEL FOR BUILDING |
| | 01-111-000-0000-6410 | | 7,088.11 | 5871994 | 2016 | FUEL FOR BUILDINGS |
| | 01-111-000-0000-6410 | | 1,340.61 | 5767681 | 2016 | FUEL FOR BUILDINGS |
| | 01-111-000-0000-6410 | | 98.74 | 5811649 | 2016 | FUEL FOR BUILDINGS |
| **5974** | **CENTER POINT ENERGY** | | **9,873.25** | **4** Transactions | | |
| 416 | **COTTENS BUFFALO** | | | | | |
| | 01-111-000-0000-6302 | | 13.56 | SUPPLIES 2016 | 573112 | JAIL/LEC REPAIRS AND MAINTENANCE |
| **416** | **COTTENS BUFFALO** | | **13.56** | **1** Transactions | | |
| 2546 | **CST DISTRIBUTION LLC** | | | | | |
| | 01-111-000-0000-6411 | | 863.73 | SOLAR SALT 2016 | 16444 | OPERATING SUPPLIES |
| **2546** | **CST DISTRIBUTION LLC** | | **863.73** | **1** Transactions | | |
| 2812 | **GRAINGER** | | | | | |
| | 01-111-000-0000-6411 | | 85.96 | SUPPLIES GC 2016 | 9027281832 | OPERATING SUPPLIES |
| **2812** | **GRAINGER** | | **85.96** | **1** Transactions | | |
| 3531 | **GRANITE PEST CONTROL SERVICES** | | | | | |
| | 01-111-000-0000-6301 | | 117.00 | PEST CONTROL GC 2/2/2016 | 71292 | REPAIRS & MAINTENANCE |
| | 01-111-000-0000-6302 | | 94.00 | PEST CONTROL PWB 2/2/2016 | 71293 | 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 |
|---|---|---|---|---|---|---|
| | 01-111-000-0000-6302 | | 120.00 | PEST CONTROL LEC 2/2/2016 | 71294 | JAIL/LEC REPAIRS AND MAINTENANCE |
| **3531** | **GRANITE PEST CONTROL SERVICES** | | **331.00** | **3** Transactions | | |
| 2001 | **HILLYARD INC - MINNEAPOLIS** | | | | | |
| | 01-111-000-0000-6412 | | 21.99 | SUPPLIES LEC 2016 | 601965389 | JAIL/LEC OPERATING SUPPLIES |
| **2001** | **HILLYARD INC - MINNEAPOLIS** | | **21.99** | **1** Transactions | | |
| 7510 | **MENARDS - BUFFALO** | | | | | |
| | 01-111-000-0000-6302 | | 68.65 | SUPPLIES 2016 | 6162 | JAIL/LEC REPAIRS AND MAINTENANCE |
| | 01-111-000-0000-6302 | | 23.86 | SUPPLIES 2016 | 6459 | JAIL/LEC REPAIRS AND MAINTENANCE |
| | 01-111-000-0000-6302 | | 9.99- | CREDIT 2016 | 6482 | JAIL/LEC REPAIRS AND MAINTENANCE |
| | 01-111-000-0000-6302 | | 39.96 | SUPPLIES 2016 | 6483 | JAIL/LEC REPAIRS AND MAINTENANCE |
| | 01-111-000-0000-6302 | | 16.96 | SUPPLIES 2016 | 6502 | JAIL/LEC REPAIRS AND MAINTENANCE |
| | 01-111-000-0000-6302 | | 19.99 | SUPPLIES 2016 | 6582 | JAIL/LEC REPAIRS AND MAINTENANCE |
| **7510** | **MENARDS - BUFFALO** | | **159.43** | **6** Transactions | | |
| 3986 | **SPRINT** | | | | | |
| | 01-111-000-0000-6204 | | 497.74 | 880683316 2016 | | JAIL/LEC TELEPHONE |
| **3986** | **SPRINT** | | **497.74** | **1** Transactions | | |
| 1551 | **VICTORY CORPS** | | | | | |
| | 01-111-000-0000-6301 | | 141.74 | FLAGS GC 2016 | 900353 | REPAIRS & MAINTENANCE |
| **1551** | **VICTORY CORPS** | | **141.74** | **1** Transactions | | |
| 1951 | **WALMART COMMUNITY RFCS LLC** | | | | | |
| | 01-111-000-0000-6411 | | 80.20 | SUPPLIES 2016 | | OPERATING SUPPLIES |
| **1951** | **WALMART COMMUNITY RFCS LLC** | | **80.20** | **1** Transactions | | |
| 1538 | **WRIGHT COUNTY HIGHWAY DEPT** | | | | | |
| | 01-111-000-0000-6411 | | 135.72 | FUEL JAN 2016 | 418 | OPERATING SUPPLIES |
| **1538** | **WRIGHT COUNTY HIGHWAY DEPT** | | **135.72** | **1** Transactions | | |
| **111** | **DEPT Total:** | | **15,104.32** | **BUILDING CARE** | **12 Vendors** | **24 Transactions** |
| **121** | DEPT | | | VETERANS SERVICE | | |
| 3986 | **SPRINT** | | | | | |
| | 01-121-000-0000-6203 | | 37.99 | 880683316 2016 | | TELEPHONE |
| **3986** | **SPRINT** | | **37.99** | **1** Transactions | | |

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|---|---|---|---|---|---|---|
| 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:** | | **39.38** | **VETERANS SERVICE** | **2 Vendors** | **2 Transactions** |
| **201** | DEPT | | | SHERIFF | | |
| 2684 | **ALL WHEELS RECOVERY INC** | | | | | |
| | 01-201-000-0000-6261 | | 150.00 | 16003932 | 2016 | PROFESSIONAL SERVICES |
| **2684** | **ALL WHEELS RECOVERY INC** | | **150.00** | **1** Transactions | | |
| 608 | **BP AMOCO** | | | | | |
| | 01-201-000-0000-6451 | | 492.60 | FUEL 1/20-2/19/2016 | 46703920 | FUEL - LUBE ETC |
| **608** | **BP AMOCO** | | **492.60** | **1** Transactions | | |
| 2828 | **CUSTOM TOWING LLC** | | | | | |
| | 01-201-000-0000-6261 | | 210.00 | 16004249 | 2016 | PROFESSIONAL SERVICES |
| **2828** | **CUSTOM TOWING LLC** | | **210.00** | **1** Transactions | | |
| 1264 | **DELL MARKETING LP** | | | | | |
| | 01-201-000-0000-6620 | | 1,182.69 | LAPTOP 2016 | XJW8WPF99 | COMPUTER OR SOFTWARE PURCHASES |
| **1264** | **DELL MARKETING LP** | | **1,182.69** | **1** Transactions | | |
| 4126 | **HOLT MOTORS INC** | | | | | |
| | 01-201-000-0000-6261 | | 352.00 | 16003933 | 2016 | PROFESSIONAL SERVICES |
| **4126** | **HOLT MOTORS INC** | | **352.00** | **1** Transactions | | |
| 7367 | **KUSTOM SIGNALS INC** | | | | | |
| | 01-201-000-0000-6301 | | 397.30 | RADAR REPAIR 2016 | 524295 | REPAIRS & MAINTENANCE |
| **7367** | **KUSTOM SIGNALS INC** | | **397.30** | **1** Transactions | | |
| 6841 | **L3 COMMUNICATIONS INC** | | | | | |
| | 01-201-000-0000-6411 | | 263.75 | CAMERA FLASH CARDS 2016 | 0236443 | OPERATING SUPPLIES |
| **6841** | **L3 COMMUNICATIONS INC** | | **263.75** | **1** Transactions | | |
| 2480 | **LAURENT/MICHAEL** | | | | | |
| | 01-201-000-0000-6331 | | 236.26 | REIMB MOTEL BACKGROUNDS 2016 | 87196238 | TRAVEL |
| **2480** | **LAURENT/MICHAEL** | | **236.26** | **1** Transactions | | |

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|---|---|---|---|---|---|---|
| 3588 | **NEOPOST USA INC** | | | | | |
| | 01-201-000-0000-6205 | | 66.32 | RENT/MAINT METER 3/15-4/14/16 | 53678433 | POSTAGE |
| **3588** | **NEOPOST USA INC** | | **66.32** | **1** Transactions | | |
| 3844 | **NET TRANSCRIPTS INC** | | | | | |
| | 01-201-000-0000-6261 | | 394.02 | TRANSCRIBE STATEMENTS 2016 | 6229 | PROFESSIONAL SERVICES |
| **3844** | **NET TRANSCRIPTS INC** | | **394.02** | **1** Transactions | | |
| 3921 | **OFFICE DEPOT** | | | | | |
| | 01-201-000-0000-6411 | | 45.27 | SUPPLIES 823814284001 | 2016 | OPERATING SUPPLIES |
| | 01-201-000-0000-6411 | | 71.90 | SUPPLIES 823814469002 | 2016 | OPERATING SUPPLIES |
| | 01-201-000-0000-6411 | | 340.20 | SUPPLIES 823814469001 | 2016 | OPERATING SUPPLIES |
| **3921** | **OFFICE DEPOT** | | **457.37** | **3** Transactions | | |
| 4111 | **PATRIOT3** | | | | | |
| | 01-201-000-0000-6621 | | 1,817.00 | BALLISTIC SHIELD,TACTICAL SLIN | P3B370 2016 | FURNITURE & EQUIPMENT |
| **4111** | **PATRIOT3** | | **1,817.00** | **1** Transactions | | |
| 3986 | **SPRINT** | | | | | |
| | 01-201-000-0000-6203 | | 25.87- | 880683316 2016 CREDIT | | TELEPHONE |
| | 01-201-000-0000-6203 | | 3,064.45 | 880683316 2016 | | TELEPHONE |
| | 01-201-000-0000-6203 | | 297.02 | EQUIPMENT | 880683316 2016 | TELEPHONE |
| | 01-201-000-0000-6203 | | 9.06 | 763 458 6001 | 880683316 2016 | TELEPHONE |
| **3986** | **SPRINT** | | **3,344.66** | **4** Transactions | | |
| 1427 | **STATIONERS INC** | | | | | |
| | 01-201-000-0000-6411 | | 1,260.16 | SHERIFF NOTEBOOKS 2016 | 884390 | OPERATING SUPPLIES |
| **1427** | **STATIONERS INC** | | **1,260.16** | **1** Transactions | | |
| 1951 | **WALMART COMMUNITY RFCS LLC** | | | | | |
| | 01-201-000-0000-6411 | | 40.94 | SUPPLIES 2016 | | OPERATING SUPPLIES |
| | 01-201-000-0000-6802 | | 85.34 | SUPPLIES 2016 | | EM GRANT EXPENSE |
| **1951** | **WALMART COMMUNITY RFCS LLC** | | **126.28** | **2** Transactions | | |
| 1538 | **WRIGHT COUNTY HIGHWAY DEPT** | | | | | |
| | 01-201-000-0000-6451 | | 9,861.74 | FUEL JAN 2016 | 409 | FUEL - LUBE ETC |
| | 01-201-000-0000-6452 | | 17,975.32 | PARTS,LABOR,TIRES JAN 2016 | 409 | VEHICLE MAINTENANCE |
| | 01-201-000-0000-6802 | | 77.74 | PARTS,LABOR JAN 2016 | 409 | EM GRANT EXPENSE |
| | 01-201-000-0000-6802 | | 59.05 | FUEL JAN 2016 | 409 | EM GRANT EXPENSE |

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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 |
|---|---|---|---|---|---|---|
| **1538** | **WRIGHT COUNTY HIGHWAY DEPT** | | **27,973.85** | **4** Transactions | | |
| **201** | **DEPT Total:** | | **38,724.26** | **SHERIFF** | **16 Vendors** | **25 Transactions** |
| **250** | DEPT | | | SHERIFF-CORRECTIONS | | |
| 2701 | **AG NEOVO TECHNOLOGY CORPORATION** | | | | | |
| | 01-250-000-0000-6301 | | 135.00 | PARTS & LABOR 2016 | SO20064790 | REPAIRS & MAINTENANCE |
| **2701** | **AG NEOVO TECHNOLOGY CORPORATION** | | **135.00** | **1** Transactions | | |
| 6158 | **ARAMARK SERVICES INC** | | | | | |
| | 01-250-000-0000-6459 | | 7,324.58 | INMATE MEALS 02/04-02/10/16 | 20072330083 | LAW ENFORCE-JAIL FOOD-LAUNDRY |
| **6158** | **ARAMARK SERVICES INC** | | **7,324.58** | **1** Transactions | | |
| 4157 | **GREEN/SUSAN** | | | | | |
| | 01-250-000-0000-6331 | | 33.25 | 66.5 MILES | 2016 | TRAVEL |
| **4157** | **GREEN/SUSAN** | | **33.25** | **1** Transactions | | |
| 5756 | **KEEPRS INC** | | | | | |
| | 01-250-000-0000-6806 | | 190.95 | UNIFORMS BRANDJORD 2016 | 299737 | UNIFORM ALLOWANCE |
| | 01-250-000-0000-6806 | | 25.58 | UNIFORMS BRANDJORD 2016 | 299745 | UNIFORM ALLOWANCE |
| **5756** | **KEEPRS INC** | | **216.53** | **2** Transactions | | |
| 5486 | **MARCO** | | | | | |
| | 01-250-000-0000-6343 | | 586.00 | 2/10/2016-3/10/2016 | 298336561 | MACHINERY OR EQUIPMENT LEASES |
| **5486** | **MARCO** | | **586.00** | **1** Transactions | | |
| 3921 | **OFFICE DEPOT** | | | | | |
| | 01-250-000-0000-6411 | | 53.38 | SUPPLIES 824644035001 | 2016 | OPERATING SUPPLIES |
| | 01-250-000-0000-6411 | | 427.25 | SUPPLIES 824643725001 | 2016 | OPERATING SUPPLIES |
| **3921** | **OFFICE DEPOT** | | **480.63** | **2** Transactions | | |
| 6915 | **OFFICE OF MN IT SERVICES** | | | | | |
| | 01-250-000-0000-6261 | | 170.18 | VOICES SERVICES JAN 2016 | W16010652 | PROFESSIONAL SERVICES |
| **6915** | **OFFICE OF MN IT SERVICES** | | **170.18** | **1** Transactions | | |
| 3435 | **THRIFTY WHITE PHARMACY** | | | | | |
| | 01-250-000-0000-6458 | | 65.02 | JAN 2016 WCJ STOCK MEDS | 783585013116 | JAIL MEDICAL |
| **3435** | **THRIFTY WHITE PHARMACY** | | **65.02** | **1** Transactions | | |

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|---|---|---|---|---|---|---|
| 1951 | **WALMART COMMUNITY RFCS LLC** | | | | | |
| | 01-250-000-0000-6411 | | 62.85 | SUPPLIES 2016 | | OPERATING SUPPLIES |
| **1951** | **WALMART COMMUNITY RFCS LLC** | | **62.85** | **1** Transactions | | |
| 1538 | **WRIGHT COUNTY HIGHWAY DEPT** | | | | | |
| | 01-250-000-0000-6451 | | 177.63 | JAN 2016 FUEL | 421 | FUEL - LUBE ETC |
| **1538** | **WRIGHT COUNTY HIGHWAY DEPT** | | **177.63** | **1** Transactions | | |
| 74329 | **WRIGHT COUNTY JAIL ADMIN** | | | | | |
| | 01-250-000-0000-6261 | DTF | 6.00 | DOC INMATE TRAIN RIDE<br>10/13/2015 10/13/2015 | | PROFESSIONAL SERVICES |
| **74329** | **WRIGHT COUNTY JAIL ADMIN** | | **6.00** | **1** Transactions | | |
| **250** | **DEPT Total:** | | **9,257.67** | **SHERIFF-CORRECTIONS** | **11 Vendors** | **13 Transactions** |
| **521** | DEPT | | | PARKS | | |
| 2592 | **A M MAUS & SON INC** | | | | | |
| | 01-521-000-0000-6633 | | 29,878.97 | TRUCK #658 2016 | 2229 | VEHICLES PURCHASED |
| **2592** | **A M MAUS & SON INC** | | **29,878.97** | **1** Transactions | | |
| 3439 | **ACME TOOLS** | | | | | |
| | 01-521-000-0000-6301 | | 169.99 | REPLACE DRILL PARTS 2016 | 3980946 | REPAIRS & MAINTENANCE |
| **3439** | **ACME TOOLS** | | **169.99** | **1** Transactions | | |
| 4634 | **FASTENAL COMPANY** | | | | | |
| | 01-521-000-0000-6411 | | 105.62 | LATEX GLOVES 2016 | 62505 | OPERATING SUPPLIES |
| **4634** | **FASTENAL COMPANY** | | **105.62** | **1** Transactions | | |
| 2732 | **GREATER MN PARKS & TRAILS** | | | | | |
| | 01-521-000-0000-6338 | | 20.00 | REGISTRATION FEE | 2016 | CONFERENCES & MEETINGS |
| **2732** | **GREATER MN PARKS & TRAILS** | | **20.00** | **1** Transactions | | |
| 4840 | **INDELCO PLASTICS CORP** | | | | | |
| | 01-521-000-0000-6301 | | 173.55 | REPLACEMENT ATV TANK 2016 | 974754 | REPAIRS & MAINTENANCE |
| **4840** | **INDELCO PLASTICS CORP** | | **173.55** | **1** Transactions | | |
| 97 | **KLATT TRUE VALUE ELECTRIC** | | | | | |
| | 01-521-000-0000-6301 | | 4.00 | SUPPLIES PARKS 2016 | 59207 | REPAIRS & MAINTENANCE |

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|---|---|---|---|---|---|---|
| **97** | **KLATT TRUE VALUE ELECTRIC** | | **4.00** | **1** Transactions | | |
| 7510 | **MENARDS - BUFFALO** | | | | | |
| | 01-521-000-0000-6411 | | 40.30 | SUPPLIES 2016 | 6620 | OPERATING SUPPLIES |
| **7510** | **MENARDS - BUFFALO** | | **40.30** | **1** Transactions | | |
| 3921 | **OFFICE DEPOT** | | | | | |
| | 01-521-000-0000-6411 | | 13.29 | SUPPLIES 824097014001 | 2016 | OPERATING SUPPLIES |
| | 01-521-000-0000-6411 | | 58.58 | SUPPLIES 824101361001 | 2016 | OPERATING SUPPLIES |
| **3921** | **OFFICE DEPOT** | | **71.87** | **2** Transactions | | |
| 2474 | **SIGN MAN OF MN INC/THE** | | | | | |
| | 01-521-000-0000-6411 | | 600.00 | ENTRANCE SIGN 2016 | 7560 | OPERATING SUPPLIES |
| | 01-521-000-0000-6411 | | 228.00 | PARK DEPT LOGO FOR SIGNS 2016 | 7565 | OPERATING SUPPLIES |
| **2474** | **SIGN MAN OF MN INC/THE** | | **828.00** | **2** Transactions | | |
| 3986 | **SPRINT** | | | | | |
| | 01-521-000-0000-6203 | | 58.82 | 880683316 2016 | | TELEPHONE |
| **3986** | **SPRINT** | | **58.82** | **1** Transactions | | |
| 2490 | **UNITED PARCEL SERVICE** | | | | | |
| | 01-521-000-0000-6205 | | 1.39 | SHIPPING | 2016 | POSTAGE |
| **2490** | **UNITED PARCEL SERVICE** | | **1.39** | **1** Transactions | | |
| 1951 | **WALMART COMMUNITY RFCS LLC** | | | | | |
| | 01-521-000-0000-6411 | | 157.07 | SUPPLIES 2016 | | OPERATING SUPPLIES |
| **1951** | **WALMART COMMUNITY RFCS LLC** | | **157.07** | **1** Transactions | | |
| 1538 | **WRIGHT COUNTY HIGHWAY DEPT** | | | | | |
| | 01-521-000-0000-6205 | | 7.08 | POSTAGE 2016 | 407 | POSTAGE |
| | 01-521-000-0000-6233 | | 111.54 | COPY FEES 2016 | 407 | PHOTOCOPYING |
| | 01-521-000-0000-6451 | | 1,023.51 | FUEL 2016 | 407 | FUEL - LUBE ETC |
| | 01-521-000-0000-6452 | | 833.82 | PARTS 2016 | 407 | VEHICLE MAINTENANCE |
| **1538** | **WRIGHT COUNTY HIGHWAY DEPT** | | **1,975.95** | **4** Transactions | | |
| **521** | **DEPT Total:** | | **33,485.53** | **PARKS** | **13 Vendors** | **18 Transactions** |
| **603** | DEPT | | | EXTENSION | | |
| | 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 |
|---|---|---|---|---|---|---|
| | 01-603-000-0000-6205 | | 1.39 | SHIPPING | 2016 | POSTAGE |
| **2490** | **UNITED PARCEL SERVICE** | | **1.39** | **1** Transactions | | |
| **603** | **DEPT Total:** | | **1.39** | **EXTENSION** | **1 Vendors** | **1 Transactions** |
| **1** | **Fund Total:** | | **156,998.41** | **GENERAL REVENUE FUND** | | **156 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 |
|---|---|---|---|---|---|---|
| **230** | DEPT | | | JAIL CANTEEN | | |
| 1951 | **WALMART COMMUNITY RFCS LLC** | | | | | |
| | 02-230-000-0000-6801 | | 402.65 | SUPPLIES 2016 | | JAIL CANTEEN EXPENDITURES |
| **1951** | **WALMART COMMUNITY RFCS LLC** | | **402.65** | **1** Transactions | | |
| **230** | **DEPT Total:** | | **402.65** | **JAIL CANTEEN** | **1 Vendors** | **1 Transactions** |
| **282** | DEPT | | | NUCLEAR POWER PLANT | | |
| 3986 | **SPRINT** | | | | | |
| | 02-282-000-0000-6859 | | 172.09 | 880683316 2016 | | MISCELLANEOUS EXPENSES |
| **3986** | **SPRINT** | | **172.09** | **1** Transactions | | |
| 2490 | **UNITED PARCEL SERVICE** | | | | | |
| | 02-282-000-0000-6205 | | 1.39 | SHIPPING | 2016 | POSTAGE |
| **2490** | **UNITED PARCEL SERVICE** | | **1.39** | **1** Transactions | | |
| **282** | **DEPT Total:** | | **173.48** | **NUCLEAR POWER PLANT** | **2 Vendors** | **2 Transactions** |
| **2** | **Fund Total:** | | **576.13** | **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 | | |
| 1038 | **ANNANDALE ADVOCATE INC** | | | | | |
| | 03-310-000-0000-6235 | | 34.00 | PAPER 1 YR RENEWAL 030116 | A036650 | PUBLICATIONS & BROCHURES |
| **1038** | **ANNANDALE ADVOCATE INC** | | **34.00** | **1** Transactions | | |
| 3921 | **OFFICE DEPOT** | | | | | |
| | 03-310-000-0000-6409 | | 50.99 | OFFICE SUPPLIES 030116 | 822393579 | OFFICE SUPPLIES |
| | 03-310-000-0000-6409 | | 50.99- | RETURN 030116 | 823456767 | OFFICE SUPPLIES |
| | 03-310-000-0000-6409 | | 74.37 | OFFICE SUPPLIES 030116 | 824520300 | OFFICE SUPPLIES |
| **3921** | **OFFICE DEPOT** | | **74.37** | **3** Transactions | | |
| 3636 | **SELECT ACCOUNT** | | | | | |
| | 03-310-000-0000-6261 | | 78.16 | FEB 2016 PARTICIPANT FEE | | PROFESSIONAL SERVICES |
| | 03-310-000-0000-6261 | | 75.58 | 2016 ANNUAL FEE | | PROFESSIONAL SERVICES |
| | 03-310-000-0000-6261 | | 78.16 | JAN 2016 PARTICIPANT FEE | | PROFESSIONAL SERVICES |
| **3636** | **SELECT ACCOUNT** | | **231.90** | **3** Transactions | | |
| 3986 | **SPRINT** | | | | | |
| | 03-310-000-0000-6203 | | 124.27 | 880683316 2016 | | TELEPHONE |
| **3986** | **SPRINT** | | **124.27** | **1** Transactions | | |
| 2490 | **UNITED PARCEL SERVICE** | | | | | |
| | 03-310-000-0000-6205 | | 1.39 | SHIPPING | 2016 | POSTAGE |
| **2490** | **UNITED PARCEL SERVICE** | | **1.39** | **1** Transactions | | |
| 4277 | **WALMART COMMUNITY GEMB** | | | | | |
| | 03-310-000-0000-6621 | | 59.92 | KEYBOARD FOR CONF ROOM 030116 | 60322020002778 | FURNITURE & OFFICE EQUIPMENT |
| **4277** | **WALMART COMMUNITY GEMB** | | **59.92** | **1** Transactions | | |
| 2487 | **WINDSTREAM** | | | | | |
| | 03-310-000-0000-6203 | | 184.53 | 3 LINES 763-658-1570 030116 | FEB 18 | TELEPHONE |
| **2487** | **WINDSTREAM** | | **184.53** | **1** Transactions | | |
| **310** | **DEPT Total:** | | **710.38** | **HIGHWAY ADMINISTRATION** | **7 Vendors** | **11 Transactions** |
| **320** | DEPT | | | HIGHWAY ENGINEERING | | |
| 4542 | **FRONTIER PRECISION INC** | | | | | |
| | 03-320-000-0000-6301 | | 750.00 | REPAIR EQUIPMENT 030116 | 145782 | 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 |
|---|---|---|---|---|---|---|
| **4542** | **FRONTIER PRECISION INC** | | **750.00** | **1** Transactions | | |
| **320** | **DEPT Total:** | | **750.00** | **HIGHWAY ENGINEERING** | **1 Vendors** | **1 Transactions** |
| **330** | DEPT | | | HIGHWAY MAINTENANCE | | |
| 408 | **BROCK WHITE CO LLC** | | | | | |
| | 03-330-000-0000-6537 | | 1,911.48 | CRAFCO DETACK 030116 | 12637241 | RUBBERIZED CRACKFILLER-MAINTENANC |
| **408** | **BROCK WHITE CO LLC** | | **1,911.48** | **1** Transactions | | |
| 1817 | **COMPASS MINERALS AMERICA INC** | | | | | |
| | 03-330-000-0000-6533 | | 16,631.29 | SALT - WAVERLY 030116 | 71454133 | DEICING MATERIALS |
| | 03-330-000-0000-6533 | | 2,181.34 | SALT - OTSEGO 030116 | 71454884 | DEICING MATERIALS |
| | 03-330-000-0000-6533 | | 13,954.56 | SALT - OTSEGO 030116 | 71456036 | DEICING MATERIALS |
| **1817** | **COMPASS MINERALS AMERICA INC** | | **32,767.19** | **3** Transactions | | |
| 6027 | **ENVIROTECH SERVICES INC** | | | | | |
| | 03-330-000-0000-6533 | | 7,024.32 | APEX 030116 | 610398 | DEICING MATERIALS |
| | 03-330-000-0000-6533 | | 7,018.92 | APEX 030116 | 610399 | DEICING MATERIALS |
| **6027** | **ENVIROTECH SERVICES INC** | | **14,043.24** | **2** Transactions | | |
| 1144 | **HELENA CHEMICAL COMPANY** | | | | | |
| | 03-330-000-0000-6550 | | 127.00 | SPRAY INDICATOR 030116 | 13472854 | ROADSIDE VEGETATION |
| **1144** | **HELENA CHEMICAL COMPANY** | | **127.00** | **1** Transactions | | |
| 1721 | **M-R SIGN COMPANY INC** | | | | | |
| | 03-330-000-0000-6539 | | 3,350.00 | SIGNS 030116 | 189543 | TRAFFIC CONTROL |
| **1721** | **M-R SIGN COMPANY INC** | | **3,350.00** | **1** Transactions | | |
| 3328 | **MEEKER COOPERATIVE LIGHTS & POWER** | | | | | |
| | 03-330-000-0000-6543 | | 26.06 | LIGHT ON CR 100 030116 | 3251100 | TRAFFIC SIGNALS |
| | 03-330-000-0000-6543 | | 26.05 | LIGHT ON CR 141 030116 | 3251100 | TRAFFIC SIGNALS |
| **3328** | **MEEKER COOPERATIVE LIGHTS & POWER** | | **52.11** | **2** Transactions | | |
| 1383 | **WRIGHT HENNEPIN COOP ELEC ASSN** | | | | | |
| | 03-330-000-0000-6543 | | 3,050.02 | RURAL LIGHTING VARIOUS 030116 | SEE SLIP | TRAFFIC SIGNALS |
| **1383** | **WRIGHT HENNEPIN COOP ELEC ASSN** | | **3,050.02** | **1** Transactions | | |
| 4433 | **XCEL ENERGY** | | | | | |
| | 03-330-000-0000-6543 | | 470.29 | VARIOUS LIGHTS 030116 | 5149988710 | TRAFFIC SIGNALS |

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| Vendor No. | Name / Account/Formula | Rpt Accr | Amount | Warrant Description / Service Dates | Invoice # / Paid On Bhf # | Account/Formula Description / On Behalf of Name |
|---|---|---|---|---|---|---|
| **4433** | **XCEL ENERGY** | | **470.29** | **1** Transactions | | |
| **330** | **DEPT Total:** | | **55,771.33** | **HIGHWAY MAINTENANCE** | **8 Vendors** | **12 Transactions** |
| **340** | DEPT | | | HIGHWAY SHOP MAINTENANCE | | |
| 6156 | **AMERIPRIDE SERVICES** | | | | | |
| | 03-340-000-0000-6411 | | 47.03 | SHOP SUPPLIES FEB 16 030116 | 00749571 | OPERATING SUPPLIES |
| | 03-340-000-0000-6599 | | 9.59 | RUGS FEB 16 030116 | 00749571 | BUILDING MAINTENANCE-P.W.BLDG. |
| | 03-340-000-0000-6411 | | 47.03 | SHOP SUPPLIES FEB 23 030116 | 00752413 | OPERATING SUPPLIES |
| | 03-340-000-0000-6599 | | 26.84 | RUGS FEB 23RD 030116 | 00752413 | BUILDING MAINTENANCE-P.W.BLDG. |
| **6156** | **AMERIPRIDE SERVICES** | | **130.49** | **4** Transactions | | |
| 5974 | **CENTER POINT ENERGY** | | | | | |
| | 03-340-000-0000-6598 | | 1,914.18 | PWB ELECTRIC 030116 | 5866092 | UTILITIES-P.W. BLDG. |
| | 03-340-000-0000-6596 | | 651.73 | COKATO SHOP ELEC. 030116 | 5942963 | UTILITIES-OUTLYING SHOPS |
| **5974** | **CENTER POINT ENERGY** | | **2,565.91** | **2** Transactions | | |
| 7544 | **CENTRA SOTA COOPERATIVE - BUFFALO** | | | | | |
| | 03-340-000-0000-6563 | | 532.58 | DIESEL FUEL 030116 | 6200319 | DIESEL |
| | 03-340-000-0000-6563 | | 1,824.97 | DIESEL FUEL 030116 | 6200379 | DIESEL |
| **7544** | **CENTRA SOTA COOPERATIVE - BUFFALO** | | **2,357.55** | **2** Transactions | | |
| 5196 | **CLIMATE AIR** | | | | | |
| | 03-340-000-0000-6599 | | 1,213.85 | HVAC REPAIRS 030116 | 36824 | BUILDING MAINTENANCE-P.W.BLDG. |
| **5196** | **CLIMATE AIR** | | **1,213.85** | **1** Transactions | | |
| 924 | **CROW RIVER TOOLS** | | | | | |
| | 03-340-000-0000-6698 | | 195.98 | SMALL TOOLS 030116 | 21916 | SHOP EQUIPMENT-MINOR |
| **924** | **CROW RIVER TOOLS** | | **195.98** | **1** Transactions | | |
| 2812 | **GRAINGER** | | | | | |
| | 03-340-000-0000-6574 | | 86.42 | REPAIR PARTS 030116 | 90301217 | REPAIR PARTS |
| **2812** | **GRAINGER** | | **86.42** | **1** Transactions | | |
| 793 | **H & L MESABI** | | | | | |
| | 03-340-000-0000-6573 | | 1,650.00 | BLADES 030116 | 95378 | CUTTING EDGES |
| **793** | **H & L MESABI** | | **1,650.00** | **1** Transactions | | |
| 3405 | **KRIS ENGINEERING INC** | | | | | |

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| Vendor No. | Name / Account/Formula | Rpt Accr | Amount | Warrant Description / Service Dates | Invoice # / Paid On Bhf # | Account/Formula Description / On Behalf of Name |
|---|---|---|---|---|---|---|
| | 03-340-000-0000-6573 | | 595.00 | BLADES 030116 | 26433 | CUTTING EDGES |
| | 03-340-000-0000-6573 | | 16,036.60 | BLADES 030116 | 26444 | CUTTING EDGES |
| **3405** | **KRIS ENGINEERING INC** | | **16,631.60** | **2** Transactions | | |
| 600 | **MORRIES PARTS & SERVICE GROUP** | | | | | |
| | 03-340-000-0000-6574 | | 102.58 | MORRIES - PARTS 030116 | 118263FOW | REPAIR PARTS |
| **600** | **MORRIES PARTS & SERVICE GROUP** | | **102.58** | **1** Transactions | | |
| 2316 | **OTSEGO/CITY OF** | | | | | |
| | 03-340-000-0000-6596 | | 98.64 | SHOP WATER & SEWER 030116 | 2810000 | UTILITIES-OUTLYING SHOPS |
| **2316** | **OTSEGO/CITY OF** | | **98.64** | **1** Transactions | | |
| 926 | **ROYAL TIRE INC** | | | | | |
| | 03-340-000-0000-6570 | | 14.00 | TIRES 030116 | 1-605466 | TIRES |
| | 03-340-000-0000-6570 | | 14.00 | TIRES 030116 | 1-605558 | TIRES |
| | 03-340-000-0000-6570 | | 14.00 | TIRES 030116 | 1-605854 | TIRES |
| | 03-340-000-0000-6570 | | 767.92 | TIRES 030116 | 1-605905 | TIRES |
| | 03-340-000-0000-6570 | | 455.84 | TIRES 030116 | 1-605907 | TIRES |
| **926** | **ROYAL TIRE INC** | | **1,265.76** | **5** Transactions | | |
| 6140 | **RUSSELL SECURITY RESOURCE INC** | | | | | |
| | 03-340-000-0000-6599 | | 593.50 | 2 NEW DEADBOLTS 030116 | A27007 | BUILDING MAINTENANCE-P.W.BLDG. |
| **6140** | **RUSSELL SECURITY RESOURCE INC** | | **593.50** | **1** Transactions | | |
| 2068 | **SAFELITE FULFILLMENT INC** | | | | | |
| | 03-340-000-0000-6574 | | 156.04 | SAFELITE - PARTS 030116 | 177700 | REPAIR PARTS |
| | 03-340-000-0000-6575 | | 67.00 | SAFELITE - LABOR 030116 | 177700 | OUTSIDE LABOR |
| **2068** | **SAFELITE FULFILLMENT INC** | | **223.04** | **2** Transactions | | |
| 4277 | **WALMART COMMUNITY GEMB** | | | | | |
| | 03-340-000-0000-6599 | | 15.46 | SUPPLIES S/B TAX EXEMPT 030116 | 60322020002778 | BUILDING MAINTENANCE-P.W.BLDG. |
| **4277** | **WALMART COMMUNITY GEMB** | | **15.46** | **1** Transactions | | |
| 1785 | **WAVERLY/CITY OF** | | | | | |
| | 03-340-000-0000-6596 | | 206.58 | WAV SHOP WATER/SEWER 030116 | 0200000260004 | UTILITIES-OUTLYING SHOPS |
| **1785** | **WAVERLY/CITY OF** | | **206.58** | **1** Transactions | | |
| 1383 | **WRIGHT HENNEPIN COOP ELEC ASSN** | | | | | |
| | 03-340-000-0000-6596 | | 393.65 | M LK SHOP ELECT. 030116 | 10810310900 | UTILITIES-OUTLYING SHOPS |

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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 | | 277.95 | FR LK SHOP ELECT. 030116 | 11110659400 | UTILITIES-OUTLYING SHOPS |
| | 03-340-000-0000-6598 | | 2,687.25 | PWB ELECTRIC 030116 | 11410943600 | UTILITIES-P.W. BLDG. |
| **1383** | **WRIGHT HENNEPIN COOP ELEC ASSN** | | **3,358.85** | **3** Transactions | | |
| 4433 | **XCEL ENERGY** | | | | | |
| | 03-340-000-0000-6596 | | 41.12 | WAV MISC LIGHTS 030116 | 5149988710 | UTILITIES-OUTLYING SHOPS |
| | 03-340-000-0000-6596 | | 533.15 | WAV GAS UTILITY 030116 | 5149988710 | UTILITIES-OUTLYING SHOPS |
| | 03-340-000-0000-6596 | | 463.72 | COKATO SHOP ELECT 030116 | 5149988710 | UTILITIES-OUTLYING SHOPS |
| | 03-340-000-0000-6596 | | 263.91 | WAV SHOP ELECT 030116 | 5149988710 | UTILITIES-OUTLYING SHOPS |
| **4433** | **XCEL ENERGY** | | **1,301.90** | **4** Transactions | | |
| **340** | **DEPT Total:** | | **31,998.11** | **HIGHWAY SHOP MAINTENANCE** | **17 Vendors** | **33 Transactions** |
| **380** | DEPT | | | UNALLOCATED NON-HIGHWAY OPERAT | | |
| 1340 | **DEPARTMENT OF PUBLIC SAFETY** | | | | | |
| | 03-380-000-0000-6520 | | 25.00 | ANNUAL HAZ FEE 030116 | 13205 | SAFETY PROGRAM & SUPPLIES |
| **1340** | **DEPARTMENT OF PUBLIC SAFETY** | | **25.00** | **1** Transactions | | |
| 3656 | **LENNEMAN/TYLER** | | | | | |
| | 03-380-000-0000-6520 | | 125.00 | STEEL TOE BOOT REIMB 030116 | | SAFETY PROGRAM & SUPPLIES |
| **3656** | **LENNEMAN/TYLER** | | **125.00** | **1** Transactions | | |
| **380** | **DEPT Total:** | | **150.00** | **UNALLOCATED NON-HIGHWAY OPERAT** | **2 Vendors** | **2 Transactions** |
| **3** | **Fund Total:** | | **89,379.82** | **ROAD AND BRIDGE FUND** | | **59 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 | | |
| 2468 | **MADDEN GALANTER HANSEN LLP** | | | | | |
| | 11-420-600-0020-6264 | | 61.65 | JAN 2016 LABOR RELATIONS HHS | | LABOR NEGOTIATIONS |
| **2468** | **MADDEN GALANTER HANSEN LLP** | | **61.65** | **1** Transactions | | |
| 3636 | **SELECT ACCOUNT** | | | | | |
| | 11-420-600-0020-6153 | | 161.38 | 2016 ANNUAL FEE | | EMPLOYEE GROUP INSURANCE |
| | 11-420-600-0020-6153 | | 167.25 | JAN 2016 PARTICIPANT FEE | | EMPLOYEE GROUP INSURANCE |
| | 11-420-600-0020-6153 | | 167.25 | FEB 2016 PARTICIPANT FEE | | EMPLOYEE GROUP INSURANCE |
| **3636** | **SELECT ACCOUNT** | | **495.88** | **3** Transactions | | |
| 2490 | **UNITED PARCEL SERVICE** | | | | | |
| | 11-420-600-0020-6205 | | 5.61 | SHIPPING | 2016 | POSTAGE |
| **2490** | **UNITED PARCEL SERVICE** | | **5.61** | **1** Transactions | | |
| **420** | **DEPT Total:** | | **563.14** | **FINANCIAL SERVICES** | **3 Vendors** | **5 Transactions** |
| **430** | DEPT | | | SOCIAL SERVICES | | |
| 2468 | **MADDEN GALANTER HANSEN LLP** | | | | | |
| | 11-430-700-0020-6264 | | 110.97 | JAN 2016 LABOR RELATIONS HHS | | LABOR NEGOTIATIONS |
| **2468** | **MADDEN GALANTER HANSEN LLP** | | **110.97** | **1** Transactions | | |
| 3636 | **SELECT ACCOUNT** | | | | | |
| | 11-430-700-0020-6153 | | 252.17 | 2016 ANNUAL FEE | | EMPLOYEE GROUP INSURANCE |
| | 11-430-700-0020-6153 | | 261.33 | JAN 2016 PARTICIPANT FEE | | EMPLOYEE GROUP INSURANCE |
| | 11-430-700-0020-6153 | | 261.33 | FEB 2016 PARTICIPANT FEE | | EMPLOYEE GROUP INSURANCE |
| **3636** | **SELECT ACCOUNT** | | **774.83** | **3** Transactions | | |
| 2490 | **UNITED PARCEL SERVICE** | | | | | |
| | 11-430-700-0020-6205 | | 9.54 | SHIPPING | 2016 | POSTAGE |
| **2490** | **UNITED PARCEL SERVICE** | | **9.54** | **1** Transactions | | |
| **430** | **DEPT Total:** | | **895.34** | **SOCIAL SERVICES** | **3 Vendors** | **5 Transactions** |
| **450** | DEPT | | | PUBLIC HEALTH SERVICES | | |
| 2468 | **MADDEN GALANTER HANSEN LLP** | | | | | |
| | 11-450-430-0020-6264 | | 32.88 | JAN 2016 LABOR RELATIONS HHS | | LABOR NEGOTIATIONS |

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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 |
|---|---|---|---|---|---|---|
| **2468** | **MADDEN GALANTER HANSEN LLP** | | **32.88** | **1** Transactions | | |
| 3636 | **SELECT ACCOUNT** | | | | | |
| | 11-450-430-0020-6153 | | 94.08 | FEB 2016 PARTICIPANT FEE | | EMPLOYEE GROUP INSURANCE |
| | 11-450-430-0020-6153 | | 90.78 | 2016 ANNUAL FEE | | EMPLOYEE GROUP INSURANCE |
| | 11-450-430-0020-6153 | | 94.08 | JAN 2016 PARTICIPANT FEE | | EMPLOYEE GROUP INSURANCE |
| **3636** | **SELECT ACCOUNT** | | **278.94** | **3** Transactions | | |
| 2490 | **UNITED PARCEL SERVICE** | | | | | |
| | 11-450-430-0020-6205 | | 3.55 | SHIPPING | 2016 | POSTAGE |
| **2490** | **UNITED PARCEL SERVICE** | | **3.55** | **1** Transactions | | |
| **450** | **DEPT Total:** | | **315.37** | **PUBLIC HEALTH SERVICES** | **3 Vendors** | **5 Transactions** |
| **11** | **Fund Total:** | | **1,773.85** | **HUMAN SERVICES FUND** | | **15 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. | | |
| | 4107 **AMC/SWAA** | | | | | |
| | 20-393-000-0000-6801 | | 100.00 | MEMBERSHIP DUES | 2016 | MISCELLANEOUS EXPENSE |
| | **4107 AMC/SWAA** | | **100.00** | **1** Transactions | | |
| | 5067 **BEAUDRY PROPANE INC** | | | | | |
| | 20-393-000-0000-6801 | | 2,047.16 | PROPANE DELIVERY 2016 | 403985 | MISCELLANEOUS EXPENSE |
| | **5067 BEAUDRY PROPANE INC** | | **2,047.16** | **1** Transactions | | |
| **393** | **DEPT Total:** | | **2,147.16** | **S.C.O.R.E.** | **2 Vendors** | **2 Transactions** |
| **20** | **Fund Total:** | | **2,147.16** | **WASTE MANAGEMENT FUND** | | **2 Transactions** |

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| Vendor No. | Name / Account/Formula | Rpt Accr | Amount | Warrant Description / Service Dates | Invoice # / Paid On Bhf # | Account/Formula Description / On Behalf of Name |
|---|---|---|---|---|---|---|
| **505** | DEPT | | | HISTORIAN | | |
| | 3636 **SELECT ACCOUNT** | | | | | |
| | 71-505-000-0000-6261 | | 1.95 | JAN 2016 PARTICIPANT FEE | | PROFESSIONAL SERVICES |
| | 71-505-000-0000-6261 | | 2.08 | 2016 ANNUAL FEE | | PROFESSIONAL SERVICES |
| | 71-505-000-0000-6261 | | 1.95 | FEB 2016 PARTICIPANT FEE | | PROFESSIONAL SERVICES |
| | **3636 SELECT ACCOUNT** | | **5.98** | **3** Transactions | | |
| **505** | **DEPT Total:** | | **5.98** | **HISTORIAN** | **1 Vendors** | **3 Transactions** |
| **71** | **Fund Total:** | | **5.98** | **HISTORIAN** | | **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 |
|---|---|---|---|---|---|---|
| **605** | DEPT | | | SOIL & WATER | | |
| | 3636 **SELECT ACCOUNT** | | | | | |
| | 72-605-000-0000-6261 | | 21.68 | 2016 ANNUAL FEE | | PROFESSIONAL SERVICES |
| | 72-605-000-0000-6261 | | 22.27 | JAN 2016 PARTICIPANT FEE | | PROFESSIONAL SERVICES |
| | 72-605-000-0000-6261 | | 22.27 | FEB 2016 PARTICIPANT FEE | | PROFESSIONAL SERVICES |
| | **3636 SELECT ACCOUNT** | | **66.22** | **3** Transactions | | |
| **605** | **DEPT Total:** | | **66.22** | **SOIL & WATER** | **1 Vendors** | **3 Transactions** |
| **72** | **Fund Total:** | | **66.22** | **SOIL AND WATER** | | **3 Transactions** |
| | **Final Total:** | | **250,947.57** | **161 Vendors** | **241 Transactions** | |

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**Recap by Fund**

| Fund | Amount | Name |
|---|---|---|
| 1 | 156,998.41 | GENERAL REVENUE FUND |
| 2 | 576.13 | RESERVES FUND |
| 3 | 89,379.82 | ROAD AND BRIDGE FUND |
| 11 | 1,773.85 | HUMAN SERVICES FUND |
| 20 | 2,147.16 | WASTE MANAGEMENT FUND |
| 71 | 5.98 | HISTORIAN |
| 72 | 66.22 | SOIL AND WATER |
| All Funds | 250,947.57 | Total |

Approved by, . . . . . .

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