

WRIGHT COUNTY BOARD
AGENDA
MARCH 8, 2016

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

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

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

A. COUNTY BOARD MINUTES 3-01-16

Documents: [2016-03-01 WRIGHT COUNTY BOARD MINUTES \(INFO\) REVISED.PDF](#)

III. REVIEW & APPROVAL OF AGENDA

IV. CONSENT AGENDA

A. ADMINISTRATION

1. Authorize Attendance, Tri-County Regional Forensic Lab Quarterly Meeting, 4-12-16 @ 2:00 P.M., Wright County Law Enforcement Center.

B. ADMINISTRATION

1. Refer To Personnel Committee Request For Reclassification Of Property Tax Administrator/Chief Auditor Treasurer Resulting In New Salary Range.

Documents: [030816AGENDA FORM_RECLASSIFICATION.PDF](#)

C. ADMINISTRATION

1. Refer Law Library Staffing To Personnel Committee.

D. ATTORNEY'S OFFICE

1. Letter From DNR Accepting Amendments To The Wright County Water Surface Use Ordinance

Documents: [AGENDA REQUEST - MARCH 9, 2016.PDF](#), [WRIGHT COUNTY WSU ORDINANCE DNR APPROVAL LETTER 2016.PDF](#)

E. AUDITOR/TREASURER

1. Approve Claims As Listed In The Abstract, Subject To Audit, For A Total Of \$1,336,940.79 With 183 Vendors And 249 Transactions.

Documents: [AGENDA 3-8 CONSENT CLAIMS.PDF](#)

F. AUDITOR/TREASURER

1. Approve Renewal Of 2016 Tobacco Licenses For City Of Albertville: Westside Liquor.
2. Approve Renewal Of Seasonal On Sale Liquor License For Whispering Pines Golf Club.

Documents: [AGENDA 3-8 CONSENT TOBACCO LICENSE RENEWAL.PDF](#), [AGENDA 3-8 CONSENT SEASONAL LIQUOR - WHISPERING PINES.PDF](#)

G. HIGHWAY DEPARTMENT

1. Refer To Personnel Committee Request To Hire Right-Of-Way Agent/Engineering Assistant.

Documents: [03-08-16 REFER TO PERSONNEL COMMITTEE ROW.PDF](#)

H. HEALTH & HUMAN SERVICES

1. Position Replacement
 - A. Office Technician I

Documents: [2016-03-08 WC REQUEST FOR BOARD ACTION - OT I.PDF](#)

V. TIMED AGENDA ITEMS

A. 9:05 A.M. AUDITOR/TREASURER

1. Convene Tax Forfeit Committee Meeting On Tuesday, March 22, 2016 At 8:15 A.M.
2. Approve Online Election Judge Training Agreement With DS Solutions, Inc.
3. Approve December Revenue/Expenditure Budget Report.
4. Procurement Card And Credit Card Acceptance Update.
5. Adopt Resolution Addressing 2015 Federal Grant Awards.

Documents: [AGENDA 3-8 CONVENE TAX FORFEIT COMMITTEE.PDF](#), [AGENDA 3-8 COMMITTEE MEETING AGENDA 03222016 \(003\).PDF](#), [AGENDA 3-8 APPROVE ONLINE EJT AGREEMENT.PDF](#), [AGENDA 3-8 EJT PS AGREEMENT 030116__WRIGHT.PDF](#), [AGENDA 3-8 APPROVE DECEMBER REV-EXP REPORT.PDF](#), [AGENDA 3-8 UPDATE - PROCUREMENT CARD AND CREDIT CARD ACCEPTANCE.PDF](#), [AGENDA 3-8 ADOPT RESOLUTION ADDRESSING 2015 FEDERAL GRANT AWARDS.PDF](#), [AGENDA 3-8 2015 FEDERAL GRANT AWARDS.PDF](#)

B. 9:15 A.M. VIRGIL HAWKINS, HIGHWAY ENGINEER

1. Recommendation To Award "Fluids & Lube System" Bid For New Highway Department Building Project.

Documents: [03-08-16 FLUIDS AND LUBE BID RECOMMENDATION.PDF](#)

C. 9:20 A.M. LEE KELLY, COUNTY COORDINATOR

1. Approve Contract With Wold Architects For Courts Remodeling Feasibility Study.

VI. ITEMS FOR CONSIDERATION

A. COMMITTEE MINUTES

1. Capital Improvement/Finance, Technology.

Documents: [2016-03-01 CAPITAL IMPROVEMENT FINANCE COMMITTEE MINUTES AND ATTACHMENTS.PDF](#), [2-24-16 TECHNOLOGY COMMITTEE MINUTES.PDF](#)

B. SCHEDULE COMMITTEE OF THE WHOLE MEETING RE: SUPPORTIVE CARE TO FRAIL, ELDERLY OR DISABLED ORDINANCE

VII. ADVISORY COMMITTEE / ADVISORY BOARD UPDATES

VIII. ADJOURNMENT

IX. CLAIMS LISTING

Documents: [AUDIT LIST FOR BOARD 3-8-2016.PDF](#)

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

INFORMATIONAL

WRIGHT COUNTY BOARD
MINUTES
MARCH 1, 2016

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

MINUTES

Husom moved to approve the 2-23-16 County Board Minutes as presented, seconded by Daleiden. Borrell requested the following corrections to 2-23-16 County Board Minutes relating to the 1-19-16 Committee Of The Whole Minutes: Page 4, 1st paragraph, 15th line should read, "Noting that as long as some vegetation is maintained it is allowed"; Page 4, 1st paragraph, 19th & 20th lines, remove the following sentences, "Riley stated that 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"; Page 4, 2nd paragraph, 7th line, remove the following sentence, "Borrell felt the property with the chickens should be sent to the State for a determination."

Lee Kelly, County Coordinator, asked the Board to take separate action to approve the 1-19-16 Committee Of The Whole Minutes. Husom and Daleiden withdrew the motion to approve the Board Minutes.

Husom made a motion to approve the amended 1-19-16 Committee Of The Whole Minutes regarding feedlots as discussed, seconded by Daleiden, carried 5-0.

Daleiden moved to approve the 2-23-16 County Board Minutes as amended, seconded by Borrell, carried 5-0.

AGENDA

Sawatzke made the following correction to the Agenda: Highway Engineer 9:10 A.M. Item, change from "Owners Committee Of The Whole Minutes" to "Owners Committee Minutes." Daleiden moved to approve the Agenda, seconded by Potter. The motion carried 5-0.

CONSENT AGENDA

On a motion by Potter, second by Daleiden, all voted to approve the Consent Agenda:

- A. ADMINISTRATION
 - 1. Refer Request to Appoint Interim Recorder to the 3-09-16 Personnel Committee Meeting.
- B. ADMINISTRATION
 - 1. Request Approval of MOA with Teamsters Local 320 Sheriff Essential Supervisor Unit Regarding Off-Duty Law Enforcement Work.
- 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.
- D. ADMINISTRATION
 - 1. Refer IT Expansion Project to Building Committee
- 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 Liqueur.
- 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.

- G. HEALTH & HUMAN SERVICES
 - 1. Position Replacement
 - A. Office Technician II
- H. INFORMATION TECHNOLOGY
 - 1. Refer to the Personnel Committee Request to Hire Sr. Systems Engineer Above 12% of Beginning Hiring Range.
- I. SHERIFFS OFFICE JAIL DIVISION
 - 1. Position Replacement:
 - A. Corrections Officer

TIMED AGENDA ITEMS

BRIAN ASLESON, CHIEF DEPUTY ATTORNEY

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

Borrell moved to approve the request, seconded by Potter, and carried 5-0

VIRGIL HAWKINS, HIGHWAY ENGINEER

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

Sawatzke made the following changes to the 1-07-16 Owners Committee Of The Whole Minutes: Page 1, change from "Owners Committee Of The Whole" To "Owners Committee" and remove "Husom, Daleiden and Borrell" as "Absent." At today's County Board Meeting, discussion occurred on the bronze plaque for the new Highway Building. Hawkins stated that the plaque, estimated at a cost of \$1,000-\$1,500, will not be paid for with County dollars. Sawatzke said the plaque examples contain inaccurate information and stated that Hawkins should verify that it gets corrected. Hawkins stated the stained floors will be discussed at the 3-03-16 Owners Committee Meeting. Bids for the lube system will be presented at the next County Board Meeting. The budget estimate is \$280,000 and bids came in at \$229,000. Potter moved to approve the 1-07-16 Owners Committee Minutes as corrected, seconded by Daleiden. The motion carried 5-0. The Owners Minutes follow:

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 begin 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

1-07-16 Owners Committee Minutes (cont.):

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.

1-07-16 Owners Committee Minutes (cont.):

- 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.

(End of 1-07-16 Owners Committee Minutes)

Sawatzke made the following changes to the 2-04-16 Owners Committee Of The Whole Minutes: Page 1, change from "Owners Committee Of The Whole" To "Owners Committee" and remove "Husom, Daleiden and Borrell" as "Absent." Appreciation was extended to staff who have worked on the new Highway Building. The Building was described as nice but not lavish. Daleiden moved to approve the 2-04-16 Owners Committee Minutes as corrected. The motion carried 5-0 on a second by Husom. The Owners Committee Minutes follow:

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

2-04-16 Owners Committee Minutes (cont.):

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.

2-04-16 Owners Committee Minutes (cont.):**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.
(End of 2-04-16 Owners Committee Minutes)

ITEMS FOR CONSIDERATION**COMMITTEE MINUTES****2-24-16 PERSONNEL COMMITTEE MINUTES**

On a motion by Husom, second by Potter, all voted to approve the 2-24-16 Personnel Committee Minutes, which follow:

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)
(End of 2-24-16 Personnel Committee Minutes)

2-24-16 WAYS & MEANS COMMITTEE MINUTES

Husom moved to approve the 2-24-16 Ways & Means Committee Minutes, seconded by Borrell, and carried 5-0. The Ways & Means Committee Minutes follow:

2-24-16 Ways & Means Committee Minutes (cont.):**I. 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.

(End of 2-24-16 Ways & Means Committee Minutes)

SCHEDULE COMMITTEE OF THE WHOLE MEETING TO DISCUSS CURRENT PUBLIC WORKS BUILDING

Potter made a motion to schedule the Committee Of The Whole Meeting for 3-29-16 at 10:45 A.M., seconded by Husom. The motion carried 5-0. The Meeting will be held at the current Public Works Facility.

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

On a motion by Husom, second by Daleiden, all voted to cancel the following Board Meetings due to five Tuesdays in the month: 5-31-16 and 11-22-16. Cancellation of the August meeting will be discussed at a later date.

I-94 WEST CORRIDOR COALITION FUNDING REQUEST

Potter said the I-94 Coalition has requested additional funding to aid in their goal of working with the Legislature and MnDOT to assure the I-94 projects are kept on the horizon. In the past, Wright County's contribution has ranged from \$7,500-\$8,000. He said at a recent Urbanized Boundary Meeting, most were not aware of the Nuclear Plant in Monticello and that I-94 is utilized as an evacuation route. Daleiden said Otsego and Albertville areas will benefit from expansion due to development. Daleiden moved to increase Wright County's membership to \$10,000 for 2016, seconded by Husom. Discussion followed on the TH 55 Corridor Coalition and the Hwy. 12 Safety Coalition. The initial contribution to the TH 55 Corridor Coalition was \$10,000/year but recent contributions have been \$1,000/year. Borrell said a Hwy. 12 Safety Coalition Meeting will occur on 3-03-16. The motion carried 5-0.

ADVISORY COMMITTEE / ADVISORY BOARD UPDATES

1. Joint Ditch Meeting. Borrell attended a meeting in Hutchinson last week. Discussed included how assessments for joint ditch expenditures can vary between counties. Hiivala is part of a State Ditch Committee which is working on consistency of assessments for joint ditches.
2. Food Shelf Event. Borrell, Sawatzke, Husom, and Representative Marion O'Neill participated in an event sponsored by the Farm Bureau Agency. Cub Foods, the Farm Bureau, and the Wright County Dairy Association contributed product and funding which was distributed to the Buffalo Food Shelf, Howard Lake Food Shelf, and the WCCA in Waverly. Thanks was extended to the Delano Food Shelf who was targeted to be a recipient. Since their Food Shelf is doing well, they opted out and allowed the donations to be given to others.
3. Feedlot Meeting. Daleiden attended a meeting last week.
4. River Rider. Sawatzke and Borrell said the River Rider group hasn't met in a couple of months. The State may not have completed their audit. Sawatzke expects the rebate soon related to the gas tax.

ADVISORY COMMITTEE / ADVISORY BOARD UPDATES (cont.):

5. Mental Health Center Board Meeting. Sawatzke and Husom attended a meeting on 2-29-16 where a report was provided by the new Executive Director. Included were action items and areas for improvement. Sawatzke said the Mental Health Center Board was impressed with the Director.
6. 7W Committee Meeting. Potter attended a meeting on 2-26-16. There are a lack of projects being submitted for the TED Program (Transportation and Economic Development). Projects must abut state highways.
 - Funding for a bus for Trailblazer Transit was approved.
 - Wright County is the recipient of \$2.3 million for CR 19 improvements from Lamplight Drive to 70th Street to extend from two to four lanes. It is the single largest project in the District.
 - The trail from Buffalo to Montrose was approved, a project submitted by the Parks Department. The funding request was for \$296,880 with a local match of \$74,000.
7. Pre-Legislative Session with Mary Lahammer from TPT Public Television. Potter attended the Session on 2-29-16. Discussion was on the State's \$900 million budget surplus. Potter said discussion started as taxes and transportation but morphed into other unrelated topics which was a frustrating experience for attendees.
8. Senate Office Building. Potter toured the new building on 2-29-16.
9. Law Library Meeting. Husom said the new location of the Law Library on second floor of the Government Center has been viewed positively. The Annual Report reflects there were 4,158 patrons. Once a week an attorney is available for law clinic patrons, and there were 327 patrons who utilized that service.
10. Joint Ditch 14 Meeting. There will be a meeting on 3-01-16 at 2:00 P.M.

The meeting adjourned at 10:09 A.M.

WRIGHT COUNTY REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: **BOARD MEETING DATE:** *March 8, 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 to Personnel Committee (3/23/16) – Request for
Reclassification resulting in new salary range.

BACKGROUND/JUSTIFICATION:

Request for reclassification of Property Tax Administrator / Chief Auditor Treasurer.

| | | |
|---------------------------------|---|---|
| | COUNTY ATTORNEY REVIEW DATE: | FINANCIAL IMPLICATIONS: \$ <u> </u> |
| COUNTY COORDINATOR/DATE: | ADMINISTRATIVE RECOMMENDATION: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DENIAL <input type="checkbox"/> NO RECOMMENDATION | BUDGETED: <u> </u> <u> </u> YES NO FUNDING: <u> </u> <u> </u> LEVY OTHER |

COMMENTS:

COMMENTS:

**WRIGHT COUNTY REQUEST
FOR BOARD ACTION**

REQ. AGENDA TIME: **BOARD MEETING DATE:** *March 9, 2016* **CONSENT AGENDA:** *X*

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

County Attorney
ORIGINATING DEPARTMENT/SERVICE

Greg Kryzer
REQUESTOR'S SIGNATURE

REVIEWED BY/DATE

BOARD ACTION REQUESTED:

Letter from DNR accepting Amendments to the Wright County Water Surface Use Ordinance

BACKGROUND/JUSTIFICATION:

Letter is attached

| | | |
|---|--|--|
| | <p align="center">COUNTY ATTORNEY REVIEW DATE:</p> | <p>FINANCIAL IMPLICATIONS:</p> <p>\$_____</p> |
| <p align="center">COUNTY COORDINATOR/DATE:</p> | <p align="center">ADMINISTRATIVE RECOMMENDATION:</p> <p><input type="checkbox"/> APPROVAL</p> <p><input type="checkbox"/> DENIAL</p> <p><input type="checkbox"/> NO RECOMMENDATION</p> | <p>BUDGETED: _____</p> <p align="right">YES</p> <p>NO</p> <p>FUNDING: _____</p> <p align="right">LEVY</p> <p>OTHER</p> |

COMMENTS:

COMMENTS:

Minnesota Department of Natural Resources

500 Lafayette Road • St. Paul, MN • 55155-40__



March 1, 2016

Greg T. Kryzer, Assistant Wright County Attorney
Wright County Government Center
10 2nd Street NW, Room 400
Buffalo, MN 55133-1189

Dear Mr. Kryzer:

Department of Natural Resources (DNR) staff has now completed review of the materials received from Wright County requesting amendment of their current water surface use ordinance to change the high water level for Lake Ann (86019000), to permanently add a 150 foot slow no wake zone to Lake Charlotte (86001100) and to restrict the Bertram Chain of Lakes (Bertram 86007000, Long 86006900, Mud 86006800, and First 86006700) to electric motors only.

Upon review the Department of Natural Resources found your draft ordinance (Attachment A) to be a measured and reasonable response to the existing conditions. Please forward a copy of the final signed ordinance for our official files to Margaret Bergsrud, our Boat and Water Safety Program Specialist. Once it is received the Wright County Water Surface Use Ordinance will be considered approved and added to our Minnesota Lake and River Use Restriction Summary. Margaret's contact information is:

Margaret Bergsrud
Boat and Water Safety Program Specialist
Minnesota Department of Natural Resources
Parks and Trails Division
margaret.bergsrud@state.mn.us
651-259-5590

Sincerely,

A handwritten signature in blue ink, appearing to read "Rodmen Smith".

Colonel Rodmen Smith
Chief Conservation Officer/Division Director
Enforcement Division

Attachment A

cc: Stan Linnell, State Boating Law Administrator
Margaret Bergsrud, Boat and Water Safety Program Specialist
Captain Jason R. Peterson, DNR Region 3 Enforcement Manager
Lieutenant Tim Knellwolf, DNR Region 3, District 11, Enforcement Supervisor
Joe Haggerty, Wright County Sheriff
Martha Reger, District PAT Supervisor
Rachel Hintzman, Area PAT Supervisor
WSUM File

THE COUNTY BOARD OF WRIGHT COUNTY HEREBY ORDAINS:

The Wright County Water Surface Use Ordinance is hereby amended as follows:

**Wright County
Water Surface Use Ordinance**

Section 1.00 –Title

This Ordinance shall be known, cited and referred to as the Wright County Water Surface Use Ordinance.

Section 2.00-- Intent and Purpose

This Ordinance is enacted under the general powers delegated to Counties by the State of Minnesota, and pursuant to Minn. Stat. Chapters 86B.205 and 375.51, and all enabling State Rules based thereon. It is the intent and purpose of this Ordinance to:

- (1) To promote the full use and enjoyment by all of the people, now and in the future, and to promote safety for all persons and property in connection with the use of the waters of Wright County;
- (2) To conserve the quality of the natural environment; and
- (3) To Promote the general health, safety and welfare of the citizens of Wright County, Minnesota

Section 3.00—Definitions

For purposes of this ordinance, the terms related to boating are defined in Minnesota Statute § 86B.005. The following are added in addition to the definitions contained in Minnesota Statute § 86B.005:

Subdivision 1. Channel - “Channel” means any area on a public body of water in which the distance between the shoreline on opposing sides of the public body of water is less than three hundred feet (300 ft.).

Subd. 2. Congested Area - “Congested Area” means a crowded condition on the surface of a public body of water that occurs when there are three or more motorboats, swimmers, buoys, or flags concentrated in a small or narrow space.

Section 4.00 – Surface Zoning of Waters and Restrictions on Speed.

Subdivision 1. Bertram Chain of Lakes. The following surface water restrictions shall apply to Bertram, Long, Mud and First Lakes also known as the Bertram Chain of Lakes and other waters which are located within the boundary of the Bertram Chain of Lakes County Park. The following restrictions apply 24 hours a day year round:

- a) No person shall operate a gas powered motor on a watercraft.
- b) No person shall operate a sea plane or motor vehicle including off road vehicles and snowmobiles.
- c) Electric motors are allowed with a maximum thrust of 100 pounds or 2 horsepower.
- d) The lower unit of a gas powered motor on a watercraft must be propped up out of the water.

Subd. 2. Cedar Lake (86022700). The following surface water restrictions shall apply to Cedar Lake.

(a) When lake level reaches or exceeds an elevation of Nine Hundred Ninety-Nine feet and Two inches (999.17 feet) above sea level, motorboats shall be restricted to a slow-no wake speed within Three Hundred feet (300 feet) from all shoreline unless launching or landing skiers directly to or from open water. When high water levels have subsided and have remained below an elevation of Nine Hundred Ninety-Nine feet and Two inches (999.17 feet) above sea level for three (3) consecutive days, said restriction shall be promptly removed.

Subd. 3. East and West Lake Sylvania (86028900, 86027900). The following surface water restrictions shall apply to East and West Lake Sylvania.

(a) No person shall operate a motorboat, including seaplane, in excess of slow-no wake speed within the channel between East and West Lake Sylvania.

(b) When lake level reaches or exceeds an elevation of One Thousand Fifty feet and 1 inch (1050.08 feet) above sea level, motorboats shall be restricted to a slow-no wake speed within Three Hundred feet (300 feet) from all shoreline unless launching or landing skiers directly to or from open water. When high water levels have subsided and have remained below an elevation of One Thousand Fifty feet and One inch (1050.08 feet) above sea level for three (3) consecutive days, said restriction shall be promptly removed.

Subd. 4. Howard Lake (86019900). The following surface water restrictions shall apply to Howard Lake.

(a) No person shall operate a motorboat, including seaplanes, in excess of slow-no wake speed within 150 feet of the shoreline, 24 hours a day, between Memorial Day weekend and Labor Day unless launching or landing skiers directly to or from open water.

(b) When lake level reaches or exceeds an elevation of Nine Hundred Ninety-Eight feet and Seven inches (998.58 feet) above sea level, motorboats shall be restricted to a slow-no wake speed within Three Hundred feet (300 feet) from all shoreline unless launching or landing skiers directly to or from open water. When high water levels have subsided and have remained below an elevation of Nine Hundred Ninety-Eight feet and Seven inches (998.58 feet) above sea level for three (3) consecutive days, said restriction shall be promptly removed.

Subd. 5. Lake Ann (86019000). The following surface water restrictions shall apply to Lake Ann.

(a) No person shall operate a motorboat, including seaplanes, in excess of slow-no wake speed within 150 feet of the shoreline, 24 hours a day, between Memorial Day weekend and Labor Day unless launching or landing skiers directly to or from open water.

(b) When lake level reaches or exceeds an elevation of Nine Hundred Eighty Seven feet and Six inches (987.50 feet) above sea level, motorboats shall be restricted to a slow-no wake speed within Three Hundred feet (300 feet) from all shoreline unless launching or landing skiers directly to or from open water. When high water levels have subsided and have remained below an elevation of Nine Hundred Eighty Seven feet and Six inches (987.50 feet) above sea level for three (3) consecutive days, said restriction shall be promptly removed.

Subd. 6. Pleasant Lake (86025100). The following surface water restrictions shall apply to Pleasant Lake.

(a) When the water level at the Grass Lake Outlet Dam (860243TW) reaches or exceeds an elevation of Nine Hundred Ninety Two feet and One inch (992.1 feet) above sea level, motorboats shall be restricted to a slow-no wake speed within Three Hundred feet (300 feet) from all shoreline on Pleasant Lake (86025100) unless launching or landing skiers directly to or from open water. When high water levels have subsided and have remained below an elevation of Nine Hundred Ninety Two feet and One inch (992.1 feet) above sea level at the Grass Lake Outlet Dam (860243TW) for three (3) consecutive days, said restriction on Pleasant Lake shall be promptly removed.

Subd. 7 Lake Charlotte (86001100) The following surface water restrictions shall apply to Lake Charlotte.

(a) No person shall operate a motorboat, including seaplanes, in excess of slow-no wake speed within 150 feet of the shoreline, 24 hours a day, between Memorial Day weekend and Labor Day unless launching or landing skiers directly to or from open water.

Section 4.10 – Water Safety Regulations

Subdivision 1. No person shall operate a watercraft on the public waters of this county while towing any person on water skis, water tube, aqua plane, surfboard, saucer, or similar device on a federal holiday, on Saturday or Sunday or in a congested area at any time unless another person is on the watercraft and in a position to continually observe the person being towed.

Subd. 2. No person shall operate a watercraft on the public waters of this county while towing a person on water skis, water tube, aqua plane, surfboard, saucer, or similar device, while going into or through a channel.

Subd. 3 No person shall operate a watercraft or seaplane on the public waters of this county so as to overtake, pass, or meet any watercraft or seaplane in a channel or narrow passageway so as to endanger other watercraft, seaplane or property or at a speed greater than is reasonable and prudent under the conditions.

Subd. 4. No person shall operate any watercraft or seaplane on the public waters of this county in a manner so as to obstruct, or tend to obstruct, or interfere with the passage of a watercraft or seaplane through a channel or narrow passageway.

Subd. 5. No person shall swim in a channel or jump or dive from a channel bridge in the public waters of this county.

Section 5.00 – Enforcement

The Primary responsibility for enforcement of this ordinance shall rest with the Wright County Sheriff. This, however, does not preclude enforcement by other licensed peace officers.

Section 6.00 – Exemptions

Subdivision 1. All Authorized Resource Management, Emergency and Enforcement Personnel, and all employees of the Wright County Parks Department, while acting in the performance of their assigned duties are exempt from the foregoing restrictions.

Subd. 2. Persons with a permit as provided by the Wright County Parks Ordinance are exempt from the restrictions in Section 4.00, Subd. 1.

Section 7.00 Notification

It shall be the responsibility of the Wright County Sheriff to provide for adequate notification of the public, which shall include placement of a sign at each public watercraft access outlining essential elements of this ordinance, as well as the placement of necessary buoys and signs.

The Wright County Sheriff, at their discretion, may delegate these duties to a local lake association.

Section 6.00 – Penalties

Any person, firm, corporation, or other entity that violates, or assists in violating, any of the provisions of this Ordinance shall be guilty of a misdemeanor.

Section 7.00 - Effective Date

This Ordinance amends and replaces, in its entirety, the Amended Wright County Ordinance relating to Public Waters located in Wright County adopted on March 2, 1976. This ordinance shall be in effect from and after the date of its passage and publication.

Originally adopted by Wright County Board of Commissioners this 21st day of August, 2012 and as amended on May 13, 2014, and August 18 2015.

Michael Potter
Chairperson, County Board

Lee R. Kelly
County Coordinator

WRIGHT COUNTY REQUEST FOR BOARD ACTION

| | | | | | |
|--|--|--|------------------|------------------------|---|
| Req. Agenda Time: | | Board Meeting Date: | 3-8-16 | 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 \$1,336,940.79 with 183 Vendors and 249 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: \$ | | | |
| 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: | 3-8-16 | Consent Agenda: | X |
| Amt. of Time Required: | | Item For Consideration: | | | |
| Auditor-Treasurer's Office | | Board Action Requested: | | | |
| Originating Department/Service | | Approve Renewal of 2016 Tobacco Licenses for: | | | |
| | | | | | |
| Requestor's Signature | | | | | |
| | | | | | |
| Reviewed By/Date | | | | | |
| Background/Justification: | | | | | |
| City of Albertville: Westside Liquor. | | | | | |
| Previous Action On Request/Other Parties Advised: | | | | | |
| Date/Time Received In Administration Office: | | County Attorney Review/Date: | | Financial Implications: \$ | |
| County Coordinator/Date | | Administrative Recommendation: Approval Denial No Recommendation | | Budgeted: Yes No | |
| | | | | Funding: Levy Other | |
| Comments: | | | | Comments: | |
| | | | | | |

WRIGHT COUNTY REQUEST FOR BOARD ACTION

| | | | | | |
|--------------------------|-----------|----------------------------|--------|------------------------|---|
| Req. Agenda Time: | 9:05 a.m. | Board Meeting Date: | 3-8-16 | Consent Agenda: | X |
|--------------------------|-----------|----------------------------|--------|------------------------|---|

| | | | |
|-------------------------------|--|--------------------------------|--|
| Amt. of Time Required: | | Item For Consideration: | |
|-------------------------------|--|--------------------------------|--|

| | |
|--|--|
| Auditor-Treasurer's Office Originating Department/Service Requestor's Signature Reviewed By/Date | Board Action Requested: Approve Renewal Of Seasonal On Sale Liquor License For Whispering Pines Golf Club |
|--|--|

Background/Justification:
 Seasonal License Period is April 1, 2016 – November 30, 2016 with a prorated fee of \$1,666.00.

Application has been approved by the offices of the Wright County Sheriff, Wright County Attorney, as well as the Town Board of Corinna Township.

Previous Action On Request/Other Parties Advised:

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

| | |
|------------------|------------------|
| Comments: | Comments: |
|------------------|------------------|

**WRIGHT COUNTY
REQUEST FOR BOARD ACTION**

REQ. AGENDA TIME: _____ BOARD MEETING DATE: 03-08-16 CONSENT AGENDA: X

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

BOARD ACTION REQUESTED:

**Refer to Personnel Committee (3/23/16) to
Hire a Right-of-Way Agent / Engineering Assistant**

HIGHWAY

ORIGINATING DEPARTMENT/SERVICE

Vigil D. Hawkins
REQUESTOR'S SIGNATURE

REVIEWED BY/DATE

BACKGROUND/JUSTIFICATION:

With the upcoming retirement (5/31/16) of our current Right-of-Way Agent/Engineering Assistant, it would be beneficial to the county to have an overlap in this critical position (to help right-of-way acquisitions on CSAH 3 continue in a seamless manner).

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED:

DATE/TIME RECEIVED IN
ADMINISTRATION OFFICE:

COUNTY ATTORNEY
REVIEW DATE:

FINANCIAL
IMPLICATIONS: \$ _____

COUNTY COORDINATOR/DATE:

ADMINISTRATIVE
RECOMMENDATION:
 APPROVAL
 DENIAL
 NO RECOMMENDATION

BUDGETED:
 YES NO

FUNDING:
 LEVY OTHER

COMMENTS:

COMMENTS:

WRIGHT COUNTY REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: BOARD MEETING DATE: 3-8-16 CONSENT AGENDA: X

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

County Board

ORIGINATING DEPARTMENT/SERVICE

X 
REQUESTOR'S SIGNATURE

2/29/16
REVIEWED BY/DATE

BOARD ACTION REQUESTED:

Request for Office Technician I position in Health & Human Services be posted for a replacement candidate.

BACKGROUND/JUSTIFICATION:

This Office Technician I position resides in the Fiscal, Technology & Support Division of Health & Human Services and is being vacated by staff Trista Hinrichs. Her last day of employment is Friday, 3/4/2016.

| | | |
|---------------------------------|--|--|
| | <p>COUNTY ATTORNEY REVIEW DATE:</p> | <p>FINANCIAL IMPLICATIONS: \$ _____</p> |
| <p>COUNTY COORDINATOR/DATE:</p> | <p>ADMINISTRATIVE RECOMMENDATION: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DENIAL <input type="checkbox"/> NO RECOMMENDATION</p> | <p>BUDGETED: <u> X </u> _____ YES NO</p> <p>FUNDING: PMAPs and GRANTS LEVY OTHER</p> |

COMMENTS:

COMMENTS:

WRIGHT COUNTY REQUEST FOR BOARD ACTION

| | | | | | |
|--|--|---|------------------|------------------------|--|
| Req. Agenda Time: | 9:05 a.m. | Board Meeting Date: | 3-8-16 | Consent Agenda: | |
| Amt. of Time Required: | 2 min. | Item For Consideration: | | | |
| Auditor-Treasurer's Office | | Board Action Requested: | | | |
| Originating Department/Service | | Convene Tax Forfeit Committee Meeting on Tuesday, March 22, 2016 at 8:15 a.m. | | | |
| | | | | | |
| 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: \$ | | | |
| County Coordinator/Date | Administrative Recommendation: Approval Denial No Recommendation | Budgeted: Yes No Funding: Levy Other | | | |
| Comments: | | | Comments: | | |
| | | | | | |

**COMMITTEE MEETINGS
AGENDA
Tuesday March 22nd 2016
AUDITOR/TREASURER'S CONFERENCE ROOM**

Time 8:15 a.m: TAX FORFEITURE COMMITTEE

- 1. Review May 2016 Auction listing**

**CC: Brian Asleson, Bob Hiivala, Tony Rasmuson, Alicia Gillham,
Shawne Lindenfelser, Michael Potter, Charles Borrell, Denise McCalla,
and Tammi Vaith**

WRIGHT COUNTY REQUEST FOR BOARD ACTION

| | | | | | |
|--|-----------|--|------------------|---|--|
| Req. Agenda Time: | 9:05 a.m. | Board Meeting Date: | 3-8-16 | Consent Agenda: | |
| Amt. of Time Required: | 5 min. | Item For Consideration: | | | |
| Auditor-Treasurer's Office | | Board Action Requested: | | | |
| Originating Department/Service | | Approve Online Election Judge Training Agreement with DS Solutions, Inc. | | | |
| | | | | | |
| Requestor's Signature | | | | | |
| | | | | | |
| Reviewed By/Date | | | | | |
| Background/Justification: | | | | | |
| <p>We surveyed all the city and township clerks to determine if there was interest in Online Election Judge Training, and if the jurisdictions would be willing to incur a fee of approximately \$10 per judge for the online training. Of the 35 cities and townships, we received 22 responses. The results: Yes/maybe: 19 No: 3</p> | | | | | |
| Previous Action On Request/Other Parties Advised: | | | | | |
| Date/Time Received In Administration Office: | | County Attorney Review/Date: | | Financial Implications: \$ | |
| County Coordinator/Date | | Administrative Recommendation: Approval Denial No Recommendation | | Budgeted: Yes No | |
| | | | | Funding: Levy Other | |
| Comments: | | | Comments: | | |

PROFESSIONAL SERVICES AGREEMENT

This document constitutes an agreement ("Agreement") between the COUNTY OF WRIGHT, STATE OF MINNESOTA, 10 2nd Street NW / Room 230, Buffalo, Minnesota 55313-1195 ("COUNTY") and DS Solutions, Inc. ("DS Solutions"), 2621 Goettens Way Suite #3, PO Box 792, St. Cloud, MN 56302-0792.

The parties agree as follows:

1. This Agreement shall commence on _____ and expire December 31, 2020, unless cancelled or terminated earlier in accordance with the provisions herein.
2. As directed by COUNTY, DS Solutions shall provide COUNTY with an Online Election Judge Training course (may be referred to as the "Project").

Where applicable, works of authorship created by DS Solutions for COUNTY in performance of this Agreement shall be considered "works made for hire" as defined in the U.S. Copyright Act. All right, title and interest in all copyrightable material which DS Solutions may conceive or originate either individually or jointly with others, and which arises out of the performance of this Agreement, are the property of the COUNTY.

DS Solutions warrants that, when legally required, DS Solutions shall obtain the written consent of both the owner and licensor to reproduce, publish, and/or use any material supplied to COUNTY including, but not limited to documentation, and/or any other item. DS Solutions further warrants that any material or item delivered by DS Solutions will not violate the United States copyright law or any property right of another.

3. DS Solutions shall select the means, method, and manner of performing the services. Nothing is intended nor should be construed as creating or establishing the relationship of a partnership or a joint venture between the parties or as constituting DS Solutions as the agent, representative, or employee of COUNTY for any purpose. DS Solutions is and shall remain an independent contractor for all services performed under this Agreement. DS Solutions shall secure at its own expense all personnel required in performing services under this Agreement. DS Solutions' personnel and/or subcontractors engaged to perform any work or services required by this Agreement will have no contractual relationship with COUNTY and will not be considered employees of COUNTY. COUNTY shall not be responsible for any claims that arise out of employment or alleged employment under the Minnesota Unemployment Insurance Law or Minnesota Statutes, chapter 176 (which may be referred to as the "Workers' Compensation Act"), on behalf of any personnel, including, without limitation, claims of discrimination against DS Solutions, its officers, agents, contractors, or employees. Such personnel or other persons shall neither accrue nor be entitled to any compensation, rights, or benefits of any kind from COUNTY, including, without limitation, tenure rights, medical and hospital care, sick and vacation leave, workers' compensation, unemployment compensation, disability, severance pay, and retirement benefits.

4. Pursuant hereto, COUNTY may disclose to DS Solutions or DS Solutions may gain access to certain data, information or documentation. As used herein and as consistent with applicable law, "Data" shall mean any data, information or documentation in any format or media, electronic or otherwise (i) that is provided to DS Solutions by or on behalf of COUNTY; (ii) that is acquired by DS Solutions by virtue of access to COUNTY data, information, documentation, premises, personnel, clients, or computers; or (iii) that is otherwise acquired in relation to the Project or this Agreement. Further, as applicable throughout this Agreement, the term "Data" shall include any subset, portion, piece, view, duplication, copy, or sampling of any Data.

References to DS Solutions shall include DS Solutions' personnel including but not limited to DS Solutions' employees, directors, officers, subcontractors, partners, volunteers and all other agents and representatives that may have access to Data or that may participate in or perform services related to the Project (said individuals may, collectively or individually, be referred to as "Personnel").

5. All data collected, created, received, maintained or disseminated, or used for any purposes in the course of DS Solutions' performance of this Agreement is governed by the Minnesota Government Data Practices Act, Minn. Stat. §201.091 Ch. 13 (the "Act"), or any other applicable state statutes and any state rules adopted to implement the Act, as well as state statutes and federal regulations on data privacy. DS Solutions agrees to abide by these statutes, rules and regulations as they may be amended.

6. Nothing in this Agreement is intended to nor shall be construed as conveying to DS Solutions, either expressly or by implication, any right, title or interest in any Data including but not limited to any copyright, trade secret or other right, whether intellectual or otherwise.

7. As directed in writing by COUNTY, DS Solutions will promptly return or destroy all Data, including but not limited to all duly authorized shared copies of Data as well as DS Solutions' copies, duplicates, subsets, pieces or samplings thereof. Except to the extent directed by COUNTY to return or destroy Data, DS Solutions shall not be relieved of any obligation to maintain records as required by separate agreement with COUNTY.

8. DS Solutions agrees to defend, indemnify, and hold harmless the COUNTY, its officials, officers, agents, volunteers and employees from any liability, claims, causes of action, judgments, damages, losses, costs, or expenses, including reasonable attorney's fees, resulting directly or indirectly from: (i) DS Solutions' failure to duly use, control and safeguard Data; (ii) DS Solutions' prohibited use, distribution, disclosure or sharing of Data; (iii) DS Solutions' failure to comply with applicable law including but not limited to the MGDPA; (iv) DS Solutions' breach of or failure to comply with any provisions of this Agreement; and (v) any other liability or claims related to the Data, the Project or this Agreement.

9. Customer hereby agrees to use DS Solutions as its exclusive provider for the products and services set forth on Exhibit A attached hereto from DS Solutions for the Term of this Agreement at the pricing set forth on each applicable Exhibit.

10. The parties shall comply with all applicable federal, state and local statutes, regulations, rules and ordinances currently in force or later enacted including but not limited to the MGDPA, Minnesota Statutes section 16C.05, subd. 5 and Minnesota Statutes section 471.425, subd. 4a and, as applicable, COUNTY's Affirmative Action Policy.

11. This Agreement shall be in effect beginning on the Effective Date and concluding on December 31, 2020. This Agreement may be terminated by either party without cause upon thirty (30) days written notice to the other, at any time by either party. Subject to the terms and conditions set forth on Exhibit A, this Agreement may be terminated by either party without cause upon thirty (30) days written notice to the other.

12. Any alterations, variations, modifications or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement signed by the parties hereto.

13. This Agreement, including all Exhibits hereto (all of which are incorporated herein by this reference), contains the entire agreement of the parties with respect to the subject matter hereof and shall supersede and replace any and all other prior or contemporaneous discussions, negotiations, agreements or understandings between the parties, whether written or oral, regarding the subject matter hereof. Any provision of any purchase order, form or other agreement which conflicts with or is in addition to the provisions of this Agreement shall be of no force or effect. In the event of any conflict between a provision contained in an Exhibit to this Agreement and these General Terms, the provision contained in the Exhibit shall control. No waiver, amendment or modification of any provision of this Agreement shall be effective unless in writing and signed by the party against whom such waiver, amendment or modification is sought to be enforced. No consent by either party to, or waiver of, a breach by either party shall constitute a consent to or waiver of any other different or subsequent breach by either party.

14. Provisions that by their nature are intended to survive termination of this Agreement shall survive accordingly.

15. The rights, duties and obligations established herein are in addition to the rights, duties and obligations set forth in other agreements between the parties. If there is a conflict between the terms of this Agreement and any other agreement, the terms of this Agreement shall prevail.

16. This Agreement shall be governed by the laws of the State of Minnesota.

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EXHIBIT A

SUMMARY OF SERVICES

| Description | Refer to |
|---|-----------------|
| Online Election Judge Training Course Fees | Exhibit B |
| <u>Terms & Conditions:</u> | |
| <p>Note 1: Payment terms: Invoices shall be paid according to the terms of this Contract. If no terms apply, payment shall be made thirty-five (35) days from receipt of the commodities or completion of services or receipt of the invoice, whichever is later, unless the County in good faith disputes the obligation. Minn. Stat. § 471.425. Initial course set-up fee will be invoiced upon the acceptance of the final course build. The “per participant” charge will be invoiced at the end of each calendar year. The annual maintenance fee will be invoiced within the first quarter of each calendar year. 100% of invoice total due within 35 calendar days of invoice date.</p> | |
| <p>Note 2: COUNTY understands, acknowledges and agrees that DS Solutions’ fees for the products and services described on the accompanying exhibits are based upon (a) a contractual commitment by COUNTY to exclusively subscribe for and purchase such products and services for a period of at least four (4) years, (b) DS Solutions’ dedication of sufficient resources during the Term to provide such products, perform such services and provide associated prioritization of COUNTY in its service deliveries, and (c) the descriptions of such products and services in the accompanying exhibits.</p> | |
| <p>Note 3: The fees set forth in this agreement are for services provided to the Customer. In the event the Customer acts as a facilitator of services for other jurisdictions within their county, in whole or in part, and is the billing entity for the services provided, the fees in the accompanying exhibits would apply.</p> | |

EXHIBIT B

ONLINE ELECTION JUDGE TRAINING COURSE

| Description | Fees |
|---|-------------------|
| Initial Course Set-up | \$1500.00 |
| Annual charge per participant (per calendar year) | \$9.90 |
| Annual maintenance | \$500.00 |
| Hourly rate for alterations and customization | \$125.00 per hour |

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COUNTY APPROVAL

Reviewed by the County
Attorney's Office

Date: _____

COUNTY OF WRIGHT
STATE OF MINNESOTA

By: _____

Date: _____

DS Solutions, Inc.
PO Box 792
Saint Cloud, MN 56302-0792

DS Solutions warrants that the person who executed this Agreement is authorized to do so on behalf of DS Solutions as required by applicable articles, bylaws, resolutions or ordinances.

By: _____

Printed Name: Douglas T. Sunde

Printed Title: President / CEO

Date: _____

WRIGHT COUNTY REQUEST FOR BOARD ACTION

| | | | | | |
|--|--|---|------------------|------------------------|--|
| Req. Agenda Time: | 9:05 a.m. | Board Meeting Date: | 3-8-16 | Consent Agenda: | |
| Amt. of Time Required: | 5 min. | Item For Consideration: | | | |
| Auditor-Treasurer's Office | | Board Action Requested: | | | |
| Originating Department/Service | | Approve December Revenue/Expenditure Budget Report. | | | |
| | | | | | |
| 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: \$ | | | |
| 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: | 9:05 a.m. | Board Meeting Date: | 3-8-16 | Consent Agenda: | |
|--------------------------|-----------|----------------------------|--------|------------------------|--|

| | | | |
|-------------------------------|--------|--------------------------------|--|
| Amt. of Time Required: | 5 min. | Item For Consideration: | |
|-------------------------------|--------|--------------------------------|--|

| | |
|---------------------------------------|---|
| Auditor-Treasurer's Office | Board Action Requested: Procurement Card and Credit Card Acceptance Update. |
| Originating Department/Service | |
| 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: \$ |
| 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: | 9:05 a.m. | Board Meeting Date: | 3-8-16 | Consent Agenda: | |
| Amt. of Time Required: | 2 min. | Item For Consideration: | | | |

| | |
|---------------------------------------|--|
| Auditor-Treasurer's Office | Board Action Requested: Adopt Resolution Addressing 2015 Federal Grant Awards. |
| Originating Department/Service | |
| Requestor's Signature | |
| Reviewed By/Date | |
| | |

Background/Justification:

From an email from State Auditor's Office:

Hi Bob,

I can't remember if the board adopted a resolution to implement the two year grace period as required by the new Uniform Guidance in regards to your procurement policy or not?? If yes, then great, you can disregard this info for now. If not, you still should. As it turns out, the new single audit guidance is complicated and suggests that more information is required than in the past. We want to be sure everything has been addressed in order to be in compliance.

Our office is trying to obtain further guidance from different sources on how much information is required in a procurement policy (for Single Audit purposes). They are attempting contacts with OMB (Office of Budget and Management), OIG (Office of Inspector General), and presenters/speakers who have discussed the topic. Until we hear from these sources, we are not prepared to tell you what is expected in a procurement policy.

At this time, we are suggesting counties obtain a resolution from their Boards, adopting to take advantage of the two year grace period for implementation of the new requirements. Ideally, it would be best if this resolution were adopted before we start our single audit work so we can say the County is taking advantage of the grace period.

Let me know if you have any questions.

Juli

Previous Action On Request/Other Parties Advised:

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

| | |
|------------------|------------------|
| Comments: | Comments: |
|------------------|------------------|

BOARD OF COUNTY COMMISSIONERS
WRIGHT COUNTY, MINNESOTA

Date _____
Motion by Commissioner _____

Resolution No. _____
Seconded by Commissioner _____

RESOLUTION

WHEREAS, the WRIGHT County Board of Commissioners acknowledges the need to develop a written procurement policy in compliance with the Uniform Administrative Requirement for Federal Awards.

WHEREAS, the new procurement requirements are effective on 2015 Federal Grant Awards.

WHEREAS, WRIGHT County chooses to take advantage of a two-year grace period for implementation of the new requirements.

BE IT RESOLVED, WRIGHT County will develop the written standards in compliance with the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards beginning in 2017.

YES

HUSOM _____
SAWATZKE _____
DALEIDEN _____
POTTER _____
BORRELL _____

NO

HUSOM _____
SAWATZKE _____
DALEIDEN _____
POTTER _____
BORRELL _____

STATE OF MINNESOTA)

ss.

County of Wright)

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

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

Lee Kelly, County Coordinator

WRIGHT COUNTY REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: _____ BOARD MEETING DATE: 03-08-16 CONSENT AGENDA: _____
 AMT. OF TIME REQUIRED: 3 min ITEM FOR CONSIDERATION: _____

BOARD ACTION REQUESTED:

Recommend Award of the Following Bid:

**Fluids & Lube System
Highway Department Building Project**

HIGHWAY
 ORIGINATING DEPARTMENT/SERVICE


 REQUESTOR'S SIGNATURE

REVIEWED BY/DATE

BACKGROUND/JUSTIFICATION:

The bid opening was held on Thursday, February 25, 2016, and a tabulation of bids is attached.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED:

DATE/TIME RECEIVED IN
 ADMINISTRATION OFFICE:

COUNTY ATTORNEY
 REVIEW DATE:

FINANCIAL
 IMPLICATIONS: \$ _____

COUNTY COORDINATOR/DATE:

ADMINISTRATIVE
 RECOMMENDATION:
 APPROVAL
 DENIAL
 NO RECOMMENDATION

BUDGETED:
 YES NO

FUNDING:
 LEVY OTHER

COMMENTS:

COMMENTS:



Innovative Construction Solutions
8625 Rendova Street NE, P.O. Box 158
Circle Pines, MN 55014
O 763.786.7711
F 763.786.2650
www.krausanderson.com

February 26, 2016

Mr. Virgil Hawkins
Wright County
1901 Minnesota Hwy 25
Buffalo, MN 55313

**RE: Verification of Contractors for Work Scope for Fluids and Lube Systems
Wright County Highway Department Facility Project**

Dear Mr. Hawkins:

Kraus-Anderson Construction Company has reviewed the bids that were received on February 25th, 2016 for Work Scope for Fluids and Lube Systems for the new Wright County Highway Department Facility project.

Listed below are the lowest reviewed proposals with their quoted amounts:

| Work Scope | Contractor, City, State | Quote Amount |
|---|---------------------------------------|---------------------|
| Fluids and Lube Systems | Pump and Meter Service Hopkins, MN | \$229,585.30 |
| Total Lowest Proposals for Work Scope for Fluids and Lube Systems: | | \$229,585.30 |

The above total recommended contract amounts do not include Alternates.

We have enclosed the Bid Tabulation sheets that reflect the bids received.

If you have any questions regarding this information, please do not hesitate to contact me at

Regards,

KRAUS-ANDERSON® CONSTRUCTION COMPANY

Ken Francois
Project Manager

Enclosures

CC: Dan Lind, HCM Architects

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

CAPITAL IMPROVEMENT/FINANCE COMMITTEE
MINUTES
MARCH 1, 2016

MEMBERS PRESENT: Daleiden, Sawatzke, Hiivala, Kelly and Vergin

OTHERS PRESENT:

Overview of Capital Improvement Plan

Vergin stated that the intended purpose of the meeting is to review the CIP, the process we use, the funding mechanisms and the plan document.

Hiivala provided a spreadsheet on the various funds used for capital projects, identifying where those fund levels are currently at. Discussed the ability to utilize the "Equipment Note" funds for building maintenance matters; and use the "Bond" (Jail) funds for the LEC geothermal investigation that will occur this spring. Hiivala stated he would follow up with the County's bond counsel to confirm the ability to use those funds for those purposes.

Vergin stated that the plan document, adopted late in 2014, will be reviewed for revisions. Revisions will include the addition of the Technology Committee process for IT projects, and any other revisions deemed appropriate, based on how the CIP process has revolved. Daleiden requested that revisions to the document be tracked and dated.

It was noted that the Parks section will need to be updated based on the phasing of Bertram Parks being shifted. Vergin will follow up with Mattice ensuring that the appropriate changes are made.

Discussed the Xerox & CAMA projects. Hiivala stated that both of these are making some progress, and that 2017 may realistic. At this time it seems that these will be the most economical for the County to use.

The next steps for the CIP will be to work with department heads to identify any additions or changes that they may have. The CIP process will be coordinated with the 2017 budgeting process.

Sawatzke questioned if the 1.M for the new Outlaying Shop (French Lake) could be deferred beyond 2017, based on the amenities that will come with the new Highway building. This will be looked into further with Highway Engineer Hawkins.

Reviewed the deferred maintenance and renovation budgets established for the Parks and Surveyors facility (existing PW Bldg). A Committee of the Whole has been set for March 29, to further review this matter. Coordinator Kelly was asked to look into the reroofing that was done in 1998 on the 1974 portion of the building, as this may still be covered under warranty/partial warranty.

Recommendation: Informational Only

Wright County Capital Improvement Plan

Budget Years 2015-2020

I. INTRODUCTION AND PURPOSE

The Wright County Capital Improvement Plan (CIP) is a tool to assist in long range planning and communicating the priorities and future needs of the County. The CIP promotes the County Board's Mission **"To preserve and enhance the quality of life of its citizens by providing quality service, through a participatory process, that holds the welfare of its citizens and their environment as its primary objective."**

- It allows the County Board to balance its investments and assists with long-term fiscal stability and efficient use of resources.
- Provides the level of services necessary to meet mandates and citizen expectations.
- Assists in stabilizing costs and avoiding significant fluctuations in the annual property tax levy, minimizing impacts to County residents.

II. BENEFITS OF A CAPITAL IMPROVEMENT PLAN (CIP)

Utilizing the Capital Improvement Plan (CIP) will, in coordination with the budgetary process, benefit the County in the following ways:

- **Focuses attention on County-wide goals and needs.**
A CIP ensures that the projects that are being funded are the highest priorities that will best serve the needs of the County. Most significant funding decisions will be decided during a limited time by the CIP/Finance Committee with a County-wide perspective. Departments are ensured that their projects will be reviewed and considered prior to a recommendation to the Budget Committee of the Whole.
- **Improves inter-/intra governmental cooperation and communication.**
A CIP enhances coordination of capital projects between departments and perhaps even other governmental agencies. If all departments are aware of the proposed schedule of capital projects, opportunities may exist to schedule projects from different departments in such a manner as to ensure an effective use of resources. If a unit of local government communicates its long range plans to another unit of government, the opportunity may exist to reduce duplication of programs and share in joint efforts that could reduce the costs to all residents and improve the services to the residents in the common jurisdiction.
- **Enables the County to maintain updated fund balances by identifying project expenses that have been approved and scheduled, but not yet incurred.**
Prior to the start of the upcoming budget year, the County will have established the capital improvement projects to be funded. This will allow staff to keep a running balance of funds that are committed to capital improvement projects in the CIP. Staff will be able to update the CIP and fund balances as project costs change allowing the County to minimize reliance on other funds. The CIP incorporates strategy and long range planning into the funding process, however when necessary, it can be modified and updated to allow the County to take advantage of opportunities that are not known in advance.

Wright County Capital Improvement Plan

Budget Years 2015-2020

- **Provides documentation of funded projects.**
In the process of updating the CIP for the upcoming budget year, the projects that were previously funded and are complete will be removed from the CIP Packet and placed into a file documenting projects that received funding through the CIP process. This will provide a historical perspective of what projects have been funded and in what amount.
- **Encourages decision makers to establish annual funding goals aimed at achieving long-range plans.**
By having a multi-year focus on projects, leaders can schedule multiple projects over the course of several years that will move the organization towards achievement of its overall goals. The reality is that not every project can be funded in the year that funding is requested. Some projects will not be jeopardized by having to wait until a subsequent year for funding, but priorities may change. Identifying time lines and costs helps to stay on track when scheduling multi-phased projects.
- **Serves as a tool for Departments to effectively communicate priorities and funding needs with the Board.**
Departments that embrace use of the CIP will be able to demonstrate to the Board their rationale for funding various projects at certain times and over time will demonstrate their due diligence by analyzing alternative options and funding sources. Commissioners will be more informed when making funding decisions.

III. DEFINITION

A capital improvement shall be defined as a project, including lease–purchase agreements, and single purchase items that are valued at \$10,000 or more, and have a useful life of five years or more.

The Plan excludes general operating expenses and new and replacement computer equipment, as these items will be funded through the annual general operating budget. Highway road and bridge projects are also excluded from this Plan.

IV. COMPONENTS OF A CAPITAL IMPROVEMENT PLAN

The CIP sets forth a schedule, estimated costs, sources of funding, and specific details of each capital improvement project, including the following:

- The Department(s) proposing the project
- The Budget Year (s) in which the project is seeking funding
- Project Type:
 - *New* - Construction or a project that did not previously exist within the department or County
 - *Acquisition* - Purchase of land, facilities and/or equipment

Wright County Capital Improvement Plan

Budget Years 2015-2020

- *Replacement* - Purchase necessary to replace obsolete, outdated equipment
- *Remodel* - Costs to reconfigure an existing work space without expanding the footprint
- *Development* - Improving and further developing an existing County property, i.e. park land
- Project Description - Description of the tasks to be undertaken to achieve intended result
- Project Rationale - Justification for why the project should be funded and why it is important that it is funded in the year specified
- Department Priority - Priority for the specific project when compared with all the CIP projects from this department in that year
- Project Location - Where the work will occur or where new equipment will be permanently located
- Funding Sources - Limited to the following categories:
 - *General Fund* - Money raised through the County's ability to levy taxes against property owners within the County
 - *Bonds* - General obligation municipal bonds that are issued by the County and secured by the County's ability to raise tax revenues to repay the bond holder
 - *Recorder Funds* – The County Recorder by State Statute has the authority to charge specific fees for services relating to indexing and recording various documents. Those fees, as defined by State Statute, are identified for specific uses, of which the following are available for capital improvement purposes:
 - *Recorder Technology Fund* – Per State Statute 357.18 (4), the \$10 fee collected under Subdivision 1, shall be deposited in to a technology fund for obtaining, maintaining and updating current technology and equipment to provide services from the record system. The fund shall be disbursed at the County Recorder's discretion to provide modern information services from the land records system.
 - *Recorder Compliance Fund* - Per State Statute 357.182 unallocated fees collected by the Recorder are available at the County Board's discretion for supporting enhancements to the recording process, including electronic recordings, and for the use in undertaking data integration and aggregation projects.
 - *Technology CIP Fund* – Funds designated by the County Board for specific purposes relating to technology that will enhance the operation of the county
 - *Capital Account/Levy Stabilization Fund* - At year end, any budgeted unused funds are transferred to this account and the County Board charges various expenses incurred throughout the year against this fund
 - *Grants* - Funds that are received from outside organizations to support projects that are occurring within the County

Wright County Capital Improvement Plan

Budget Years 2015-2020

- *Equipment Note* - A capital improvement note issued under State Statute 373.01 subd. 3, specifically designated for funding equipment in the areas of public safety, ambulance, road construction or maintenance, medical equipment, and computer hardware and software
- Funding History - A record of the funding source and level of funding in previous years
- Depreciable Life - Estimated useful life of the asset
- Cost - The direct and full expense associated with the project
- On-Going Cost - Indirect costs that will be incurred and or become routine following completion of the project
- Project History – A summary of the projects history and past considerations
- Considerations - Further information that might impact or influence the costs, rationale or scope of the project
- Contact Person - Individual familiar with the project and able to answer any further questions

V. THE CAPITAL IMPROVEMENT PLAN PROCESS

Work on the Capital Improvement Plan will start in the first quarter (January-March) of each year when five-year capital improvement project information is collected from Departments Heads. This information will be researched and incorporated into a CIP document that is presented to the CIP/Finance Committee for review in April-June. The projects and their costs will be identified showing the total capital improvement projects, on a yearly basis, for the next five-year period.

Once the CIP has been submitted to the CIP/Finance Committee, additional capital improvement projects will have to wait until the following year to be considered for funding with limited exceptions. This encourages department heads to be proactive and identify capital improvement projects in advance. There may be extenuating circumstances surrounding a project that require it to be included in the CIP despite not making the final CIP deadline, but these late additions will be heavily scrutinized.

Following presentation of the CIP, the CIP/Finance Committee will examine County revenues and review the projects to identify which ones the Committee believes can and should be funded in the upcoming budget cycle. If necessary, the Committee may request further information to aid the Committee in making their recommendations by contacting the individual listed as the Contact Person for the project.

Recommendations from the CIP/Finance Committee will be forwarded to the Budget Committee of the Whole for inclusion in upcoming department budget reviews. The Budget Committee of the Whole will give serious consideration to the CIP/Finance Committee recommendations, but is not obligated to fund the capital improvement projects recommended. Updated information may become available that changes a prior recommendation.

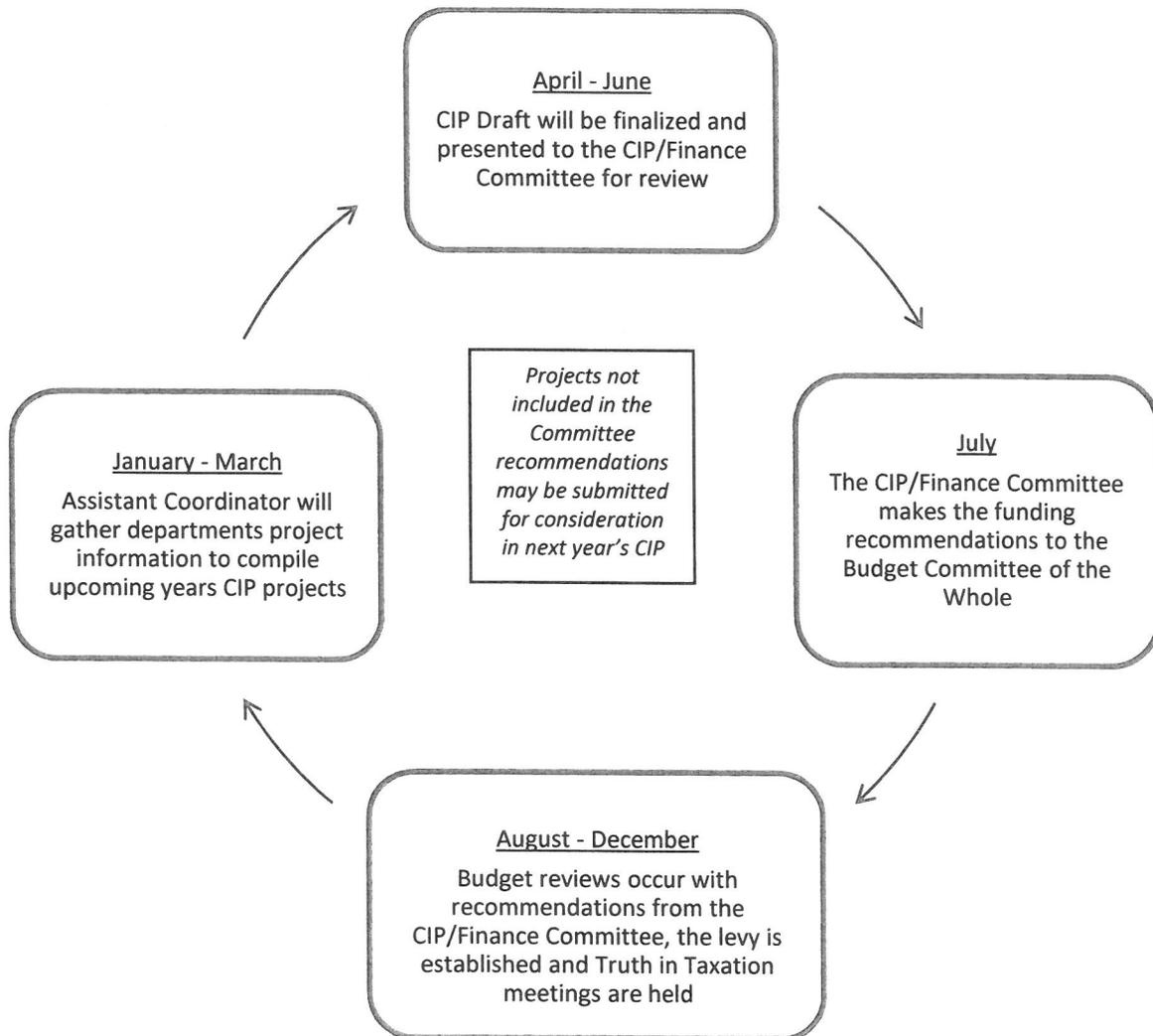
Wright County Capital Improvement Plan

Budget Years 2015-2020

Those projects that are funded through the CIP will be updated upon completion to reflect the final cost of the project and will be removed from the CIP and placed into a file documenting previously funded projects.

Any projects not recommended for funding in the CIP/Finance Committee's recommendations is eligible to be submitted for consideration again in the next CIP process.

Wright County Capital Improvement Plan Process



ANALYSIS OF THE CAPITAL PROJECTS FUND

| G/L ACCOUNT | VENDORNAME | DESCRIPTION | RECEIPT | WARRANT | DATE | Levy Stabilization | Equipment Note | Bonds | Highway Bldg Bond Proceeds | Compliance Fund | Capital Technology |
|----------------------|--------------------------------|-----------------------------|--------------|---------|-----------|--------------------|----------------|-----------|----------------------------|-----------------|--------------------|
| 34-165-000-0000-5526 | WRIGHT CITY RECORDER | COMPLIANCE FUND | 175017 | | 2/1/2016 | 2,872,978.07 | 52,036.35 | 33,081.16 | 5,540,851.57 | 577,832.22 | 1,323,381.10 |
| 34-161-000-0000-6715 | STANDARD AND POOR'S RATINGS SE | CAPITAL IMP BOND 2016A | 230464 | | 2/2/2016 | | | | (11,475.00) | 869.00 | |
| 34-165-000-0000-5526 | WRIGHT CITY RECORDER | COMPLIANCE FUND | 175058 | | 2/2/2016 | | | | | 1,001.00 | |
| 34-165-000-0000-5526 | WRIGHT CITY RECORDER | COMPLIANCE FUND | 175077 | | 2/3/2016 | | | | | 880.00 | |
| 34-165-000-0000-5526 | WRIGHT CITY RECORDER | COMPLIANCE FUND | 175115 | | 2/4/2016 | | | | | 836.00 | |
| 34-165-000-0000-5526 | WRIGHT CITY RECORDER | COMPLIANCE FUND | 175142 | | 2/5/2016 | | | | | 572.00 | |
| 34-165-000-0000-5526 | WRIGHT CITY RECORDER | COMPLIANCE FUND | 175182 | | 2/8/2016 | | | | | 1,177.00 | |
| 34-161-000-0000-6605 | CENTRAL ROOFING COMPANY | HWY APPLICATION #5 | 230560 | | 2/9/2016 | | | | (484,682.87) | | |
| 34-161-000-0000-6605 | EMPIREHOUSE INC | HWY APPLICATION #5 | 230574 | | 2/9/2016 | | | | (25,683.25) | | |
| 34-161-000-0000-6605 | E2 ELECTRICAL SERVICES INC | PMT #5 HWY BUILDING | 230570 | | 2/9/2016 | | | | (91,200.00) | | |
| 34-161-000-0000-6605 | FABCON PRECAST LLC | HWY #5 APPLICATION | 230577 | | 2/9/2016 | | | | (80,655.00) | | |
| 34-161-000-0000-6605 | HAGEN CHRISTENSEN & MICILWAIN | ARCHITECTURAL SERVICES 2016 | 230590 | | 2/9/2016 | | | | (116.26) | | |
| 34-161-000-0000-6605 | HAGEN CHRISTENSEN & MICILWAIN | ARCHITECTURAL SERVICES 2016 | 230590 | | 2/9/2016 | | | | (114,075.46) | | |
| 34-161-000-0000-6605 | KRAUS ANDERSON CONSTRUCTION | HWY CONSTRUCTION MGMT | 230606 | | 2/9/2016 | | | | (80,306.35) | | |
| 34-161-000-0000-6605 | TEKTON CONSTRUCTION COMPANY | HWY #5 APPLICATION | 230668 | | 2/9/2016 | | | | (51,422.45) | | |
| 34-161-000-0000-6605 | WEIDNER PLUMBING AND HEATING C | HWY #5 APPLICATION | 230677 | | 2/9/2016 | | | | (55,434.40) | | |
| 34-161-000-0000-6605 | MULCAHY NICKOLAUS LLC | HWY #5 APPLICATION | 230641 | | 2/9/2016 | | | | (38,355.30) | | |
| 34-161-000-0000-6605 | MAXX STEEL ERECTORS INC | HWY #5 APPLICATION | 230618 | | 2/9/2016 | | | | (15,334.47) | | |
| 34-161-000-0000-6605 | MULTIPLE CONCEPTS INTERIORS | HWY #5 APPLICATION | 230642 | | 2/9/2016 | | | | | 902.00 | |
| 34-165-000-0000-5526 | WRIGHT CITY RECORDER | COMPLIANCE FUND | 175202 | | 2/9/2016 | | | | | | |
| 34-161-000-0000-5900 | STIFEL NICOLAUS & CO | 2016A BOND PREMIUM | 175231 | | 2/10/2016 | | | | 125,906.55 | | |
| 34-161-000-0000-5950 | STIFEL NICOLAUS & CO | 2016A BOND PROCEEDS | 175231 | | 2/10/2016 | | | | 6,804,600.00 | | |
| 34-161-000-0000-6715 | STIFEL NICOLAUS & CO | 2016A BOND DISCOUNT | 175231 | | 2/10/2016 | | | | (36,758.45) | | |
| 34-165-000-0000-5526 | WRIGHT CITY RECORDER | COMPLIANCE FUND | 175236 | | 2/10/2016 | | | | | 1,155.00 | |
| 34-165-000-0000-5526 | WRIGHT CITY RECORDER | COMPLIANCE FUND | 175252 | | 2/11/2016 | | | | | 869.00 | |
| 34-165-000-0000-5526 | WRIGHT CITY RECORDER | COMPLIANCE FUND | 175317 | | 2/12/2016 | | | | | (869.00) | |
| 34-165-000-0000-5526 | ACS CASH DRAWERS | COMPLIANCE FUND | 175317 | | 2/12/2016 | | | | | 869.00 | |
| 34-165-000-0000-5526 | ACS CASH DRAWERS | COMPLIANCE FUND | 175317 | | 2/12/2016 | | | | | 869.00 | |
| 34-165-000-0000-5526 | WRIGHT CITY RECORDER | COMPLIANCE FUND | 175322 | | 2/12/2016 | | | | | 748.00 | |
| 34-165-000-0000-5526 | WRIGHT CITY RECORDER | COMPLIANCE FUND | 175342 | | 2/16/2016 | | | | | 1,364.00 | |
| 34-165-000-0000-5526 | WRIGHT CITY RECORDER | COMPLIANCE FUND | 175364 | | 2/17/2016 | | | | | 891.00 | |
| 34-165-000-0000-5526 | WRIGHT CITY RECORDER | COMPLIANCE FUND | 175402 | | 2/18/2016 | | | | | 770.00 | |
| 34-165-000-0000-5526 | WRIGHT CITY RECORDER | COMPLIANCE FUND | 175443 | | 2/19/2016 | | | | | 1,353.00 | |
| 34-165-000-0000-5526 | WRIGHT CITY RECORDER | COMPLIANCE FUND | 175479 | | 2/22/2016 | | | | (78,743.86) | | |
| 34-161-000-0000-6605 | KRAUS ANDERSON CONSTRUCTION | HWY CONSTRUCTION MGMT 2016 | 230944 | | 2/23/2016 | | | | | | |
| 34-165-000-0000-6622 | DATABANK IMX LLC | SS REMOTE EDMS JAN 2016 | 230925 | | 2/23/2016 | | | | | (15,356.25) | |
| 34-165-000-0000-5526 | WRIGHT CITY RECORDER | COMPLIANCE FUND | 175499 | | 2/23/2016 | | | | | 1,364.00 | |
| 34-170-000-0000-6621 | EXCEL SYSTEMS | CABLE WORK WIRELESS PROJECT | 230928 | | 2/23/2016 | | | | | | |
| 34-165-000-0000-5526 | WRIGHT CITY RECORDER | COMPLIANCE FUND | 175515 | | 2/24/2016 | | | | | 715.00 | |
| 34-165-000-0000-5526 | WRIGHT CITY RECORDER | COMPLIANCE FUND | 175559 | | 2/25/2016 | | | | | 748.00 | |
| 34-165-000-0000-5526 | WRIGHT CITY RECORDER | COMPLIANCE FUND | 175581 | | 2/26/2016 | | | | | 1,012.00 | |
| 34-165-000-0000-5526 | WRIGHT CITY RECORDER | COMPLIANCE FUND | 175619 | | 2/29/2016 | | | | | 891.00 | |
| | | | 2,872,978.07 | | | | 52,036.35 | 33,081.16 | 11,300,938.75 | 581,461.97 | 1,322,848.45 |



RENOVATION

Preliminary Budget

Owner: Wright County
 Project: Public Works Campus
 Location: Wright County
 Designer: HCM Architects

| Description | PUBLIC WORKS CAMPUS | | | | |
|--|---------------------|----|-------|--|--|
| Total Available Dollars | | | | | |
| 2015 Bond Issue | | | | | |
| Revenue Source | | | | | |
| Revenue Source | | | | | |
| Revenue Source | | | | | |
| TOTAL REVENUE | | | | | \$0 |
| Construction Costs Budget | | | | | |
| Site Improvements | | | | | |
| Utilities, earthwork | | | | | \$1,450,000 |
| Credit to County for Site Rough Grading Work | | | | | (\$500,000) |
| Credit to County for Pavement and Aggregate Base | | | | | (\$330,000) |
| Deferred Maintenance Work | | | | | |
| Sprinkle 1974 Maintenance / Storage Bldg. | | | | | \$73,488 |
| Re Roof 1974 Bldg. | | | | | \$440,925 |
| Re Roof 1998 Bldg. | | | | | \$57,470 |
| Insulate Exterior Wall | | | | | \$25,000 |
| Provide return Air Ductwork in 1998 Bldg. | | | | | \$50,000 Allowance |
| Recaulk Windows, doors and Control Joints | | | | | \$20,000 Allowance |
| Replace Window System in 1998 Office Bldg. | | | | | \$50,000 Allowance |
| Remove Existing Asbestos Containing Materials | | | | | \$25,000 Allowance |
| | | | | | \$ 741,883 + SOFT COSTS = \$ 816,071 |
| New Facility / Renovations Master Plan G7 | | | | | |
| Existing Facility Renovated Office Area | 8210 | sf | \$25 | | \$205,250 |
| Existing Facility Renovated Shop / Vehicle Storage | 29395 | sf | \$30 | | \$881,850 |
| New Facility Highway Maintenance / Storage | 58,000 | sf | \$130 | | \$7,540,000 |
| New Facility Fleet Services | 18,500 | sf | \$160 | | \$2,960,000 |
| New Facility Signs / Signals | 6,375 | sf | \$130 | | \$828,750 |
| New Facility Office Area (Engineering / Admin) | 7,200 | sf | \$185 | | \$1,332,000 |
| New Facility Mezzanine Areas | 10,475 | sf | \$38 | | \$398,050 |
| | | | | | > \$ 1,087,100 + SOFT COSTS = \$ 1,304,520 |
| Equipment | | | | | |
| Bridge Crane Assemblies | | | | | \$175,000 Allowance |
| Vehicle Lifts | | | | | \$425,000 Allowance |
| Hose Reels, tanks, compressors and associated piping | | | | | \$125,000 Allowance |
| Parts Racking / Storage Racking | | | | | \$30,000 Allowance |
| Construction Contingency | | | | | \$480,000 3% Allowance |
| Total Construction Budget | | | | | \$16,742,783 |
| Soft Cost Budget | | | | | |
| A/E Fees | | | | | \$1,004,567 6% Allowance |
| CM Fee | | | | | \$250,000 |
| CM Site Services | | | | | \$450,000 15 Months |
| General Conditions | | | | | \$300,000 |
| FFE Programming | | | | | INCLD Architect Provided |
| Geotechnical Exploration / Soil Borings | | | | | \$10,000 Allowance |
| Construction Testing / Special Inspections Testing | | | | | \$35,000 Allowance |
| Building Permits | | | | | \$100,000 Allowance |
| Site Survey | | | | | \$0 By Wright County |
| Total Soft Cost Budget | | | | | \$2,149,567 |
| Owner Costs Budget | | | | | |
| Furniture Fixtures and Equipment | | | | | \$50,000 Allowance |
| Technology / Equipment | | | | | \$50,000 Allowance |
| Total Owner Costs Budget | | | | | \$100,000 |
| Total Project Costs | | | | | \$18,992,350 Constr. Cost + Soft Costs + Owner Costs |
| Project Balance Available | | | | | (\$18,992,350) |

DEFERRED
MAINTENANCE

2. Existing Public Works Building - Code Compliance/Deferred Maintenance Work:

The following work is required deferred maintenance / life safety work that is required based on current Building Codes or has been identified in the Facility Assessments as needed facility maintenance work. The costs listed below are for the work being accomplished independent of a significant building renovation and take into account phasing of the work and working in an occupied facility. Work Scope for the existing Public Works Facility include:

- Includes life-safety code improvement of buildings
 - Includes deferred maintenance work
- | | |
|--|-----------------|
| a. Sprinkle the 1974 Maintenance/Storage Building | \$73,488 |
| - Sprinkler system: 29,395 SF @ \$2.50 / SF | |
| b. Complete tear-off and re-roof – 1974 fully-adhered EPDM (17 years old) | |
| - Total cost – tear-off and re-roof: 29,395 SF @ \$15 / SF | \$440,925 |
| c. Complete tear-off and re-roof – 1998 asphalt shingle roof (16 years old) | |
| - Total cost – tear-off and re-roof: 8,210 SF @ \$7 / SF | \$57,470 |
| d. Insulate from top of exterior wall to roof at soffit – also correct venting | \$25,000 |
| e. Provide return air ductwork in 1998 building (allowance) | \$50,000 |
| f. Recaulk windows, doors and control joints in exterior envelope. | \$20,000 |
| g. Replace window systems in 1998 office building (allowance). | \$50,000 |
| h. <u>Remove existing asbestos containing materials (allowance)</u> | <u>\$25,000</u> |

Total Costs - Code Compliance & Deferred Maintenance Work \$741,883

3. Master Plan Concept G7:

| | | | |
|--|---------------|------------------------|---------------------|
| a. Code Compliance/Deferred Maintenance Work Costs: | | | \$741,883 |
| | | <u>10% Soft Costs</u> | <u>\$74,188</u> |
| | | Total | \$816,071 |
| | | | |
| b. Existing Facility (refer to sheet G7): | | | |
| - Renovated Office Area | (Category A2) | 8,210 SF x \$25/SF = | \$205,250 |
| - Renovated Shop/Vehicle Storage | (Category A1) | 29,395 SF x \$30/SF = | \$881,850 |
| | | Subtotal | \$1,087,100 |
| | | <u>20% Soft Costs</u> | <u>\$217,420</u> |
| | | Total | \$1,304,520 |
| | | | |
| c. New Facility (refer to sheet G7): | | | |
| - Highway Maintenance/Storage | (Category B) | 58,000 SF x \$130/SF = | \$7,540,000 |
| - Fleet Services | (Category C) | 18,500 SF x \$160/SF = | \$2,960,000 |
| - Signs/Signals | (Category B) | 6,375 SF x \$130/SF = | \$828,750 |
| - Office Area (Engineering/Admin) | (Category D) | 7,200 SF x \$185/SF = | \$1,332,000 |
| - Mezzanine Areas | (Category E) | 10,475 SF x \$38/SF = | \$398,050 |
| | | Subtotal | \$13,058,800 |
| | | <u>20% Soft Costs</u> | <u>\$2,611,760</u> |
| | | Total | \$15,670,560 |
| | | | |
| d. Site Work / Site Utilities | | | |
| - Utilities, Earthwork, Parking, Site Paving | | | \$1,450,000 |
| - Credit to County for self-performing site rough grading work | | | (\$500,000) |
| - Credit to County for providing and self-performing paving and aggregate base | | | (\$330,000) |
| | | Total | \$620,000 |

Project Subtotals (including associated soft costs):

| | |
|---|---------------------|
| - Deferred Maint. and Re-purpose of the Existing Facility (items a and b) | \$2,120,591 |
| - <u>New Building & Site Work (items c and d)</u> | <u>\$16,290,560</u> |

Project Total **\$18,411,151**

* Note: Cost does not include relocation of Sheriff Impound Lot to the L.E.C.

Soft Costs include but are limited to the following:

- FF & E (vehicle lifts, equipment office systems furniture, conference room furniture/AV)
- Site Services
- General Conditions
- CM Fee
- A/E Fees
- SAC/WAC Fees
- Construction & Soils Testing
- Site Survey
- Plan Reproduction / Distribution for Bidding
- Building Permits

Capital Improvement Plan 2016-2021

| Project / Department | Funding & Completion in 2015 | 2015 Funding / Complete in 2016 | Year 2016 | Year 2017 | Year 2018 | Year 2019 | Year 2020 | Year 2021 | Estimated Cost |
|---|------------------------------|---------------------------------|------------------|--------------------|------------------|------------------|------------------|------------------|--------------------|
| ENTERPRISE | | | | | | | | | |
| Enterprise Content Mgmt (ECM) | | | | | | | | | |
| Law-Legal Departments - EDMS | \$100,000 | | \$80,000 | \$60,000 | \$40,000 | \$20,000 | \$15,000 | \$10,000 | \$325,000 |
| Multi Departments & Enterprise ECM | \$75,000 | | \$75,000 | \$75,000 | \$75,000 | \$75,000 | \$75,000 | \$50,000 | \$500,000 |
| Centralized Records Management | \$0 | \$40,000 | \$50,000 | \$50,000 | \$50,000 | \$50,000 | \$50,000 | \$50,000 | \$340,000 |
| Website Development | \$50,000 | | \$100,000 | \$100,000 | \$100,000 | \$100,000 | \$100,000 | \$100,000 | \$650,000 |
| 2015 Ordinance Codification 50% = \$4475 to come out of Website Development | | | | | | | | | |
| Voice Infrastructure Upgrade | \$76,300 | | | | | | | | \$76,300 |
| Voice Contact Center - HS | \$65,900 | | | | | | | | \$65,900 |
| Voice Contact Center - HS - Will be over Budget | \$6,200 | | | | | | | | \$6,200 |
| Wireless Upgrade | \$62,500 | | \$62,500 | | | | | | \$125,000 |
| Fiber Ring Upgrade | \$128,500 | | | | | | | | \$128,500 |
| Network Storage | \$36,000 | | \$36,000 | \$36,000 | \$36,000 | \$36,000 | \$36,000 | \$36,000 | \$252,000 |
| Information Security Assessment | | | \$60,000 | | | | | | \$60,000 |
| Virtual Desktop Infrastructure | | | \$65,000 | | | | | | \$65,000 |
| Enterprise Subtotal | \$600,400 | \$40,000 | \$528,500 | \$321,000 | \$301,000 | \$281,000 | \$276,000 | \$246,000 | \$2,593,900 |
| COUNTY BUILDING NEEDS | | | | | | | | | |
| Hot Water Boilers (2) LEC | | \$335,000 | | \$100,000 | \$200,000 | | \$300,000 | \$300,000 | \$900,000 |
| #4 Steam Boilers (2- Annex Heat Pump) GC | | | | | | | | \$320,000 | \$320,000 |
| #5 Annex MUA's (2 - Annex w/Heat Pump) GC | | | | | | | | \$195,000 | \$195,000 |
| Caulking and Tuck Pointing GC | | | | \$150,000 | | | | | \$150,000 |
| #2 Cooling Tower for Annex Heat Pump Loop GC | | \$156,000 | | | | | | | \$156,000 |
| Liebert - Back up to Cooling Tower GC | | \$21,000 | | | | | | | \$21,000 |
| Caulking and Tuck Pointing LEC | | | | | \$150,000 | | | | \$150,000 |
| #3 Chiller Cooling Tower GC | | | | \$136,500 | | | | | \$136,500 |
| #1 "Pit" Cooling Tower GC | | | \$136,500 | | | | | | \$136,500 |
| Programmable Thermostats HHSC | | \$12,000 | | | | | | | \$12,000 |
| Penthouse AHU's (5) GC | | | | | | \$350,000 | | | \$350,000 |
| Liebert for Data Room | | | | | | | \$38,000 | | \$38,000 |
| Deferred Maintenance - Parks & Surveyors Bldg | | | \$820,000 | | | | | | \$820,000 |
| Renovation of Parks & Surveyors Bldg | | | | \$1,304,520 | | | | | \$1,304,520 |
| Department Subtotal | \$0 | \$524,000 | \$956,500 | \$1,691,020 | \$350,000 | \$350,000 | \$338,000 | \$815,000 | \$5,024,520 |
| DEPARTMENT SPECIFIC | | | | | | | | | |
| Assessor | | | | | | | | | |
| Computer Aided Mass Appraisal System | | | | \$138,450 | \$97,500 | | | | \$235,950 |
| Department Subtotal | \$0 | \$0 | \$0 | \$138,450 | \$97,500 | \$0 | \$0 | \$0 | \$235,950 |
| Attorney | | | | | | | | | |
| Jworks | | | \$75,000 | | | | | | \$75,000 |
| Department Subtotal | \$0 | \$0 | \$75,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$75,000 |
| Auditor Treasurer | | | | | | | | | |
| Xerox Property Tax System (aka ACS) | | | | \$128,325 | \$88,500 | | | | \$216,825 |
| E-Check (Digital Claims) 2014 Done in 2015 | \$65,000 | | | | | | | | \$65,000 |
| Department Subtotal | \$65,000 | \$0 | \$0 | \$128,325 | \$88,500 | \$0 | \$0 | \$0 | \$281,825 |
| Court Administration | | | | | | | | | |
| Facility Needs Study (Courts only) 50/50 Matching | \$17,500 | | | | | | | | \$17,500 |
| Facility Upgrades (Professional Services) | | | \$40,000 | | | | | | \$40,000 |
| Department Subtotal | \$17,500 | \$0 | \$40,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$57,500 |

Color Codes refer to Funding Source

| | |
|-----------------------------------|--------|
| CIP Technology Fund | 34-170 |
| Recorder Compliance Fund | 34-165 |
| Recorder Technology Fund | 2-101 |
| Bond/Equip Certificate Debt Funds | |
| Grant Funds | |
| CIP / Stabilization Fund | 34-150 |
| General Fund | |

Capital Improvement Plan 2016-2021

| Project / Department | Funding & Completion in 2015 | 2015 Funding / Complete in 2016 | Year 2016 | Year 2017 | Year 2018 | Year 2019 | Year 2020 | Year 2021 | Estimated Cost |
|---|------------------------------|---------------------------------|------------------|--------------------|------------------|--------------------|------------------|-----------------|---------------------|
| Highway | | | | | | | | | |
| Public Works Shop | \$17,000,000 | | | | | | | | \$17,000,000 |
| Repurpose Old Impound Lot Bldg | | | | \$15,000 | | | | | \$15,000 |
| New Outlying Shop (French Lake or?) | | | | \$1,000,000 | | | | | \$1,000,000 |
| Salt Shed (Waverly) | | | | | | | \$150,000 | | \$150,000 |
| Department Subtotal | \$17,000,000 | \$0 | \$0 | \$1,015,000 | \$0 | \$0 | \$150,000 | \$0 | \$18,165,000 |
| Human Services | | | | | | | | | |
| Human Services - EDMS | \$225,000 | | \$150,000 | | | | | | \$375,000 |
| Public Health Info System (PH-DOC) 5526 | \$130,000 | | \$12,100 | | | | | | \$142,100 |
| Generator (Removed - will be reanalyzing need and cost) | | | | | | | | | \$0 |
| Digital Display Boards | \$12,000 | | | | | | | | \$12,000 |
| AGC - Call Center Expansion | | | \$111,000 | | | | | | \$111,000 |
| Department Subtotal | \$367,000 | \$0 | \$273,100 | \$0 | \$0 | \$0 | \$0 | \$0 | \$640,100 |
| Parks | | | | | | | | | |
| Bertram Chain of Lakes - Phase 7 | \$436,410 | | | | | | | | \$436,410 |
| Bertram Chain of Lakes - Phase 8 | \$86,000 | | | | | | | | \$86,000 |
| Bertram Chain of Lakes - Phase 9 | | | \$205,000 | | | | | | \$205,000 |
| Bertram Chain of Lakes - Phase 10 | | | \$350,000 | | | | | | \$350,000 |
| Bertram Chain of Lakes - Phase 11 | | | | \$480,000 | | | | | \$480,000 |
| CSAH 17 Trail Paved | | | | | | \$325,000 | | | \$325,000 |
| Bertram Campground Development Phase I | | | \$200,000 | | | | | | \$200,000 |
| Bertram Grading Plan | | | \$50,000 | | | | | | \$50,000 |
| Collinwood Parking & Interior Park Road Impr | | | | | \$419,000 | | | | \$419,000 |
| Collinwood RV Sites Expansion and Utilities | | | | \$710,000 | | | | | \$710,000 |
| Ney Park Light Ski Trail | | | | | | \$300,000 | | | \$300,000 |
| Ney Park Trail Connections | | | | \$500,000 | | | | | \$500,000 |
| Beebe Lake Volleyball Court | \$5,000 | | | | | | | | \$5,000 |
| Beebe Lake Restrooms | | | \$71,000 | | | | | | \$71,000 |
| Beebe Lake Shelter | | | | \$65,000 | | | | | \$65,000 |
| Beebe Lake Playground & Pavement Mgmt | | | | | \$150,000 | | | | \$150,000 |
| Schroeder Parking Lot & Fish Clean House | | | | | | \$500,000 | | | \$500,000 |
| Schroeder Replace Comfort Station (Old) | | | | | \$250,000 | | | | \$250,000 |
| CSAH 12 Trail Pavement Overlay | | | | \$300,000 | | | | | \$300,000 |
| Harry Larson Forest Parking Improvements | | | | | \$25,000 | | | | \$25,000 |
| Clearwater/Pleasant Park Overlay (Trail) | | | | | \$95,000 | | | | \$95,000 |
| Betty T Access Improvements | | | | | \$10,000 | | | | \$10,000 |
| Otsego Regional Park Improvements Restrooms | | | | \$260,000 | | | | | \$260,000 |
| Fairhaven Mill Improvements | | | \$20,000 | | | | | | \$20,000 |
| Department Subtotal | \$527,410 | \$0 | \$896,000 | \$2,315,000 | \$949,000 | \$1,125,000 | \$0 | \$0 | \$5,812,410 |
| Recorder | | | | | | | | | |
| Land Records - EDMS | \$81,000 | | \$65,000 | | | | | | \$146,000 |
| Department Subtotal | \$81,000 | \$0 | \$65,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$146,000 |
| Sheriff | | | | | | | | | |
| CAD-RMS (Zuercher) | \$314,000 | | \$25,000 | | | | | | \$339,000 |
| Cellular Enhancements | | | \$99,000 | | | | | | \$99,000 |
| Jail Lock Control System | | | \$61,000 | | | | | | \$61,000 |
| Training Facility | | | | | | \$550,000 | | | \$550,000 |
| Department Subtotal | \$314,000 | \$0 | \$185,000 | \$0 | \$0 | \$550,000 | \$0 | \$0 | \$1,049,000 |
| Surveyor | | | | | | | | | |
| Aerial / Pictometry | \$65,000 | | | | \$325,000 | | | \$85,000 | \$475,000 |
| Land Records Imaging Pilot | | | \$25,000 | | | | | | \$25,000 |
| Department Subtotal | \$65,000 | \$0 | \$25,000 | \$0 | \$325,000 | \$0 | \$0 | \$85,000 | \$500,000 |

Capital Improvement Plan 2016-2021

| Project / Department | Funding & Completion in 2015 | 2015 Funding / Complete in 2016 | Year 2016 | Year 2017 | Year 2018 | Year 2019 | Year 2020 | Year 2021 | Estimated Cost |
|---|------------------------------|---------------------------------|-------------|-------------|-------------|-------------|-----------|-------------|----------------|
| ANNUAL TOTALS FOR ALL CIP PROJECTS | \$19,037,310 | \$564,000 | \$3,044,100 | \$5,608,795 | \$2,111,000 | \$2,306,000 | \$764,000 | \$1,146,000 | \$34,581,205 |

Capital Improvement Funding Plan 2016-2021

6/29/2015 / Updated 12/15/2015

| Department | Year | Project Cost | CIP Tech Fund 34-170 | Recorder Compliance Fund 34-165 | Recorder Technology Fund 2-101 | Bonds/Equip Cert Debt Funds | CIP / Stabilization Fund 34-150 | Total Annual Resources | Increase To Annual Levy |
|-----------------------------|-----------|-----------------------|-------------------------|---------------------------------------|--------------------------------------|--------------------------------|---------------------------------------|------------------------|----------------------------|
| Enterprise | | | | | | | | | |
| Technology - Multi Dept | 2015 | \$600,400.00 | \$ 600,400.00 | | | | | \$ 600,400.00 | |
| | 2015/2016 | \$40,000.00 | | | \$ 40,000.00 | | | \$ 40,000.00 | |
| | 2016 | \$528,500.00 | \$ 478,500.00 | | \$ 50,000.00 | | | \$ 528,500.00 | |
| | 2017 | \$321,000.00 | \$ 271,000.00 | | \$ 50,000.00 | | | \$ 321,000.00 | |
| | 2018 | \$301,000.00 | \$ 251,000.00 | | \$ 50,000.00 | | | \$ 301,000.00 | |
| | 2019 | \$281,000.00 | \$ 231,000.00 | | \$ 50,000.00 | | | \$ 281,000.00 | |
| | 2020 | \$276,000.00 | \$ 226,000.00 | | \$ 50,000.00 | | | \$ 276,000.00 | |
| | 2021 | \$246,000.00 | \$ 196,000.00 | | \$ 50,000.00 | | | \$ 246,000.00 | |
| | | \$2,593,900.00 | \$ 2,253,900.00 | \$ - | \$ 340,000.00 | \$ - | \$ - | \$ 2,593,900.00 | \$0.00 |
| County Facilities | | | | | | | | | |
| | 2015 | \$189,000.00 | | | | | \$189,000.00 | \$ 189,000.00 | |
| | 2015/2016 | \$335,000.00 | | | | | \$335,000.00 | \$ 335,000.00 | |
| | 2016 | \$1,335,000.00 | | | | | \$1,335,000.00 | \$ 1,335,000.00 | |
| | 2017 | \$1,710,520.00 | | | | | \$1,710,520.00 | \$ 1,710,520.00 | |
| | 2018 | \$350,000.00 | | | | | \$350,000.00 | \$ 350,000.00 | |
| | 2019 | \$508,000.00 | | | | | \$508,000.00 | \$ 508,000.00 | |
| | 2020 | \$338,000.00 | | | | | \$338,000.00 | \$ 338,000.00 | |
| | 2021 | \$300,000.00 | | | | | \$300,000.00 | \$ 300,000.00 | |
| | | \$5,065,520.00 | \$ - | \$ - | \$ - | \$ - | \$ 5,065,520.00 | \$ 5,065,520.00 | \$0.00 |
| Assessor | | | | | | | | | |
| | 2015 | | | | | | | \$ - | |
| | 2015/2016 | | | | | | | \$ - | |
| | 2016 | | | | | | | \$ - | |
| | 2017 | \$138,450.00 | | | \$ 138,450.00 | | | \$ 138,450.00 | |
| | 2018 | \$97,500.00 | | | \$ 97,500.00 | | | \$ 97,500.00 | |
| | 2019 | | | | | | | \$ - | |
| | 2020 | | | | | | | \$ - | |
| | 2021 | | | | | | | \$ - | |
| | | \$235,950.00 | \$ - | \$ - | \$ 235,950.00 | \$ - | \$ - | \$ 235,950.00 | \$0.00 |
| Attorney | | | | | | | | | |
| | 2015 | | | | | | | \$ - | |
| | 2016 | \$75,000.00 | \$ 75,000.00 | | | | | \$ 75,000.00 | |
| | 2017 | | | | | | | \$ - | |
| | 2018 | | | | | | | \$ - | |
| | 2019 | | | | | | | \$ - | |
| | 2020 | | | | | | | \$ - | |
| | 2021 | | | | | | | \$ - | |
| | | \$75,000.00 | \$ 75,000.00 | \$ - | \$ - | \$ - | \$ - | \$ 75,000.00 | \$0.00 |
| Auditor Treasurer | | | | | | | | | |
| | 2015 | \$65,000.00 | \$ 65,000.00 | | | | | \$ 65,000.00 | |
| | 2015/2016 | | | | | | | \$ - | |
| | 2016 | | | | | | | \$ - | |
| | 2017 | \$128,325.00 | | | \$ 128,325.00 | | | \$ 128,325.00 | |
| | 2018 | \$88,500.00 | | | \$ 88,500.00 | | | \$ 88,500.00 | |
| | 2019 | | | | | | | \$ - | |
| | 2020 | | | | | | | \$ - | |
| | 2021 | | | | | | | \$ - | |
| | | \$281,825.00 | \$65,000.00 | \$0.00 | \$216,825.00 | \$0.00 | \$0.00 | \$281,825.00 | \$0.00 |
| Court Administration | | | | | | | | | |
| | 2015 | \$17,500.00 | | | | | \$ 17,500.00 | \$17,500.00 | |
| | 2016 | \$40,000.00 | | | | | \$ 40,000.00 | \$40,000.00 | |
| | 2017 | | | | | | | \$0.00 | |
| | 2018 | | | | | | | \$0.00 | |
| | 2019 | | | | | | | \$0.00 | |
| | 2020 | | | | | | | \$0.00 | |
| | 2021 | | | | | | | \$0.00 | |
| | | \$ 57,500.00 | \$ - | \$ - | \$ - | \$ - | \$ 57,500.00 | \$ 57,500.00 | \$0.00 |

| Department | Year | Project Cost | CIP Tech Fund 34-170 | Recorder Compliance Fund 34-165 | Recorder Technology Fund 2-101 | Bonds/Equip Cert Debt Funds | CIP / Stabilization Fund 34-150 | Total Annual Resources | Increase To Annual Levy |
|--|------|------------------------|-------------------------|---------------------------------------|--------------------------------------|--------------------------------|---------------------------------------|------------------------|----------------------------|
| | | | | | | | | | <i>Est Bond Debt</i> |
| Highway / Public Works | 2015 | \$17,000,000.00 | | | | \$ 17,000,000.00 | | | \$ - |
| | 2016 | | | | | | | \$ - | \$ 648,709.00 |
| | 2017 | \$1,015,000.00 | | | | | \$ 1,015,000.00 | \$ 1,015,000.00 | \$ 1,200,425.00 |
| | 2018 | | | | | | | \$ - | \$ 1,200,775.00 |
| | 2019 | | | | | | | \$ - | \$ 1,200,525.00 |
| | 2020 | \$150,000.00 | | | | | \$ 150,000.00 | \$ 150,000.00 | \$ 1,199,675.00 |
| | 2021 | | | | | | | \$ - | \$ 1,203,225.00 |
| | | \$18,165,000.00 | \$ - | \$ - | \$ - | \$ 17,000,000.00 | \$ 1,165,000.00 | \$ 1,165,000.00 | \$6,653,334.00 |
| Human Services | 2015 | \$367,000.00 | \$ 12,000.00 | \$ 355,000.00 | | | | \$ 367,000.00 | |
| | 2016 | \$273,100.00 | \$ 111,000.00 | \$ 162,100.00 | | | | \$ 273,100.00 | |
| | 2017 | | | | | | | \$ - | |
| | 2018 | | | | | | | \$ - | |
| | 2019 | | | | | | | \$ - | |
| | 2020 | | | | | | | \$ - | |
| | 2021 | | | | | | | \$ - | |
| | | \$640,100.00 | \$ 123,000.00 | \$ 517,100.00 | \$ - | \$ - | \$ - | \$ 640,100.00 | \$0.00 |
| Parks | 2015 | \$527,410.00 | | | | | \$527,410.00 | \$ 527,410.00 | |
| | 2016 | \$896,000.00 | | | | | \$896,000.00 | \$ 896,000.00 | |
| Does Not Include Projects Identified Without Time Line | 2017 | \$2,315,000.00 | | | | | \$2,315,000.00 | \$ 2,315,000.00 | |
| | 2018 | \$949,000.00 | | | | | \$949,000.00 | \$ 949,000.00 | |
| | 2019 | \$1,125,000.00 | | | | | \$1,125,000.00 | \$ 1,125,000.00 | |
| | 2020 | | | | | | | \$ - | |
| | 2021 | | | | | | | \$ - | |
| | | \$5,812,410.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$5,812,410.00 | \$5,812,410.00 | \$0.00 |
| Recorder | 2015 | \$81,000.00 | | | \$ 81,000.00 | | | \$ 81,000.00 | |
| | 2016 | \$65,000.00 | | | \$ 65,000.00 | | | \$ 65,000.00 | |
| | 2017 | | | | | | | \$ - | |
| | 2018 | | | | | | | \$ - | |
| | 2019 | | | | | | | \$ - | |
| | 2020 | | | | | | | \$ - | |
| | 2021 | | | | | | | \$ - | |
| | | \$146,000.00 | \$ - | \$ - | \$ 146,000.00 | \$ - | \$ - | \$ 146,000.00 | \$0.00 |
| Sheriff | 2015 | \$314,000.00 | \$ 314,000.00 | | | | | \$ 314,000.00 | |
| | 2016 | \$185,000.00 | \$ 185,000.00 | | | | | \$ 185,000.00 | |
| | 2017 | | | | | | | \$ - | |
| | 2018 | | | | | | | \$ - | |
| | 2019 | \$550,000.00 | | | | | \$ 550,000.00 | \$ 550,000.00 | |
| | 2020 | | | | | | | \$ - | |
| | 2021 | | | | | | | \$ - | |
| | | \$1,049,000.00 | \$ 499,000.00 | \$ - | \$ - | \$ - | \$ 550,000.00 | \$ 1,049,000.00 | \$0.00 |
| Surveyor | 2015 | \$65,000.00 | \$ - | | \$ 65,000.00 | | | \$ 65,000.00 | |
| | 2016 | \$25,000.00 | | | \$ 25,000.00 | | | \$ 25,000.00 | |
| | 2017 | | | | | | | \$ - | |
| | 2018 | \$325,000.00 | | | \$ 325,000.00 | | | \$ 325,000.00 | |
| | 2019 | | | | | | | \$ - | |
| | 2020 | | | | | | | \$ - | |
| | 2021 | \$85,000.00 | | | \$ 85,000.00 | | | \$ 85,000.00 | |
| Subtotal | | \$500,000.00 | \$ - | \$ - | \$ 500,000.00 | \$ - | \$ - | \$ 500,000.00 | \$0.00 |
| Total Average Annual CIP Needs | | | \$502,650.00 | \$86,183.33 | \$239,795.83 | \$0.00 | \$2,108,405.00 | \$5,770,367.50 | Est Debt P & I |
| 2015 Actual Needs - Plus those delayed to 2016 | | | \$991,400.00 | \$355,000.00 | \$186,000.00 | \$17,000,000.00 | \$1,068,910.00 | \$19,601,310.00 | \$ - |
| Actual Annual Needs for 2016 | | | \$849,500.00 | \$162,100.00 | \$140,000.00 | \$0.00 | \$2,271,000.00 | \$3,422,600.00 | \$ 648,709.00 |
| Actual Annual Needs for 2017 | | | \$271,000.00 | \$0.00 | \$316,775.00 | \$0.00 | \$5,040,520.00 | \$5,628,295.00 | \$ 1,200,425.00 |
| Actual Annual Needs for 2018 | | | \$251,000.00 | \$0.00 | \$561,000.00 | \$0.00 | \$1,299,000.00 | \$2,111,000.00 | \$ 1,200,775.00 |
| Actual Annual Needs for 2019 | | | \$231,000.00 | \$0.00 | \$50,000.00 | \$0.00 | \$2,183,000.00 | \$2,464,000.00 | \$ 1,200,525.00 |
| Actual Annual Needs for 2020 | | | \$226,000.00 | \$0.00 | \$50,000.00 | \$0.00 | \$488,000.00 | \$764,000.00 | \$ 1,199,675.00 |
| Actual Annual Needs for 2021 | | | \$196,000.00 | \$0.00 | \$135,000.00 | \$0.00 | \$300,000.00 | \$631,000.00 | \$ 1,203,225.00 |

| Department | Year | Project Cost | CIP Tech Fund 34-170 | Recorder Compliance Fund 34-165 | Recorder Technology Fund 2-101 | Bonds/Equip Cert Debt Funds | CIP / Stablization Fund 34-150 | Total Annual Resources | Increase To Annual Levy |
|--|------|--------------|--|--|--|--|---|---|---|
| GRAND TOTALS | | | \$3,015,900.00 | \$517,100.00 | \$1,438,775.00 | \$17,000,000.00 | \$12,650,430.00 | \$34,622,205.00 | \$5,450,109.00 |
| | | | CIP TECH FUND | Compliance Fund | Recorder Tech Fund | Bonded Debt | CIP / Stabilization Building Needs | CIP / Stabilization Park Improvements | |
| *Fund Balances are based on Auditor's 2014 Year End Budget Review Report | | | #1 - 2014 Funded \$1 M Should continue to fund via Levy or Turnback \$\$ | #2 - Must maintain minimum balance of \$60,000 | #3 - Recommend maintain minimum balance of \$500,000 | #4 - Exp - Debt Schedule Rev - 105% statutory levy requirement | #5 - GF Turnback \$\$ Alternative funding ? Divided Balances Between Both | #5 - GF Turnback \$\$ Alternative funding ? Divided Balances Between Both | |
| * 2014 YEAR END FUND BALANCES | | | 499,096.00 | 452,520.00 | 1,744,346.00 | 0.00 | 44,332.00 | 44,332.00 | Debt Levy @ 105% + Budgeted Revenues |
| 9/30/14 Board Action to Transfer Funds | | | 600,000.00 | | | | 450,000.00 | 450,000.00 | |
| ANTICIPATED EXPENDITURES 2015 | | | (991,400.00) | (355,000.00) | (186,000.00) | 0.00 | (541,500.00) | (527,410.00) | |
| BUDGETED REVENUES 2015 | | | 100,000.00 | 125,000.00 | 175,000.00 | 0.00 | 0.00 | 0.00 | \$100,000.00 |
| PROJECTED YEAR END FUND BALANCE | | | 207,696.00 | 222,520.00 | 1,733,346.00 | 0.00 | (47,168.00) | (33,078.00) | |
| ANTICIPATED EXPENDITURES 2016 | | | (849,500.00) | (162,100.00) | (140,000.00) | (648,709.00) | (1,335,000.00) | (896,000.00) | |
| ANTICIPATED REVENUES 2016 | | | 1,000,000.00 | 125,000.00 | 175,000.00 | 681,144.45 | 1,500,000.00 | 930,000.00 | \$3,430,000.00 |
| PROJECTED YEAR END FUND BALANCE | | | 358,196.00 | 185,420.00 | 1,768,346.00 | 32,435.45 | 117,832.00 | 922.00 | |
| ANTICIPATED EXPENDITURES 2017 | | | (271,000.00) | 0.00 | (316,775.00) | (1,200,425.00) | (1,710,520.00) | (2,315,000.00) | |
| ANTICIPATED REVENUES 2017 | | | 800,000.00 | 125,000.00 | 175,000.00 | 1,260,446.25 | 1,000,000.00 | 1,000,000.00 | \$2,800,000.00 |
| PROJECTED YEAR END FUND BALANCE | | | 887,196.00 | 310,420.00 | 1,626,571.00 | 92,456.70 | (592,688.00) | (1,314,078.00) | |
| ANTICIPATED EXPENDITURES 2018 | | | (251,000.00) | 0.00 | (561,000.00) | (1,200,775.00) | (350,000.00) | (949,000.00) | |
| ANTICIPATED REVENUES 2018 | | | 750,000.00 | 125,000.00 | 175,000.00 | 1,260,813.75 | 1,000,000.00 | 1,000,000.00 | \$2,750,000.00 |
| PROJECTED YEAR END FUND BALANCE | | | 1,386,196.00 | 435,420.00 | 1,240,571.00 | 152,495.45 | 57,312.00 | (1,263,078.00) | |
| ANTICIPATED EXPENDITURES 2019 | | | (231,000.00) | 0.00 | (50,000.00) | (1,200,525.00) | (508,000.00) | (1,125,000.00) | |
| ANTICIPATED REVENUES 2019 | | | 750,000.00 | 125,000.00 | 175,000.00 | 1,260,551.25 | 1,000,000.00 | 1,000,000.00 | \$2,750,000.00 |
| PROJECTED YEAR END FUND BALANCE | | | 1,905,196.00 | 560,420.00 | 1,365,571.00 | 212,521.70 | 549,312.00 | (1,388,078.00) | |
| ANTICIPATED EXPENDITURES 2020 | | | (226,000.00) | 0.00 | (50,000.00) | (1,199,675.00) | (338,000.00) | 0.00 | |
| ANTICIPATED REVENUES 2020 | | | 700,000.00 | 125,000.00 | 175,000.00 | 1,259,658.75 | 1,000,000.00 | 1,000,000.00 | \$2,700,000.00 |
| PROJECTED YEAR END FUND BALANCE | | | 2,379,196.00 | 685,420.00 | 1,490,571.00 | 272,505.45 | 1,211,312.00 | (388,078.00) | |
| ANTICIPATED EXPENDITURES 2021 | | | (196,000.00) | 0.00 | (135,000.00) | (1,203,225.00) | (300,000.00) | 0.00 | |
| ANTICIPATED REVENUES 2021 | | | 700,000.00 | 125,000.00 | 175,000.00 | 1,263,386.25 | 1,000,000.00 | 1,000,000.00 | 2,700,000.00 |
| PROJECTED YEAR END FUND BALANCE | | | 2,883,196.00 | 810,420.00 | 1,530,571.00 | 332,666.70 | 1,911,312.00 | 611,922.00 | |

(10,895,430.00)
Building and Parks Combined

- #1 - CIP Tech Fund - Fund through an annual allocation (Either via Levy or Portion of Turnback dollars)
- #2 - Compliance Fund must retain a minimum balance of \$60,000
- #3 - Recorders Technology Fund must retain a balance of \$500,000
- #4- This would be debt for PW facility
- #5 - Stabilization Fund- Funded through annual GF turn back dollars (Dependency on these funds?)

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

WRIGHT COUNTY TECHNOLOGY COMMITTEE

MINUTES

02/24/2016

MEMBERS PRESENT: Daleiden, Sawatzke (for Borrell), Hiivala, Tagarro, Hawkins, Jobe

OTHERS PRESENT: S. Vergin, B. Cordell, C. Cooper, O. Strobel

I. Highway Permitting System

The Highway Department is looking into automating their permit system. The new system would make payments for permits easier and would potentially save approximately \$30K annually. Payments would be made online directly to Dakota County. Cost for new system will be \$2K up front and \$3.50/permit. Current system involves customer faxing in permit request, receiving permit prior to payment. With the new system, permits would be issued electronically and payment by Credit Card at time of request. Hawkins to verify fee structure.

Recommendation: Proceed with permitting system.

II. Wireless Upgrade

Government Center upgrade is almost done, Public Works upgrade taking place Thursday 2/25/2016, HSC upgrade week of 2/29/2016. Wireless will be accessed faster with increased signal strength. Tagarro stated that the option for opening up Wi-Fi to the public is being discussed, but IT needs to ensure that the County's network is protected.

Recommendation: Informational only.

III. Information Security Assessment

Tagarro stated that the Information Security Assessment that was approved by the Technology Committee in 2015 is moving forward. The company chosen for the assessment is FR Secure. The assessment will take about 10 – 12 weeks with approximately 2 days of being onsite talking to county personnel. The cost of the assessment was reduced from nearly \$60K to approximately \$43K due to contract pricing becoming available.

Recommendation: Informational only.

IV. Virtual Desktop Pilot Project (VDI)

Tagarro stated that IT is planning to pilot VDI in 2016. Personnel would be able to connect to a virtual desktop server from their desktop device. IT will need to add more servers for the pilot. No quotes or timelines are available at this time. No pilot groups have been set up. Tagarro stated that

IT would like to target 20 – 50 desktops for the pilot. Health & Human Services and Court Services are interested in the testing process. Tagarro stated that VDI could possibly replace the Citrix.

Recommendation: Informational only.

V. Public Surplus Update

Items sold on Public Surplus Action site in 2015 were: 96 desktops, 154 laptops that included old Toughbooks and Tracers from Sheriff squad cars, and 56 Gateway monitors. The total sales including tax was \$7,929.28. If we receive payment for all auctions that have thus far closed for 2016 we will have \$3,009.77 – a good start for the new year. There was discussion as to whether to add more items to the auction site from different department, such as items from the Sheriff's Department and Bob Hiivala will look into adding Tax Forfeiture property.

Recommendation: Encourage other departments to explore Public Surplus as an option.

VI. Committee Membership

Tagarro would like to set up the Technology Committee in Outlook as a recurring meeting. After discussion, Tagarro recommended marking invitees as “optional” but to encourage attendance if there are agenda items that will affect those departments.

Daleiden stated that some departments are buying their own software without the approval of IT, then having the TSS staff install the product. Tagarro referred to this as “Shadow IT”. IT needs to approve all purchases of hardware and software for compatibility and security purposes. Recommendation to Tagarro to discuss “shadow IT” at Leadership Team.

Recommendation: Proceed with suggestions for inviting department heads and discussing shadow IT at Leadership.

VII. Credit Card Acceptance

Hiivala discussed the status of credit card acceptance. The County is looking into implementing a credit card payment process. No vendor selected at this time. Benefits would be; money for services will be collected immediately instead of being billed out. Staff time would be decreased on manually processing checks. Two presentations have been held so far; Craig Smith with Point & Pay and Dan Mitter with US Bank. A Business Requirements Document has been written and the County can use it to establish a policy. Recommended to survey other counties and cities who already have a process in place to find out what products are being used and how convenience fee is handled.

Recommendation: Establish County policy regarding credit card acceptance.

*** WRIGHT COUNTY ***



Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Print List in Order By: 2

- 1 - Fund (Page Break by Fund)
- 2 - Department (Totals by Dept)
- 3 - Vendor Number
- 4 - Vendor Name

Page Break By: 1

- 1 - Page Break by Fund
- 2 - Page Break by Dept

Explode Dist. Formulas?: N

Paid on Behalf Of Name on Audit List?: N

Type of Audit List: D

- D - Detailed Audit List
- S - Condensed Audit List

Save Report Options?: N

*** WRIGHT COUNTY ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor No. | Name Account/Formula | Accr | Rpt Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name |
|-------------|---|------|---------------|--------------------------------------|----------------------------|--|
| 5 | DEPT | | | COUNTY BOARD | | |
| 6630 | BORRELL/CHARLIE 01-005-000-0000-6331 | | 328.50 | 657 MILES | | TRAVEL |
| 6630 | BORRELL/CHARLIE | | 328.50 | | 1 Transactions | |
| 3184 | HUSOM/CHRISTINE 01-005-000-0000-6331 | | 126.50 | 253 MILES | | TRAVEL |
| 3184 | HUSOM/CHRISTINE | | 126.50 | | 1 Transactions | |
| 1462 | SAWATZKE/PAT 01-005-000-0000-6331 | | 163.00 | 326 MILES | | TRAVEL |
| 1462 | SAWATZKE/PAT | | 163.00 | | 1 Transactions | |
| 2490 | UNITED PARCEL SERVICE 01-005-000-0000-6205 | | 1.39 | SHIPPING | | POSTAGE |
| 2490 | UNITED PARCEL SERVICE | | 1.39 | | 1 Transactions | |
| 5 | DEPT Total: | | 619.39 | COUNTY BOARD | 4 Vendors | 4 Transactions |
| 13 | DEPT | | | COURT ADMINISTRATOR | | |
| 2490 | UNITED PARCEL SERVICE 01-013-000-0000-6205 | | 1.39 | SHIPPING | | POSTAGE |
| 2490 | UNITED PARCEL SERVICE | | 1.39 | | 1 Transactions | |
| 13 | DEPT Total: | | 1.39 | COURT ADMINISTRATOR | 1 Vendors | 1 Transactions |
| 25 | DEPT | | | COURT SERVICES | | |
| 7473 | BUSCH/RYAN 01-025-000-0000-6331 | | 305.00 | 610 MILES | | TRAVEL |
| 7473 | BUSCH/RYAN | | 305.00 | | 1 Transactions | |
| 6620 | CITRIX SYSTEMS INC 01-025-000-0000-6260 | | 175.45 | CITRIX SUPPORT | 91690415 | SOFTWARE OR SYSTEMS SUPPORT |
| 6620 | CITRIX SYSTEMS INC | | 175.45 | | 1 Transactions | |
| 5486 | MARCO 01-025-000-0000-6343 | | 691.00 | 2/15-3/15/2016 | 298771734 | MACHINERY OR EQUIPMENT LEASES |

*** WRIGHT COUNTY ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor No. | Name Account/Formula | Accr | Rpt | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name |
|------------|--|------|-----|-----------|--------------------------------------|----------------------------|--|
| 5486 | MARCO | | | 691.00 | | 1 Transactions | |
| 1668 | MUNSON/MARGARET 01-025-000-0000-6331 | | | 266.00 | 532 MILES | | TRAVEL |
| 1668 | MUNSON/MARGARET | | | 266.00 | | 1 Transactions | |
| 3921 | OFFICE DEPOT 01-025-000-0000-6411 | | | 39.53 | SUPPLIES 823486933001 | | OPERATING SUPPLIES |
| | 01-025-000-0000-6411 | | | 110.63 | SUPPLIES 825220712001 | | OPERATING SUPPLIES |
| 3921 | OFFICE DEPOT | | | 150.16 | | 2 Transactions | |
| 6704 | PRAIRIE LAKES YOUTH PROGRAMS 01-025-000-0000-6265 | | | 2,050.00 | JAN 2016 JUV DET FEES | 11461 | DETENTION |
| 6704 | PRAIRIE LAKES YOUTH PROGRAMS | | | 2,050.00 | | 1 Transactions | |
| 3998 | PREMIER BIOTECH LABS LLC 01-025-000-0000-6263 | | | 14,875.00 | 9 PANEL UA CUPS | 47088 | RANDOM DRUG TESTING |
| 3998 | PREMIER BIOTECH LABS LLC | | | 14,875.00 | | 1 Transactions | |
| 4993 | STOLL/BRIAN 01-025-000-0000-6331 | | | 100.00 | 200 MILES | | TRAVEL |
| 4993 | STOLL/BRIAN | | | 100.00 | | 1 Transactions | |
| 2490 | UNITED PARCEL SERVICE 01-025-000-0000-6205 | | | 1.39 | SHIPPING | | POSTAGE |
| 2490 | UNITED PARCEL SERVICE | | | 1.39 | | 1 Transactions | |
| 1538 | WRIGHT COUNTY HIGHWAY DEPT 01-025-000-0000-6331 | | | 43.77 | JAN 2016 FUEL | 420 | TRAVEL |
| 1538 | WRIGHT COUNTY HIGHWAY DEPT | | | 43.77 | | 1 Transactions | |
| 25 | DEPT Total: | | | 18,657.77 | COURT SERVICES | 10 Vendors | 11 Transactions |
| 31 | DEPT | | | | COUNTY COORDINATOR | | |
| 6620 | CITRIX SYSTEMS INC 01-031-000-0000-6260 | | | 7.31 | CITRIX SUPPORT | 91690415 | SOFTWARE OR SYSTEMS SUPPORT |
| 6620 | CITRIX SYSTEMS INC | | | 7.31 | | 1 Transactions | |
| 1264 | DELL MARKETING LP | | | | | | |

*** WRIGHT COUNTY ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor No. | Name Account/Formula | Accr | Rpt | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name |
|------------|---|------|-----|---------------------------|--|----------------------------|--|
| 1264 | DELL MARKETING LP 01-031-000-0000-6620 | | | 44.99 44.99 | USB OPTICAL DRIVE 1 Transactions | XJWKD84T4 | COMPUTER OR SOFTWARE PURCHASES |
| 3904 | DONALD SALVERDA & ASSOCIATES 01-031-000-0000-6245 | | | 600.00 600.00 | REGISTRATION KELLY 1 Transactions | | MEMBERSHIPS, DUES & FEES |
| 1640 | MCHRMA 01-031-000-0000-6338 | | | 90.00 90.00 | SPRING CONFERENCE 1 Transactions | | CONFERENCES & MEETINGS |
| 3921 | OFFICE DEPOT 01-031-000-0000-6411 01-031-000-0000-6411 | | | 301.98 38.38 340.36 | SUPPLIES 825314818001 SUPPLIES 825315132001 2 Transactions | | OPERATING SUPPLIES OPERATING SUPPLIES |
| 2490 | UNITED PARCEL SERVICE 01-031-000-0000-6205 | | | 1.39 1.39 | SHIPPING 1 Transactions | | POSTAGE |
| 31 | DEPT Total: | | | 1,084.05 | COUNTY COORDINATOR | 6 Vendors | 7 Transactions |
| 41 | DEPT | | | | COUNTY AUDITOR-TREASURER | | |
| 6620 | CITRIX SYSTEMS INC 01-041-000-0000-6260 | | | 21.92 21.92 | CITRIX SUPPORT 1 Transactions | 91690415 | SOFTWARE OR SYSTEMS SUPPORT |
| 2490 | UNITED PARCEL SERVICE 01-041-000-0000-6205 | | | 1.39 1.39 | SHIPPING 1 Transactions | | POSTAGE |
| 41 | DEPT Total: | | | 23.31 | COUNTY AUDITOR-TREASURER | 2 Vendors | 2 Transactions |
| 63 | DEPT | | | | IT (INFORMATIONAL TECHNOLOGY) | | |
| 6829 | BLACK BOX RESALE SERVICES 01-063-000-0000-6621 01-063-000-0000-6621 | | | 628.00 216.00 | PHONES X3 PHONE FOR EXTENSION-IT PAY | 4334926 4334928 | FURNITURE & EQUIPMENT FURNITURE & EQUIPMENT |

*** WRIGHT COUNTY ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor No. | Name Account/Formula | Accr | Rpt | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name |
|------------|---|------|-----|----------|--------------------------------------|----------------------------|--|
| 6829 | BLACK BOX RESALE SERVICES | | | 844.00 | | 2 Transactions | |
| 5721 | CDW GOVERNMENT INC 01-063-000-0000-6621 | | | 172.80 | WIRELESS HEADSET EXTENSION | 8843 | FURNITURE & EQUIPMENT |
| 5721 | CDW GOVERNMENT INC | | | 172.80 | | 1 Transactions | |
| 6620 | CITRIX SYSTEMS INC 01-063-000-0000-6260 | | | 336.28 | CITRIX SUPPORT | 91690415 | SOFTWARE OR SYSTEMS SUPPORT |
| 6620 | CITRIX SYSTEMS INC | | | 336.28 | | 1 Transactions | |
| 3921 | OFFICE DEPOT 01-063-000-0000-6411 | | | 29.99 | SUPPLIES 826020941001 | | OPERATING SUPPLIES |
| | 01-063-000-0000-6411 | | | 82.24 | SUPPLIES 826020816001 | | OPERATING SUPPLIES |
| 3921 | OFFICE DEPOT | | | 112.23 | | 2 Transactions | |
| 2490 | UNITED PARCEL SERVICE 01-063-000-0000-6261 | | | 1.39 | SHIPPING | | PROFESSIONAL SERVICES |
| 2490 | UNITED PARCEL SERVICE | | | 1.39 | | 1 Transactions | |
| 63 | DEPT Total: | | | 1,466.70 | IT (INFORMATIONAL TECHNOLOGY) | 5 Vendors | 7 Transactions |
| 71 | DEPT | | | | ELECTIONS | | |
| 2490 | UNITED PARCEL SERVICE 01-071-000-0000-6205 | | | 1.39 | SHIPPING | | POSTAGE |
| 2490 | UNITED PARCEL SERVICE | | | 1.39 | | 1 Transactions | |
| 71 | DEPT Total: | | | 1.39 | ELECTIONS | 1 Vendors | 1 Transactions |
| 91 | DEPT | | | | COUNTY ATTORNEY | | |
| 6620 | CITRIX SYSTEMS INC 01-091-000-0000-6260 | | | 116.97 | CITRIX SUPPORT | 91690415 | SOFTWARE OR SYSTEMS SUPPORT |
| 6620 | CITRIX SYSTEMS INC | | | 116.97 | | 1 Transactions | |
| 5486 | MARCO 01-091-000-0000-6343 | | | 838.00 | 2/15-3/15/2016 | 298771619 | MACHINERY OR EQUIPMENT LEASES |
| 5486 | MARCO | | | 838.00 | | 1 Transactions | |
| 2872 | MN SUPREME COURT | | | | | | |

*** WRIGHT COUNTY ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor No. | Name Account/Formula | Rpt Accr | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name |
|-------------|--|-------------|-----------------|--------------------------------------|----------------------------|--|
| | 01-091-000-0000-6245 | | 774.00 | ATTORNEY REGISTRATION X3 | | MEMBERSHIPS, DUES & FEES |
| | 01-091-000-0000-6245 | | 258.00 | ATTORNEY REGISTRATION | | MEMBERSHIPS, DUES & FEES |
| 2872 | MN SUPREME COURT | | 1,032.00 | | 2 Transactions | |
| 1192 | TOTAL PRINTING | | | | | |
| | 01-091-000-0000-6411 | | 289.00 | VICTIM/WITNESS BROCHURES | 10865 | OPERATING SUPPLIES |
| 1192 | TOTAL PRINTING | | 289.00 | | 1 Transactions | |
| 2490 | UNITED PARCEL SERVICE | | | | | |
| | 01-091-000-0000-6205 | | 1.39 | SHIPPING | | POSTAGE |
| 2490 | UNITED PARCEL SERVICE | | 1.39 | | 1 Transactions | |
| 91 | DEPT Total: | | 2,277.36 | COUNTY ATTORNEY | 5 Vendors | 6 Transactions |
| 100 | DEPT | | | OTHER GENERAL GOVERNMENT | | |
| 4131 | AMERICAN LEGAL PUBLISHING CORPORA | | | | | |
| | 01-100-000-0000-6261 | | 1,934.00 | FINAL PAYMENT CTY ORDINANCES | 108877 | PROFESSIONAL SERVICES |
| 4131 | AMERICAN LEGAL PUBLISHING CORPORA | | 1,934.00 | | 1 Transactions | |
| 6158 | ARAMARK SERVICES INC | | | | | |
| | 01-100-000-0000-6808 | | 120.00 | REFRESHMENTS EMPLOYEE REC | 200723387 | EMPLOYEE ENHANCEMENT PROGRAM |
| 6158 | ARAMARK SERVICES INC | | 120.00 | | 1 Transactions | |
| 4112 | OLSON/SHAWN | | | | | |
| | 01-100-000-0000-6912 | | 125.00 | REIMBURSE SAFETY SHOES | 7632583562 | SAFETY PROGRAM |
| 4112 | OLSON/SHAWN | | 125.00 | | 1 Transactions | |
| 100 | DEPT Total: | | 2,179.00 | OTHER GENERAL GOVERNMENT | 3 Vendors | 3 Transactions |
| 101 | DEPT | | | COUNTY RECORDER | | |
| 2490 | UNITED PARCEL SERVICE | | | | | |
| | 01-101-000-0000-6205 | | 1.39 | SHIPPING | | POSTAGE |
| 2490 | UNITED PARCEL SERVICE | | 1.39 | | 1 Transactions | |
| 101 | DEPT Total: | | 1.39 | COUNTY RECORDER | 1 Vendors | 1 Transactions |
| 103 | DEPT | | | SURVEYOR | | |
| 6620 | CITRIX SYSTEMS INC | | | | | |

*** WRIGHT COUNTY ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor No. | Name Account/Formula | Accr | Rpt | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name |
|------------|--|------|-----|--------------------------------------|---|----------------------------|--|
| 6620 | CITRIX SYSTEMS INC 01-103-000-0000-6260 | | | 14.62 14.62 | CITRIX SUPPORT 1 Transactions | 91690415 | SOFTWARE OR SYSTEMS SUPPORT |
| 3823 | MYSTIC LAKE CASINO 01-103-000-0000-6804 01-103-000-0000-6804 01-103-000-0000-6338 | | | 246.96 246.96 370.44 864.36 | LODGING MSPS MEETING KLEIN LODGING MSPS MEETING STENNES LODGING MSPS MEETING JOBE 3 Transactions | 559648 559656 559716 | STAFF TRAINING STAFF TRAINING CONFERENCES & MEETINGS |
| 2490 | UNITED PARCEL SERVICE 01-103-000-0000-6205 | | | 1.39 1.39 | SHIPPING 1 Transactions | | POSTAGE |
| 103 | DEPT Total: | | | 880.37 | SURVEYOR | 3 Vendors | 5 Transactions |
| 105 | DEPT | | | | ASSESSOR | | |
| 5721 | CDW GOVERNMENT INC 01-105-000-0000-6620 | | | 971.50 971.50 | WIFI TABLETS 1 Transactions | 9829 | COMPUTER OR SOFTWARE PURCHASES |
| 6620 | CITRIX SYSTEMS INC 01-105-000-0000-6260 | | | 80.42 80.42 | CITRIX SUPPORT 1 Transactions | 91690415 | SOFTWARE OR SYSTEMS SUPPORT |
| 198 | ENGEL/DALE L 01-105-000-0000-6261 | | | 200.00 200.00 | PROFESSIONAL SERVICES 1 Transactions | | PROFESSIONAL SERVICES |
| 3921 | OFFICE DEPOT 01-105-000-0000-6411 01-105-000-0000-6411 01-105-000-0000-6411 | | | 8.18 62.18 47.60 117.96 | SUPPLIES 825327170001 SUPPLIES 825327269001 SUPPLIES 825327268001 3 Transactions | | OPERATING SUPPLIES OPERATING SUPPLIES OPERATING SUPPLIES |
| 5860 | RASMUSON/ANTHONY 01-105-000-0000-6620 | | | 225.34 225.34 | TABLET FIELD ACCESSORIES 1 Transactions | | COMPUTER OR SOFTWARE PURCHASES |
| 1425 | SHI INTERNATIONAL CORP | | | | | | |

*** WRIGHT COUNTY ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor No. | Name Account/Formula | Rpt Accr | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name |
|------------|---|-------------|-------------------------------|--|------------------------------------|---|
| 1425 | SHI INTERNATIONAL CORP 01-105-000-0000-6620 | | 486.00 486.00 | 2016 WINDOWS SOFTWARE | 1 Transactions | COMPUTER OR SOFTWARE PURCHASES |
| 2490 | UNITED PARCEL SERVICE 01-105-000-0000-6205 | | 1.39 1.39 | SHIPPING | 1 Transactions | POSTAGE |
| 105 | DEPT Total: | | 2,082.61 | ASSESSOR | 7 Vendors | 9 Transactions |
| 107 | DEPT | | | PLANNING AND ZONING | | |
| 6620 | CITRIX SYSTEMS INC 01-107-000-0000-6260 | | 14.62 14.62 | CITRIX SUPPORT | 91690415 1 Transactions | SOFTWARE OR SYSTEMS SUPPORT |
| 19621 | ECM PUBLISHERS INC 01-107-000-0000-6235 01-107-000-0000-6235 | | 184.60 119.99 304.59 | PUBLICATION BURNHAM ZONING AMENDMENTS | 313690 313691 2 Transactions | PUBLICATIONS & BROCHURES PUBLICATIONS & BROCHURES |
| 6092 | JOURNAL OF LIGHT CONSTRUCTION 01-107-000-0000-6235 | | 39.95 39.95 | RENEW SUBSCRIPTION | 1 Transactions | PUBLICATIONS & BROCHURES |
| 2490 | UNITED PARCEL SERVICE 01-107-000-0000-6205 | | 1.39 1.39 | SHIPPING | 1 Transactions | POSTAGE |
| 4728 | WOODFORD/MICHAEL 01-107-000-0000-6331 | | 52.50 52.50 | 105 MILES | 1 Transactions | TRAVEL |
| 107 | DEPT Total: | | 413.05 | PLANNING AND ZONING | 5 Vendors | 6 Transactions |
| 111 | DEPT | | | BUILDING CARE | | |
| 5196 | CLIMATE AIR 01-111-000-0000-6301 01-111-000-0000-6301 01-111-000-0000-6301 | | 818.80 10,195.80 229.20 | REPAIRS BREAKER GC REPAIRS VAV CONTROLS/VALVES GC REPAIRS PUMPS GC | 36875 36879 36893 | REPAIRS & MAINTENANCE REPAIRS & MAINTENANCE REPAIRS & MAINTENANCE |

*** WRIGHT COUNTY ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor No. | Name Account/Formula | Rpt Accr | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name |
|------------|---|-------------|-----------------------|---|----------------------------|--|
| 5196 | CLIMATE AIR 01-111-000-0000-6301 | | 1,889.46 13,133.26 | REPAIRS BOILER GC 4 Transactions | 36898 | REPAIRS & MAINTENANCE |
| 4634 | FASTENAL COMPANY 01-111-000-0000-6302 | | 49.76 | SUPPLIES 1 Transactions | 62652 | JAIL/LEC REPAIRS AND MAINTENANCE |
| 4634 | FASTENAL COMPANY | | 49.76 | | | |
| 2812 | GRAINGER 01-111-000-0000-6302 | | 2,124.00 | DRAIN CLEANING MACHINE LEC 2 Transactions | 9033803603 | JAIL/LEC REPAIRS AND MAINTENANCE |
| | 01-111-000-0000-6302 | | 153.50 | SUPPLIES | 9033803611 | JAIL/LEC REPAIRS AND MAINTENANCE |
| 2812 | GRAINGER | | 2,277.50 | | | |
| 2001 | HILLYARD INC - MINNEAPOLIS 01-111-000-0000-6411 | | 73.90- | CREDIT DUP PAYMENT | 601926885 | OPERATING SUPPLIES |
| | 01-111-000-0000-6412 | | 543.06- | CREDIT DUP PAYMENT | 601940349 | JAIL/LEC OPERATING SUPPLIES |
| | 01-111-000-0000-6412 | | 629.68- | CREDIT DUP PAYMENT | 601940350 | JAIL/LEC OPERATING SUPPLIES |
| | 01-111-000-0000-6412 | | 1,726.38 | SUPPLIES | 601960434 | JAIL/LEC OPERATING SUPPLIES |
| | 01-111-000-0000-6411 | | 70.12- | CREDIT | 601962425 | OPERATING SUPPLIES |
| | 01-111-000-0000-6411 | | 314.00 | SUPPLIES | 601977422 | OPERATING SUPPLIES |
| | 01-111-000-0000-6412 | | 455.50- | CREDIT DUP PAYMENT | 700216141 | JAIL/LEC OPERATING SUPPLIES |
| 2001 | HILLYARD INC - MINNEAPOLIS | | 268.12 | 7 Transactions | | |
| 33192 | INTEREUM INC 01-111-000-0000-6621 | | 472.19 | PANELS ADMIN WORK AREA 1 Transactions | | FURNITURE & EQUIPMENT |
| 33192 | INTEREUM INC | | 472.19 | | | |
| 2693 | LOBERG ELECTRIC 01-111-000-0000-6301 | | 70.00 | REPAIRS BALLAST GC | 23829 | REPAIRS & MAINTENANCE |
| | 01-111-000-0000-6301 | | 70.00 | REPAIRS BALLAST GC | 23832 | REPAIRS & MAINTENANCE |
| 2693 | LOBERG ELECTRIC | | 140.00 | 2 Transactions | | |
| 6140 | RUSSELL SECURITY RESOURCE INC 01-111-000-0000-6301 | | 701.25 | REPAIRS EXTENSION DOOR LOCK 1 Transactions | 27091 | REPAIRS & MAINTENANCE |
| 6140 | RUSSELL SECURITY RESOURCE INC | | 701.25 | | | |
| 3741 | WASTE MANAGEMENT OF WI-MN 01-111-000-0000-6251 | | 1,209.53 | WASTE DISPOSAL HHSC | 689239415938 | UTILITY SERVICES |
| | 01-111-000-0000-6251 | | 797.78 | WASTE DISPOSAL GC | 689241615939 | UTILITY SERVICES |

*** WRIGHT COUNTY ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor No. | Name Account/Formula | Accr | Rpt | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name |
|------------|---|------|-----|------------------|--------------------------------------|----------------------------|--|
| 3741 | WASTE MANAGEMENT OF WI-MN | | | 2,007.31 | | 2 Transactions | |
| 111 | DEPT Total: | | | 19,049.39 | BUILDING CARE | 8 Vendors | 20 Transactions |
| 121 | DEPT | | | | VETERANS SERVICE | | |
| 19621 | ECM PUBLISHERS INC 01-121-000-0000-6411 | | | 38.00 | SUBSCRIPTION VETS | | OPERATING SUPPLIES |
| 19621 | ECM PUBLISHERS INC | | | 38.00 | | 1 Transactions | |
| 20063 | ENTERPRISE DISPATCH 01-121-000-0000-6411 | | | 40.00 | SUBSCRIPTION VETS | | OPERATING SUPPLIES |
| 20063 | ENTERPRISE DISPATCH | | | 40.00 | | 1 Transactions | |
| 4817 | HERALD JOURNAL PUBLISHING INC 01-121-000-0000-6411 | | | 40.00 | SUBSCRIPTION VETS | | OPERATING SUPPLIES |
| 4817 | HERALD JOURNAL PUBLISHING INC | | | 40.00 | | 1 Transactions | |
| 42525 | MAPLE LAKE MESSENGER INC 01-121-000-0000-6411 | | | 27.00 | SUBSCRIPTION VETS | | OPERATING SUPPLIES |
| 42525 | MAPLE LAKE MESSENGER INC | | | 27.00 | | 1 Transactions | |
| 6640 | MATTHEW BENDER & COMPANY INC 01-121-000-0000-6338 | | | 301.11 | LEXISNEXIS AUTO UPGRADE | 99083975 | CONFERENCES & MEETINGS |
| 6640 | MATTHEW BENDER & COMPANY INC | | | 301.11 | | 1 Transactions | |
| 3170 | ST CLOUD TIMES #1076 01-121-000-0000-6411 | | | 288.03 | SUBSCRIPTION VETS | 2059341 | OPERATING SUPPLIES |
| 3170 | ST CLOUD TIMES #1076 | | | 288.03 | | 1 Transactions | |
| 64399 | STAR TRIBUNE 01-121-000-0000-6411 | | | 42.25 | SUBSCRIPTION VETS | 10206259 | OPERATING SUPPLIES |
| 64399 | STAR TRIBUNE | | | 42.25 | | 1 Transactions | |
| 819 | STERLING SOLUTIONS INC 01-121-000-0000-6301 | | | 700.00 | VIMS MAINT AGREEMENT | 00819056 | REPAIRS & MAINTENANCE |
| 819 | STERLING SOLUTIONS INC | | | 700.00 | | 1 Transactions | |
| 2490 | UNITED PARCEL SERVICE 01-121-000-0000-6205 | | | 1.39 | SHIPPING | | POSTAGE |

*** WRIGHT COUNTY ***



| Vendor No. | Name Account/Formula | Rpt Accr | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name |
|------------|--|-------------|-----------------|--------------------------------------|----------------------------|--|
| 2490 | UNITED PARCEL SERVICE | | 1.39 | | 1 Transactions | |
| 121 | DEPT Total: | | 1,477.78 | VETERANS SERVICE | 9 Vendors | 9 Transactions |
| 201 | DEPT | | | SHERIFF | | |
| 4114 | 5D PAINT AND PERFORMANCE HORSES 01-201-000-0000-6453 | | 350.00 | MOUNTED PATROL ARENA RENTAL | 3 | SHERIFF AUXILIARY UNITS |
| 4114 | 5D PAINT AND PERFORMANCE HORSES | | 350.00 | | 1 Transactions | |
| 2684 | ALL WHEELS RECOVERY INC 01-201-000-0000-6261 | | 596.00 | 16004781 | P9786 | PROFESSIONAL SERVICES |
| 2684 | ALL WHEELS RECOVERY INC | | 596.00 | | 1 Transactions | |
| 2048 | ASSN OF MN EMERGENCY MANAGERS 01-201-000-0000-6802 | | 130.00 | 2016 ANNUAL DUES BERG | D7225FE515 | EM GRANT EXPENSE |
| 2048 | ASSN OF MN EMERGENCY MANAGERS | | 130.00 | | 1 Transactions | |
| 4902 | BURDAS TOWING 01-201-000-0000-6261 | | 182.00 | 16005228 | 1609794 | PROFESSIONAL SERVICES |
| 4902 | BURDAS TOWING | | 182.00 | | 1 Transactions | |
| 10734 | CENEX FLEETCARD 01-201-000-0000-6451 | | 806.94 | FUEL | 116186CL | FUEL - LUBE ETC |
| 10734 | CENEX FLEETCARD | | 806.94 | | 1 Transactions | |
| 6620 | CITRIX SYSTEMS INC 01-201-000-0000-6260 | | 131.59 | CITRIX SUPPORT | 91690415 | SOFTWARE OR SYSTEMS SUPPORT |
| 6620 | CITRIX SYSTEMS INC | | 131.59 | | 1 Transactions | |
| 3064 | EMERGENCY AUTOMOTIVE TECH INC 01-201-000-0000-6621 | | 1,660.20 | EQUIPMENT FOR SQUADS | LG011316100A | FURNITURE & EQUIPMENT |
| 3064 | EMERGENCY AUTOMOTIVE TECH INC | | 1,660.20 | | 1 Transactions | |
| 7360 | HOLIDAY 01-201-000-0000-6451 | | 8,201.19 | FUEL | 2/28/16 | FUEL - LUBE ETC |
| | 01-201-000-0000-6452 | | 15.01 | CAR WASHES | 2/28/16 | VEHICLE MAINTENANCE |
| 7360 | HOLIDAY | | 8,216.20 | | 2 Transactions | |
| 4008 | HOLIDAY COMPANIES | | | | | |

*** WRIGHT COUNTY ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor No. | Name Account/Formula | Accr | Rpt | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name |
|------------|--|------|-----|---|---|----------------------------|--|
| 4008 | HOLIDAY COMPANIES 01-201-000-0000-6452 | | | 522.00 522.00 | CAR WASHES 2/1-3/1/16 1 Transactions | 25001031651 | VEHICLE MAINTENANCE |
| 6841 | L3 COMMUNICATIONS INC 01-201-000-0000-6301 | | | 5,375.00 5,375.00 | BACK OFFICE SOLUTION MAINT 1 Transactions | 0237387 | REPAIRS & MAINTENANCE |
| 668 | METROPOLITAN MN SHERIFFS ASSN 01-201-000-0000-6245 | | | 25.00 25.00 | 2016 DISTRICT 4 DUES HAGERTY 1 Transactions | | MEMBERSHIPS, DUES & FEES |
| 2488 | MOBIL SATELLITE TECHNOLOGIES 01-201-000-0000-6802 | | | 959.88 959.88 | ANNUAL ISP SERVICE MOBILE COMM 1 Transactions | 62620 | EM GRANT EXPENSE |
| 6145 | NELSON AUTO CENTER 01-201-000-0000-6633 | | | 26,075.95 26,075.95 | NEW SQUAD 2016 FORD UTILITY 1 Transactions | 6412 | VEHICLES PURCHASED |
| 3921 | OFFICE DEPOT 01-201-000-0000-6411 01-201-000-0000-6411 01-201-000-0000-6411 | | | 225.83 39.80 33.59 299.22 | SUPPLIES 825114922001 SUPPLIES 826007712001 SUPPLIES 825115168001 3 Transactions | | OPERATING SUPPLIES OPERATING SUPPLIES OPERATING SUPPLIES |
| 2615 | PETERSON'S TOWING & RECOVERY 01-201-000-0000-6261 | | | 149.00 149.00 | 16004198 1 Transactions | 7267 | PROFESSIONAL SERVICES |
| 3666 | PRIBYL/AMEE 01-201-000-0000-6451 | | | 16.17 16.17 | REIMBURSE FUEL PURCHASE 1 Transactions | | FUEL - LUBE ETC |
| 4113 | QUALITY LAPEL PINS INC 01-201-000-0000-6411 | | | 1,032.90 1,032.90 | CHALLENGE COINS 1 Transactions | YTE 32567 | OPERATING SUPPLIES |
| 4115 | RIDERS ELITE ACADEMY INC 01-201-000-0000-6453 | | | 400.00 | MOUNTED PATROL CLINIC | 2910 | SHERIFF AUXILIARY UNITS |

*** WRIGHT COUNTY ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor No. | Name Account/Formula | Rpt Accr | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name |
|------------|--|-------------|-----------|--------------------------------------|----------------------------|--|
| 4115 | RIDERS ELITE ACADEMY INC | | 400.00 | | 1 Transactions | |
| 1425 | SHI INTERNATIONAL CORP 01-201-000-0000-6411 | | 226.00 | POWER ADAPTERS TOUGHBOOKS | 4588703 | OPERATING SUPPLIES |
| 1425 | SHI INTERNATIONAL CORP | | 226.00 | | 1 Transactions | |
| 3986 | SPRINT 01-201-000-0000-6301 | | 2,960.46 | 271188815 DATA CARDS 1/15-2/14 | 271188815099 | REPAIRS & MAINTENANCE |
| 3986 | SPRINT | | 2,960.46 | | 1 Transactions | |
| 5186 | TRANSUNION RISK AND ALTERNATIVE 01-201-000-0000-6261 | | 70.00 | TLOXP SUBSCRIPTION FEB 2016 | 3/1/16 | PROFESSIONAL SERVICES |
| 5186 | TRANSUNION RISK AND ALTERNATIVE | | 70.00 | | 1 Transactions | |
| 4628 | VERIZON WIRELESS 01-201-000-0000-6203 | | 6.58 | 780564637 00001 CELL SERVICE | 9760823615 | TELEPHONE |
| 4628 | VERIZON WIRELESS | | 6.58 | | 1 Transactions | |
| 201 | DEPT Total: | | 50,191.09 | SHERIFF | 22 Vendors | 25 Transactions |
| 250 | DEPT | | | SHERIFF-CORRECTIONS | | |
| 2701 | AG NEOVO TECHNOLOGY CORPORATION 01-250-000-0000-6301 | | 135.00 | PARTS/LABOR | S020064974 | REPAIRS & MAINTENANCE |
| 2701 | AG NEOVO TECHNOLOGY CORPORATION | | 135.00 | | 1 Transactions | |
| 6158 | ARAMARK SERVICES INC 01-250-000-0000-6459 | | 7,336.47 | INMATE MEALS 2/11-02/17/2016 | 200723385 | LAW ENFORCE-JAIL FOOD-LAUNDRY |
| | 01-250-000-0000-6459 | | 7,626.56 | INMATE MEALS 02/18-02/24/16 | 200723388 | LAW ENFORCE-JAIL FOOD-LAUNDRY |
| 6158 | ARAMARK SERVICES INC | | 14,963.03 | | 2 Transactions | |
| 277 | CENTRASOTA ORAL & MAXILLOFACIAL SI 01-250-000-0000-6458 | | 811.00 | INMATE MEDICAL | 18058 | JAIL MEDICAL |
| 277 | CENTRASOTA ORAL & MAXILLOFACIAL SI | | 811.00 | | 1 Transactions | |
| 12547 | CONSULTING RADIOLOGISTS LTD 01-250-000-0000-6458 | | 7.57 | MANTOUX TESTING | 208595 | JAIL MEDICAL |
| 12547 | CONSULTING RADIOLOGISTS LTD | | 7.57 | | 1 Transactions | |
| 1331 | MN SHERIFFS ASSOCIATION | | | | | |

*** WRIGHT COUNTY ***



| Vendor No. | Name | Accr | Rpt | Amount | Warrant Description | Service Dates | Invoice # | Paid On Bhf # | Account/Formula Description | On Behalf of Name |
|--------------|--------------------------------------|------|-----|------------------|----------------------------|-----------------------|------------------|---------------|--------------------------------|-------------------|
| | 01-250-000-0000-6804 | | | 234.00 | JAIL ACADEMY X3 | | 104170 | | STAFF TRAINING | |
| | 01-250-000-0000-6804 | | | 78.00 | JAIL ACADEMY X2 | | 104760 | | STAFF TRAINING | |
| | 01-250-000-0000-6804 | | | 117.00 | JAIL ACADEMY X3 | | 104770 | | STAFF TRAINING | |
| | 01-250-000-0000-6804 | | | 600.00 | BACKGROUND INVESTIGATIONS | | 106020 | | STAFF TRAINING | |
| | 01-250-000-0000-6804 | | | 180.00 | SPRING CONFERENCE X2 | | 106860 | | STAFF TRAINING | |
| 1331 | MN SHERIFFS ASSOCIATION | | | 1,209.00 | | 5 Transactions | | | | |
| 6140 | RUSSELL SECURITY RESOURCE INC | | | | | | | | | |
| | 01-250-000-0000-6621 | | | 225.00 | REPAIRS REPLACE CAMERA LEC | | 27035 | | FURNITURE & EQUIPMENT | |
| 6140 | RUSSELL SECURITY RESOURCE INC | | | 225.00 | | 1 Transactions | | | | |
| 3435 | THRIFTY WHITE PHARMACY | | | | | | | | | |
| | 01-250-000-0000-6458 | | | 1,682.64 | JAN 2016 WCJ | | 78358600762 | | JAIL MEDICAL | |
| 3435 | THRIFTY WHITE PHARMACY | | | 1,682.64 | | 1 Transactions | | | | |
| 74329 | WRIGHT COUNTY JAIL ADMIN | | | | | | | | | |
| | 01-250-000-0000-6261 | | | 6.00 | DOC INMATE TRAIN RIDE | | | | PROFESSIONAL SERVICES | |
| 74329 | WRIGHT COUNTY JAIL ADMIN | | | 6.00 | | 1 Transactions | | | | |
| 250 | DEPT Total: | | | 19,039.24 | SHERIFF-CORRECTIONS | | 8 Vendors | | 13 Transactions | |
| 521 | DEPT | | | | PARKS | | | | | |
| 5974 | CENTER POINT ENERGY | | | | | | | | | |
| | 01-521-000-0000-6251 | | | 16.94 | 5856795 9 | | | | UTILITY SERVICES - ELECTRICITY | |
| | 01-521-000-0000-6251 | | | 16.94 | 5856799 1 | | | | UTILITY SERVICES - ELECTRICITY | |
| 5974 | CENTER POINT ENERGY | | | 33.88 | | 2 Transactions | | | | |
| 924 | CROW RIVER TOOLS | | | | | | | | | |
| | 01-521-000-0000-6411 | | | 141.96 | SHOP TOOLS | | 22616 | | OPERATING SUPPLIES | |
| | 01-521-000-0000-6452 | | | 877.96 | SHOP TOOLS | | 226161 | | VEHICLE MAINTENANCE | |
| 924 | CROW RIVER TOOLS | | | 1,019.92 | | 2 Transactions | | | | |
| 194 | ELK RIVER MUNICIPAL UTILITIES | | | | | | | | | |
| | 01-521-000-0000-6251 | | | 38.32 | ELECTRIC FEES | | 3179 | | UTILITY SERVICES - ELECTRICITY | |
| 194 | ELK RIVER MUNICIPAL UTILITIES | | | 38.32 | | 1 Transactions | | | | |
| 4634 | FASTENAL COMPANY | | | | | | | | | |
| | 01-521-000-0000-6301 | | | 288.75 | SUPPLIES | | 62592 | | REPAIRS & MAINTENANCE | |

*** WRIGHT COUNTY ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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|------------|---|-------------|----------|--------------------------------------|----------------------------|--|
| 4634 | FASTENAL COMPANY | | 288.75 | | 1 Transactions | |
| 1290 | MAPLE LAKE LUMBER COMPANY 01-521-000-0000-6411 | | 13.11 | SUPPLIES | 118285 | OPERATING SUPPLIES |
| 1290 | MAPLE LAKE LUMBER COMPANY | | 13.11 | | 1 Transactions | |
| 1706 | MARTIN MARIETTA MATERIALS 01-521-000-0000-6301 | | 214.03 | CLASS 2 MATERIAL | 17088102 | REPAIRS & MAINTENANCE |
| 1706 | MARTIN MARIETTA MATERIALS | | 214.03 | | 1 Transactions | |
| 7510 | MENARDS - BUFFALO 01-521-000-0000-6411 | | 93.68 | SUPPLIES | 6773 | OPERATING SUPPLIES |
| 7510 | MENARDS - BUFFALO | | 93.68 | | 1 Transactions | |
| 3696 | RUNNING'S SUPPLY INC 01-521-000-0000-6452 | | 7.99 | SUPPLIES | 00331447803 | VEHICLE MAINTENANCE |
| 3696 | RUNNING'S SUPPLY INC | | 7.99 | | 1 Transactions | |
| 3979 | SHERWIN WILLIAMS CO 01-521-000-0000-6411 | | 233.96 | PAINT PICNIC TABLES | 97772 | OPERATING SUPPLIES |
| 3979 | SHERWIN WILLIAMS CO | | 233.96 | | 1 Transactions | |
| 2474 | SIGN MAN OF MN INC/THE 01-521-000-0000-6301 | | 34.95 | SIGN REPLACEMENT | 7577 | REPAIRS & MAINTENANCE |
| 2474 | SIGN MAN OF MN INC/THE | | 34.95 | | 1 Transactions | |
| 970 | STATE SUPPLY CO 01-521-000-0000-6411 | | 27.00 | CREDIT | 443919 | OPERATING SUPPLIES |
| | 01-521-000-0000-6411 | | 106.08 | SUPPLIES | 492420 | OPERATING SUPPLIES |
| | 01-521-000-0000-6411 | | 25.90 | SUPPLIES | 492655 | OPERATING SUPPLIES |
| 970 | STATE SUPPLY CO | | 104.98 | | 3 Transactions | |
| 2490 | UNITED PARCEL SERVICE 01-521-000-0000-6205 | | 34.32 | SHIPPING | | POSTAGE |
| 2490 | UNITED PARCEL SERVICE | | 34.32 | | 1 Transactions | |
| 521 | DEPT Total: | | 2,117.89 | PARKS | 12 Vendors | 16 Transactions |

603 DEPT EXTENSION

SML7587
 3/3/2016 11:36:27AM
 1 GENERAL REVENUE FUND

***** WRIGHT COUNTY *****



Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

| Vendor | Name | Rpt | Warrant Description | Invoice # | Account/Formula Description |
|--------|-----------------------|------|---------------------------------|----------------|-----------------------------|
| No. | Account/Formula | Accr | Service Dates | Paid On Bhf # | On Behalf of Name |
| 2490 | UNITED PARCEL SERVICE | | | | |
| | 01-603-000-0000-6205 | | 1.39 SHIPPING | | POSTAGE |
| 2490 | UNITED PARCEL SERVICE | | 1.39 | 1 Transactions | |
| 603 | DEPT Total: | | 1.39 EXTENSION | 1 Vendors | 1 Transactions |
| 1 | Fund Total: | | 121,564.56 GENERAL REVENUE FUND | | 147 Transactions |

*** WRIGHT COUNTY ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor No. | Name Account/Formula | Rpt Accr | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name |
|-------------|--|-------------|-----------------|--------------------------------------|----------------------------|--|
| 282 | DEPT | | | NUCLEAR POWER PLANT | | |
| 2609 | CENTURYLINK 02-282-000-0000-6203 | | 1,422.68 | EOC PHONE LINES | | TELEPHONE |
| 2609 | CENTURYLINK | | 1,422.68 | | 1 Transactions | |
| 358 | ERNST/DEBBIE 02-282-000-0000-6338 | | 31.50 | MEAL REIMBURSEMENT W/LODGING | | CONFERENCES & MEETINGS |
| | 02-282-000-0000-6338 | | 112.50 | 225 MILES | | CONFERENCES & MEETINGS |
| 358 | ERNST/DEBBIE | | 144.00 | | 2 Transactions | |
| 3921 | OFFICE DEPOT 02-282-000-0000-6411 | | 52.45 | SUPPLIES 821721032001 | | OPERATING SUPPLIES |
| | 02-282-000-0000-6411 | 4 | 65.39 | SUPPLIES 799194736001 | 10/10/2015 | OPERATING SUPPLIES |
| | 02-282-000-0000-6411 | 4 | 59.97 | SUPPLIES 799194829001 | 10/12/2015 | OPERATING SUPPLIES |
| | 02-282-000-0000-6411 | 4 | 121.15 | SUPPLIES 799194828001 | 10/12/2015 | OPERATING SUPPLIES |
| | 02-282-000-0000-6411 | 4 | 76.78 | SUPPLIES 813061028001 | 12/17/2015 | OPERATING SUPPLIES |
| | 02-282-000-0000-6411 | 4 | 118.90 | SUPPLIES 81479002001 | 12/31/2015 | OPERATING SUPPLIES |
| | 02-282-000-0000-6411 | 4 | 6.28 | SUPPLIES 788346987001 | 8/20/2015 | OPERATING SUPPLIES |
| | 02-282-000-0000-6411 | 4 | 216.69 | SUPPLIES 788346865001 | 8/20/2015 | OPERATING SUPPLIES |
| | 02-282-000-0000-6411 | 4 | 5.92 | SUPPLIES 78834686001 | 8/20/2015 | OPERATING SUPPLIES |
| 3921 | OFFICE DEPOT | | 723.53 | | 9 Transactions | |
| 6915 | OFFICE OF MN IT SERVICES 02-282-000-0000-6203 | 6 | 76.20 | EOC PHONE LINES NOV 2015 | W15110653 | TELEPHONE |
| | 02-282-000-0000-6203 | 6 | 77.01 | EOC PHONE LINES DEC 2015 | W15120645 | TELEPHONE |
| | 02-282-000-0000-6203 | | 76.83 | EOC PHONE LINES JAN 2016 | W16010651 | TELEPHONE |
| 6915 | OFFICE OF MN IT SERVICES | | 230.04 | | 3 Transactions | |
| 2490 | UNITED PARCEL SERVICE 02-282-000-0000-6205 | | 1.39 | SHIPPING | | POSTAGE |
| 2490 | UNITED PARCEL SERVICE | | 1.39 | | 1 Transactions | |
| 4628 | VERIZON WIRELESS 02-282-000-0000-6203 | | 334.96 | EOC CELL PHONES | 9760255094 | TELEPHONE |
| 4628 | VERIZON WIRELESS | | 334.96 | | 1 Transactions | |
| 282 | DEPT Total: | | 2,856.60 | NUCLEAR POWER PLANT | 6 Vendors | 17 Transactions |
| 2 | Fund Total: | | 2,856.60 | RESERVES FUND | | 17 Transactions |

*** **WRIGHT COUNTY** ***



Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

| Vendor No. | Name Account/Formula | Rpt Accr | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name |
|-------------|---|-------------|---------------|--------------------------------------|----------------------------|--|
| 310 | DEPT | | | HIGHWAY ADMINISTRATION | | |
| 525 | CENTURYLINK 03-310-000-0000-6203 | | 143.13 | INTERNETS 3 LINES 030816 | 430864594 | TELEPHONE |
| 525 | CENTURYLINK | | 143.13 | 1 Transactions | | |
| 6620 | CITRIX SYSTEMS INC 03-310-000-0000-6385 | | 102.35 | CITRIX SUPPORT | 91690415 | DATA PROCESSING |
| 6620 | CITRIX SYSTEMS INC | | 102.35 | 1 Transactions | | |
| 3476 | ENGINEERING MINNESOTA MAGAZINE 03-310-000-0000-6235 | | 24.00 | 1 YR MAG SUBSCRIPTION 030816 | | PUBLICATIONS & BROCHURES |
| 3476 | ENGINEERING MINNESOTA MAGAZINE | | 24.00 | 1 Transactions | | |
| 3092 | HAWKINS/VIRGIL 03-310-000-0000-6338 | | 69.00 | MILEAGE & PARKING REIMB 030816 | | CONFERENCES & MEETINGS |
| | 03-310-000-0000-6338 | | 175.00 | TRANSP CONF. REGIS 030816 | MAR 9 | CONFERENCES & MEETINGS |
| 3092 | HAWKINS/VIRGIL | | 244.00 | 2 Transactions | | |
| 871 | MN TRANSPORTATION ALLIANCE 03-310-000-0000-6338 | | 50.00 | WORKSHOP-FED FAST ACT 030816 | HAWKINS | CONFERENCES & MEETINGS |
| 871 | MN TRANSPORTATION ALLIANCE | | 50.00 | 1 Transactions | | |
| 2490 | UNITED PARCEL SERVICE 03-310-000-0000-6205 | | 1.39 | SHIPPING | | POSTAGE |
| 2490 | UNITED PARCEL SERVICE | | 1.39 | 1 Transactions | | |
| 1383 | WRIGHT HENNEPIN COOP ELEC ASSN 03-310-000-0000-6385 | | 22.95 | DATA RM ALARM 030816 | 5014631400 | DATA PROCESSING |
| 1383 | WRIGHT HENNEPIN COOP ELEC ASSN | | 22.95 | 1 Transactions | | |
| 310 | DEPT Total: | | 587.82 | HIGHWAY ADMINISTRATION | 7 Vendors | 8 Transactions |
| 320 | DEPT | | | HIGHWAY ENGINEERING | | |
| 3419 | AMERICAN TRAFFIC SAFETY ASSOC 03-320-000-0000-6338 | | 145.00 | HOW TO CONF B. CORDELL 030816 | 90120781 | CONFERENCES & MEETINGS |
| 3419 | AMERICAN TRAFFIC SAFETY ASSOC | | 145.00 | 1 Transactions | | |
| 3942 | CARLSON/RICKY J 03-320-000-0000-6606 | | 5,200.00 | PERM ROW PROJ 1371 030816 | | PERMANENT ROW LAND ACQUISITION |

*** WRIGHT COUNTY ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor No. | Name Account/Formula | Accr | Rpt | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name |
|------------|--|------|-----|------------------|--------------------------------------|----------------------------|--|
| 3942 | CARLSON/RICKY J | | | 5,200.00 | | 1 Transactions | |
| 4542 | FRONTIER PRECISION INC 03-320-000-0000-6804 | | | 297.00 | USER GROUP TRAINING 030816 | 145056 | STAFF TRAINING |
| 4542 | FRONTIER PRECISION INC | | | 297.00 | | 1 Transactions | |
| 1440 | SOUTHSIDE TOWNSHIP 03-320-000-0000-6606 | | | 200.00 | PERM ROW PROJ # 1371 030816 | | PERMANENT ROW LAND ACQUISITION |
| 1440 | SOUTHSIDE TOWNSHIP | | | 200.00 | | 1 Transactions | |
| 3365 | WSB & ASSOCIATES INC 03-320-000-0000-6505 | | | 19,676.18 | PROF SER PROJ 02891-000 030816 | #14 | CONSULTANT FEES |
| 3365 | WSB & ASSOCIATES INC | | | 19,676.18 | | 1 Transactions | |
| 320 | DEPT Total: | | | 25,518.18 | HIGHWAY ENGINEERING | 5 Vendors | 5 Transactions |
| 325 | DEPT | | | | HIGHWAY CONSTRUCTION | | |
| 3942 | CARLSON/RICKY J 03-325-000-0000-6508 | | | 6,300.00 | DAMAGES PROJ 1371 030816 | | TEMPORARY ROW EASEMENT/DAMAGES |
| | 03-325-000-0000-6508 | | | 500.00 | TEMP ROW RENTAL PR 1371 030816 | | TEMPORARY ROW EASEMENT/DAMAGES |
| 3942 | CARLSON/RICKY J | | | 6,800.00 | | 2 Transactions | |
| 325 | DEPT Total: | | | 6,800.00 | HIGHWAY CONSTRUCTION | 1 Vendors | 2 Transactions |
| 330 | DEPT | | | | HIGHWAY MAINTENANCE | | |
| 1075 | BUFFALO/CITY OF 03-330-000-0000-6543 | | | 13.34 | LIGHT ON CR 34 030816 | 09190000 | TRAFFIC SIGNALS |
| | 03-330-000-0000-6543 | | | 13.34 | LIGHT ON CR 35 030816 | 16090100 | TRAFFIC SIGNALS |
| 1075 | BUFFALO/CITY OF | | | 26.68 | | 2 Transactions | |
| 525 | CENTURYLINK 03-330-000-0000-6543 | | | 28.56 | SIGNAL LIGHTS 030816 | 314117353 | TRAFFIC SIGNALS |
| 525 | CENTURYLINK | | | 28.56 | | 1 Transactions | |
| 1817 | COMPASS MINERALS AMERICA INC 03-330-000-0000-6533 | | | 9,157.87 | SALT - OTSEGO 030816 | 71458866 | DEICING MATERIALS |
| | 03-330-000-0000-6533 | | | 7,286.86 | SALT - OTSEGO 030816 | 71459564 | DEICING MATERIALS |

*** WRIGHT COUNTY ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor No. | Name Account/Formula | Accr | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name |
|------------|---|------|-----------|--------------------------------------|----------------------------|--|
| 1817 | COMPASS MINERALS AMERICA INC | | 16,444.73 | | 2 Transactions | |
| 6781 | DELANO RENTAL INC 03-330-000-0000-6343 | | 572.78 | CULV REPAIR/EQ RENTAL 030816 | 10420 | EQUIPMENT RENTAL |
| 6781 | DELANO RENTAL INC | | 572.78 | | 1 Transactions | |
| 609 | DESIGN ELECTRICAL INC-COLD SPRING E 03-330-000-0000-6543 | | 2,621.89 | RURAL LIGHTING PROJ 030816 | 23-287X | TRAFFIC SIGNALS |
| | 03-330-000-0000-6543 | | 2,291.30 | RURAL LIGHTING PROJ 030816 | 23-287X | TRAFFIC SIGNALS |
| 609 | DESIGN ELECTRICAL INC-COLD SPRING E | | 4,913.19 | | 2 Transactions | |
| 194 | ELK RIVER MUNICIPAL UTILITIES 03-330-000-0000-6543 | | 18.54 | LIGHT ON CR 36 030816 | C#22826 | TRAFFIC SIGNALS |
| | 03-330-000-0000-6543 | | 18.53 | LIGHT ON CR 42 030816 | C#22826 | TRAFFIC SIGNALS |
| | 03-330-000-0000-6543 | | 19.95 | LIGHT ON CR 37 030816 | C#22827 | TRAFFIC SIGNALS |
| | 03-330-000-0000-6543 | | 19.94 | LIGHT ON CR 42 030816 | C#22827 | TRAFFIC SIGNALS |
| 194 | ELK RIVER MUNICIPAL UTILITIES | | 76.96 | | 4 Transactions | |
| 1983 | FS3 INC 03-330-000-0000-6539 | | 312.00 | GLOVES - SIGN DEPT 030816 | 38331 | TRAFFIC CONTROL |
| 1983 | FS3 INC | | 312.00 | | 1 Transactions | |
| 3515 | RCM SPECIALTIES INC 03-330-000-0000-6536 | | 968.64 | CRS2 OIL 030816 | 5295 | CUTBACK OILS |
| | 03-330-000-0000-6536 | | 604.96 | CRS2 OIL 030816 | 5296 | CUTBACK OILS |
| 3515 | RCM SPECIALTIES INC | | 1,573.60 | | 2 Transactions | |
| 7435 | TRAFFIC CONTROL CORPORATION 03-330-000-0000-6543 | | 6,400.00 | SIGNAL CABINET 030816 | 89511 | TRAFFIC SIGNALS |
| | 03-330-000-0000-6543 | | 6,400.00 | SIGNAL CABINET 030816 | 89511 | TRAFFIC SIGNALS |
| 7435 | TRAFFIC CONTROL CORPORATION | | 12,800.00 | | 2 Transactions | |
| 4433 | XCEL ENERGY 03-330-000-0000-6543 | | 20.34 | LT S HAVEN 030816 | 5100110828526 | TRAFFIC SIGNALS |
| 4433 | XCEL ENERGY | | 20.34 | | 1 Transactions | |
| 330 | DEPT Total: | | 36,768.84 | HIGHWAY MAINTENANCE | 10 Vendors | 18 Transactions |

340 DEPT HIGHWAY SHOP MAINTENANCE

*** WRIGHT COUNTY ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor No. | Name Account/Formula | Accr | Rpt | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name |
|-------------|--|------|-----|---------------|--------------------------------------|----------------------------|--|
| 6156 | AMERIPRIDE SERVICES | | | | | | |
| | 03-340-000-0000-6411 | | | 47.57 | SUPPLIES 2200714048 030816 | | OPERATING SUPPLIES |
| | 03-340-000-0000-6599 | | | 11.68 | RUGS 2200714048 030816 | | BUILDING MAINTENANCE-P.W.BLDG. |
| | 03-340-000-0000-6411 | | | 47.03 | SHOP SUPPLIES MAR 1 030816 | 0754795 | OPERATING SUPPLIES |
| | 03-340-000-0000-6599 | | | 9.59 | RUGS MAR 1 030816 | 0754795 | BUILDING MAINTENANCE-P.W.BLDG. |
| 6156 | AMERIPRIDE SERVICES | | | 115.87 | 4 Transactions | | |
| 4858 | BUFFALO AUTO VALUE | | | | | | |
| | 03-340-000-0000-6571 | | | 74.95 | BATTERIES 030816 | 82102236 | BATTERIES |
| 4858 | BUFFALO AUTO VALUE | | | 74.95 | 1 Transactions | | |
| 1075 | BUFFALO/CITY OF | | | | | | |
| | 03-340-000-0000-6598 | | | 714.48 | PWB WATER/SEWER 030816 | 11059850 | UTILITIES-P.W. BLDG. |
| 1075 | BUFFALO/CITY OF | | | 714.48 | 1 Transactions | | |
| 1651 | CAR STUFF | | | | | | |
| | 03-340-000-0000-6574 | | | 279.00 | REPAIR PART 030816 | 14909 | REPAIR PARTS |
| 1651 | CAR STUFF | | | 279.00 | 1 Transactions | | |
| 1655 | CENTRAL MCGOWAN INC | | | | | | |
| | 03-340-000-0000-6411 | | | 94.50 | WELDING SUPPLIES 030816 | 00921539 | OPERATING SUPPLIES |
| 1655 | CENTRAL MCGOWAN INC | | | 94.50 | 1 Transactions | | |
| 1783 | CNH INDUSTRIAL CAPITAL PRODUCTIVITY | | | | | | |
| | 03-340-000-0000-6574 | | | 22.42 | PART-5043931119101198 030816 | ID26472 | REPAIR PARTS |
| 1783 | CNH INDUSTRIAL CAPITAL PRODUCTIVITY | | | 22.42 | 1 Transactions | | |
| 1118 | CULLIGAN OF BUFFALO | | | | | | |
| | 03-340-000-0000-6596 | | | 150.00 | MAPLE LK SERV ON ACCT 030816 | 102549511 | UTILITIES-OUTLYING SHOPS |
| | 03-340-000-0000-6596 | | | 153.55 | OTSEGO ON ACCT 030816 | 102715674 | UTILITIES-OUTLYING SHOPS |
| | 03-340-000-0000-6596 | | | 150.00 | COKATO SERV ON ACCT 030816 | 106733418 | UTILITIES-OUTLYING SHOPS |
| 1118 | CULLIGAN OF BUFFALO | | | 453.55 | 3 Transactions | | |
| 3197 | DURACO INC | | | | | | |
| | 03-340-000-0000-6574 | | | 391.57 | PARTS 030816 | 17794 | REPAIR PARTS |
| 3197 | DURACO INC | | | 391.57 | 1 Transactions | | |
| 3041 | GLUNZ CONSTRUCTION SEPTIC SERVICE I | | | | | | |
| | 03-340-000-0000-6597 | | | 130.00 | PUMP MAPLE LAKE TANK 030816 | 620540 | BUILDING MAINTENANCE-OUTLYING SHO |

*** WRIGHT COUNTY ***



| Vendor No. | Name Account/Formula | Rpt Accr | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name |
|------------|---|-------------|-----------|--------------------------------------|----------------------------|--|
| 3041 | GLUNZ CONSTRUCTION SEPTIC SERVICE | | 130.00 | | 1 Transactions | |
| 7360 | HOLIDAY 03-340-000-0000-6564 | | 88.03 | ACCT 027-506-658 FUEL 030816 | FEB STMT | UNLEADED GASOLINE |
| 7360 | HOLIDAY | | 88.03 | | 1 Transactions | |
| 600 | MORRIES PARTS & SERVICE GROUP 03-340-000-0000-6574 | | 519.70 | REPAIR PARTS 030816 | 118321FOW | REPAIR PARTS |
| | 03-340-000-0000-6574 | | 135.18 | REPAIR PARTS 030816 | 118381FOW | REPAIR PARTS |
| 600 | MORRIES PARTS & SERVICE GROUP | | 654.88 | | 2 Transactions | |
| 2668 | TENNANT SALES AND SERVICE CO 03-340-000-0000-6575 | | 318.70 | OUTSIDE LABOR 030816 | 913648712 | OUTSIDE LABOR |
| 2668 | TENNANT SALES AND SERVICE CO | | 318.70 | | 1 Transactions | |
| 3096 | W D LARSON COMPANIES LTD 03-340-000-0000-6574 | | 201.50 | PARTS-F260550038 030816 | | REPAIR PARTS |
| | 03-340-000-0000-6574 | | 41.64 | PARTS - F 260550098 030816 | | REPAIR PARTS |
| 3096 | W D LARSON COMPANIES LTD | | 243.14 | | 2 Transactions | |
| 888 | WASTE MANAGEMENT-TC WEST 03-340-000-0000-6597 | | 59.18 | OTSEGO GARBAGE 030816 | | BUILDING MAINTENANCE-OUTLYING SHO |
| | 03-340-000-0000-6599 | | 536.63 | PWB GARBAGE 030816 | | BUILDING MAINTENANCE-P.W.BLDG. |
| 888 | WASTE MANAGEMENT-TC WEST | | 595.81 | | 2 Transactions | |
| 340 | DEPT Total: | | 4,176.90 | HIGHWAY SHOP MAINTENANCE | 14 Vendors | 22 Transactions |
| 380 | DEPT | | | UNALLOCATED NON-HIGHWAY OPERAT | | |
| 3471 | CZANSTKOWSKI/DON 03-380-000-0000-6520 | | 125.00 | STEEL TOE BOOT REIMB 030816 | DON CZ. | SAFETY PROGRAM & SUPPLIES |
| 3471 | CZANSTKOWSKI/DON | | 125.00 | | 1 Transactions | |
| 2463 | MN SAFETY COUNCIL 03-380-000-0000-6520 | | 185.00 | CONF. T. LAAGE 030816 | 290206 | SAFETY PROGRAM & SUPPLIES |
| | 03-380-000-0000-6520 | | 185.00 | CONF. C. PAULSON 030816 | 290206 | SAFETY PROGRAM & SUPPLIES |
| 2463 | MN SAFETY COUNCIL | | 370.00 | | 2 Transactions | |
| 7420 | RUFFRIDGE-JOHNSON 03-380-000-0000-6699 | | 99,850.00 | MIDLAND RD WIDENER 030816 | EA00095 | EQUIPMENT-R & B MAJOR |

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 3/3/2016 11:36:27AM
 3 ROAD AND BRIDGE FUND

***** WRIGHT COUNTY *****



Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

| Vendor | Name | Rpt | Warrant Description | Invoice # | Account/Formula Description |
|--------|-------------------|------|---------------------|--------------------------------|-----------------------------|
| No. | Account/Formula | Accr | Service Dates | Paid On Bhf # | On Behalf of Name |
| 7420 | RUFFRIDGE-JOHNSON | | | | |
| | | | Amount | | |
| | | | 99,850.00 | 1 Transactions | |
| 380 | DEPT Total: | | 100,345.00 | UNALLOCATED NON-HIGHWAY OPERAT | 3 Vendors 4 Transactions |
| 3 | Fund Total: | | 174,196.74 | ROAD AND BRIDGE FUND | 59 Transactions |

*** WRIGHT COUNTY ***



| Vendor No. | Name Account/Formula | Rpt Accr | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name |
|------------|---|-------------|-----------------|--------------------------------------|----------------------------|--|
| 420 | DEPT | | | FINANCIAL SERVICES | | |
| 2490 | UNITED PARCEL SERVICE 11-420-600-0020-6205 | | 0.42 | SHIPPING | | POSTAGE |
| 2490 | UNITED PARCEL SERVICE | | 0.42 | 1 Transactions | | |
| 420 | DEPT Total: | | 0.42 | FINANCIAL SERVICES | 1 Vendors | 1 Transactions |
| 430 | DEPT | | | SOCIAL SERVICES | | |
| 2490 | UNITED PARCEL SERVICE 11-430-700-0020-6205 | | 0.71 | SHIPPING | | POSTAGE |
| 2490 | UNITED PARCEL SERVICE | | 0.71 | 1 Transactions | | |
| 430 | DEPT Total: | | 0.71 | SOCIAL SERVICES | 1 Vendors | 1 Transactions |
| 450 | DEPT | | | PUBLIC HEALTH SERVICES | | |
| 2490 | UNITED PARCEL SERVICE 11-450-430-0020-6205 | | 0.26 | SHIPPING | | POSTAGE |
| 2490 | UNITED PARCEL SERVICE | | 0.26 | 1 Transactions | | |
| 450 | DEPT Total: | | 0.26 | PUBLIC HEALTH SERVICES | 1 Vendors | 1 Transactions |
| 480 | DEPT | | | HUMAN SERVICES UNALLOCATED | | |
| 6620 | CITRIX SYSTEMS INC 11-480-000-0000-6899 | | 1,023.47 | CITRIX SUPPORT | 91690415 | HUMAN SERVICES EXP. DUMP FUND |
| 6620 | CITRIX SYSTEMS INC | | 1,023.47 | 1 Transactions | | |
| 480 | DEPT Total: | | 1,023.47 | HUMAN SERVICES UNALLOCATED | 1 Vendors | 1 Transactions |
| 11 | Fund Total: | | 1,024.86 | HUMAN SERVICES FUND | | 4 Transactions |

***** WRIGHT COUNTY *****



| Vendor No. | Name Account/Formula | Accr | Rpt | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name |
|-------------|--|------|-----|------------------|--------------------------------------|----------------------------|--|
| 393 | DEPT | | | | S.C.O.R.E. | | |
| 1774 | DYNAMIC RECYCLING 20-393-000-0000-6801 | | | 3,788.12 | ELECTRONICS RECYCLING | 15519 | MISCELLANEOUS EXPENSE |
| 1774 | DYNAMIC RECYCLING | | | 3,788.12 | 1 Transactions | | |
| 1848 | MONTICELLO TOWNSHIP 20-393-000-0000-6801 | | 6 | 1,385.60 | 2015 3RD QUARTER RECYCLING | | MISCELLANEOUS EXPENSE |
| | 20-393-000-0000-6801 | | 6 | 2,227.90 | 2015 4TH QUARTER RECYCLING | | MISCELLANEOUS EXPENSE |
| | 20-393-000-0000-6801 | | 6 | 1,447.20 | 2015 2ND QUARTER RECYCLING | | MISCELLANEOUS EXPENSE |
| 1848 | MONTICELLO TOWNSHIP | | | 5,060.70 | 3 Transactions | | |
| 4092 | OLSON & SONS ELECTRIC 20-393-000-0000-6801 | | | 8,705.44 | REPAIRS LIGHT SYSTEM | 52767 | MISCELLANEOUS EXPENSE |
| 4092 | OLSON & SONS ELECTRIC | | | 8,705.44 | 1 Transactions | | |
| 393 | DEPT Total: | | | 17,554.26 | S.C.O.R.E. | 3 Vendors | 5 Transactions |
| 20 | Fund Total: | | | 17,554.26 | WASTE MANAGEMENT FUND | | 5 Transactions |

***** WRIGHT COUNTY *****



Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

| <u>Vendor No.</u> | <u>Name</u> <u>Account/Formula</u> | <u>Rpt</u> <u>Accr</u> | <u>Amount</u> | <u>Warrant Description</u> <u>Service Dates</u> | <u>Invoice #</u> <u>Paid On Bhf #</u> | <u>Account/Formula Description</u> <u>On Behalf of Name</u> |
|-------------------|---|---------------------------|-------------------|--|--|--|
| 161 | DEPT | | | HIGHWAY BUILDING BOND PROCEEDS | | |
| 4130 | AXEL H OHMAN INC 34-161-000-0000-6605 | | 9,500.00 | PMT #6 HWY BUILDING | | HIGHWAY BUILDING |
| 4130 | AXEL H OHMAN INC | | 9,500.00 | 1 Transactions | | |
| 4169 | CENTRAL ROOFING COMPANY 34-161-000-0000-6605 | | 93,306.38 | PMT #6 HWY BUILDING | | HIGHWAY BUILDING |
| 4169 | CENTRAL ROOFING COMPANY | | 93,306.38 | 1 Transactions | | |
| 3954 | DONLAR CONSTRUCTION COMPANY 34-161-000-0000-6605 | | 66,483.64 | PMT #6 HWY BUILDING | | HIGHWAY BUILDING |
| 3954 | DONLAR CONSTRUCTION COMPANY | | 66,483.64 | 1 Transactions | | |
| 3957 | E2 ELECTRICAL SERVICES INC 34-161-000-0000-6605 | | 134,729.16 | PMT #6 HWY BUILDING | | HIGHWAY BUILDING |
| 3957 | E2 ELECTRICAL SERVICES INC | | 134,729.16 | 1 Transactions | | |
| 3958 | EMPIREHOUSE INC 34-161-000-0000-6605 | | 7,125.00 | HWY APPLICATION #6 | | HIGHWAY BUILDING |
| 3958 | EMPIREHOUSE INC | | 7,125.00 | 1 Transactions | | |
| 4140 | FABCON PRECAST LLC 34-161-000-0000-6605 | | 34,571.45 | HWY #6 APPLICATION | | HIGHWAY BUILDING |
| 4140 | FABCON PRECAST LLC | | 34,571.45 | 1 Transactions | | |
| 4180 | KENDELL DOORS AND HARDWARE INC 34-161-000-0000-6605 | | 13,129.00 | HWY #6 APPLICATION | | HIGHWAY BUILDING |
| 4180 | KENDELL DOORS AND HARDWARE INC | | 13,129.00 | 1 Transactions | | |
| 4165 | MULCAHY NICKOLAUS LLC 34-161-000-0000-6605 | | 22,163.50 | HWY #6 APPLICATION | | HIGHWAY BUILDING |
| 4165 | MULCAHY NICKOLAUS LLC | | 22,163.50 | 1 Transactions | | |
| 4171 | MULTIPLE CONCEPTS INTERIORS 34-161-000-0000-6605 | | 24,604.05 | HWY #6 APPLICATION | | HIGHWAY BUILDING |
| 4171 | MULTIPLE CONCEPTS INTERIORS | | 24,604.05 | 1 Transactions | | |
| 3959 | NEW LOOK CONTRACTING INC 34-161-000-0000-6605 | | 45,683.65 | PMT #6 HWY BUILDING | | HIGHWAY BUILDING |

***** WRIGHT COUNTY *****



Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

| Vendor No. | Name Account/Formula | Rpt Accr | Amount | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name |
|------------|---|-------------|---------------------|---------------------------------------|----------------------------|--|
| 3959 | NEW LOOK CONTRACTING INC | | 45,683.65 | | 1 Transactions | |
| 4181 | NORTHERN LIGHTS STEEL FAB INC 34-161-000-0000-6605 | | 36,988.34 | PMT #6 HWY BUILDING | | HIGHWAY BUILDING |
| 4181 | NORTHERN LIGHTS STEEL FAB INC | | 36,988.34 | | 1 Transactions | |
| 4144 | TEKTON CONSTRUCTION COMPANY 34-161-000-0000-6605 | | 8,696.40 | HWY #6 APPLICATION | | HIGHWAY BUILDING |
| 4144 | TEKTON CONSTRUCTION COMPANY | | 8,696.40 | | 1 Transactions | |
| 3307 | TWIN CITY GARAGE DOOR CO 34-161-000-0000-6605 | | 40,660.00 | PMT #6 HWY CONSTRUCTION | | HIGHWAY BUILDING |
| 3307 | TWIN CITY GARAGE DOOR CO | | 40,660.00 | | 1 Transactions | |
| 3960 | WEIDNER PLUMBING AND HEATING CO 34-161-000-0000-6605 | | 383,919.70 | HWY #6 APPLICATION | | HIGHWAY BUILDING |
| 3960 | WEIDNER PLUMBING AND HEATING CO | | 383,919.70 | | 1 Transactions | |
| 161 | DEPT Total: | | 921,560.27 | HIGHWAY BUILDING BOND PROCEEDS | 14 Vendors | 14 Transactions |
| 170 | DEPT | | | CAPITAL TECHNOLOGY | | |
| 4131 | AMERICAN LEGAL PUBLISHING CORPORA 34-170-000-0000-6266 | | 1,934.00 | FINAL PAYMENT CTY ORDINANCES | 108877 | WEB SITE DEVELOPMENT |
| 4131 | AMERICAN LEGAL PUBLISHING CORPORA | | 1,934.00 | | 1 Transactions | |
| 4117 | FRSECURE 34-170-000-0000-6621 | | 21,505.50 | INFO SECURITY ASSESSMENT | 4403 | EDMS INFRASTRUCTURE |
| 4117 | FRSECURE | | 21,505.50 | | 1 Transactions | |
| 1344 | MARCO 34-170-000-0000-6621 | | 74,744.00 | CISCO WIRELESS PROJECT | 3145887 | EDMS INFRASTRUCTURE |
| 1344 | MARCO | | 74,744.00 | | 1 Transactions | |
| 170 | DEPT Total: | | 98,183.50 | CAPITAL TECHNOLOGY | 3 Vendors | 3 Transactions |
| 34 | Fund Total: | | 1,019,743.77 | CAPITAL IMPROVEMENTS FUND | | 17 Transactions |
| | Final Total: | | 1,336,940.79 | 183 Vendors | 249 Transactions | |

*** WRIGHT COUNTY ***



Recap by Fund

| <u>Fund</u> | <u>Amount</u> | <u>Name</u> |
|------------------|---------------------|---------------------------|
| 1 | 121,564.56 | GENERAL REVENUE FUND |
| 2 | 2,856.60 | RESERVES FUND |
| 3 | 174,196.74 | ROAD AND BRIDGE FUND |
| 11 | 1,024.86 | HUMAN SERVICES FUND |
| 20 | 17,554.26 | WASTE MANAGEMENT FUND |
| 34 | 1,019,743.77 | CAPITAL IMPROVEMENTS FUND |
| All Funds | 1,336,940.79 | Total |

Approved by,
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