

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.
- *2. Refer To Personnel Committee Request To Hire Facilities Services Director Above 12% Of Beginning Hiring Range. (Kelly)
- *3. Refer To 3-23-16 Personnel Committee VISA Sponsorship. (Kelly)

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.
- *6. County Ditch 38 Update. (Hiivala)

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.

Documents: [EXHIBIT A COURTS REMODELING FEASIBILITY STUDY.PDF](#),
[AIA DOCUMENT.PDF](#)

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](#)

X. * PETITIONED ONTO THE AGENDA

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:** \$

COUNTY COORDINATOR/DATE:

**ADMINISTRATIVE
RECOMMENDATION:**

- APPROVAL
- DENIAL
- NO RECOMMENDATION

BUDGETED:
 YES NO

FUNDING:
 LEVY OTHER

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
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Amt. of Time Required:		Item For Consideration:	
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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
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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:
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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: _____

<p><u>County Board</u></p> <p>ORIGINATING DEPARTMENT/SERVICE</p> <p>X  REQUESTOR'S SIGNATURE</p> <p><u>2/29/16</u> REVIEWED BY/DATE</p>	<p>BOARD ACTION REQUESTED:</p> <p>Request for Office Technician I position in Health & Human Services be posted for a replacement candidate.</p>
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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>\$ _____</p>
<p>COUNTY COORDINATOR/DATE:</p>	<p>ADMINISTRATIVE RECOMMENDATION:</p> <p><input type="checkbox"/> APPROVAL</p> <p><input type="checkbox"/> DENIAL</p> <p><input type="checkbox"/> NO RECOMMENDATION</p>	<p>BUDGETED: <u> X </u> _____</p> <p style="text-align: right;"> YES NO</p> <p>FUNDING:</p> <p>PMAPs and GRANTS</p> <p>LEVY OTHER</p>

<p>COMMENTS:</p>	<p>COMMENTS:</p>
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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:	
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Amt. of Time Required:	5 min.	Item For Consideration:	
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Auditor-Treasurer's Office	Board Action Requested: Approve Online Election Judge Training Agreement with DS Solutions, Inc.
Originating Department/Service	
Requestor's Signature	
Reviewed By/Date	

Background/Justification:

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

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:
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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:	
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Amt. of Time Required:	5 min.	Item For Consideration:	
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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:	
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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:
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BOARD OF COUNTY COMMISSIONERS
WRIGHT COUNTY, MINNESOTA

Date _____

Resolution No. _____.

Motion by Commissioner _____

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

NO

HUSOM _____
SAWATZKE _____
DALEIDEN _____
POTTER _____
BORRELL _____

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

EXHIBIT A

WOLD

architects
engineers
www.woldae.com

designers and researchers
for public environments



Request for Proposals

Remodeling Feasibility Study for Wright County Courts

February 17, 2016

Michael Cox // AIA

332 Minnesota Street W2000, St. Paul, MN 55101

Office 651.227.7773 | Fax 651.223.5646

mcox@woldae.com

Table of Contents

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February 17, 2016

Wright County Administration
Attn: Lee Kelly, County Coordinator
10 2nd Street NW
Buffalo, MN 55313

Dear Lee,

Wold Architects and Engineers is pleased to respond to the Remodeling and Feasibility Study for Wright County Courts. We have been following your court's needs for many years and are excited and commend your recent studies leading to this proposal. We have dedicated our firm to the design of county facilities and their judicial projects, and have worked with over 30 Minnesota counties. We believe our resume of over a hundred Minnesota court projects demonstrates that we have provided more court projects in our region than any other competing firm. For these reasons, we believe we bring tremendous local skill, familiarity and experience to implement your project.

A summary of the benefits we bring to helping the County achieve its objectives are the following:

- » **Collaborative process** // Action plans for working with the County Board, Administration, Judiciary and staff, County Attorney, Court Services and Sheriff, which will ultimately create options and decision making for a successful implementation of your study
- » **Experience** // We have completed planning and repurposing of court facilities and renovations in 16 counties - many of them are in the Wright County 10th Judicial District, such as Anoka and Washington counties
- » **Expertise** // We know courts, their expectations and current technologies

The proposal provides the commitment of our most capable people to the absolute timely success of your project. We pledge to work with Wright County to completely satisfy the County's goals and objectives.

Our creative and expert team is prepared to assist in the full range opportunities this project presents, and I know that Wold can exceed all expectations for service and responsiveness. We respectfully submit this overview of our firm's qualifications and experience, and would welcome and invitation to interview to further describe our services, our design approach, and our commitment. We would very much like to help you design and implement this important project and look forward to continuing a dialogue in an interview setting on how we can work together to create a highly successful study.

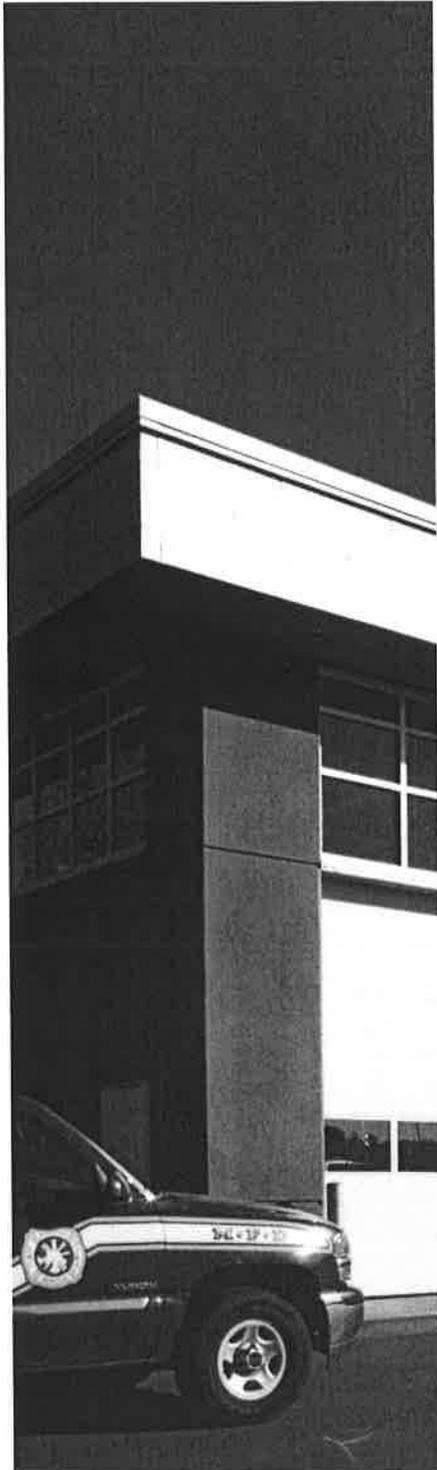
Sincerely,

A handwritten signature in black ink, appearing to read "Joel Dunning".

Joel Dunning, Partner-In-Charge
P 651.277.7773 | F 651.223.5646
jdunning@woldae.com // AIA, LEED AP

Minnesota
Illinois
Michigan
Colorado
Iowa

Our Understanding



What We Know

1. You are interested in the most qualified, responsive and skilled firm who can provide a planning process with significant value and skill in addressing your courts and facility needs. You want to efficiently and effectively use taxpayer funds for new and renovated facilities.
2. The primary concern is safety of staff and public who are participating in court. Many issues creating these concerns are:
 - » *Co-mingled court, public, detainee pathways and their security*
 - » *Size of court spaces*
 - » *Judicial functionality*
 - » *Technology*
 - » *Accessibility*
 - » *General building issues*
 - » *Anticipated growth*
3. You are looking for a process which studies three ranges of repurposing existing courts - options which have been developed with creative and cost effective solutions. The process needs to help the county with decision making with comparative analysis of costs and benefits of each option:
 - » *Delay building for 10 years*
 - » *Delay building for 3 to 4 years*
 - » *Building new in 2 years*
4. The end result of this effort should be in integrated approach that considers Court safety, security, functionality, cost, technology, efficiency and effectiveness for now and the future. Ultimately, the outcome should help you make a decision on an option with straightforward reasons for the benefit of Wright County and their courts.

Commitment

We will work diligently with your established committees and county leadership. Led by Joel Dunning, Wold will bring a team uniquely qualified and committed to managing the process.

Why Wold for This Work

We will collaborate with Wright County to help you create the vision for delivering safe, secure and effective court operations. We will listen to carefully understand your culture and involve key stakeholders to maintain ownership of the options and ultimately create a successful outcome. Through our process and as voices are heard a comparative analysis will help create decision making for selecting the best option, and which will ultimately be approved.

Over 45 years, Wold has worked with over 40 counties in developing qualifying experiences, expertise and approaches to plan and design county facilities and their courts.



1. Firm Profile

Wold Architects and Engineers

332 Minnesota Street, Suite W2000

Saint Paul, MN 55101

t 651.227.7773

f 651.223.5646

www.woldae.com

Main Contact: Joel Dunning

jdunning@woldae.com // 651.227.7773

Year established: 1968

Legal status: Corporation

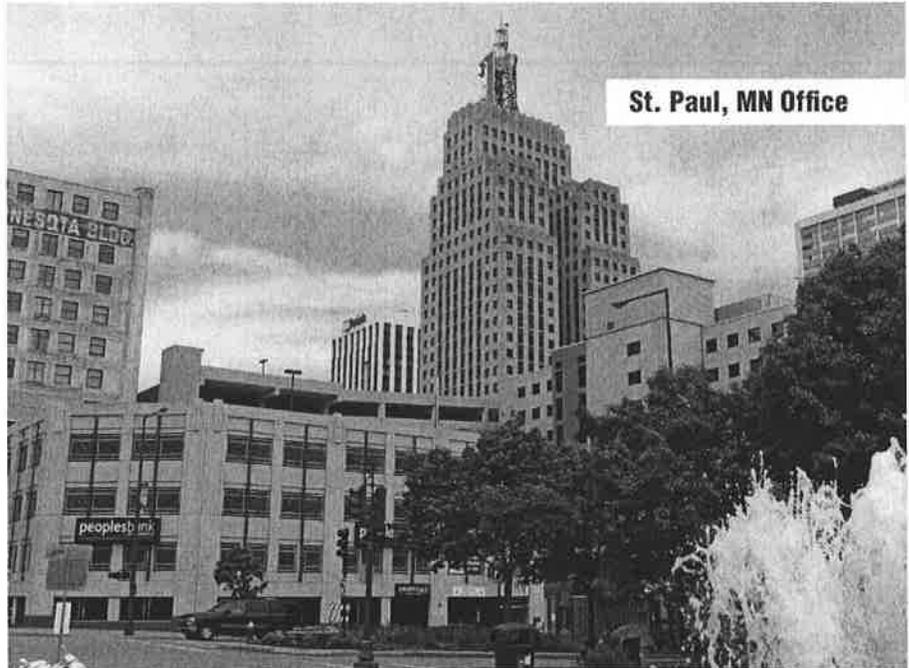
Ownership: Privately Owned

Wold specializes in Public Facilities

- » 25+ Minnesota County Clients
- » 20+ Municipalities
- » 10+ State and Federal Agencies
- » 100+ Space Programming Studies

Minnesota Staff Counts

Registered Architects	32
Graduate Architects	99
Registered Engineers	9
Graduate Engineers	40
Interior Designers	7
Administrative Support	30
Total	217



About Us

With client service as a focus, we take a long-term posture of keeping our clients' interests as our goal. We believe our role is much more than just a facility designer. Because facility issues are ongoing, we offer our continuing support from initial space needs analysis, through a design and construction project, to continuing post-occupancy. Our 100+ person, multi-disciplinary staff provides facility analysis, facility planning and programming, architectural design and specifications, mechanical and electrical design and specifications, space planning, interior design, cost estimating, and construction administration. In addition, we have a staff of professional mechanical and electrical engineers to respond to your needs.

Specialty Areas We Offer

- » Long Range Planning
- » Strategic Facility Planning
- » Pre-Design Program and Verification
- » Space Adequacy Evaluation
- » Site and Facility Analysis
- » Interior Design and Space Planning
- » Architectural Design
- » Contract Documents
- » Security Analysis
- » Color/Material Selection
- » Sustainable Design
- » Mechanical and Electrical Engineering
- » Cost Estimating and Management
- » Quality Review
- » Bidding and Contract Review
- » Best Value Procurement
- » Comprehensive Construction Administration
- » Project Close Out and Archiving
- » Continuous Post-Occupancy Follow Through
- » Utility Tracking and Analysis

2. Background Company Data

Wold Architects Incorporated is a privately owned corporation. We utilize a cash basis method of accounting for recognizing revenue, expenditures and tax filing requirements. Our financial statements are prepared with our in-house accounting department.

Please contact the following individuals for any questions regarding financial capabilities or firm stability:

Steven Chhen, CFO
Wold Architects Incorporated
651.227.7773

Jason Bakke, Partner
CliftonLarsonAllen LLP
612.376.4500

Tim Hughes, Senior Vice Pres.
Alliance Bank
651.229.0070

Assets	2013	2014	2015
Current Assets			
Cash and Cash Equivalents	645,285	687,045	3,803,625
Accounts Receivable	2,477,677	3,471,831	5,516,860
Other Current Assets	98,132	105,584	155,540
Prepaid Assets	299,060	355,939	731,556
Total Current Assets	3,520,154	4,620,399	10,207,581
Non-Current Assets			
Furniture and Equipment	1,066,178	1,279,588	2,290,914
Software	681,205	753,853	871,173
Leasehold Improvements	79,848	79,848	573,539
Accumulated Depreciation	(1,507,112)	(1,657,917)	(2,011,818)
Other Assets	(3,430)	(1,681,504)	1,758,439
Total Non-Current Assets	316,689	2,136,846	3,482,246
Total Assets	3,836,843	6,757,245	13,689,828
Liabilities			
Current Liabilities			
Accounts Payable	1,293,249	1,786,797	3,252,072
Payroll Taxes Payable	--	--	--
Employee Withholding	23,835	20,379	46,754
Other Taxes Payable	363	363	363
Note Payable	763,061	1,115,190	1,871,737
Total Current Liabilities	2,080,508	2,922,728	5,170,925
Non-Current Liabilities			
Note Payable	-	323,140	215,427
Deferred Taxes	406,538	406,538	406,538
Total Non-Current Liabilities	406,538	729,678	621,965
Total Current and Non-Current Liabilities	1,838,701	729,678	5,792,890
Shareholder's Equity			
Paid in Capital	464,067	484,539	478,881
Retained Earnings	885,730	2,620,301	7,418,057
Total Shareholder's Equity	1,349,797	3,104,839	7,896,938
Total Liabilities & Shareholder's Equity	3,836,843	6,757,245	13,689,828



2. Background Company Data

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Alliance Bank
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Revenue	2013	2014	2015
Architectural and Engineering Revenue	11,496,608	15,726,100	25,705,843
Consultant and Reimbursable Revenue	5,220,700	6,651,567	10,099,541
Interest and Other Income	531	9,626	5,901
Total Revenue	16,717,840	22,387,293	35,811,285
Direct Expenses			
Direct Salaries Expense	5,342,188	7,057,134	12,573,739
Consultant and Reimbursable Expenses	4,397,674	6,289,028	10,848,706
Other Direct Expenses	-	-	-
Total Direct Expenses	9,739,862	13,346,162	23,422,444
Indirect Salaries & Benefits			
Salaries	1,928,627	2,666,896	4,015,401
Employment Taxes	576,211	725,361	987,343
Insurance	292,814	400,235	504,036
Staff and Professional Development	72,594	77,683	165,070
Profit Sharing (401K)	163,061	245,190	561,942
Total Indirect Salaries & Benefits	3,033,307	4,115,666	6,233,792
Office Expenses			
Promotion Expense	248,811	264,188	607,991
Building and Equipment Rent	767,517	1,018,398	1,184,756
Office Supplies	81,470	97,826	131,337
Travel Expense	35,270	92,009	71,021
Depreciation	80,984	137,205	293,439
Amortization	28,730	35,979	63,451
Gain/Loss on Disposal	1,360	(30)	(300)
Other Office Expense	(1,132)	72,719	15,280
Total Office Expenses	1,243,011	1,718,294	2,366,975
Legal, Financial and Other Expenses			
Legal and Accounting Expense	54,240	59,024	33,271
Interest Expense	1,504	2,047	7,270
Office Insurance Expense	80,507	86,929	183,621
Income Tax Expense	--	--	--
Total Legal, Financial & Office Expenses	136,251	148,000	224,162
Total Indirect & Direct Expenses	14,416,816	19,328,122	32,247,373
Net Income	1,856,110	3,059,171	3,563,912



4. County Experience

Wold has extensive experience in helping counties plan for:

- » Government offices, courthouses and support facilities
- » Human services and public health facilities
- » District, county, federal, and state courts
- » Law enforcement and correctional facilities
- » Educational institutions

	HEALTH AND HUMAN SERVICES	COUNTY OFFICES	JAIL/LEC	911 DIVISION	NEW OPERATIONAL COURTS	HIGHWAY DEPARTMENT	SITE DEVELOPMENT
Yellow Medicine County Space Needs Study	✓	✓	✓	✓	✓	✓	✓
Goodhue County Master Plan/Justice Center	✓	✓	✓	✓	✓	✓	✓
Winona County Master Plan	✓	✓	✓	✓	✓	✓	✓
Carver County Master Plan	✓	✓	✓	✓	✓	✓	✓
Carlton County Master Plan	✓	✓	✓	✓	✓	✓	✓
Dodge County Master Plan	✓	✓	✓	✓	✓	✓	✓
Cass County Master Plan	✓	✓	✓	✓	✓	✓	✓
Crow Wing County Master Plan	✓	✓	✓	✓	✓	✓	✓
Dakota County Master Plan	✓	✓	✓	✓	✓	✓	✓
Martin County Master Plan	✓	✓	✓	✓	✓	✓	✓
McLeod County Master Plan	✓	✓	✓	✓	✓	✓	✓
Scott County Master Plan	✓	✓	✓	✓	✓	✓	✓
Washington County Master Plan	✓	✓	✓	✓	✓	✓	✓
Ramsey County LEC Campus Master Plan		✓	✓	✓	✓	✓	✓
Ramsey County County-Wide Functional Analysis	✓	✓	✓	✓	✓	✓	
Hennepin County Space Master Plan	✓	✓		✓	✓		✓
DeKalb County Master Plan	✓	✓			✓	✓	✓
Jackson County Master Plan	✓	✓	✓	✓	✓	✓	✓
St. Louis County Courthouse/Master Plan			✓		✓	✓	✓
Minnesota State-Wide Courthouse/Security Planning					✓	✓	
Faribault/Rice County LEC/Master Plan			✓	✓	✓	✓	✓

5. Other Public Sector Experience

Wold Architects and Engineers has been and continues to be dedicated to providing premier Public Sector architecture, engineering, and facility management services. Because of this commitment and focus, we understand completely the needs of Wright County and have tailored our proposal to meet the requirements as stated in your request. We have provided very similar services for all clients listed below, resulting in deliverables which have allowed those clients to better manage their growth, deferred maintenance, asset preservation, and facility management budgets.

Client	Project Name
Big Stone County	Big Stone County Study
CAC	Building Analysis
Carver County	Master Plan - 2006
Cass County	Master Plan
City of Annandale	Facility Analysis
City of Farmington	Facility Master Planning
City of Golden Valley	Facility Analysis
City of Kimble	Facility Analysis
City of Lakeville	Lakeville Police Study
City of New Ulm	Public Utilities Facility Analysis
City of Northfield	Public Safety Facility Analysis
City of Novi Police	Assessment Analysis
City of Woodbury	Woodbury Masterplan
City of Woodstock	Public Works Study
Crow Wing County	Master Plan
Dakota County	Government Center Analysis
Dakota County Technical College	Masterplan 2000
Dodge Center	Elementary School Facility Analysis
Dodge County	Facilities Need Study Phase I
Duluth Public Schools	Facility Analysis
First National Bank	Lakeville Facility Analysis
Goodhue County	Masterplan
Grantsburg School District	Facility Analysis
Great Lakes Academy	Facility Analysis
Harvest States	Facility Analysis
Hennepin County	Adult Corrections Facility - Facilities Master Planning
Hennepin County	Old Federal Courts Study "The 110 Building"
Hennepin County Medical Center	HCMC Facility Preservation
Hennepin Tech College	Master Facilities Plan Update
Hill Murray	Facility Analysis
Holy Family Catholic Schools	Facility Assessment
ISD #15 St. Francis Schools	Facility Analysis
ISD #16 Spring Lake Park Schools	Dist. Fac. Analysis/Planning



5. Other Public Sector Experience *Continued*

Client	Project Name
ISD #191 Burnsville Public Schools	Maintenance Facility Structural Analysis
ISD #191 Burnsville Public Schools	Facility Analysis
ISD #194 Lakeville Public Schools	Facility Study
ISD #195 Randolph Public Schools	Facility Analysis
ISD #197 West St. Paul Schools	District Wide Facility Analysis
ISD #200 Hastings Public Schools	Facility Analysis 2008
ISD #2143 Waterville Schools	Waterville Facility Analysis
ISD #2174 Pine River/Backus Schools	Facility Analysis/Options Analysis
ISD #2310 Sibley East Schools	Long Range Planning & Facility Analysis
ISD #271 Bloomington Public Schools	District Wide Facility Analysis
ISD #272 Eden Prairie Schools	Facility Inventory Utility Workflow Study
ISD #281 Robbinsdale Public Schools	Facility Analysis
ISD #281 Robbinsdale Public Schools	Facility Analysis Update 1996
ISD #284 Wayzata Public Schools	Wayzata Schools Fac Analysis
ISD #284 Wayzata Public Schools	Facility Analysis - Program
ISD #2859 Glencoe/ Silver Lake Schools	Facility Analysis
ISD #2859 Glencoe/Silver Lake Schools	Long Range Planning
ISD #314 Braham Public Schools	Districtwide Facility Analysis
ISD #394 Montgomery Lonsdale Schools	Long Range Planning & Facility Analysis
ISD #422 Glencoe Public Schools	Facility Analysis
ISD #480 Onamia Public Schools	Facility Analysis
ISD #492 Austin Public Schools	Facility Analysis
ISD #544 Fergus Falls Public Schools	Facility Analysis
ISD #621 Moundview Public Schools	District Facility Analysis & Program Updates

Client	Project Name
ISD #721 New Prague Public Schools	Facility Analysis
ISD #728 Elk River Public Schools	Zimmerman ES Facility Analysis
ISD #728 Elk River Public Schools	Facility Study
ISD #742 St. Cloud Area Schools	District Facility Analysis
ISD #834 Stillwater Area Public Schools	2009 Facility Analysis
ISD #840 St. James Schools	Facility Analysis
ISD #861 Winona Public Schools	Winona HS - Facility Analysis
ISD #861 Winona Public Schools	Winona EL - Facility Analysis
ISD #876 Annandale Public Schools	Facility Analysis 2007
Jackson County	Facility Planning
Luck Public Schools	Facility Analysis & Pre-Referendum
Meeker County	Facility Analysis/Masterplan
Nativity Schools	Facility Analysis
Northern Illinois University	Facility Analysis - 3 Bldgs.
Northern Illinois University	Facility Analysis- Grant Tower
Northern Illinois University	Fac. Analysis-Montgomery Hall
Northern Illinois University	Science Building Facility Analysis
Northern Illinois University	Faraday Hall Facility Analysis
Northern Illinois University	Fac. Analysis - Monsanto
Northern Illinois University	Fac. Analysis-Visual Arts Bldg
Northern Illinois University	Fac. Analysis - Music Building
Pinckney Community Schools	Pinckney Facility Analysis
Prescott School District	Facility Analysis
Redford Union Schools	Facility Analysis Update
Ridgewater College	Facilities Master Plan
Riverview Community Sch Dist	District Wide Facility Analysis
Saint Paul College	Facility Master Plan
School District/City of Harper Woods	Harper Woods Fac Analysis & Long Range Planning
School District of River Falls	Facility Study
School District of River Falls	Meyer M.S. Facility Analysis
Scott County	Long Range Facilities Plan
SSD #6 South St. Paul Schools	Facilities Analysis/Masterplan



Our Experience in the Last 40 Years

6 Federal Court Projects
Completed by Wold

109 County Court Projects
Completed by Wold

Anoka County

- » Courthouse Physical Condition Assessment
- » Court Space Needs Study
- » Courthouse Remodeling

Carver County

- » Master Plan
- » Justice Center
- » Hearing Room Remodel
- » Courthouse Addition

Cass County

- » Master Plan
- » New Courthouse Pre-Design

Chippewa County

- » Courtroom Remodeling
- » Courtroom A/V Upgrades
- » Courtroom Security Improvements

Crow Wing County

- » Master Plan
- » Judicial Center
- » Historic Courthouse Remodel

Dakota County

- » Master Plan Courts Expansion Phase I
- » Courts Expansion Phase II
- » Judicial Offices Build-Out
- » Northern Service Center
- » Courts Remodeling
- » Arraignment Court Pre-Design

Dekalb County

- » Courthouse Renovation

Goodhue County

- » Master Plan
- » Justice Center

Jackson County

- » Master Plan
- » Historic Structure Report
- » Historic Courthouse Remodel

Hennepin County

- » Courts Study
- » Family Justice Center
- » Government Center Security Studies
- » C-3 Courts Remodeling
- » Courts Weapons Screening
- » Ridgedale Courts Lighting
- » C-6 Courts Remodeling
- » Courts Security Study
- » C-11 Courts Remodel and Addition

Kane County

- » Government Center Remodel

Lake County

- » Judges Chamber Renovation
- » Court Lighting Study

Lasalle County

- » Justice Center Renovation

Macomb County

- » 16th Judicial Circuit Court
- » 42nd District Court

Martin County

- » Justice Center Master Plan

McLeod County

- » Long-Range Space Needs / Master Plan
- » Courthouse Remodeling

Meeker County

- » Courthouse Upgrades

Mower County

- » Courthouse Remodeling

Olmsted County

- » Court Study
- » Arraignment Court Remodeling

Ramsey County

- » City Hall/Courthouse Renovation/Restoration
- » Juvenile Justice Center

- » LEC Arraignment Courts

- » Family Court Relocation Study
- » Family Court Remodel
- » Courthouse Weapons Screening
- » Commitment Court - Crisis Center
- » Pro Se/Self Help Remodel

Redwood County

- » Courthouse Remodel
- » Morgan Building Remodel
- » Facility Preservation Study
- » LEC Addition and Renovation

Rice County

- » Courthouse Office Remodel
- » Courts Remodeling

Saint Louis County

- » Courthouse Facility Study
- » Courts Remodeling

Scott County

- » County Wide Space Needs Study

Scott County

- » Long Range Plan
- » New Justice Facility
- » Courthouse Boiler Upgrades
- » Courthouse Remodeling

Sibley County

- » Courts System Master Plan/Remodeling

Steele County

- » Courthouse Renovation and Remodeling

Washington County

- » Facilities Master Plan
- » Satellite Courts/Office
- » Courthouse Interim Remodel
- » Courthouse Addition
- » 2025 Campus Improvements

Winona County

- » County Facilities Master Plan

Yellow Medicine County Space Needs Study GRANITE FALLS, MINNESOTA

Size: Government Services - 8,635 SF

Courthouse - 20,000 SF

Completion: 2014, 2016 (anticipated)

In 2012, Wold was hired by Yellow Medicine County to simultaneously provide design services to remodel a former bank in downtown Granite Falls into a Government Center and to perform a Space Needs Analysis for all of the departments in the county – including not only the administrative and finance departments moving to the new Government Center, but also all of the other county departments located on the Courthouse/LEC/Jail site.

This Space Needs Study also evaluated the existing courthouse to determine facility condition and needed financial investment to maintain or expand the building to provide needed space for courts operations and security. Ultimately, the County Board voted to construct a new Justice Facility and to demolish the existing courts building.

The new Justice Facility is under construction and is expected to be complete in the Summer of 2016.

Reference

Peg Heglund, County Administrator // 320.564.5841



Crow Wing County Space Needs Analysis and Long Range Plan

BRainerd, MINNESOTA

Crow Wing County county kicked off its re-design process with a 20-year Long Range Plan for its downtown Brainerd campus. The process facilitated by Wold investigated the best collocation of the county's core services. A campus setting for the county facilities maximized public access and created functionally appropriate and efficient relationships between departments.

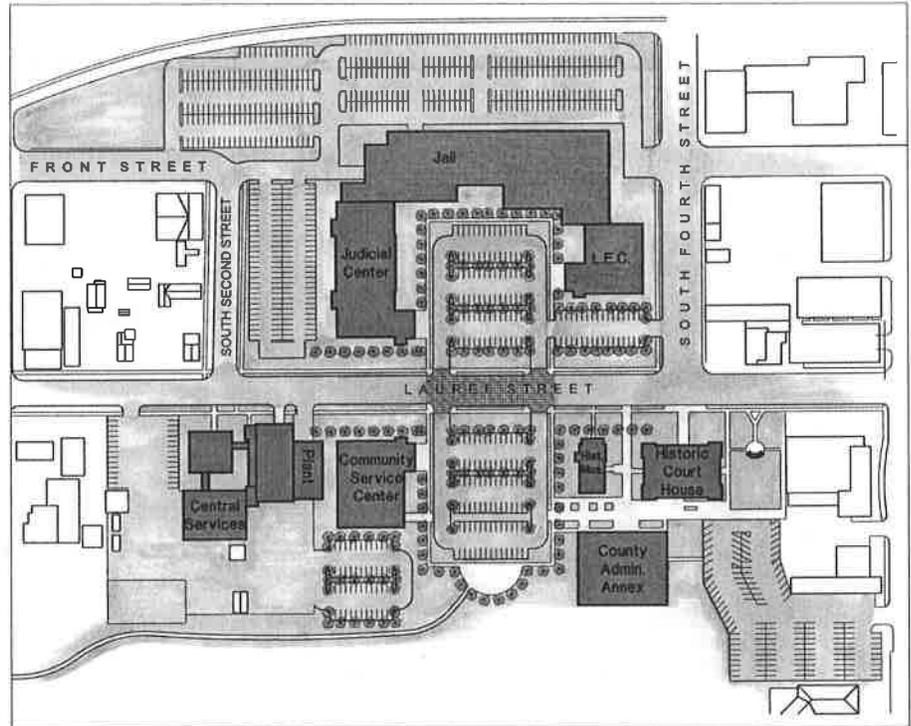
The County ultimately determined that a new Judicial Center would best meet the needs of the County long term. The existing Historic Courthouse was renovated and the existing courtroom was converted into a County Board meeting room.

Wold has continued working with Crow Wing County to implement the Campus Master Plan, including the following projects:

- » Historic Courthouse Renovation
- » New Community Services Building
- » New Judicial Center
- » New Jail
- » LEC Remodel
- » Courthouse Annex Remodeling
- » Adequate Parking

Reference

Reid Thiesse, Facility Manager //
208.824.1379



Stearns County Justice System Needs Assessment

ST. CLOUD, MINNESOTA

In November 2010, a team led by Wold Architects & Engineers with Hagemeister Mack Architects, Contegry Group, and Carter Goble Lee as justice planners began to work on a Needs Assessment and Gap Analysis for the Stearns County Justice System, including the Sheriff's office, Jail, Courts, the County Attorney, and Community Corrections.

The purpose of the study was to determine the short term (1-5 years) and long term (15-30 years) space needs for the justice system, including judicial, law enforcement, and corrections components. Additionally, current technologies and processes were determined to meet the identified needs.

Staffing, inmate, and court projections were agreed upon by a steering committee. Facility sizes were projected to accommodate that growth in four different scenarios:

- » No new space, relying on rentals
- » Additions to the existing campus
- » A new campus downtown
- » A new greenfield campus

Complete total 25 year costs were developed for each unique scenario with all variables explored, including operational costs of staffing, rental, fuel, utilities, energy, maintenance and repair, deferred maintenance projects, as well as any proposed remodeling, demolition, or new construction projects.

Reference

Stephen Hammes, Deputy County Administrator // 320.656.3603



Washington Co. 2025 Campus Master Plan

STILLWATER, MINNESOTA

Facing a future of growth, Washington County hired Wold to help develop a 20-year Master Plan including Courts, Law Enforcement Center, Offices and Service Centers with the focus on major renovations and additions at their Stillwater main campus.

Campus Expansion and Renovation

Solutions needed to consider phased renovation to meet the short term goals of the growing community of Stillwater while remaining sensitive to the Campus Master Plan that outlines the County's long term goals. Implementation of the Master Plan includes LEC addition, Courts addition & renovation, Government Center Renovation and Service Centers.

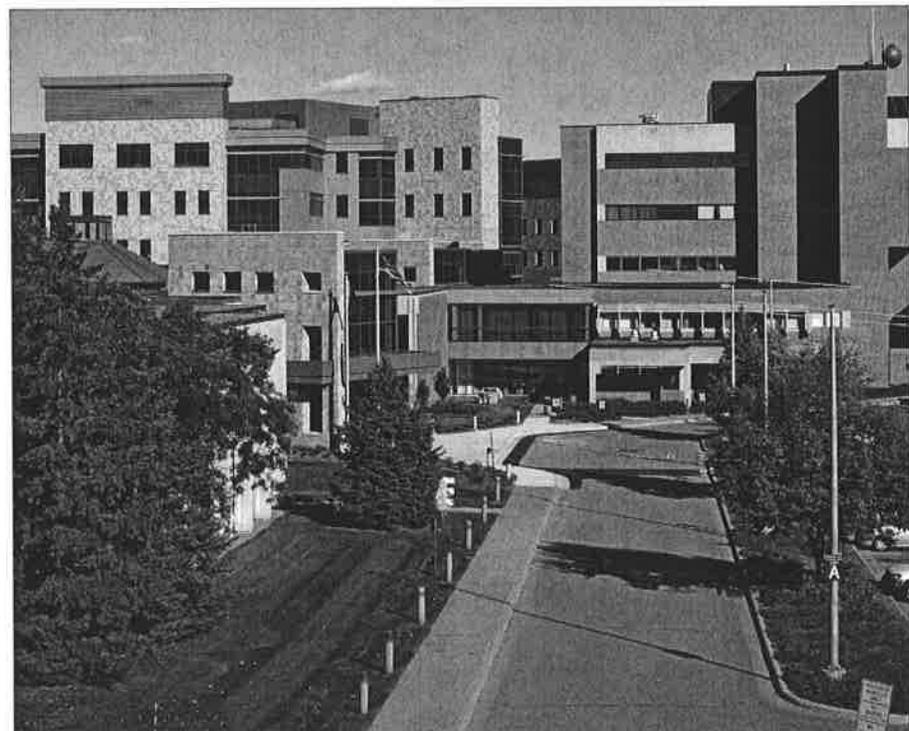
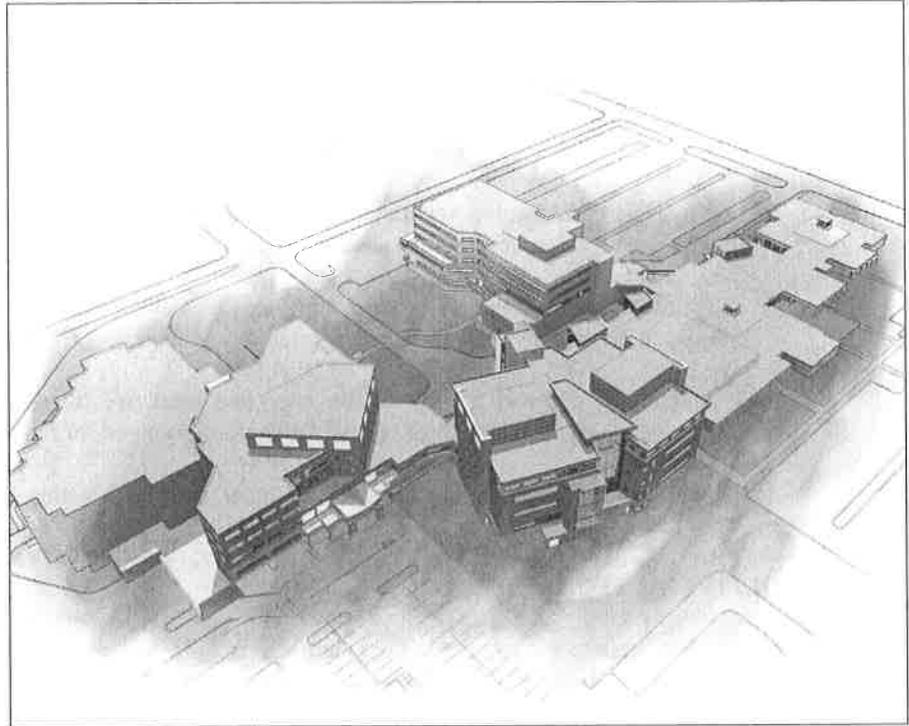
- » Remodeling existing courtrooms and support spaces to provide flexibility
- » Facilitating upgrades to building systems to improve overall operational efficiencies of the facility
- » Addressing the issue of secure & accessible entry to the courts from the existing Law Enforcement Center & Government Center

Wold's services included:

- » Master Plan for growth & phased implementation for all departments
- » Functional improvements to existing court administration, court services and work force center
- » Accessibility upgrades
- » Mechanical and electrical upgrades
- » Construction Phase Sequence Planning
- » Construction Disruption Avoidance Planning

Reference

Don Theisen, Public Works Director // 651.430.4304



Washington County Courts Addition and Remodel

STILLWATER, MINNESOTA

Size: 480,000 SF

Cost: \$56 million

Completed: 2012

Facing a future of growth, Washington county selected Wold to develop a 25-year Master Plan including Courts, Law Enforcement Center, Offices and Service Centers with the focus on North and South service centers and major renovations and additions at their Stillwater campus.

Wold's services included:

- » Functional improvements and major additions for courts 12 new and remodeled courts, 4 of which were shelled, court administration, Court Services, Work Force Center, County attorney, 911 Center, Finance, Land Records, Administration, and County board
- » Accessibility upgrades
- » Mechanical and electrical upgrades
- » FF&E Services
- » Elevator Improvements
- » Construction Phase Sequence Planning

The project was implemented in a phased manner with the first phase, the LEC additions and courts addition, having been occupied in August of 2009. Construction continued through 2011 on the remodeling phases of the project.

Reference

Don Theisen, Director of Public Works // 651.430.4304



Carver County Long Range Plan and 2008 Service Delivery Plan CHASKA, MINNESOTA

Facing a future of growth, Carver County hired Wold to help develop a 20-year Long Range Plan including jail, courts, county offices and site master plan.

- » Designed for three courtrooms, master planned for six
- » Staff projections developed
- » Space needs projected
- » Options and facilities recommended for phased growth

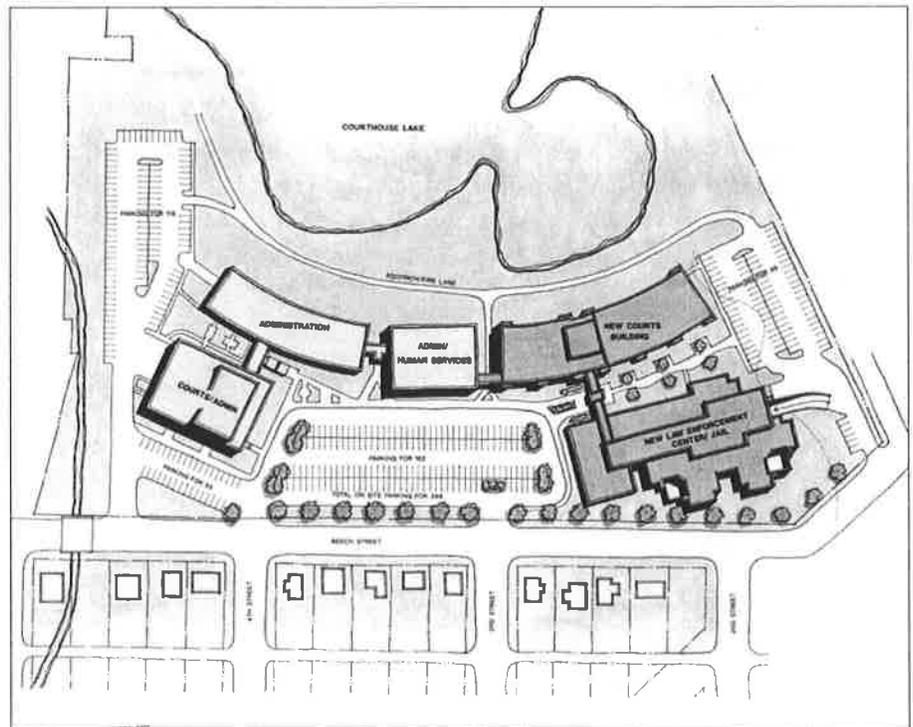
First phase implemented including site infrastructure for 12 new courts-related facilities, a 250-bed jail, and future administrative offices. The design of the Justice Center created a lobby for the courts functions during regular business hours. All public functions relate to this entry with a clearly identifiable access to services.

Since providing the original Long Range Plan, Wold recently helped Carver County with a Master Plan update for the next 20 years of County planning.

Since providing the original Long Range Plan, Wold helped Carver County with additional phases and Long Range Plan update for the next 20 years of County planning by designing a planned addition in 2007 that doubled the court capacity in the county and provided updated court security facilities.

Reference

Dave Hemze, County Administrator // 952.361.1510



Carver County Courts Addition and Renovation

CHASKA, MINNESOTA

Size: 187,325 SF Justice Center; 65,000 SF Gov. Center
Cost: \$12 Million
Completed: 1996, 2007

Carver County hired Wold to help develop a 20-year Master Plan including jail, courts, county offices and site master plan.

In 1996 the first phase was implemented including site infrastructure for new courts related facilities and 115 bed jail and future administrative offices. The design of the Justice Center created a lobby for the courts functions during regular business hours. All public functions relate to this entry with a clearly identifiable access to services.

Wold initially designed and implemented a conversion of the jury assembly room into a hearing room as a stop gap measure.

In 2007, Wold designed and implemented a major addition to the courts facility which added three courtrooms, and a lower level training/EOC suite and implemented security improvements.

Reference

Vicky Carlson, Court Administrator //
 218.565.2543



A. FIRM HISTORY AND EXPERIENCE



**Carlton County Facilities Needs Study
CLOQUET, MINNESOTA**

In 2007, Wold was hired to develop a 20 year County-wide Facilities Needs Study for Carlton County. The study was developed as a tool for the Board of Commissioners to use to make decisions regarding the building of new Facilities or the reuse of existing facilities. The facilities included in the study were the Historic Courthouse, Jail, and the Health/Human Services buildings in Cloquet.

The mission statement for the study was "To provide County facilities that will enable services to be delivered to County residents in the most convenient, safe, efficient and cost effective manner."

Existing facilities were analyzed based on the available area in each building, the existing condition of each building, and the adaptability of each building.

The results of the study included three options that addressed the desired "clustering" of departments for public service delivery and the space need for the anticipated County growth.

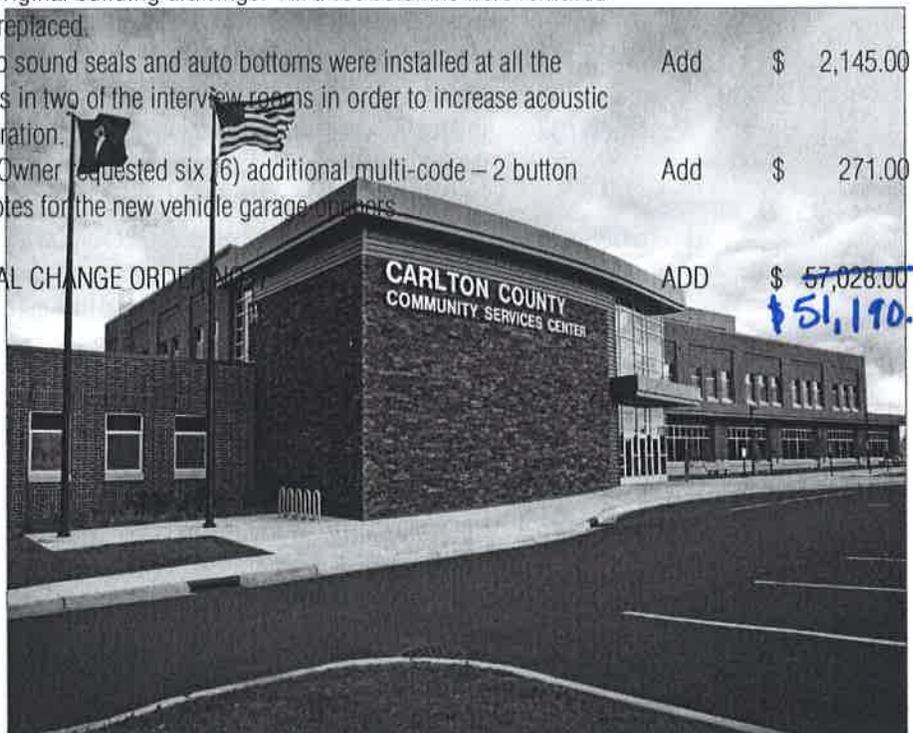
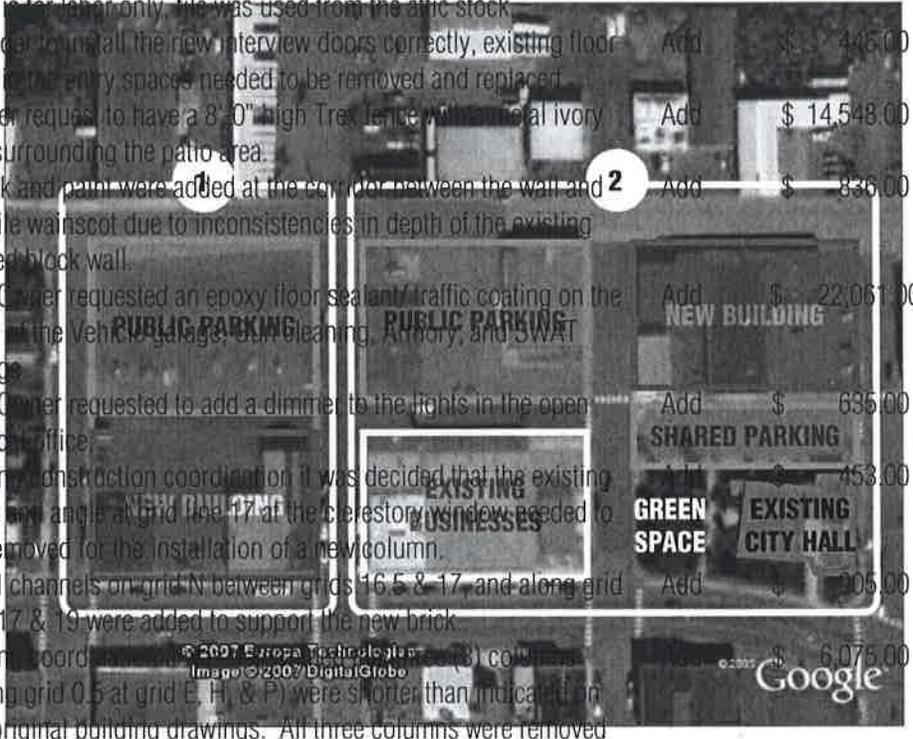
Wold completed design and construction of the new Health and Human Services Building in 2010.

Reference

R. Mike Stafford, Former Director of Personnel and Facilities // 218.565.2543

Dave Lee, Health and Human Services Director // 218.878.2844

GCP#38	To accommodate a pipe that could not be recessed in the wall as intended the casework was pushed out 3" in depth from the wall. New end panels and back splash were needed to cover this gap.	Add	\$ 651.00
GCP#39	The Owner requested to change door swing at the Safe Streets C101 to swing inwards in lieu of outwards into the hallway.	Add	\$ 790.00
GCP#40	Removal of tile around the slatwalls at three (3) locations, this cost is for labor only, tile was used from the attic stock.	Add	\$ 311.00
GCP#41	In order to install the new interview doors correctly, existing floor tiles in the entry spaces needed to be removed and replaced.	Add	\$ 445.00
GCP#42	Owner request to have a 8'10" high Trex fence with a metal ivory top surrounding the patio area.	Add	\$ 14,548.00
GCP#43	Caulk and paint were added at the corner between the wall and the tile wainscot due to inconsistencies in depth of the existing glazed block wall.	Add	\$ 836.00
GCP#45	The Owner requested an epoxy floor sealant/traffic coating on the floor of the vehicle garage, car cleaning, Armory, and SWAT garage.	Add	\$ 22,061.00
GCP#47	The Owner requested to add a dimmer to the lights in the open clerical office.	Add	\$ 635.00
GCP#48	During construction coordination it was decided that the existing deck and angle at grid line 17 of the 2nd story window needed to be removed for the installation of a new column.	Add	\$ 453.00
GCP#49	Steel channels on grid N between grids 16 E & 17, and along grid L at 17 & 19 were added to support the new brick.	Add	\$ 305.00
GCP#50	During coordination it was decided that three (3) columns (along grid O, S at grid E, H, & P) were shorter than indicated on the original building drawings. All three columns were removed and replaced.	Add	\$ 6,075.00
GCP#52	Jamb sound seals and auto bottoms were installed at all the doors in two of the interview rooms in order to increase acoustic separation.	Add	\$ 2,145.00
GCP#53	The Owner requested six (6) additional multi-code - 2 button remotes for the new vehicle garage openers.	Add	\$ 271.00
TOTAL CHANGE ORDER		ADD	\$ 57,028.00 \$ 51,190.00



Scott County Long Range Plan SHAKOPEE, MINNESOTA

Scott County was in need of updating and expanding their County facilities. Extensive Master Planning involved the City of Shakopee, Scott County Board, Neighborhood groups including clergy, local business representatives, courts personnel and the Justice Planning committee. Wold helped develop the five-phase Campus Master Plan that addresses anticipated growth at all levels of county services for the next 20 years.

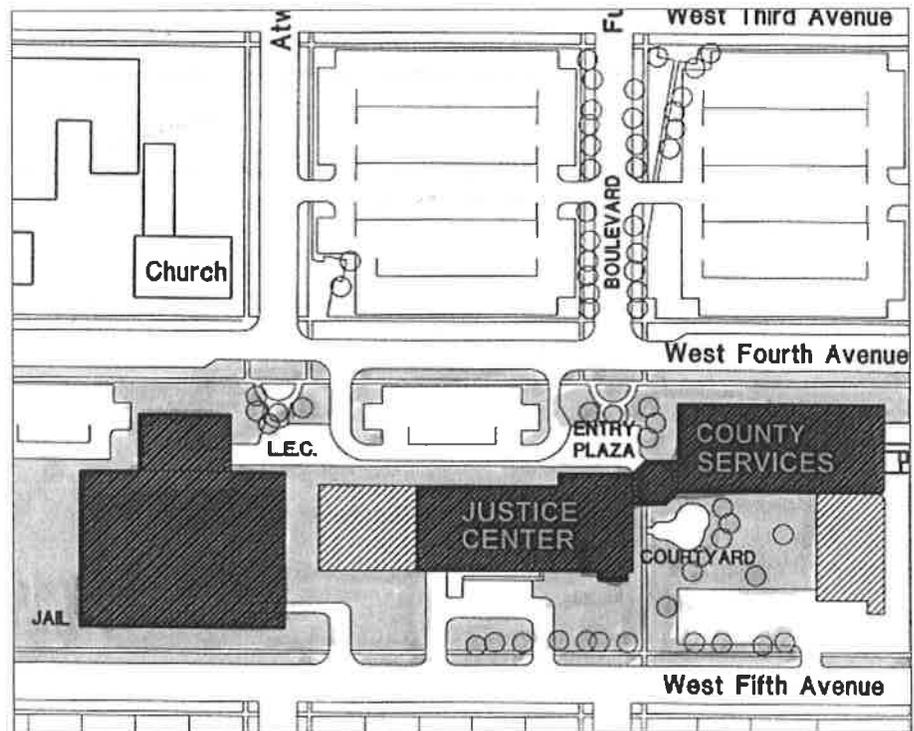
The first phase of the Master Plan was the closing of one city block to allow for the construction of the new Justice Center and a linked entry between the Justice Center and the existing County Government Services Center.

After the completion of the new Justice Center, the second phase of the Master Plan kicked off with a major renovation of the Scott County Government Center. These key issues were identified for connections of the existing building and the new Justice Center:

- » Maximum user-friendly orientation for citizens with a single entry point to easily direct all users to the appropriate service centers.
- » All-weather efficient route for visitors and employees.
- » Connectivity that allowed a single, controllable point of entry.

Reference

Gary Shelton, County Administrator // 952.496.8105



Dakota County Long Range Plan

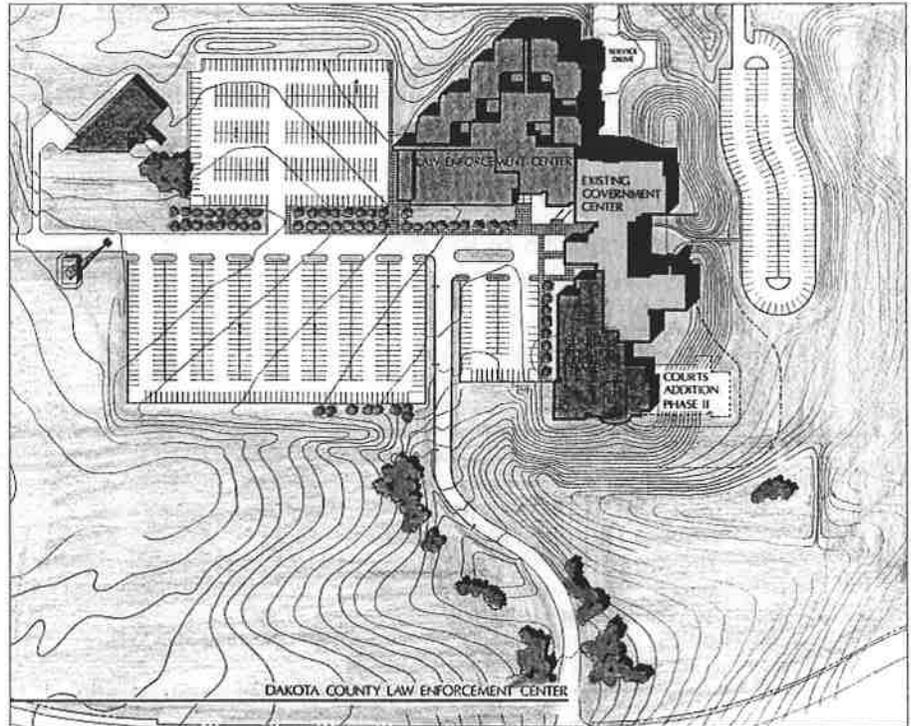
HASTINGS, MINNESOTA

Wold provided a 20-year Long Range Plan for Dakota County that includes jail, courts and site master plan with future county offices.

- » First Phase implemented including site infrastructure for 16 new courts
- » 250-bed jail and future administrative offices
- » 9 Courtrooms with adjacent Counsel conference space with shell space for 3 additional courtrooms
- » 12 Judges Chambers with Court Reporter Offices
- » 8 Jury Deliberation Rooms
- » Inmate trial holding facility with isolated circulation
- » Addition to Administration Building
- » Remodeling of Jail

Reference

Tom Burrows, *Capital Planning and Project Management* // 651.438.4350





Dakota County Courts Remodeling

HASTINGS, MINNESOTA

Size: 7,000 SF

Cost: \$8.5 Million

Completion: Sept. 2016 EST.

Originally completed in 1988, the Dakota County Courts facility was the first of a two-phase courts addition to the Dakota County Government Center. Following the master plan also developed by Wold which included planning and designing a 250 bed jail, the courts facility was a large addition placed to enhance relationships with the jail and public access.

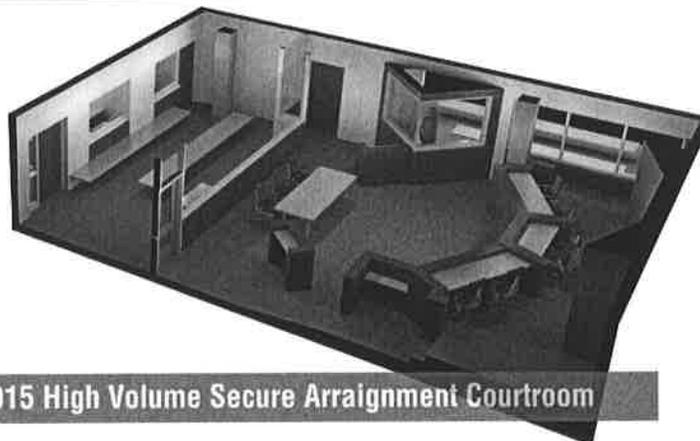
The facility has 6 courtrooms on each of the two floors, 9 of these courtrooms have been completed and 3 are shelled spaces. For security and functional purposes, the building provides separate circulation routes for public, staff and detainees who can be moved from the jail to the court through a security tunnel. Each floor also has holding cells accommodating detainees until trial.

The critical objectives of function, security, acoustics, lighting, technology, and judicial image were carefully studied and reviewed with the client. The appropriate judicial image was achieved by blending the existing government center's modern design with the use of wood paneling and detailing.

Recently, a new juvenile courts area was created to enhance participant interaction and security in juvenile hearings. The project also includes a new expanded secure.

Reference

Tom Burrows, *Capital Planning and Project Management* // 651.438.4350



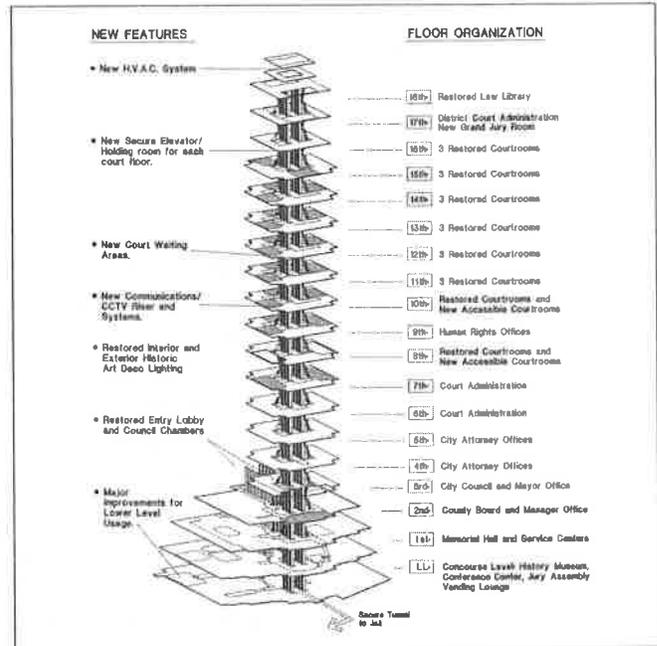


Ramsey County Master Plan

ST. PAUL, MINNESOTA

Wold helped Ramsey County develop a 20-year Master Plan for all county offices and courts. The project included analyzing existing buildings, providing staff projections and space needs projections, developing options for the Committee to recommend to the County, proposing functional departmental collocations, developing space programs and functional diagrams, and finally implementing major renovations of County courts and offices.

Projects: *Master Plan, 1995; Government Center West Renovation, 1996; Juvenile Justice and Family Courts, 1998; Correctional Facility Renovation, 1996; Law Enforcement Center, 2003; 911 Dispatch Center, 2006*



Ramsey County LEC Campus Planning

ST. PAUL, MINNESOTA

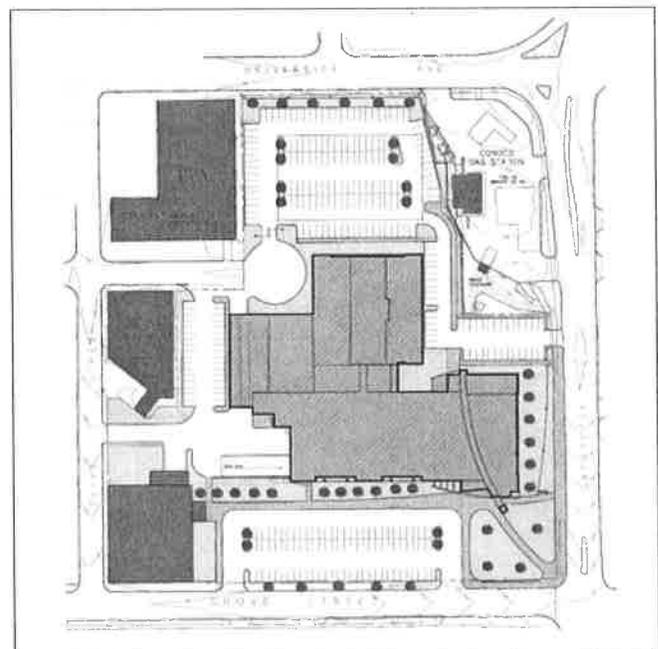
Wold helped Ramsey County develop a Campus Master Plan for its justice, jail and public safety facilities. The plan included space needs, proposed functional collocations and developed options for:

- » 250,000 Law Enforcement Center (including 414-bed Jail, Sheriff's Administration and arraignment courts)
- » 120,000 SF St. Paul Police Department Headquarters
- » 50,000 SF for Metro Training Center
- » 30,000 SF for Communications & Emergency Operations
- » 40,000 SF for East Metro Behavioral Health Crisis Center

Wold also helped the County develop phased stages to the Master Plan. Ramsey County retained Wold to complete the LEC, Police Headquarters, Metro Training Center, 911 Dispatch Center and Crisis Center projects.

Reference

Jolly Mangine, Former Director of Property Management // 651.485.1800



Dakota County Courts Expansion Hastings, Minnesota

Square Footage: 83,862 SF
Date Completed: 1989

The Dakota County Courts facility was the first of a two-phase courts addition to the award winning Dakota County Government Center. This major addition is placed to enhance the commanding presence of the Government Center, following the master plan also developed by Wold Architects. The firm provided all design services from program and site development, architectural and interior design through construction administration.

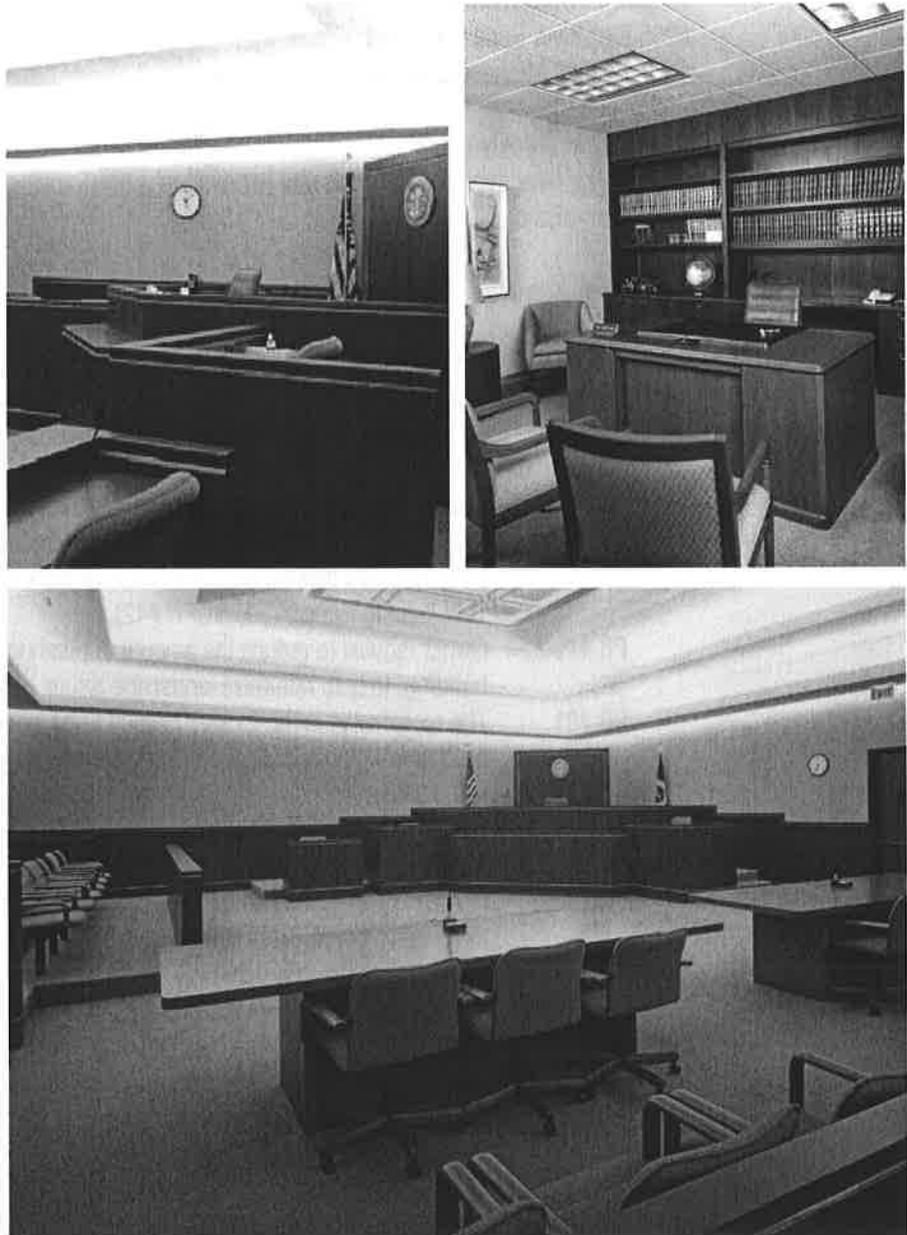
The facility has six courtrooms on each of the two floors, consisting of three distinctly different court plan configurations.

For security and functional purposes, the building provides separate circulation routes for public, staff and detainees who can be moved from the jail to the court through a security tunnel. Each floor also has holding cells for accommodating detainees until trial.

The critical objectives of function, security, acoustics, lighting, and judicial image were carefully studied and reviewed with the client.

The appropriate judicial image was achieved by blending the existing government center's modern design with the use of wood paneling and detailing.

Courtrooms were equipped with state of the art sound systems designed through an acoustical analysis.





Dakota County Arraignment Courts Renovation Hastings, Minnesota

Size: N/A
Completion: 2012 (expected)

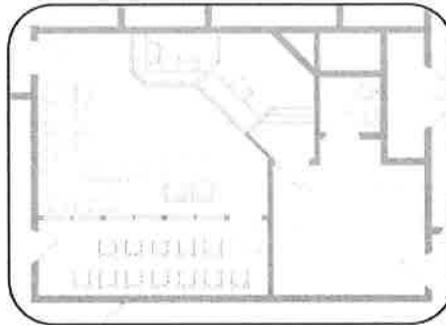
In September 2011 Wold began a study of the existing Arraignment Courtroom located within the Judicial Center. To better understand the deficiencies and shortcomings of the existing courtroom, Wold met several times from September-December with representatives from Dakota County; including Project Managers, Courts, Public Defenders, County Attorneys, Deputies and the County Sheriff. The group also toured the Arraignment Courtrooms at Hennepin and Ramsey County to better understand potential use of their space.

Wold was charged with proposing both short and long-term solutions to the County's problem and review the process and solutions again during the Needs Assessment, Space Program, and Preliminary Schematic Design time frame. The group agreed that the best short-term solution (phase 1) would be to separate the public from the courtroom and provide a separate public viewing area. This helps security as the public is currently allowed in the courtroom without any form of screening.

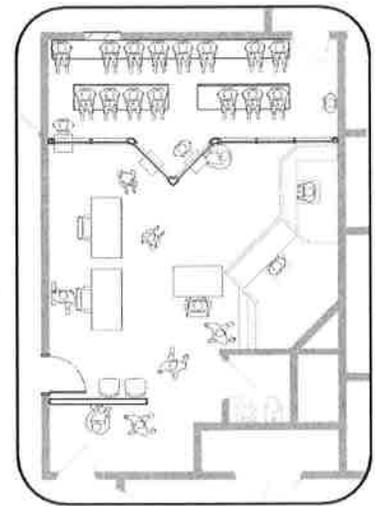
The long-term solution (phase 2) reconfigures the existing courtroom and adjacent office spaces to provide additional security and safety for the public and staff while maintaining a direct link to the jail. Sketches of the proposed solutions are featured.

The needs assessment, space program and schematic design will need to integrate the arraignment court options we know there issues.

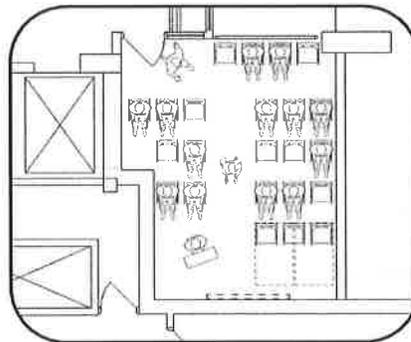
Phase One



Existing Arraignment Courtroom

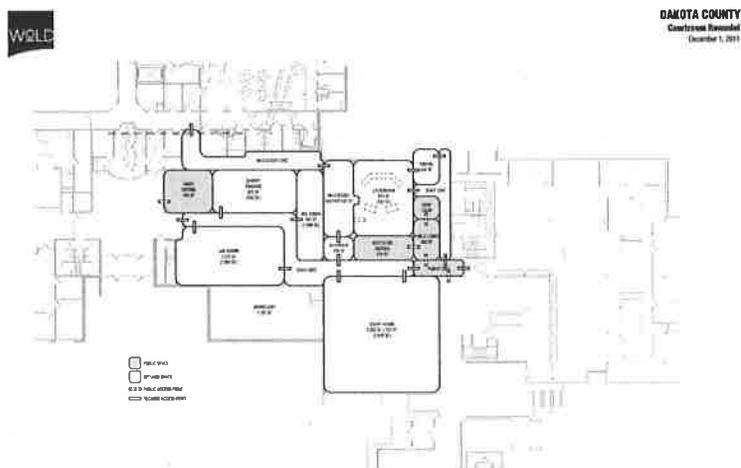


Proposed Arraignment Courtroom



Proposed Remote Viewing Room

Phase Two



Proposed Comprehensive Solution

Dakota County Northern Service Center Courts West Saint Paul, Minnesota

Size: 270,000 SF

Construction Cost: \$30.97 Million

Completion: 2002

As one of the largest and fastest growing Minnesota counties, Dakota County was faced with the challenge of how to appropriately serve its customers. To accommodate unprecedented growth the County needed to consolidate its departments into a new facilities. The new Northern Service Center project included relocating over 400 staff from four satellite buildings.

Goals of the project included providing a convenient location for county services, designing for sustainability, and meeting space needs through 2010 and beyond.

Working hand-in-hand with the County and department representatives created the detailed phased move plans. Wold provided plans that reflected the inventory and placement of existing furniture and equipment, as well as new furniture. Throughout the process wold assisted in organizing the details of the overall move with the County's move coordinator.



REFERENCE

Tom Burrows, Planning Project Manager, 651.437.3191



McLeod County Courts Renovation Glencoe, Minnesota

Size: 53,160 SF

Construction Cost: \$2.268 Million

Completion: 2001

Wold was contracted by McLeod County to provide full services for the renovation of the 1896, neoclassical, McLeod County Courthouse. Wold's services included master planning of two city blocks, programming of 53,160 square feet, architectural design engineering, landscaping, and contract administration.

An historical assessment ensured that the renovation integrates seamlessly with the existing neoclassical elements of the facility. Although an addition was considered, the decision was made to limit the renovation to the existing space. Renovations and remodeling of this historic space has included the following areas:

Interior space alteration and programming:

- » County Administration and Information Services
- » Three courtrooms and judges chambers
- » Jury deliberation rooms
- » Court Administration and services
- » Veteran services
- » Commissioner meeting room
- » Secure corridor and elevator from jail

Building systems addressed for total modernization:

- » HVAC upgrade
- » Lighting improvements
- » Retrofit for handicapped accessibility
- » Asbestos removal and abatement
- » Window replacement



REFERENCE:

Nan Crary, County Administrator, 320.864.1363

Hennepin County Family Justice Center Minneapolis, Minnesota

Square Footage: 21,000 SF
Construction Cost: \$15.5 Million
Date Completed: 2003

Wold was contracted by Hennepin County to facilitate a Downtown Minneapolis Space Needs Study of County office and services space. The study involved 1,000,000 SF of presently used space and provided the County with a five and ten year strategic plan for Hennepin County Office Space in downtown Minneapolis.

One of the first implementations of that plan was the renovation of the former United States Federal Courthouse at 110 S. 4th Street in downtown Minneapolis, to create a 210,000 SF. Family Justice Center with 15 courtrooms and 3 hearing rooms. The planning for this facility included analyzing and implementing major planning issues incorporating guidelines from the Hennepin County Administration. Using future projected staff needs, the facility options were designed to meet these projected needs. The construction began in 2001.

Wold then coordinated a move and occupancy plan for the Hennepin County Family Court. Consolidating the services of the Family Court Administration and related functions into a “one-stop” center helped achieve the County’s mission to further improve its service to families and children and improve public convenience.

The new Family Justice Center has a comprehensive security plan graded “tier three security,” meaning that parties who are in custody are kept separate from court personnel and from the public. Non-custodial litigants use a centralized entrance with electronic screening and a metal detector pass-through.



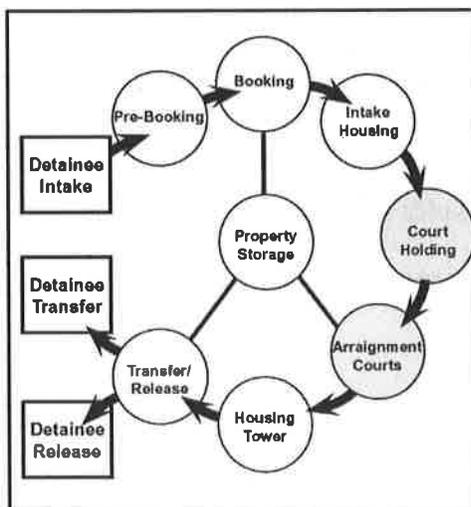
REFERENCE

Mark Thompson, District Court Administrator, 612.348.7757

Ramsey County Arraignment Courtrooms Saint Paul, Minnesota

Size: Two Courtrooms (Part of 500-bed Law Enforcement Center)
Construction Cost: \$47.636 Million
Completion: 2000

For an urban county of 517,000, two arraignment courts were designed to enhance the flow of booking and holding with the intent of speedy resolution. From arrest through disposition every activity was connected with a paperless records process, detainee access for attorney, movement and security all with the objective of early case resolution. A security bubble concept provided a secure position within the courtroom for detainee movement.



REFERENCE

Larry Dease, 2nd District Court Administrator, 651.2696.4708

Scott County Courts Addition and Renovation Shakopee, Minnesota

Size: 78,300 SF

Construction Cost: \$2.5 Million

Completion: 1999

The Scott County Justice Center Project is the first step in a five-phase campus Master Plan that addresses anticipated growth at all levels of County Services over the next 20 years. The 78,300 square-foot Justice Center accommodates space for Court Administration, Secure Vehicle Sallyport, and eight courtroom sets. Portions are planned to house office functions until future phases are implemented.

The downtown site is adjacent to the current County Courthouse block, which will receive major renovation at the completion of the new Justice Center. Two key issues were identified for connections of the existing building and the new Justice Center:

- » To maximize a user-friendly orientation for County citizens, a single entry point was proposed to easily direct all users of the facility to the appropriate service centers.
- » The connection of the facilities provided an all-weather efficient route for visitors and employees.

Connectivity also allows a single, controllable point of entry to the courts and the judicial aspects of County Services.



REFERENCE:

Gary Shelton, Deputy Administrator, 952.496.8105



Ramsey County Juvenile and Family Justice Center Saint Paul, Minnesota

Size: 124,000 SF

Construction Cost: \$17.5 Million

Completion: 2000

The Ramsey County Juvenile Detention Facility often exceeded its 30-bed capacity and the Juvenile Court functions were in spaces inadequate to maintain increasing case loads. Wold Architects and Engineers, with Ramsey County Community Corrections and the Second Judicial District developed a design to expand the existing 30 beds to 90 beds in the detention wing and to also provide a reorganization of court functions with provision for future courts facility expansion. A major design concern was the impact on the Downtown area.

The court's tower centers around the solidity of a traditional brick mass with a stone "colonnade of justice" juxtaposed with a delicate curved wall of glass and aluminum representing the dynamic nature of today's family. On each floor the curved wall encloses public spaces, such as the waiting lobbies for the courtrooms on the upper floors, and pulls the viewer back providing a vista of the surrounding city.

The detention addition was essentially a complete 60-bed facility with all needed components. Needed support spaces were added including classrooms, computer labs, and innovative indoor/outdoor recreational space. A process and space for visiting was developed. A new loading dock and vehicle sally port was added, intake process and court transfer was developed to facilitate efficient and secure transfer in and out of the facility.



REFERENCE:

Bruce Thompson, Director of Property Management, 651.266.2266



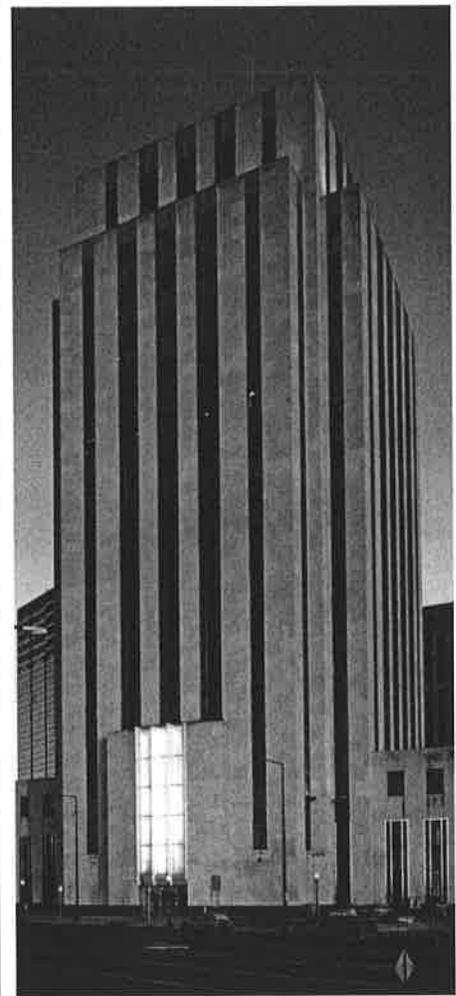
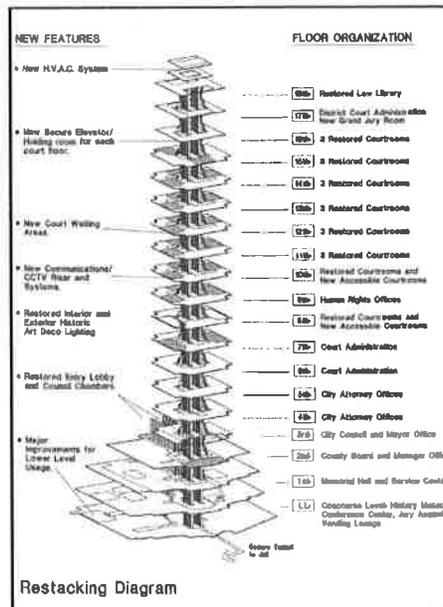
Ramsey County Courthouse/City Hall Saint Paul, Minnesota

Square Footage: 265,000 SF
Construction Cost: \$34.1 Million
Date Completed: 1994

Wold worked with Ramsey County to lead major objectives for the renovation and expansion of the historic Courthouse/City Hall. These included functional improvements, the addition of state-of-the-art mechanical and technology systems, implementation of current life safety and accessibility standards, a 25,000 SF addition, addition of six new courtrooms, and restoration and renovation of 19 existing courtrooms.

To make these improvements while preserving the building's original character, the project began with an inventory of the building's historic fabric, then a Master Plan was developed that met the programmatic and restoration goals of the city, county and courts, and the Secretary of the Interior's Standards for Restoration of Historic Places.

To maximize public perception of the building's historic character, the most significant public spaces – entrances, lobbies, Council Chambers, and Memorial Hall – became the focus of restoration and preservation efforts.



REFERENCE:

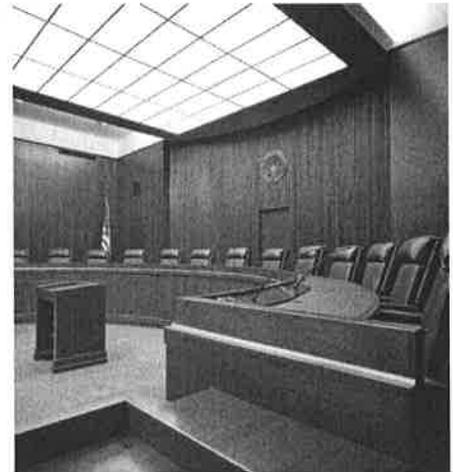
Jolly Mangine, Former Director of Property Management, 651.266.2261

Warren Burger Federal Courts Renovation Saint Paul, Minnesota

Square Footage: 90,000 SF
Construction Cost: \$9 Million
Date Completed: 1993

Wold was selected by the General Services Administration to substantially remodel the seven-story Warren E. Burger Federal Building/U.S. Courthouse in St. Paul. The 90,000 square feet of office, courtroom and support space was reprogrammed to accommodate changing agency requirements.

This project included the complete remodeling of two floors, aspects of other floors and building-wide life safety improvements, mechanical and electrical system modification, and substantial asbestos abatement. The conversion and remodeling of existing spaces included the addition of five new courtrooms and related chambers and a remodeled appeals courtroom.



REFERENCE:

Bob Thiel, Architect, 312.353.1445



Hennepin County Courts Minneapolis, Minnesota

Size: 33,825 SF
Cost: \$5.8 Million
Completion: Sept. 2016 EST.

Wold was provided planning and design for Hennepin County and their courts. The projects have included system wide analysis of court operations and facilities as well as specific courtroom renovations - including a 17 juvenile courts and 20 family court renovations of a federal court facility.

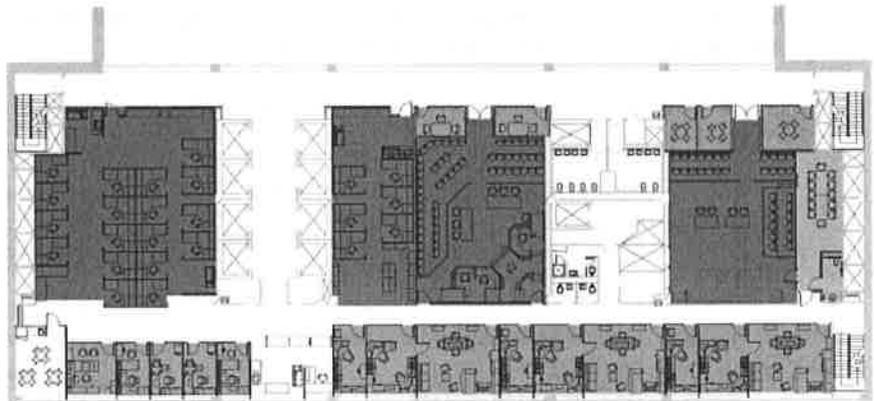
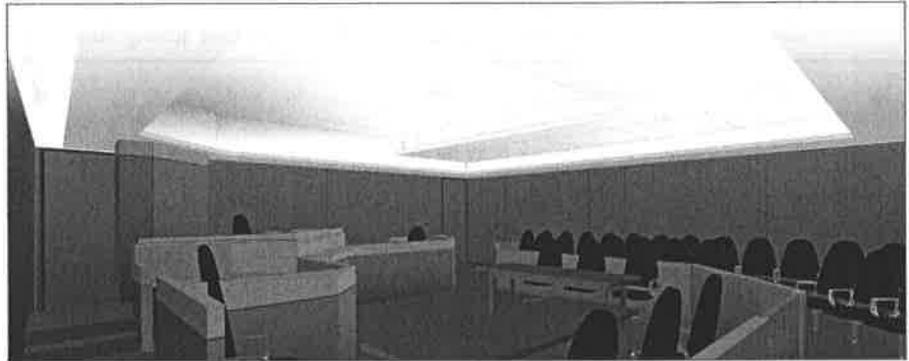
Relevant work in the last 10 years facility alternative study - safe guarding courts operations:

- » C-3 Court Remodel
- » C-6 Court Remodel
- » C-11 Court Remodel

Working closely with the county and courts, Wold has upgraded, renovated, and made courts on each of the 11,400 SF court floors to be more functional, flexible, and user-friendly, watching existing finishes, systems, and security elements to the 24 floor tower.

Reference

Mark Thompson, Administrator // 651.348.9050



Crow Wing County Judicial Center Brainerd, Minnesota

Size: 99,375 SF

Cost: \$15.1 million

Completed: 2006

The Judicial Center includes: 6 Courtrooms, 2 Hearing Rooms, Court Administration, County Attorney, Law Library, Central Minnesota Community Corrections. The planning of the facility focused on developing a three-zone circulation system to enhance security and efficiency.

An important element of this is the connection between the adjacent jail and courtrooms. The building contains specifically designed arraignment and family/juvenile courtrooms. Future expansion into unfinished spaces is anticipated. The public side of the facility includes conference rooms, a medical screening room and secure visiting for in-custody defendants.

Security-Specific

- » Point-of-entry weapons screening
- » Secure holding
- » Three-zone circulation
- » Duress alarm system
- » Video surveillance system



1. Service Philosophy, Program Structure and Pricing



With client service as a focus, we take a long-term posture keeping our client's long-term interests as our goal. Our role, we believe, is much more than just "facility designer." Facility issues are ongoing, and so are the relationships we foster with our clients.

- » *Master Planning*
- » *Pre-Design Program and Verification*
- » *Facility Analysis*
- » *Schematic Design*
- » *Design Development*
- » *Contract Documents*
- » *Cost Estimating*
- » *Quality Review*
- » *Bidding and Contract Review*
- » *Comprehensive Construction Administration*
- » *Project Close-out and Archiving*
- » *Continuous Post-Occupancy Follow Through*

Responsible Service

Our goal is to provide you with the responsive service that meets your needs and expectations. We believe our role is much more than just planning and designing facility solutions for you. It is service based on a philosophy that is centered on the relationship we develop with you. We have a history with over 30 Minnesota Counties. County facility issues are ongoing; we are committed to remain an integral part of your resource team. Our service may involve anything from research compilation and advice...to the complete design, construction, construction administration, and occupancy of a new facility. We value our relationship with you, expect it to be long-term and work hard to ensure we meet and surpass your expectations. Our reputation of exceptional client service and government expertise is something we work to maintain through our daily efforts with each of our valued clients.

Facility Design Expertise

Effective facility design must address the functional and aesthetic needs of the client, yet maintain a budget and character appropriate to taxpayer-financed projects. Our professional architects, engineers and interior designers provide innovative solutions while maintaining precise cost and schedule control. Wold has developed master plans and long-range budget/facility plans for a variety of clients, including many:

- » *District Courts*
- » *Law Enforcement and Correctional Facilities*
- » *Federal, State, County and City Government*
- » *Independent School Districts,*
- » *Post Secondary Educational Institutions*

Facilities designed using this planning process support the mission and program of each client while minimizing the portion of the budget committed to facilities.

1. Service Philosophy, Program Structure and Pricing

Continued



Communication

To maintain communication and continuity, an assigned team of professionals remains with a project until the client is satisfied with the facility.

Client Service Orientation

We don't view our clients as prospective projects, but rather as relationships to be nurtured. Part of that nurturing includes design services, but experience reveals the issues are usually much larger, and require a broad base of skills and services. Accordingly, we offer those skills that go beyond typical design services so we are able to better service our clients.

Meaningful Collaboration

At Wold, we believe in meaningful collaboration with our clients to listen and understand the culture and objectives for their facilities. Together, through a process, we will help lead; voices will be heard, and solutions will evolve as we bring their vision forward to create outstanding county and court facilities through our collaborative decision making process.

Technology

All of our public projects clearly reflect the current application of technology that enhances both the administration and efficiency of the organization.

Understanding Public Buildings

Our understanding of the public sector is demonstrated by the importance we place on program and its impact on design. A poorly designed facility can prevent efficient user interaction and facility performance and, ultimately, bring the cost of operation, and/or maintenance of a facility above reasonable amounts. We work with administrators and users to bring these issues to the forefront to provide a facility program that makes sense to the users, provides efficiency in cost and use, and create aesthetics that appeal to all parties.

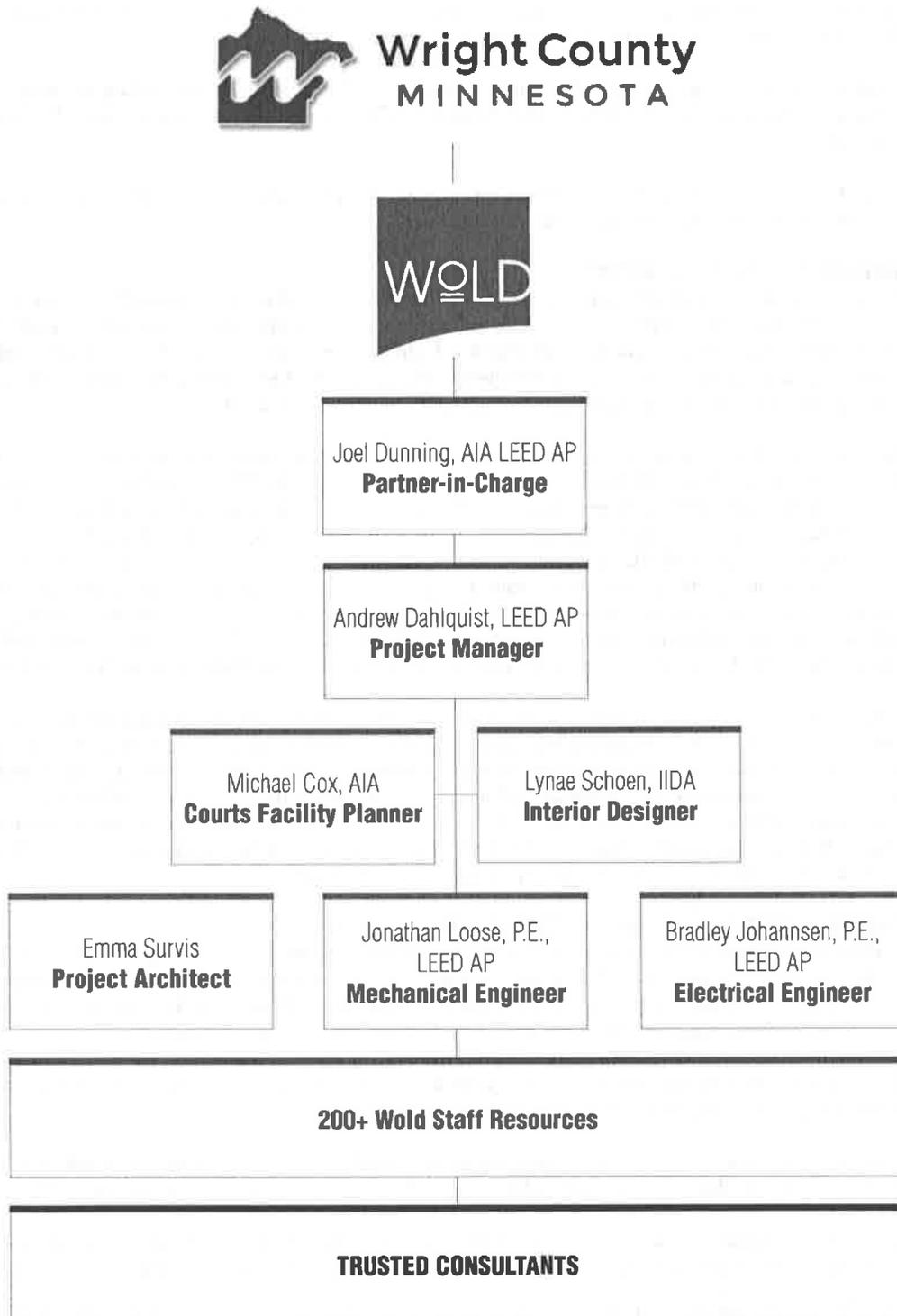
Cost Effectiveness

Our cost management strategies assure that our projects are completed within budget. Using a three-pronged approach to cost estimating assures efficiency as well as effectiveness. We believe cost analysis and estimating is a responsibility and process we have developed and believe in. It is critical to accurately analyze, shape budgets and predict outcomes for our clients.

Pricing

Wold proposes fixed fees to all of our clients. These fees are established at the beginning of the project based on an agreed scope of work. We believe this provides you with the maximum service without surprises. Our public sector clients are accustomed to working with fixed budgets, and so are we. We believe by establishing a fixed fee for each project, this eliminates the potentially negative dialog that often happens regarding extra services. Our "basic services" agreement with you will go well beyond what some other architectural and engineering firms would provide. Our commitment to you is to agree on a fixed fee and not request additional fees unless the scope of the project significantly changes.

2. Account Team





Partner-in-Charge

Joel Dunning // AIA, LEED AP®

As Partner-in-Charge, Joel is responsible for governmental facility planning, and design projects. He has a great depth of experience in renovated facility design and new facility planning. Joel has special expertise in finding simple solutions to complex facility problems. Joel brings more than 18 years of public sector experience to the team, and will provide an excellence in leadership and professional service through his passion for your success.

EDUCATION

Bachelor of Architecture

Ball State University, Muncie, IN

**Bachelor of Science—
Environmental Design**

Ball State University, Muncie, IN

YEARS WITH WOLD: 19

Select Experience

Owner	Project	Year
Yellow Medicine County	Space Needs Study	2014
	Government Center	2014
Dakota County	Arrestment Court and Renovation Studies	2012
	Attorney's Office and Judicial Center Renovation	2007
Stearns County	Justice System Needs Assessment and Gap Analysis	2011
Washington County	2025 Campus Plan, Court Additions, and Renovations	2011
	Court Needs Assessment, Program and Schematic Design	2004
	Government Center Remodeling	2010
Hennepin County	C-3 Courts Renovation	2007
	Court Weapon Screening Renovation	2008
Scott County	Courts Addition and Renovation	1999
Carver County	Courts Addition and Renovation	2009
Ramsey County	Court Weapon Screening Renovation	2009
	Family Courts Renovation	2005
	Juvenile Justice Center	2007
	Commitment Courts	2011
	Arrestment Courts at New LEC	2003
Jackson County	Courts Renovation Phase 1&2	2004
Crow Wing County	Courts	2006
Scott County	Government Center Remodeling	2007

Current Project Assignments

Owner	Project	Current Phase	Complete
Hennepin County	New 911	Construction	9/2014
	C11 Courts Remodeling	In Progress	2016
	Violations Bureau / Hearing Office	Schematic Design	2015
Dakota County	Courthouse Remodeling	Construction Documents	2016
Anoka County	Courthouse Remodeling	PreDesign	2017
Crow Wing County	LEC Remodeling	Construction	2014



Courts Facility Planner

Michael Cox // AIA

Mike will be responsible for overall strategic planning for court operations at the Wright County Courts. He has been involved in the planning and design of hundreds of court rooms in over 40 major judicial projects. He has a strong operational focus and the background in interior design necessary to complete highly refined functional facilities. Mike has been with Wold for over 40 years, and has designed or reviewed all court projects.

Select Experience

Owner	Project	Year
Ramsey County	Commitment Courts	2011
	Arraignment Courts at LEC	2003
Crow Wing County	Courts	2006
Goodhue County	Courts	1999
Washington County	2025 Campus Plan, Court Additions, and Renovations	2011
	Court Needs Assessment, Program and Schematic Design	2004
	Government Center Remodeling	2010
	Government Center Expansion	2010
Dakota County	Attorney's Office and Judicial Center Renovation	2007
Hennepin County	C-3 Courts Renovation	2007
	Courthouse Facilities Security Study	
Federal Building	US Courthouse Renovation	2004
Ramsey County	Court Weapon Screening Renovation	2009
	Family Courts Renovation	2005
	Juvenile Justice Center	2007
Jackson County	Courts Renovation Phases 1 and 2	2004
Scott County	Government Center Remodeling	2007

Current Project Assignments

Owner	Project	Current Phase	Complete
Dakota County	Courthouse Remodeling	Construction Documents	2016
Anoka County	Courthouse Remodeling	PreDesign	2017
Hennepin County	C11 Courts Remodeling	Schematic Design	2016
	New 911	Construction	2014
Scott County (IA)	Courthouse Renovation	Construction Documents	2015

EDUCATION

College of St. Thomas

Bachelor of Architecture

University of Minnesota

YEARS WITH WOLD: 40+



EDUCATION
Bachelor of Architecture
 North Dakota State University

YEARS WITH WOLD: 8

Project Manager

Andy Dahlquist // LEED AP®

In his role as Project Designer, Andy will utilize his expertise to coordinate the team's planning with the functional and aesthetic desires of Wright County Courts to envision a facility that is welcoming to the public, inspiring for its staff and durable and efficient for its owner. Most importantly, it will blend with the existing LEC/Family Services Building while showcasing the Veterans' Memorial on the site.

Select Experience

Owner	Project	Year
Yellow Medicine County	Space Needs Study	2014
	Government Center	2014
Hennepin County	Government Center C-6 Courts Remodel	2012
	Government Center Bench Modifications	2012
	Court Facility Study	2012
Ramsey County	JDC Repurposing Study	2011
	East Metro Crisis Center	2011
Dakota County	Arraignment Court Remodel	2011
Stearns County	Justice System Study	2010
Chippewa County (WI)	Courtroom A/V Upgrades	2011
Jackson County	Resource Center	2012

Current Project Assignments

Owner	Project	Current Phase	Complete
Hennepin County	Government Center C11 Courts Remodel	Schematic Design	2016
	Government Center Violations Bureau and Hearing Office	Schematic Design	2015
Metropolitan Council	Admin Building Window Replacement	Construction Documents	2015
Chippewa County (WI)	Courthouse Security Upgrades	Design Development	2019
Pelican Rapids Schools	High School Addition	Construction Documents	2016
Dodge County	MN Prairie Merger Facility Assessment	Study	2014



Interior Designer

Lynae Schoen // IIDA, LEED AP® BD+C

Lynae works with clients to define their needs through planning with functional relationships as a guide. Her interior design background provides a strong basis for the planning, selection and installation of interior environments. Lynae will be responsible for understanding and documenting current, future and desired space needs. She will also work with our team to develop options, analyze impacts and provide benefits analysis, of facility options.

Select Experience

Owner	Project	Year
Yellow Medicine County	Space Needs Study	2014
	Government Center	2014
Crow Wing County	New Jail	2005
Carlton County	Health and Human Services Building	2010
Dakota County	Arrestment Court and Renovation Studies	2012
	Attorney's Office and Judicial Center Renovation	2007
Dodge County	Facilities Master Plan	2013
Crow Wing County	LEC Study	2012
Stearns County	Criminal Justice System Needs Assessment	2011
Washington County	2025 Campus Plan, Court Additions, and Renovations	2011
	Needs Assessment, Program, and Schematic Design	2004
Scott County	Courts Addition and Renovation	1999
Carver County	Courts Addition and Renovation	2009
Ramsey County	Family Courts Renovation	2000
	Juvenile Justice Center Addition and Renovation	2000
	Commitment Courts	2011
	402 Building	2012
	Arrestments Courts at New LEC	2003
Ramsey County/City of Saint Paul	Courthouse / City of St. Paul Courts	1994
Jackson County	Courts Renovation Phase 1 & 2	2010

Current Project Assignments

Owner	Project	Current Phase	Complete
Wayzata Public Schools	High School Additions	Schematic Design	2016
	New Elementary	Schematic Design	2016
Dodge County	MN Prairie Merger Facility Assessment	Study	2014
Delano Public Schools	Facilities Study and Pre-Referendum	Study	2015
Hermantown Public Schools	New High School	Design Development	2015



Project Architect Emma Survis

ROLE

Emma will lead our architectural team as they develop the designs of the project. She has a great depth of experience in facility design and interior workplace layouts. Emma has special expertise working with teams to accomplish technical, functional and aesthetic objectives for new municipal facilities.

City of Cottage Grove

- » New Public Safety / City Hall

City of Lakeville

- » Police Department
- » Heritage Center

City of Richfield

- » City Hall
- » Police Department
- » Fire Department

McLeod County

- » North Complex

Dakota County

- » 911 Comm Center

City of Farmington

- » Fire Station

State of Minnesota

- » MCF-Shakopee

Hennepin County

- » Adult Correctional Facility



EDUCATION
Bachelor of Science -
Mechanical Engineering
 Valparaiso University

Mechanical Engineer

Jonathan Loose // P.E., LEED AP

ROLE

With his mechanical engineering background, Jonathan will offer a systems coordination viewpoint to the planning and implementation phases. He will develop and manage a detailed schedule of progress milestones and track when critical decisions are needed. Knowing the mechanical and electrical considerations the renovation opportunities will require, Jonathan's leadership will promote a balance of common sense engineering with effective space planning and potential costs. He is accustomed to directing our multi-disciplined team and is an Associate of the firm.

Scott County

- » Jail and Annex Demolition
- » Government Center Boiler Upgrades
- » Government Center Remodeling
- » Courthouse Remodeling

Dodge County

- » Facility Analysis

Ramsey County

- » New 911

Dakota County

- » Northern Service Center

City of Golden Valley

- » Facility Analysis

Hennepin County

- » Vertical Lift Upgrades

Berrien County

- » Sheriff's Department Study

City of Royal Oak

- » City Hall Renovations

City of Novi

- » DPW Remodeling and Critical needs update

Metropolitan Council

- » Office Building Renovation



EDUCATION
Bachelor Science –
Electrical Engineering
 University of Iowa

Electrical Engineer

Bradley Johannsen // P.E., LEED AP

ROLE

Bradley will work with the Court throughout design. He will ensure quality through all construction phases and will guarantee an uninterrupted service delivery through efficient and reliable power systems. Bradley's experience in the public sector gives him a broad understanding of the high level expectations of sustainable, seamless electrical systems design.

City of Burnsville

- » Space Needs Assessment

City of Minneapolis

- » Emergency Operations Training
- » Facility Emergency Generator

City of New Ulm

- » City Hall Remodel
- » Public Utilities

City of Redwood Falls

- » Community Center Commissioning

City of Redwood

- » Concession/Computer Room

City of New Prague

- » Early Childhood and Family Education

City of Waseca

- » Federal Bureau

City of Mounds View

- » Community Center

City of Farmington

- » Public Works

Rice County

- » Courthouse Remodel

McLeod County

- » Courthouse



Low Voltage Designer

Michelle Klein, RCDD, WD // Wold Architects & Engineers

ROLE

Michelle Klein has been involved in telecommunications and datacomm for over 25 years. She worked as a network systems administrator for five years and also spent eight years working for a Minnesota school district in numerous technical roles, including WAN, voice, and data systems administration. Michelle has over 10 years experience specializing in structured cabling design for low voltage systems and voice and data systems design. She is a Registered Communications Distribution Designer (RCDD) and Wireless Designer (WD).

EDUCATION

Computer Programming
Mankato Technical College
BICSI Certification Programs



BKBM Engineers

Ron LaMere, P.E. // Structural Engineer

ROLE

BKBM Engineers provides structural engineering services for 100 percent of Wold's projects. The company has over 25 years of experience in structural design of reinforced concrete, post-tensioned concrete, structural steel, light-gauge steel, masonry, and wood structures.

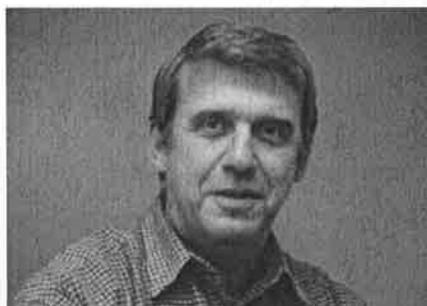


Anderson Johnson Associates

Dan Johnson // Civil Engineer

ROLE

Anderson Johnson Associates has extensive experience in a variety of civil engineering activities for numerous public and private clients. Through Wold's long-standing association with Anderson-Johnson Associates, the company provides civil engineering, site work and landscape architectural services for 90% of Wold's projects.



Cost Estimating

Bill Wolters // W.A. Wolters Consulting

ROLE

Bill provides cost estimating services for all of Wold's projects. He is an integral team member, continually guarding the cost side of the design process. He remains involved in projects from start to finish, adding a crucial balance which ensures that design solutions remain within the budget. His broad experience has given him an understanding and appreciation of the nature of construction projects along with the need to address and solve challenges through creative, systematic and knowledgeable approaches.



3. Current Use of Technology

Web-Based Communication / B.I.M. / 3D Imaging Capabilities



Web-Based Project Portal

Seamless communication is critical for a transparent and inclusive process from community engagement to interdisciplinary coordination. Wold recognizes the need to stay connected with community, consultants, owners, users, and stakeholders. Wold hosts a web-based project portal that allows secure, client-specific access to project information through a dedicated File Transfer Site. From early planning to final close-out, the web portal promotes efficient, user-friendly connectivity for all involved.

- » Project team contact information
- » Meeting minutes
- » Design presentations
- » Project phase deliverables
- » Construction photos
- » Observation reports
- » Permits



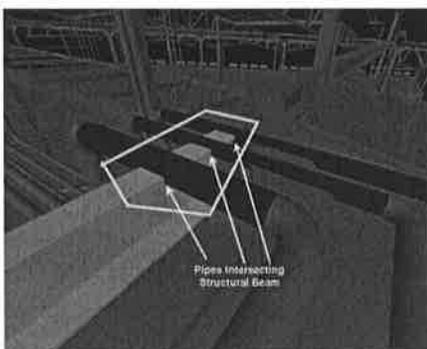
Building Information Modeling (B.I.M.)

Building Information Modeling (B.I.M.) software is used on all Wold projects. It is the latest technology-based tool employed by progressive architects and engineers for design and the production of digital contract documents. Commonly referred to as a three-dimensional modeling software, B.I.M. is in fact a high powered database of all of the hundreds of elements that make up a complete set of construction drawings. B.I.M. manages all of the information related to a specific project in a single file that can be accessed simultaneously by the entire design team, thus, the likelihood for human error is reduced.



Over the past 10 years, Wold has made a significant investment in technology and training related to adapting our approach to the use of B.I.M. software – specifically Autodesk's Revit. Revit has significant advantages over traditional drafting with regard to thorough coordination of work by several team members simultaneously. With the efficiency Revit affords us in the production of contract documents, **we are able to spend more time on design and can easily produce three-dimensional images and virtual walkthroughs for your review.** By providing accurate visuals of what the final product will look like long before construction begins, you can be assured that your staff will have greater ownership of their new spaces and will be satisfied when it comes time to move in.

Finally, at the end of the project you will have a complete three-dimensional model of your future building—inside and out—for use in your operational management of the building.



Proactive Coordination

Owner project requirements are the cornerstone on which the design is founded. Then, it is our challenge to transform these idealistic thoughts into realistic, energy efficient, cost effective solutions. We believe this can be best achieved through an integrated design process that will allow for optimization of time, money and creativity.

Our consultants will also be using B.I.M. (Revit) to integrate all mechanical, electrical and structural elements into one model. This proactive coordination effort helps us produce quality construction documents that result in less issues during construction.

3. Innovation in Building Solutions



While bricks and mortar haven't changed for millennia, mechanical and electrical systems have continued to evolve, gaining speed at the rate that systems are becoming more efficient as time goes on. In addition, new concepts are being developed and tested, creating higher performance exterior envelopes that keep the variable Minnesota weather outside of the building, let daylight in, and keep the interior environment comfortable for the occupants.

Wold's Top 10 Emerging Ideas We Are Tracking

- | | |
|----------------------------|-------------------------------|
| 1. LED Lighting Throughout | 6. Thermal Walls |
| 2. Electrochromic Glazing | 7. Waterless Urinals |
| 3. Rainscreen Technology | 8. Photovoltaics |
| 4. Wireless Applications | 9. Ferromagnetic Transformers |
| 5. Roof Renewal Systems | 10. Natural Ventilation |

High Value Projects

In our experience, we have developed a top ten hit list of energy saving opportunities that result in "high value" projects. The following list of opportunities may not occur at every building but will be a high priority of evaluation.

Top Ten "Hit List"

- » **Lighting**- Lighting technology continues to evolve into ever more efficient lighting systems. A modernization of lighting will typically result in a total electrical use energy reduction of 10% to 15%.
- » **Lighting Off Controls**- The greatest energy savings is the result of a fixture that is turned off when it is not needed. There are a number of strategies that need to be investigated.
- » **Outside Air Management**- 30% to 40% of a buildings energy use is related to conditioning outside air for ventilation. Pver ventilation or exhausting excess air is a significant opportunity to save energy.
- » **Building Control Systems**- Over time, building control systems often fall into a state of disrepair and no longer are operating to meet the original design intent. A review of the system performance through trend logs or direct observations can highlight potential issues.
- » **Occupancy Scheduling**- Reducing system run time to match actual occupancy can significantly reduce energy. Run times may be further reduced by providing an occupancy override button for occasional occupancy.
- » **High Efficiency Boilers**- Modern hot water condensing boiler technology can significantly reduce energy consumption. Our recent project have produced gas utility savings of up to 40%.
- » **Plug Loads**- What people plug in is often an overlooked energy user. Electric heaters for comfort control may be a symptom of mechanical systems that are poorly working. Point of use refrigerators and other low quality motors can result in power factor penalties.
- » **Power Factor**- A poor power factor results in essentially paying for energy that is not even used. A controlled power factor correction capacitor at the service is a low cost remedy if it cannot be corrected at the source.
- » **Ratchet Charges**- The utility rate structure may penalize a building for usage that varies throughout the year. Ratchet charged may be easy to correct through operational charges or demand limiting.
- » **Variable Speed Control/ High Efficiency Motors**- With the low cost of the modern variable speed drive and operational benefits, constant speed systems with low efficiency motors need to be considered for replacement.

3. Creativity, Innovation & Use of Technology with Space Plan Studies & Facilities Renovations



Our focus on government clients paired with our multiple office locations allows us to delve into the operational issues that represent our client's day-to-day concerns and needs. Where some firms tend to focus on the project, we look for opportunities to enhance the County's missions and goals in every activity we are involved with no matter how small. Our beliefs that guide our actions on our own education focus on three things:

- » *Focus on Functional Issues vs. only the Aesthetics of Architecture*
- » *Our Continuing Education required for license focuses on government facilities*
- » *Our involvement in conferences, publications, and donations is education based*

These beliefs give us a direction when looking for ways to stay ahead of the curve when looking at the same operational issues you do as a County. It is important for us to have knowledgeable and comprehensive discussions with you regarding your goals, and to have challenging conversations to lead to outstanding transformational designs. Some of the methods we use to stay current include:

Websites and Social Media

There is a wealth of information at our fingertips to give us current philosophies and more importantly what Counties are struggling with in real time applications. These issues offer us ways to rethink what is commonly held as traditional thinking and to re-imagine the possibilities of what might be.

Conferences

In addition to being a great way for us to reconnect with our clients in a setting outside the day-to-day atmosphere of work, conferences also offer an opportunity for us to attend the same seminars, lectures and discussions that your leaders are attending and enter into meaningful dialogue on those subjects.

Organizations

As members of the AIA, we regularly attend lectures and conferences that keep us informed of new innovative solutions. In addition to the AIA, we also participate in different organizations and have focused on seminars and conferences that focus on issues that are relevant to our clients. Another long time membership is with the USGBC which is responsible for the LEED program. We most often practice under the LEED for renovation and new construction which is relevant for enhancements to improve environments specifically for government facilities.

Vendors

The representatives of the products we specify and utilize are more than just sales people. They are also a great source of additional research on how they see the government world and conversations they are having. We regularly have vendor sponsored Lunch & Learn in our training center which require the vendors not to sell their products, but to discuss the settings their products might be used in and give actual examples or ways that product has improved the setting.

3. Creativity, Innovation & Use of Technology with Space Plan Studies & Facilities Renovations



So what has this education led to? We are always in the middle of exciting and outstanding innovations when designing for government entities because we approach our relationships with our clients as collaborations. A big part of this is trust which is formed by our knowledge of the issues as a result of our own on-going education and demonstrating that understanding with our clients on a regular basis. Some of the work we are currently involved with includes:

Safety and Security

Sometimes an unfortunate byproduct of serving the community is that some decisions are not always popular and when people's emotions get the best of them, it can put your clients and staff at risk. So, what are the best ways to prevent an incident from happening? Beyond a visible presence of security at the front door, you can create "safe zones" at your public service counter and provide meeting space for staff and clients that are in a zone separate from your office space and find ways to design these spaces that provide easy exiting and ways of notifying appropriately if a visit gets out of hand.

Flexible Work Environments

Technology has freed workers to work just about anywhere, causing organizations to reevaluate the role of the physical workplace. An emerging trend is to move away from dedicated offices to more flexible and informal collaboration spaces. Research tells us that in the corporate world, offices are unoccupied more than 75% of the time and workstations are unoccupied 60% of the time. An additional trend is to provide smaller conference areas, both formal (walled) and informal (open) that allow collaboration of 3-4 persons. A few of our more forward thinking clients have embraced the idea of "landing pads" for their workers that are out of the office more than they are in the office and if they need an office for a phone conference or a meeting they can "checkout" a flexible office or conference room.

Teleworking

Going along with the trend of flexible work environments, many of our clients are embracing teleworking as a next logical step in the flexible work environment. Improvements in technology and "hot docking" at related county facility allows these teleworkers to drop in to print documents, finalize reports or meet with work groups or supervisors. Many of these drop in locations have technology that allows for video conferencing amongst various sites.

Shrinking Workplaces

Today's workplaces are dynamic and faced with pressures for improved productivity and performance. The complexity of variables that can be adjusted to help improve workplace productivity is dependent on the resources and composition of each entity and its management practices. Most of our organizations are adopting space standards that acknowledge that today's technology is smaller and more portable and many organizations are reducing or eliminating printed documents and converting to e-documents. The greatest impact is that at typical 8'x8' workstation can be reduced to a much smaller 6'x6' workstation. This is a significant reduction on needed facility resources and can save millions of dollars in reducing the need for construction of new space.



4. Action Plan Summary

Working closely with the County, Wold will help lead the process for containing costs for County/Courts decision making.

STEP 1: Kickoff Meeting/Communication

- » Begin collaboration discussion with Wright County Board and Courts leadership regarding expectations for the three options, goals, past findings, political issues, etc. to establish clear understanding and open, clear lines of communication
- » Establish objectives. What are the guiding principles for the Wright County Courts? What can be assumed or updated from the NCSC report?

STEP 2: Gather Data/Preparation

- » Assemble any pre-existing data on existing building plans, building usage, current and future population and demographic projections, current service levels and staffing levels and update

STEP 3: Initial Meetings with Courts, County Attorney, & Court Services

- » Augment data with site visits and interviews of Courts and key stakeholders to understand current building usage, procedures, policies, and practices
- » Confirm NCSC conclusions and expectations
- » Carefully define needs of the three options as a measure of success

STEP 4: Programming Meetings/Interviews

- » Considering the defined outcomes of the three options and utilizing the established NCSC information as an initial benchmark to create a program of space needs
- » Through in-depth meeting with courts and key stakeholders, detail space needs as needed

STEP 5: Develop Option 1 (*Delay Building for 8-10 Years*)

- » Since Option 1 has the most renovation requirements, it is the starting point
- » As a longer term option, consider more renovation yet what can be done effectively with reuse after 10 years by County

STEP 6: Develop Option 2 (*Delay Building for 3-4 Years*)

- » Since Option 2 considers a somewhat make-do assumption, what is the point where effectiveness is compromised? What is the tipping point for shorter time frame?

STEP 7: Develop 3 (*Build New Courthouse in 2 Years*)

- » Since Option 3's has a short time frame what can be done to limit costs, yet meet existing facilities modifications?
- » With focus on a new facility, what can be done to create the best new facility, yet be cost effective? What are cost effective benefits to outweigh renovation Option 1 & 2?

STEP 8: Cost Analysis of Options

- » Using our cost estimating process to develop all options to create an effective and accurate cost estimate
- » Use three step process to correlate costs - Wold/consultant/trends

STEP 9: Comparative Analysis of Options

- » Using a matrix to compare the three options by exploring the interaction between cost, benefit, political sensitivity and ultimate impact
- » Present for feedback

STEP 10: Conclusions and Feedback

- » Working closely with the Board, Courts, County Attorney, Court Services and established committees to seek consensus
- » Make modifications as required to create a final report and required approvals

STEP 11: Final Recommendation

- » Make final presentations(s)
- » Help with next steps

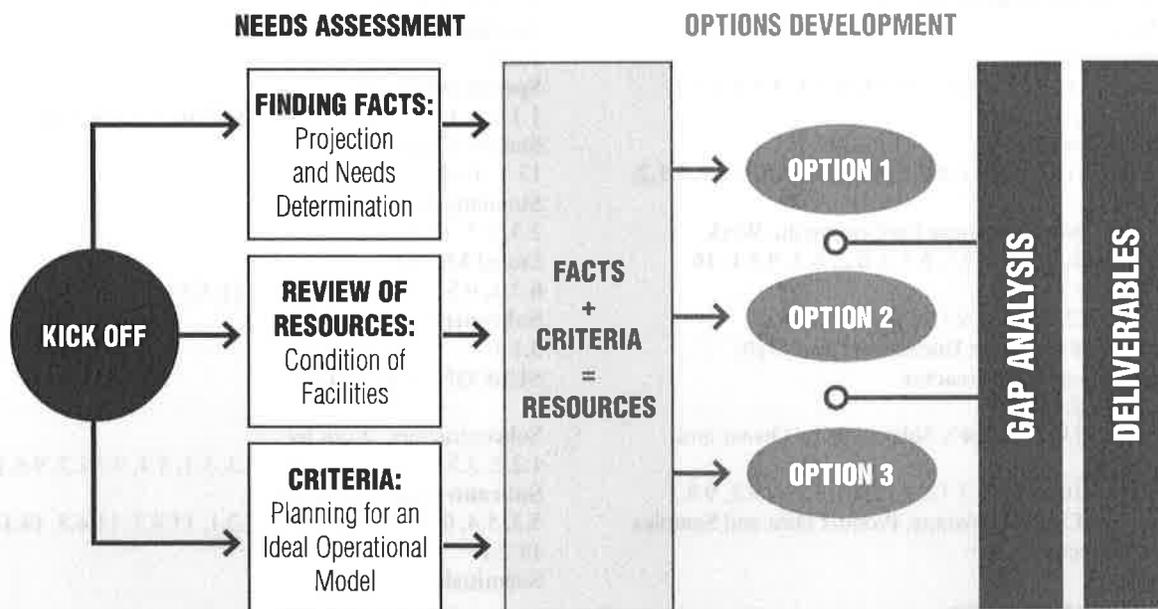
4. Timetable

Although the inspiration may come quickly, the proof takes time.

The Wold team will work with Wright County Courts to establish a projected milestone schedule for the Wright County Courts Remodeling Feasibility Study. Through our experience in the public sector, we have developed a firm understanding of the sequencing of the investigation and the required time for building occupant input and ownership, and believe that successful schedule planning and management is achieved only through whole-hearted partnering of the entire project team.

As the project progresses, our Project Manager will monitor the performance and input of all participants to assure that information is available and distributed as required and that tasks are completed in a timely manner. The Wold staff and our consultants have teamed on numerous past projects and have a proven record of serving and listening to clients and responding to their needs.

Below is a flow chart for the Feasibility Study which identifies the critical path needed to achieve the targeted deadline. The flow chart demonstrates that it is critical to develop the space program while considering current trends; evaluate existing buildings while establishing a strategic plan; and develop options while constantly monitoring impacts.



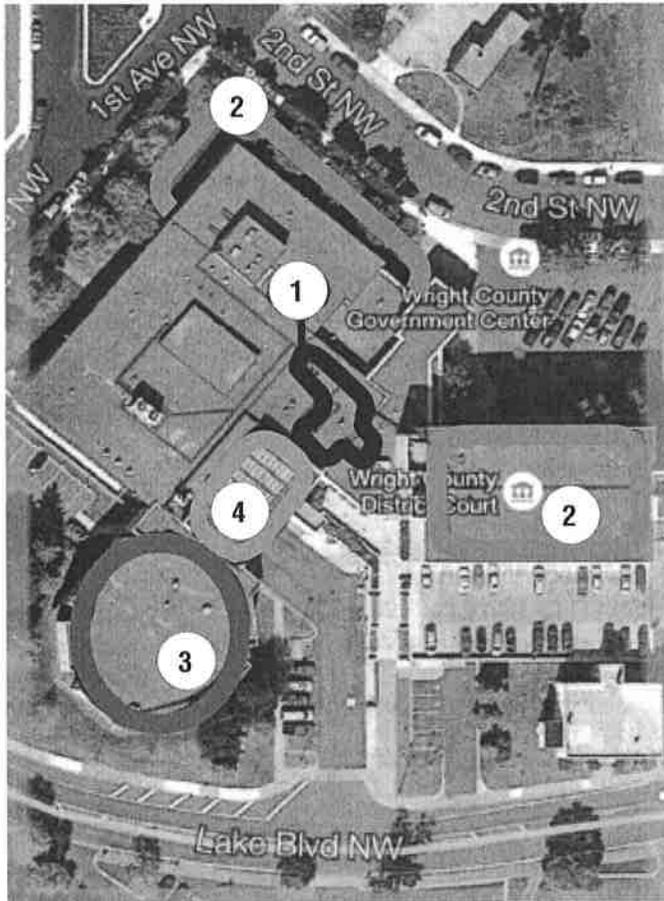
4. Timetable

We are very comfortable proposing a schedule for completion of the Wright County Courts Feasibility Study. This will provide adequate time for getting to know your community's values, history and priorities, and to analyze options to address the current and future facility needs of your district. Our team is ready to begin your study immediately. Here's how we would approach the proposed time line:



	1 month	2 months	3 months	4 months	5 months	6 months
Step 1 Kickoff Meeting/Communication	█					
Step 2 Gather Data/Preparation		█				
Step 3 Initial Meetings with Courts		█				
Step 4 Programming Meetings/Interviews		█				
Step 5 Develop Option 1			█	█		
Step 6 Develop Option 2			█	█		
Step 7 Develop Option 3				█		
Step 8 Cost Analysis of Options					█	
Step 9 Comparative Analysis of Options					█	
Step 10 Conclusions and Feedback					█	
Step 11 Final Recommendation						*

4. Cost-Effective Recommendations for Option Analysis



Opportunities for Options

1. Current 2nd floor County Administration absorb into courts usage
2. Current first floor level unused old Sheriff's area or annex for separate court function
3. Current 2nd level jail absorb into courts usage
4. Current 2nd level outdoor rec for absorb into courts usage

As the three options are considered for implementation and cost analysis to resolve the facility issues, the following are important strategies in controlling and containing costs:

A. Determine other facility needs simultaneously

As modifications are determined for the courts, we recommend determining the needs of other county issues and how they would functionally fit into the spaces as the courts leave. This approach will guide and justify where significant renovations can be reused for other county functions when the courts leave. We have included this process with our services.

B. Look for low hanging fruit

We recommend using the easiest spaces to expand into as shown on the diagram on the left and in that numerical priority order.

C. Secure movement of detainees can be complex

Determining secure pathways for staff, inmates and court users is a first step in reorganization and meeting the objectives of option 1 & 2 since it involves moving detainees from below court levels to adequately separate parties. We recommend for options 1 and options 2 that a study may be to create two secure court rooms where all in-custody courts are processed. We helped Washington County in a short-term phase for their courts renovation project with this approach.

D. Accessibility for disabilities requires considerable space

Ultimately all work needs to meet building and accessibility codes. The long-term options one and two will absorb much of the existing courtroom spaces as accessibility is considered. We recommend an accessibility study for this early indicator of what courtrooms are feasible for reuse for short and long-term options.

E. Creative interim solutions

For option one we recommend solving as many needs as possible such as judges bench and spatial rearrangements by first looking for solutions which can be solved without major modifications requiring significant accessibility fixes.

5. Detail of Services

Step 1: Kick-Off Meeting/Communication

We believe it is important to start the project with a meeting, attended by key stake holders and users, where all are given opportunity to voice their priorities and concerns in the presence of other participants. We consider this group of people to be the Core Planning Group and to remain consistent throughout the course of the study. This initial meeting covers topics such as project management, lines of communication, project milestones schedule, key staff availability for interviews, meetings, review of the work plan, and identification of key issues and goals of the project team representatives.

- » Establish Board and Court directives/involvement
- » Establish format, protocols, and applicable standards
- » Develop "user-friendly" format to suit needs
- » Identify base-line assumptions and minimum standards
- » Identify all personnel whose input is required or desired
- » Identify applicable building codes and standards per jurisdiction as required
- » Develop list of "baseline standards" as they pertain to program modifications

The most important outcome we wish to achieve at the kick off meeting is to set the tone that the Space Needs and Program Analysis will be a collaborative effort. The Wold team will provide guidance for navigating the study process, as well as subject matter expertise and the resources to complete the study. However, we will rely on the members of the Core Planning Group to establish the criteria for what an ideal facility will be.



Participatory Planning Process

The goal of the Wold team on every project is to make the entire process of planning for public facilities predictable and enjoyable. Our approach to program development includes a process for engaging the users and stakeholders in an interactive process that produces a high level of ownership of the final report and its recommendations. Preliminary and validation meetings assure that all needs are accurately defined and any policy issues are identified early on. The final Space Needs and Program Analysis document is crucial to proving the feasibility of the project and to the success of the eventual facility design.

Our space needs studies are structured as "dialogue documents", illustrating the interface between organizational structures and the resulting space implications. The documents are clearly written and highlight the decision making criteria used to identify the key design issues. These provide a clear method for delivery of new facilities.

This process answers these fundamental questions:

- » How can each Wright County Court be responsive and cost effective?
- » How big should the spaces be?
- » How much future expansion should be anticipated and when will it be needed?
- » How much future expansion should be built-in vs. added later?
- » What are your goals for sustainability?
- » How will emerging technology impact infrastructure needs?
- » How will emerging management structures impact space needs?
- » How much should be budgeted for today? For tomorrow?

Core Planning Group

The Core Planning Group would consist of key decision makers who would work to evaluate design options using criteria established by the group, prior to recommendation to Administration and the Board for approval.

Successful Participatory Planning

- » Core Planning Group must be empowered to make recommendations
- » Core Planning Group must be willing to make decisions
- » Core Group requests information from input givers
- » Input givers' role is for input, not consensus decision
- » The more efficient the Core Planning Group, the faster the project can develop

5. Detail of Services

Step 2: Gathering Data/Preparation

After we have clearly agreed upon objectives, option analysis schedule and approach, we believe that it is most effective to compile all of the available information about the facilities and operations and review the information with the staff who have been operating the facilities. This information includes plans, specifications and any other relevant documents. We take that information and start developing a database of facility information to accelerate our learning curve and minimize time in the field, including:

- » *Building Plans*
- » *Facility Energy Usage*
- » *Statistical Data*
- » *Demographic History*
- » *Demographic Projections*
- » *Existing Building Plans*
- » *Existing Facility Energy Usage & Operational Cost*
- » *Statistical Data: Like Caseload*

We do our homework before meetings. This includes the review of existing documentation and the request of additional information which may be crucial to the project. Questionnaires are developed and distributed in a hierarchy (each questionnaire will target the level of information desired). An overview of long-term issues, objectives from upper level staff and other agency needs, as well as the detailed input of specialists for various components of the project are considered. With this approach, Wold will assist in defining the overall operational goals for the facility and establishing a context for input from mid level management and end-users, as well as other members of the county and consultant project team.

NESC 2040 Court Staff/Space Requirements

We know the National Center for State Courts completed a Space Needs Assessment Report on September 11th, 2015. We will use this information as a beginning dialogue for the Remodeling Feasibility Study.

Year 2040 District Court Staff Requirement

WRIGHT DISTRICT STAFF NEED ESTIMATE SUMMARY, 2020 - 2040						
	Current	Estimate				
	2015 FTE	2020 FTE	2025 FTE	2030 FTE	2035 FTE	2040 FTE
District Court Judge	6	6	6	7	7	8
Magistrate	0.2	0.3	0.4	0.5	0.6	0.8
Judicial Support Staff	12	12	12	14	14	16
Court Administration	29	31.6	32.1	33.4	35.2	37.2
Law Library	1.0	1.0	1.0	1.0	1.0	1.0
Court Services	33	37	37.8	38.7	39.3	39.8
County Attorney's Office	28	33.4	34.5	36.0	37.1	38.8
Sheriff's Office	14	14.7	14.9	15.2	15.5	15.8
Wright County District Court Total Staff	123.2	136.	138.7	145.8	149.7	157.4
Estimated Space Needs (Square Feet)	76,903	78,626	83,069	83,746	84,281	89,341



5. Detail of Services

Step 3: Initial Meetings with Courts, County Attorney & Court Service

The goal of the Wold team is to make the entire process of planning for facilities predictable and enjoyable. Engagement of the users and supervisors in an interactive process produces a high level of ownership in the final solution. Our data gathering process maximizes the input and understanding of all participants. Preliminary programming and validation meetings assure that all needs are accurately defined and that any policy issues are identified early in the process. The final outcome of these meetings will be an agreement on the space needs related to the front line customer service representatives. This agreement is paramount to the success of the facility study.

Initial programming interviews, with the department staff, will be conducted by Wold to gather the necessary design information and identify space needs. In order to determine future staff and space projections, demographic information of the county will be consulted. Testing the conclusions of the National Center for State Courts Report will be confirmed and adjusted.

Initial programming will focus on three subjects:

Reviewing Options -

- » How do you operate today and what space/feature is needed to support it?
- » Considering options is there potential operational changes which could benefit adaptive reuse of the existing facilities?
- » What are the needs for each Wright County option?

Wold will assimilate the space program information into a draft document, present to the client and its staff for review, and follow-up with a series of interviews in which the client provides feedback on the document. Based on the comments received, final documentation of the space program will be prepared, as well as supporting design and programming information.

Significant on-site work by Wold will facilitate users' response with access to their work environment. The responses of the staff can be comprehensive and being on-site allows the consultant team to identify true needs versus wants. This also allows Wold to gain quick responses for preliminary findings that are identified after the initial round of interviews. The on-site work is very interactive. A workshop approach is employed and interaction between the presenter and the group is encouraged. This tends to create additional enthusiasm for the effort and support from key staff.

The analysis of current and future requirements is intended to develop the space needs program through interviews, dialogue and analysis of existing information while exploring functional groupings and adjacencies to enhance the County's mission.

- » Identify and/or create policy related to space standards by position for offices, work stations, meeting room standards, break room spaces, locker rooms, etc.
- » Conduct space needs review
- » Determine current space and operational efficiencies and organizational requirements through interviews with users
- » Create a space needs summary (tabulated list) indicating space quantity and type
- » Determine facility organizational concepts and create functional adjacencies and diagrams



5. Detail of Services

Step 4: Programming Meetings/Interviews



This information will be a benchmark for renovated Options 1 & 2 as it applies to Option 3. Once a summary of needs has received consensus, then we can begin creating a space projection. For the purpose of this planning work we will develop detail as needed.

Validation interviews and work sessions are important for the client, its staff, and the consultant team. Following the first round of interviews and work sessions, Wold will present its preliminary findings. This provides the team with the opportunity to share with the client the new ideas and concepts that have been generated thus far and will ultimately reveal the direction of the needed facility upgrades. The validation process also aids in the understanding of vital project information, leading to confident decision-making. Additionally, the validation interviews and work sessions allow the consultant team to make certain it has accurately heard the client and for both consultant and client to test the information developed. Once this process has been completed, the basis for initial and future space needs, demands on infrastructure, along with the operational requirements, and spatial adjacencies allow for reasonable project costing.

Creation of a Square Footage Program

Utilizing all the gathered information, create a complete matrix of information including current and future needs.

- A. Summarize all existing staff positions by name/title and existing square footage utilized
- B. Identify all existing spaces and their square footage and determine if the square footage is adequate. If no, determine what is needed to make them the appropriate size
- C. Create a square footage space needs program broken down by department for the future needs as it relates to each option. Square footages will be based on both net square feet (usable area) and gross square feet (circulation, mechanical, electrical, etc.).
- D. Identify square footage needs program for the remaining departmental areas. To fully understand the County's real estate needs and analyze options Wold will define the needs of non-customer service related space will be identified.

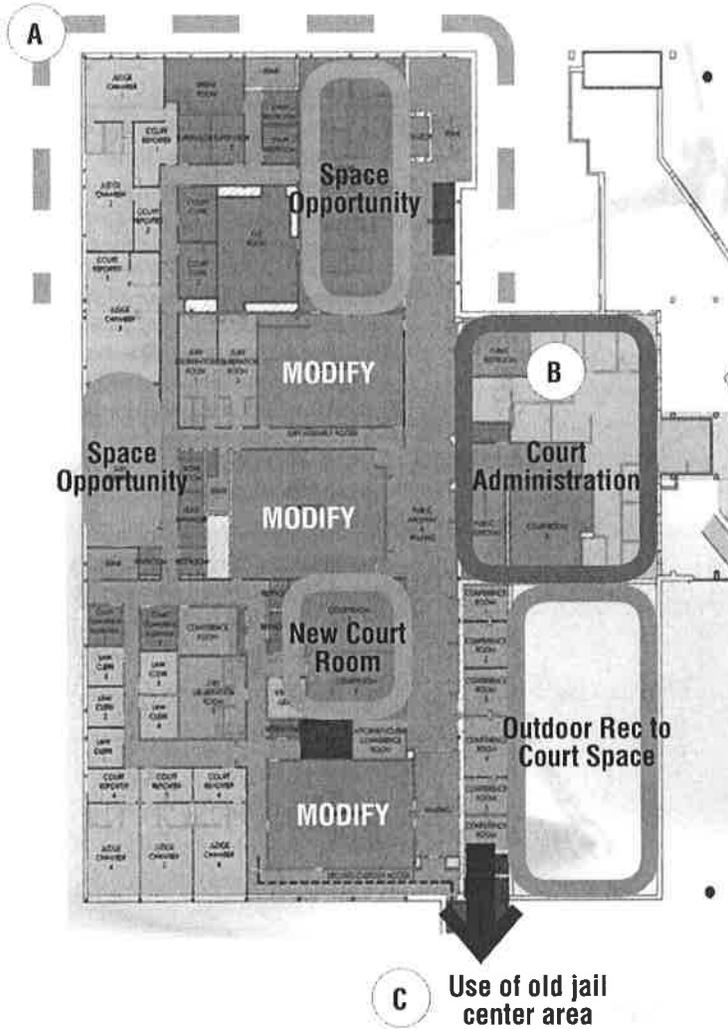
Table 28
Summary of Space Projections (example)

Department Category	Space							% Chg. Existing-05	% Chg./Year
	Existing	2010	2015	2020	2025	2030	2035		
District Judge	36,080	51,232	56,307	60,661	65,397	68,813	73,529	103.6%	4.2%
Law Clerk	Included in the District Judge calculations							--	--
Court Reporter	Included in the District Judge calculations							--	--
Court Administration	9,150	9,672	10,660	11,180	11,700	11,960	12,480	36.4%	1.5%
7th Judicial District	4,296	3,881	4,107	4,107	4,332	4,332	4,332	0.6%	0.0%
County Attorney	11,755	11,949	12,625	13,978	15,556	17,360	18,938	81.1%	2.4%
Community Corrections	18,500	14,654	16,007	17,360	18,938	20,516	21,669	18.2%	0.7%
Judicial Total	79,781	91,389	99,706	107,306	115,923	122,981	131,147	64.4%	2.6%
Dispatch	1,099	3,257	3,900	4,290	4,680	5,070	5,460	410.6%	16.4%
Sheriff's Office	43,830	40,221	41,420	42,190	42,960	43,840	44,610	1.8%	0.1%
Law Enforcement Total	44,899	43,478	45,320	46,480	47,640	48,910	50,070	11.5%	0.9%
Jail	46,043	57,341	67,447	73,038	78,545	83,854	88,952	93.2%	3.7%
Corrections Total	46,043	57,341	67,447	73,038	78,545	83,854	88,952	93.2%	3.7%
Grand Total	170,723	192,207	212,473	226,824	242,109	255,745	270,169	58.2%	2.3%

Source: Carter Goble Associates, April 2011.

5. Detail of Services

Step 5: Developing Option 1 (Delay Building for 8-10 Years)



Your Criteria

1. All items included in Options 1 & 2
2. 2 additional jury trial courtrooms (*total of 5*)
3. 1 Magistrate courtroom & Chambers
4. ADA Compliance/Wheelchair accessibility in all courtrooms
5. Secured Parking Garage
6. Self Help Center Space
7. Space (Rental) for Department of Corrections
8. Modification for Specialty Courts (*Conference Room +*)
9. Large Shared Conference room
10. Conference room in secured space for court admin/judicial staff
11. Additional Office space
 - i. County Attorney
 - ii. Court Admin
 - iii. Court Services

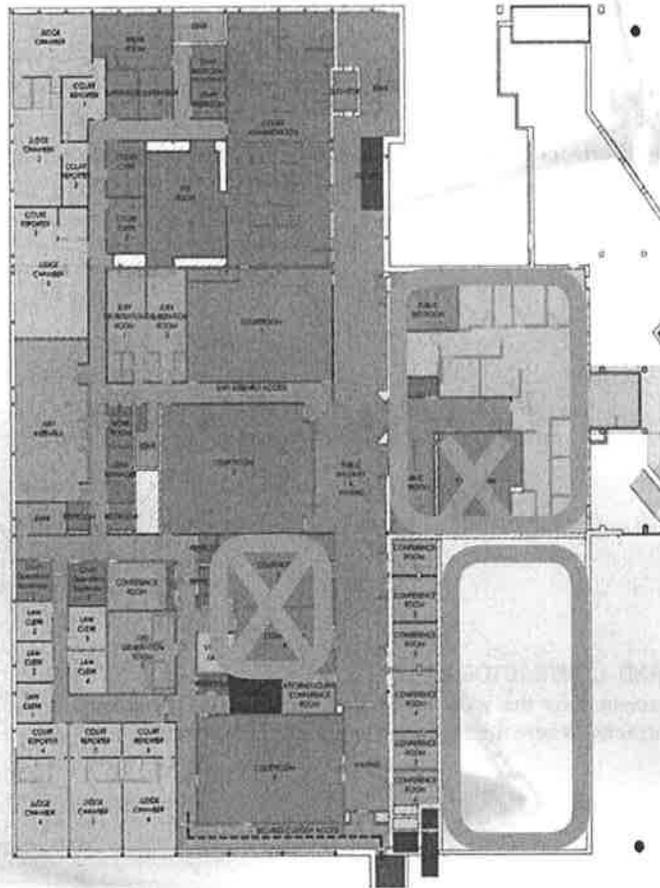
Opportunities To Explore

- A. Move out functions non-essential to Court operation/security, such as jury assembly, magistrate to old Sheriff's after school program in annex
- B. Move Court Administration to County Administration
- C. Consider use of the jail's second level center area for secure courtrooms
- D. Use of rec area; although costly, may function as a court room or other space



5. Detail of Services

Step 6: Developing Option 2 (Delay Building for 3-4 Years)



Your Criteria

1. Items under Option 1
2. Replace Courtrooms 3, 4, & 6
3. Added Hearing Room for Magistrate
4. Judicial Access to each courtroom from a secure judicial corridor
5. Accessibility for Individuals in wheelchairs in at least one jury trial courtroom and at least two additional courtrooms
6. Jury Trial Courtrooms - Minimum of 3 Jury trial Courtrooms
 - i. Separate from detention courtroom
 - ii. Equipped for technology
 - iii. Adequate jury deliberation space
 - iv. Judicial access from secure corridor
7. Eliminate use of same hallway for jurors, prisoners, judges & staff (*security issue*)
8. Address acoustical issues
 - i. Sound vestibules for courtrooms
 - ii. Improved acoustics inside courtrooms & adequate sound system
9. Adequate size jury assembly room
10. Secured Counter area for Court Admin
11. Additional Office Space for Court Admin
12. Room for eCourt training (tech equipped – sufficient outlets & connections to network)
13. Additional Conference Rooms for attorney client meetings & mediation/negotiations
14. Court Services inside secured portion of courthouse
15. Adequate UA collection/testing room which addresses staff safety
16. Adequate interview rooms for court services which address staff safety
17. EHM/Alcohol Monitoring equipment & connection room which addresses staff safety
18. Victim/Witness waiting room near courts (*required by statute*)
19. Additional office space for Court services (*1-2 agents + 1 support staff*)
20. Additional office space for County Attorney
 - i. Clerical Space
 - ii. Office w/door for Office Manager
 - iii. Small conference room
 - iv. Additional office space for attorney/paralegal staff as added

Opportunities To Explore



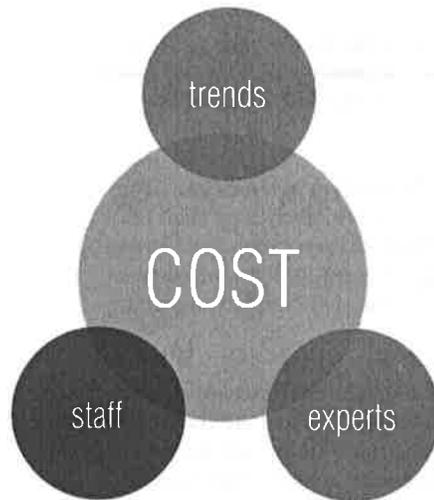
County boardroom needs to be utilized.



Pews can be easily repurposed.

5. Detail of Services

Step 8: Cost Analysis of Options



Costs are critical to address developing space needs for renovations/ additions and new proposals. As soon as the projects are quantified, we will begin developing cost information.

Construction Cost and Budget Management

Wold's reputation relies upon accurate cost estimation and proactive budget management. Our successful strategies and methodologies approach budget management as an ongoing task.

Planning Impact on Construction Costs

We know that the first 20% of the decisions made affect 80% of overall construction cost. With public funding involved in all of our projects, we understand the importance of quality estimating from the beginning of the planning and programming phase in assuring cost control and project success during the design and construction phases. Therefore, we take the initial planning very seriously, because it is the key to the budget. Wold's approach to cost benefit analysis includes:

Trends

We maintain a file of regional building projects, updated quarterly. We have the ability to average gross costs for each specification section and relate that cost to a specific building type in the government market.

Staff

Our cost estimating staff will complete detailed material take-offs and cost estimates. These estimates are checked against the regional trends.

Experts

We call in contractors, cost estimator and vendors to check our numbers and verify cost. This final check gives us the "mood" of the bid market and reinforces our estimates.

Operational Costs

We also know that construction costs may only account for 10-20% of the cost of a new building over 25 years. Operational costs such as staff salaries, utilities, and maintenance can account for up to 90% of the cost of a facility. Therefore, Wold focuses its efforts in planning not just on right-sizing the building, but we focus on operational efficiencies.

- » We make sure that buildings are planned to be as **energy-efficient** as possible
- » We make sure that buildings are planned to be as **staff efficient** as possible
- » We make sure that buildings are planned to be as **durable** as possible

5. Detail of Services

Step 9: Comparative Analysis of Options



Informed Decision Making

Early in the study process, the most critical activity of the Kick-Off Meeting and subsequent Core Planning Group meetings is to develop criteria for a successful facility. It is an important activity early to gain consensus on characteristics of a facility which will allow the project concept to flourish. This information is critical late in the study to be able to reflect back on those original criteria to use as metrics in evaluating the many solutions developed.

Leading an exercise in which the Core Planning Group openly discusses and comes to consensus on how each optional solution addresses or responds to every criteria is an important component in the process of developing a recommended solution.

Wold knows that summarizing all of the complex criteria and evaluations into an easy to read, intuitive matrix will allow the County Board or any decision makers to be quickly informed of all relevant information. By including all relevant information in one document, the limited time that is typically available in front of the Board and Administration can be used for productive discussion of the recommendation instead of being wasted by using the time to explain the process to get to the end and the data that resulted. An evaluation matrix streamlines the presentation and simplifies the approval process.

II. Project Background Narrative

C. Alternatives & Options

Site Evaluation Matrix

CRITERIA		Criteria Ranking (1-4)	Sheriff's Communications Facility 9300 Naper Street Golden Valley, MN 55437	Sheriff's Patrol Headquarters 9401 83rd Avenue North Brooklyn Park, MN 55445	Public Works Facility 1800 Prairie Drive Medina, MN 55430	Adult Corrections Facility Vacant Facility Site 1245 Shenandoah Lane, Plymouth, MN 55447
A	Centralized Location in County (Radio Transmissions)	5	CENTRAL Acceptable	NORTH Acceptable	WEST Outside the center of the bulseye	CENTRAL Acceptable
B1	Proximity to Clients and Customers	5	Best facility for customer service and dependent agencies.	PROS: Slightly closer to most large dependent agencies. CONS: Further from densest location of maintenance work.	CONS: Not convenient to most large dependent agencies. Further from densest location of maintenance work.	PROS: Slightly closer to most large dependent agencies. CONS: Further from densest location of maintenance work.
B2	Proximity for Emergency Maintenance	5	CENTRALLY LOCATED Acceptable	Slightly out of geographic center. Infrastructure response time is increased.	Not close to most towers in network. Infrastructure response time is greatly increased.	CENTRALLY LOCATED Acceptable
C	Self-supported Tower vs. Guyed Tower	5	GUYED TOWER CON: Susceptible to ice fall. Extra site area required.	SELF-SUPPORTED TOWER	GUYED TOWER CON: Susceptible to ice fall. Extra site area required.	SELF-SUPPORTED TOWER
D	Access to Site (Major Highways)	5	PROS: Adjacent to Highway 169 CONS: In residential neighborhood.	PROS: Adjacent to Highway 169, near 694 CONS: Located on Cul-de-sac.	PROS: Adjacent to Highway 55 CONS: 8-10 miles west of 454/694 loop	PROS: 1 mile west of Hwy. 494 on City Rd. 6 Multiple access/exit paths
E	Availability of Infrastructure (Utilities)	4	Yes	Yes	No fiber optic connection to county network.	Yes
F	Adequate Buildable Acreage	4	NO: Very tight site to fit new facility. May be impossible to meet hard surface reqs.	NO Will require acquisition of adjacent property (east) 4.63 acres - Eaton property 5.95 acres - vacant Scherer Bios. property	YES Preferably to the west of Guyed Tower	YES Existing vacant facility site approximately 4.0 acres.
G	Site Security	4	Fenced perimeter already exists. Extra building setback is not likely due to minimal site.	Fenced perimeter possible. Single point access is easily controlled.	Fenced perimeter possible. Limited public traffic.	Fenced perimeter possible. Limited public traffic due to ACF campus.
H	Existing Tower Reuse	3	YES Would require investment in upgrading existing redundant facility at Sheriff's Patrol HQ	YES Parcel east of Patrol Headquarters	YES	YES
I	Requirement for Land Purchase	3	POSSIBLE Potential residential property west of facility	YES Parcel east of Patrol Headquarters	NO County owned land adjacent to existing tower	NO County owned land adjacent to existing tower. Existing vacant facility site north of Men's Facility
J	Compatible with Local Zoning	2	ZONED - I-4 Conditional Use	ZONED - RP, I Conditional Use	ZONED - RC Conditional Use	ZONED - P1 Permitted Use
K	Separation from Rail, Airports & Pipelines	1	Good separation, within residential neighborhood.	PROS: Good separation CONS: On approach for Crystal Airport (3 mi southeast) Close to rail line (1200 ft east)	Adjacent to rail line (north of property)	Good separation, seems to be under an aircraft landing pattern (6 mi southeast)
L	Collocation with Compatible Facilities	1	YES Potential for future EOC or Data Center Location	YES Adjacency to other Sheriff's Dept. Unit could lead to some efficiencies	NO Not compatible with PW Facility	Perceived personal safety risk for staff.

Sample Site Evaluation Matrix

5. Detail of Services
Step 10: Conclusions and Feedback



Washington County		Wold Architects and Engineers		
Strategic Facilities Plan		August, 2003		
Facilities Expansion Matrix				
Expansion Phase		Space Need/Scope	Projected Construction	Project Cost ¹
• North Service Center		53,450 SF (Includes County Services, New Library & License Center)	2004 - 2005 ¹	\$9,800,000 ¹
• South Service Center		51,300 SF (Includes County Services & New Service Counter)	2004 - 2005 ¹	\$8,900,000 ¹
• Addition to LEC		25,000 SF (County Attorney moves to the LEC 2nd Level Addition with building link)	2006 - 2007 ¹	\$5,500,000 ¹
• Courts Expansion		87,800 SF (Roused) 89,200 SF (New) 26,000 SF (Shelved) 163,000 SF	2007 - 2008 ¹	Option H (Build 12, Shell 4) \$35,000,000 ¹
• Government Center Renovation		184,000 SF (See Stacking Diagram on pages 7)	2009 - 2010 ¹	\$5,700,000 ¹

1. See the addendum to the Strategic Facility Plan 2003-2015 and Bond Schedule as provided by Washington County located in the appendix, Item A and B.

Project cost includes the following:

- Technology Consideration (Cabling only)
- Building Construction Contingency
- Inflation Projected to Construction Dates
- Furniture, Fixtures and Equipment (FF&E)
- Architectural Design Service Fees
- Testing and Bonding

7 Commission No. 002103

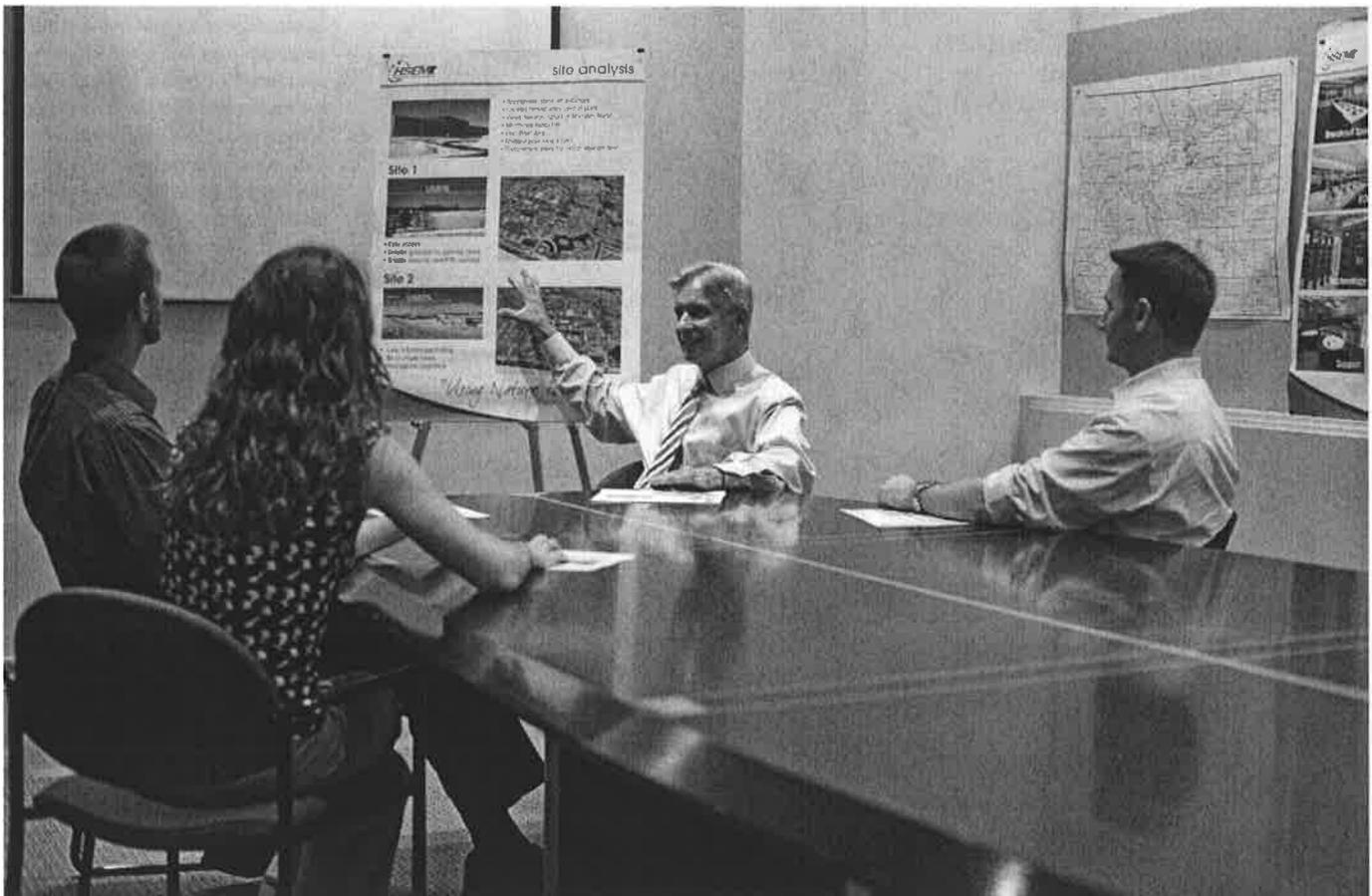
A preliminary report of option analysis will be completed and with the comparative analysis of options from Step 9 presentations will be provided to the County Board, Administration, Courts, County Attorney and Court Services. It is anticipated that the County Board and participants have approved the developing analysis through feedback during on-going meetings and feedback. This meeting will conclude all findings and will seek ultimate feedback for approval.

5. Detail of Services

Step 11: Final Recommendation

The final presentation will need a completed summary of conclusions.

We recommend that the audience and those approving the option analysis have been brought in to early input sessions at a minimum and more if deemed necessary to address specific issues such as costly facility renovations or new facilities.



6. Expected Responsibilities of Lead Contact

The time commitment of various team members will vary throughout the course of the project. All team members selected for this project are available and excited to start work on this important project:

Current Responsibilities:

Joel Dunning

- » Hennepin County South Suburban Courts Renovation - SD
- » Anoka County Courthouse Remodeling - Construction
- » Swift County Courthouse Needs Assessment - Study
- » Yellow Medicine County New Courthouse

The projects mentioned are in the implementation stage which will allow Joel to provide a high level of involvement for your project.



1. References



Mike Moriarty // 10th Judicial District Court Administrator
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 763.279.0150

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 320.564.5841

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 612.673.2706



1. Conflict of Interest

Disclose any conflicts of interest or perceived conflicts of interest.

We do not have nor are aware of any conflict of interest related to the work for this project.

Identify what procedures your firm uses to identify and resolve conflicts of interests.

Wold understands the political environment and legal constraints county commissioners and staff have regarding accepting gifts or favors from businesses working with the county. We train our staff regularly to insure our clients are protected.



1. Proposed Fee

Wold believes in client satisfaction. We believe in establishing trusted, long-term relationships with our clients. We understand that building trust takes time and shared experiences together. As a professional service provider, we also believe in no surprises. In proposing fees, we attempt to determine the challenge ahead and present a fair, fixed fee that we believe will provide the required service. We avoid hourly fees that can eventually go beyond your comfort level, and we resist charging additional fees that create surprises for our clients. We seek collaborative relationships to find mutual, long-term success.

Fee

Our proposal is based on assumptions of the scope of potential renovations. We assume these renovation costs to range conservatively at 3 to 5 million of construction costs for Option 1. We therefore are using a fee for services proposed which correlates to those costs. We also assume that design services for the study need to complete a schematic design effort to adequately create a scope of work for accurate cost estimating. using a mid-range of \$4 million proposed fee is as follows:

Fixed Fee

$\$4,000,000 \times 7\% = \$280,000 \times 15\%$
(schematic design) or \$42,000

Estimated Construction Cost	\$4,000,000
Fixed Fee Rate	x 7.5%
<hr/>	
Schematic Design Portion of Project	x 15%
Total Proposed Fixed Fee	\$45,000

Reimbursable Costs & Postage

Actual not to exceed **\$4,000**

Reimbursables are for mileage, miscellaneous printing, telephone, fax, etc. These are billed as they are accrued with no additional markup.

Client#: 2665

WOLDARCI

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
8/26/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER MN-A/E COBB STRECKER DUNPHY & ZIMMERMANN 150 S FIFTH STREET STE 2800 MINNEAPOLIS, MN 55402	CONTACT NAME: PHONE (A/C, No, Ext): 612 349-2400 FAX (A/C, No): 612 349 2490 E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE NAIC # INSURER A : RLI INSURANCE COMPANY INSURER B : MARKEL INSURANCE COMPANY INSURER C : INSURER D : INSURER E : INSURER F :
INSURED WOLD ARCHITECTS INC dba WOLD ARCHITECTS & ENGINEERS INC 305 ST PETER ST ST PAUL, MN 55102	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

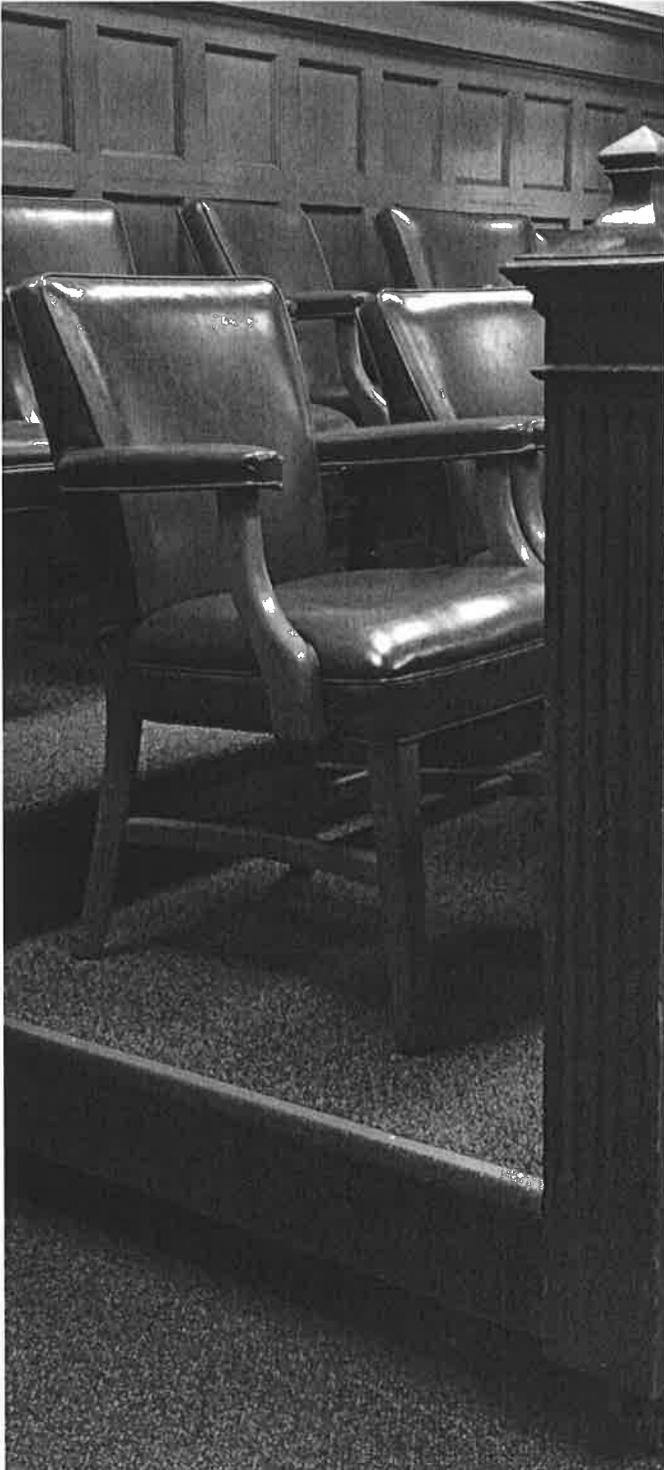
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> CONTRACTUAL LIAB PER <input checked="" type="checkbox"/> POLICY FORM & XCU GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJ <input checked="" type="checkbox"/> LOC		PSB0004011	09/01/2014	09/01/2015	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		PSA0001561	09/01/2014	09/01/2015	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$10,000		PSE0003066	09/01/2014	09/01/2015	EACH OCCURRENCE \$4,000,000 AGGREGATE \$4,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		PSW0002417	09/01/2014	09/01/2015	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$500,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000
B	ARCHITECTS & ENGR PROFESSIONAL LIAB CLAIMS MADE		AE823806	09/01/2014	09/01/2015	EACH CLAIM: \$2,000,000 ANNUAL AGG: \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
FOR BID PURPOSES ONLY

CERTIFICATE HOLDER SAMPLE COMPANY SAMPLE ADDRESS SAMPLE CITY/STATE/ZIP	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Will Leaf</i>
--	--

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Why Wold



Why Wold delivers the best value –

Experience and Expertise

- » *We know courts and their technology*
- » *We know counties*
- » *We know cost analysis*

Process

- » *We will collaborate with you to successfully create feasible options leading to a recommended option*

Value Added

- » *We are always striving to leverage your facility dollars to create efficient, effective, and innovative buildings for your customers, judiciary and staff*

**We want to help Wright County and their
Remodeling Feasibility Study!**



AIA[®] Document B101[™] – 2007

Standard Form of Agreement Between Owner and Architect

AGREEMENT made as of the day of in the year
(In words, indicate day, month and year.)

BETWEEN the Architect's client identified as the Owner:
(Name, legal status, address and other information)

Wright County
10 2nd St. NW
Buffalo, MN 55313

and the Architect:
(Name, legal status, address and other information)

Wold Architects and Engineers
332 Minnesota Street Suite W2000
Saint Paul, Minnesota 55101
Telephone Number: 651-227-7773
Fax Number: 651-223-5646

for the following Project:
(Name, location and detailed description)

Basic Contract Agreement for Courts Remodeling Feasibility Study and future projects
agreed upon in writing by both parties.

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Init.

TABLE OF ARTICLES

1	INITIAL INFORMATION
2	ARCHITECT'S RESPONSIBILITIES
3	SCOPE OF ARCHITECT'S BASIC SERVICES
4	ADDITIONAL SERVICES
5	OWNER'S RESPONSIBILITIES
6	COST OF THE WORK
7	COPYRIGHTS AND LICENSES
8	CLAIMS AND DISPUTES
9	TERMINATION OR SUSPENSION
10	MISCELLANEOUS PROVISIONS
11	COMPENSATION
12	SPECIAL TERMS AND CONDITIONS
13	SCOPE OF THE AGREEMENT

EXHIBIT A INITIAL INFORMATION

ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Article 1 and in optional Exhibit A, Initial Information:

(Complete Exhibit A, Initial Information, and incorporate it into the Agreement at Section 13.2, or state below Initial Information such as details of the Project's site and program, Owner's contractors and consultants, Architect's consultants, Owner's budget for the Cost of the Work, authorized representatives, anticipated procurement method, and other information relevant to the Project.)

| Courts Remodeling Feasibility Study per Exhibit A and Future Projects to be determined by letter

§ 1.2 The Owner's anticipated dates for commencement of construction and Substantial Completion of the Work are set forth below:

.1 Commencement of construction date:

| Courts Remodeling Feasibility Study per Exhibit A and Future Projects to be determined by letter

.2 Substantial Completion date:

| Courts Remodeling Feasibility Study per Exhibit A and Future Projects to be determined by letter

§ 1.3 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the schedule, the Architect's services and the Architect's compensation.

ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide the professional services as set forth in this Agreement.

§ 2.2 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.3 The Architect shall identify a representative authorized to act on behalf of the Architect with respect to the Project.

§ 2.4 Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

§ 2.5 The Architect shall maintain the following insurance for the duration of this Agreement. If any of the requirements set forth below exceed the types and limits the Architect normally maintains, the Owner shall reimburse the Architect for any additional cost:

(Identify types and limits of insurance coverage, and other insurance requirements applicable to the Agreement, if any.)

- .1 General Liability
\$2,000,000 per claim/\$2,000,000 aggregate
- .2 Automobile Liability
\$1,000,000 per occurrence
- .3 Workers' Compensation
Statutory
- .4 Professional Liability
\$2,000,000 per claim/\$2,000,000 aggregate

ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES

§ 3.1 The Architect's Basic Services consist of those described in Article 3 and include usual and customary structural, mechanical, and electrical engineering services, civil engineer, cost estimating, food service, pool, theater, acoustical, landscaping, consultant will be hired by Architect as services are required as part of Basic Services.. Services not set forth in this Article 3 are Additional Services.

§ 3.1.1 The Architect shall manage the Architect's services, consult with the Owner, research applicable design criteria, attend Project meetings, communicate with members of the Project team and report progress to the Owner.

§ 3.1.2 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on the accuracy and completeness of services and information furnished by the Owner and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission or inconsistency in such services or information.

§ 3.1.3 As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. The schedule initially shall include anticipated dates for the commencement of construction and for Substantial Completion of the Work as set forth in the Initial Information. The schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary as the Project proceeds until the commencement of construction.

§ 3.1.4 The Architect shall not be responsible for an Owner's directive or substitution made without the Architect's approval.

§ 3.1.5 The Architect shall, at appropriate times, contact the governmental authorities required to approve the Construction Documents and the entities providing utility services to the Project. In designing the Project, the Architect shall respond to applicable design requirements imposed by such governmental authorities and by such entities providing utility services.

§ 3.1.6 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

§ 3.2 SCHEMATIC DESIGN PHASE SERVICES

§ 3.2.1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 3.2.2 The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, and the proposed procurement or delivery method and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

§ 3.2.3 The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project, including the feasibility of incorporating environmentally responsible design approaches if requested by Owner. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

§ 3.2.4 Based on the Project's requirements agreed upon with the Owner, the Architect shall prepare and present for the Owner's approval a preliminary design illustrating the scale and relationship of the Project components.

§ 3.2.5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital modeling. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

§ 3.2.5.1 The Architect shall consider, if requested by the Owner, environmentally responsible design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain other environmentally responsible design services under Article 4.

§ 3.2.5.2 The Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule and budget for the Cost of the Work.

§ 3.2.6 The Architect shall submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.2.7 The Architect shall submit the Schematic Design Documents to the Owner, and request the Owner's approval.

§ 3.3 DESIGN DEVELOPMENT PHASE SERVICES

§ 3.3.1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and

such other elements as may be appropriate. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish in general their quality levels.

§ 3.3.2 The Architect shall update the estimate of the Cost of the Work.

§ 3.3.3 The Architect shall submit the Design Development documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, and request the Owner's approval.

§ 3.4 CONSTRUCTION DOCUMENTS PHASE SERVICES

§ 3.4.1 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that in order to construct the Work the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.6.4.

§ 3.4.2 The Architect shall incorporate into the Construction Documents the design requirements of governmental authorities having jurisdiction over the Project.

§ 3.4.3 During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of (1) bidding and procurement information that describes the time, place and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications and may include bidding requirements and sample forms.

§ 3.4.4 The Architect shall update the estimate for the Cost of the Work.

§ 3.4.5 The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, take any action required under Section 6.5, and request the Owner's approval. The Architect shall after consultation with the Owner be primarily responsible for the preparation of the necessary bidding information and bidding forms. The Architect shall also assist the owner in the preparation of the General Conditions of the Contract for Construction, and form of agreement between the Owner and Contractor. All bidding documents and contractual agreements shall be in compliance with the requirements of Minnesota's public bidding and contracting law as those laws apply to public entities.

§ 3.4.6 The Architect shall work with the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project. The Architect shall have the primary responsibility to complete the required documents and ensure that they are properly filed on behalf of the Owner. The Architect shall observe those applicable laws, statutes, ordinances, codes, rules and regulations in force and publically announced as of the date of this agreement or as of the date of subsequent compensation amendments whichever is the latter.

§ 3.4.7 Owner understands that relatively few guidelines are available with respect to compliance with Americans with Disabilities Act (ADA). Architect is aware of developments in this field, including ADA guidelines that are incorporated in the building code, and legal decisions, but cannot guarantee or warrant that Architect's opinion of appropriate compliance measures will be found valid.

§ 3.5 BIDDING OR NEGOTIATION PHASE SERVICES

§ 3.5.1 GENERAL

The Architect shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining either competitive bids or negotiated proposals; (2) confirming responsiveness of bids or proposals; (3) determining the successful bid or proposal, if any; and, (4) awarding and preparing contracts for construction.

§ 3.5.2 COMPETITIVE BIDDING

§ 3.5.2.1 Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

§ 3.5.2.2 The Architect shall assist the Owner in bidding the Project by

- .1 procuring the reproduction of Bidding Documents for distribution to prospective bidders;
- .2 distributing the Bidding Documents to prospective bidders, requesting their return upon completion of the bidding process, and maintaining a log of distribution and retrieval and of the amounts of deposits, if any, received from and returned to prospective bidders;
- .3 organizing and conducting a pre-bid conference for prospective bidders, if requested by Owner;
- .4 preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to all prospective bidders in the form of addenda; and
- .5 organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.

§ 3.5.2.3 The Architect shall consider requests for substitutions, if the Bidding Documents permit substitutions, and shall prepare and distribute addenda identifying approved substitutions to all prospective bidders.

§ 3.5.3 NEGOTIATED PROPOSALS

§ 3.5.3.1 Proposal Documents shall consist of proposal requirements and proposed Contract Documents.

§ 3.5.3.2 The Architect shall assist the Owner in obtaining proposals by

- .1 procuring the reproduction of Proposal Documents for distribution to prospective contractors, and requesting their return upon completion of the negotiation process;
- .2 organizing and participating in selection interviews with prospective contractors; and
- .3 participating in negotiations with prospective contractors, and subsequently preparing a summary report of the negotiation results, as directed by the Owner.

§ 3.5.3.3 The Architect shall consider requests for substitutions, if the Proposal Documents permit substitutions, and shall prepare and distribute addenda identifying approved substitutions to all prospective contractors.

§ 3.5.3.4 In the event the lowest bid (or bids) exceeds the budget for the Project, the Architect, in consultation with and at the direction of the Owner, shall provide such modifications in the Contract Documents as necessary to bring the cost of the Project within the budget, unless Owner directs the Architect to bid a project estimated over budget.

§ 3.6 CONSTRUCTION PHASE SERVICES

§ 3.6.1 GENERAL

§ 3.6.1.1 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™–2007, General Conditions of the Contract for Construction. If the Owner and Contractor modify AIA Document A201–2007, those modifications shall not affect the Architect’s services under this Agreement unless the Owner and the Architect amend this Agreement.

§ 3.6.1.2 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor’s failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect’s negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

§ 3.6.1.3 Subject to Section 4.3, the Architect’s responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates At the end of the one year contractor’s construction warranty period.

§ 3.6.2 EVALUATIONS OF THE WORK

§ 3.6.2.1 The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.3.3, to become generally familiar with the progress and quality of the portion of the Work completed, and

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to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and report to the Owner (1) known deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor, and (2) defects and deficiencies observed in the Work.

§ 3.6.2.2 The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not such Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, material and equipment suppliers, their agents or employees or other persons or entities performing portions of the Work.

§ 3.6.2.3 The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 3.6.2.4 Interpretations and decisions of the Architect shall be consistent with the intent of and reasonably inferable from the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

§ 3.6.2.5 Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201–2007, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

§ 3.6.3 CERTIFICATES FOR PAYMENT TO CONTRACTOR

§ 3.6.3.1 The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 3.6.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated and that the quality of the Work is in accordance with the Contract Documents. The foregoing representations are subject (1) to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) to results of subsequent tests and inspections, (3) to correction of minor deviations from the Contract Documents prior to completion, and (4) to specific qualifications expressed by the Architect.

§ 3.6.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and material suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 3.6.3.3 The Architect shall maintain a record of the Applications and Certificates for Payment.

§ 3.6.4 SUBMITTALS

§ 3.6.4.1 The Architect shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time in the Architect's professional judgment to permit adequate review.

§ 3.6.4.2 In accordance with the Architect-approved submittal schedule, the Architect shall review and approve or take other appropriate action upon the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only

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for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by the Architect, of any construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 3.6.4.3 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review Shop Drawings and other submittals related to the Work designed or certified by the design professional retained by the Contractor that bear such professional's seal and signature when submitted to the Architect. The Architect shall be entitled to rely upon the adequacy, accuracy and completeness of the services, certifications and approvals performed or provided by such design professionals.

§ 3.6.4.4 Subject to the provisions of Section 4.3, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth in the Contract Documents the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to requests for information.

§ 3.6.4.5 The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

§ 3.6.5 CHANGES IN THE WORK

§ 3.6.5.1 The Architect may authorize minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to the provisions of Section 4.3, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

§ 3.6.5.2 The Architect shall maintain records relative to changes in the Work.

§ 3.6.6 PROJECT COMPLETION

§ 3.6.6.1 The Architect shall conduct inspections to determine the date or dates of Substantial Completion and the date of final completion; issue Certificates of Substantial Completion; receive from the Contractor and forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and assembled by the Contractor; and issue a final Certificate for Payment based upon a final inspection indicating the Work complies with the requirements of the Contract Documents.

§ 3.6.6.2 The Architect's inspections shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

§ 3.6.6.3 When the Work is found to be substantially complete, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

§ 3.6.6.4 The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

§ 3.6.6.5 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

ARTICLE 4 ADDITIONAL SERVICES

§ 4.1 Additional Services listed below are not included in Basic Services but may be required for the Project. The Architect shall provide the listed Additional Services only if specifically designated in the table below as the Architect’s responsibility, and the Owner shall compensate the Architect as provided in Section 11.2. (Designate the Additional Services the Architect shall provide in the second column of the table below. In the third column indicate whether the service description is located in Section 4.2 or in an attached exhibit. If in an exhibit, identify the exhibit.)

Additional Services	Responsibility <i>(Architect, Owner or Not Provided)</i>	Location of Service Description <i>(Section 4.2 below or in an exhibit attached to this document and identified below)</i>
§ 4.1.1 Programming	N/P	
§ 4.1.2 Multiple preliminary designs	N/P	
§ 4.1.3 Measured drawings	Owner	
§ 4.1.4 Existing facilities surveys	Owner	
§ 4.1.5 Site Evaluation and Planning (B203™–2007)	Basic Services	
§ 4.1.6 Building information modeling	N/P	
§ 4.1.7 Civil engineering	Basic Services	
§ 4.1.8 Landscape design	Basic Services	
§ 4.1.9 Architectural Interior Design (B252™–2007)	Basic Services	
§ 4.1.10 Value Analysis (B204™–2007)	N/P	
§ 4.1.11 Detailed cost estimating	Basic Services	
§ 4.1.12 On-site project representation	N/P	
§ 4.1.13 Conformed construction documents	N/P	
§ 4.1.14 As-Designed Record drawings	N/P	
§ 4.1.15 As-Constructed Record drawings	N/P	
§ 4.1.16 Post occupancy evaluation	N/P	
§ 4.1.17 Facility Support Services (B210™–2007)	N/P	
§ 4.1.18 Tenant-related services	N/P	
§ 4.1.19 Coordination of Owner’s consultants	N/P	
§ 4.1.20 Telecommunications/data design	N/P	
§ 4.1.21 Security Evaluation and Planning (B206™–2007)	N/P	
§ 4.1.22 Commissioning (B211™–2007)	N/P	
§ 4.1.23 Extensive environmentally responsible design	N/P	
§ 4.1.24 LEED® Certification (B214™–2007)	N/P	
§ 4.1.25 Fast-track design services	N/P	
§ 4.1.26 Historic Preservation (B205™–2007)	N/P	
§ 4.1.27 Furniture, Furnishings, and Equipment Design (B253™–2007)	N/P	

§ 4.2 Insert a description of each Additional Service designated in Section 4.1 as the Architect’s responsibility, if not further described in an exhibit attached to this document.

§ 4.3 Additional Services may be provided after execution of this Agreement, without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.3 shall entitle the Architect to compensation pursuant to Section 11.3 and an appropriate adjustment in the Architect’s schedule.

§ 4.3.1 Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following services until the Architect receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including, but not limited to, size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method;
- .2 Services necessitated by the Owner's request for extensive environmentally responsible design alternatives, such as unique system designs, in-depth material research, energy modeling, or LEED® certification;
- .3 Changing or editing previously prepared Instruments of Service necessitated by the enactment or revision of codes, laws or regulations or official interpretations;
- .4 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
- .5 Preparing digital data for transmission to the Owner's consultants and contractors, or to other Owner authorized recipients;
- .6 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner;
- .7 Preparation for, and attendance at, a public presentation, meeting or hearing;
- .8 Preparation for, and attendance at a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
- .9 Evaluation of the qualifications of bidders or persons providing proposals;
- .10 Consultation concerning replacement of Work resulting from fire or other cause during construction; or
- .11 Assistance to the Initial Decision Maker, if other than the Architect.

§ 4.3.2 To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If the Owner subsequently determines that all or parts of those services are not required, the Owner shall give prompt written notice to the Architect, and the Owner shall have no further obligation to compensate the Architect for those services:

- .1 Reviewing a Contractor's submittal out of sequence from the submittal schedule agreed to by the Architect;
- .2 Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;
- .3 Preparing Change Orders and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of Instruments of Service;
- .4 Evaluating an extensive number of Claims as the Initial Decision Maker;
- .5 Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom; or
- .6 To the extent the Architect's Basic Services are affected, providing Construction Phase Services 60 days after (1) the date of Substantial Completion of the Work or (2) the anticipated date of Substantial Completion identified in Initial Information, whichever is earlier.

| (Paragraphs deleted)

§ 4.3.4 If the services covered by this Agreement have not been completed within () months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program which shall set forth the Owner's objectives, schedule, constraints and criteria, including space requirements and relationships, flexibility, expandability, special equipment, systems and site requirements. Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of or enforce lien rights.

§ 5.2 The Owner shall establish and periodically update the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 5.3 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

§ 5.4 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions and necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

§ 5.5 The Owner shall furnish services of geotechnical engineers, which may include but are not limited to test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

§ 5.6 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated in this Agreement, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants maintain professional liability insurance as appropriate to the services provided.

§ 5.7 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 5.8 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.9 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.10 Except as otherwise provided in this Agreement, or when direct communications have been specially authorized, the Owner shall endeavor to communicate with the Contractor and the Architect's consultants through the Architect about matters arising out of or relating to the Contract Documents. The Owner shall promptly notify the Architect of any direct communications that may affect the Architect's services.

§ 5.11 Before executing the Contract for Construction, the Owner shall coordinate the Architect's duties and responsibilities set forth in the Contract for Construction with the Architect's services set forth in this Agreement. The Owner shall provide the Architect a copy of the executed agreement between the Owner and Contractor, including the General Conditions of the Contract for Construction.

§ 5.12 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work does not include the compensation of the Architect, the costs of the land, rights-of-way, financing, contingencies for changes in the Work or other costs that are the responsibility of the Owner.

Init.

§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and may be adjusted throughout the Project as required under Sections 5.2, 6.4 and 6.5. Evaluations of the Owner's budget for the Cost of the Work, the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work or from any estimate of the Cost of the Work or evaluation prepared or agreed to by the Architect.

§ 6.3 In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding and price escalation; to determine what materials, equipment, component systems and types of construction are to be included in the Contract Documents; to make reasonable adjustments in the program and scope of the Project; and to include in the Contract Documents alternate bids as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget for the Cost of the Work. The Architect's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques.

§ 6.4 If the Bidding or Negotiation Phase has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, through no fault of the Architect, the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

§ 6.5 If at any time the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

§ 6.6 If the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;
- .3 terminate in accordance with Section 9.5;
- .4 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or
- .5 implement any other mutually acceptable alternative.

§ 6.7 If the Owner chooses to proceed under Section 6.6.4, the Architect, without additional compensation, shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 6.6.1. The Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Article 6.

ARTICLE 7 – COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project. If the Owner and Architect intend to transmit Instruments of Service or any other information or documentation in digital form, they shall endeavor to establish necessary protocols governing such transmissions.

§ 7.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 7.3 Upon execution of this Agreement, the Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations, including prompt payment of all sums when due, under this Agreement. The Architect shall obtain similar nonexclusive licenses from the

Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and material or equipment suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.

§ 7.3.1 In the event the Owner uses the Instruments of Service without retaining the author of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

ARTICLE 8 CLAIMS AND DISPUTES

§ 8.1 GENERAL

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action, whether in contract, tort, or otherwise, against the other arising out of or related to this Agreement in accordance with the requirements of the method of binding dispute resolution selected in this Agreement within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A201-2007, General Conditions of the Contract for Construction. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents and employees of any of them similar waivers in favor of the other parties enumerated herein.

§ 8.1.3 The Architect and Owner waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.7.

§ 8.2 MEDIATION

§ 8.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 8.2.2 The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of the Agreement. A request for mediation shall be made in writing, delivered to the other party to the Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order.

§ 8.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 8.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:

(Check the appropriate box. If the Owner and Architect do not select a method of binding dispute resolution below, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.)

Litigation in a court of competent jurisdiction

Other (Specify)

(Paragraphs deleted)

§ 8.3.4 CONSOLIDATION OR JOINDER

§ 8.3.4.1 No mediation or legal action arising out of or relating to this Agreement shall include, by consolidation or joinder or in any other manner, an additional person or entity not a party to this Agreement, except by written consent containing a specific reference to this Agreement and signed by the Owner, Architect, and any other person or entity sought to be joined. Consent to mediation or legal action involving an additional person or entity shall not constitute consent to mediation or legal action of any claim, dispute or other matter in question not described in the written consent or with a person or entity not named or described therein. The foregoing agreement to mediate and other agreements to mediate with an additional person or entity duly consented to by parties to this Agreement shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

(Paragraphs deleted)

ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Architect shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 This Agreement may be terminated by the Owner upon seven (7) days written notice to Architect in its sole discretion. The Architect may terminate this Agreement only in the event of substantial non-performance by the Owner. In the event the Architect proposes to terminate this Agreement, the Architect shall notify the Owner in writing stating with specificity the alleged non-performance and further stating that the proposed termination shall be effective if the non-performance remains uncorrected for a period not less than 15 days following said notice.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 In the event of termination not the fault of the Architect, the Architect shall be compensated for services performed prior to termination, together with Reimbursable Expenses then due.

(Paragraph deleted)

§ 9.8 The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 7 and Section 11.9.

ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the place where the Project is located, except that if the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 8.3.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A201–2007, General Conditions of the Contract for Construction.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement.

§ 10.4 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or Architect.

§ 10.6 Unless otherwise required in this Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project.

§ 10.8 If the Architect or Owner receives information specifically designated by the other party as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except to (1) its employees, (2) those who need to know the content of such information in order to perform services or construction solely and exclusively for the Project, or (3) its consultants and contractors whose contracts include similar restrictions on the use of confidential information.

§ 10.9 Owner irrevocably assigns to Architects all rights to claim Section 179D federal tax credits under Energy Policy Act of 2005 as amplified and clarified in IRS Notice 2008-40. Owner shall cooperate with Architect to establish Architect's eligibility for these federal tax credits. Architect shall be responsible for the costs of the independent third party energy study and certification.

ARTICLE 11 COMPENSATION

§ 11.1 For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

(Insert amount of, or basis for, compensation.)

- A. Format for Fixed Fees Assigned to Specific Projects:
 - *New Building: 6% x Construction Cost Estimate
 - *Simple Additions: 7% x Construction Cost Estimate

Init.

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User Notes:

(1314992966)

- *Additions with Remodeling: 7.5% x Construction Cost Estimate
- *Remodeling: 7.5% x Construction Cost Estimate
- * "Gut" Job Renovations: 8.5% x Construction Cost Estimate

* Facility Commissioning by Separate Contract

B. Furnish and Equipment Services (if requested)
Fixed Fee Based on 6% of the Furnishings Cost Documented by Wold

C. Exhibit A for Courts Remodeling Feasibility Study

§ 11.2 For Additional Services designated in Section 4.1, the Owner shall compensate the Architect as follows: *(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)*

1.25 x (salary plus overhead)

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.3, the Owner shall compensate the Architect as follows: *(Insert amount of, or basis for, compensation.)*

1.25 x (salary plus overhead)

§ 11.4 Compensation for Additional Services of the Architect's consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect times 1.25.

§ 11.5 Where compensation for Basic Services is based on a stipulated sum or percentage of the Cost of the Work, the compensation for each phase of services shall be as follows:

Schematic Design Phase	fifteen	percent (15	%)
Design Development Phase	twenty	percent (20	%)
Construction Documents Phase	forty	percent (40	%)
Bidding or Negotiation Phase	five	percent (5	%)
Construction Phase	twenty	percent (20	%)
Total Basic Compensation	one hundred	percent (100	%)

§ 11.6 When compensation is based on a percentage of the Cost of the Work and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions, in accordance with the schedule set forth in Section 11.5 based on (1) the lowest bona fide bid or negotiated proposal, or (2) if no such bid or proposal is received, the most recent estimate of the Cost of the Work for such portions of the Project. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

§ 11.7 The hourly billing rates for services of the Architect and the Architect's consultants, if any, are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices. *(If applicable, attach an exhibit of hourly billing rates or insert them below.)*

Employee or Category

Rate

Init.

§ 11.8 COMPENSATION FOR REIMBURSABLE EXPENSES

§ 11.8.1 Reimbursable Expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

- .1 mileage based on Federal rates in connection with the project and Owner requested out-of-state travel;
- .2 Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets;
- .3 Fees paid for securing approval of authorities having jurisdiction over the Project, including government agency review and permit fees;
- .4 Printing, reproductions, plots, standard form documents;
- .5 Postage, handling and delivery;
- (Paragraphs deleted)*
- .8 Architect's Consultant's expense of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits if the Owner requests such insurance in excess of that normally carried by the Architect's consultants;
- .9 All taxes levied on professional services and on reimbursable expenses;
- .10 Site office expenses; and
- .11 Other similar Project-related expenditures.
- .12 Expense of computer aided design and drafting equipment time when used in connection with the Project.

§ 11.8.2 For Reimbursable Expenses, the compensation shall be the expenses incurred by the Architect and the Architect's consultants and be billed at actual cost to Architect plus ten percent (10 %) of the expenses incurred.

§ 11.9 COMPENSATION FOR USE OF ARCHITECT'S INSTRUMENTS OF SERVICE

If the Owner terminates the Architect for its convenience under Section 9.5, or the Architect terminates this Agreement under Section 9.3, the Owner shall pay a licensing fee as compensation for the Owner's continued use of the Architect's Instruments of Service solely for purposes of completing, using and maintaining the Project as follows:

§ 11.10 PAYMENTS TO THE ARCHITECT

§ 11.10.1 An initial payment of zero (\$ 0.00) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

§ 11.10.2 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid sixty (60) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.

(Insert rate of monthly or annual interest agreed upon.)

Local rate of interest as set by Minnesota Statute Section 549.09.

§ 11.10.3 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.10.4 Records of Reimbursable Expenses, expenses pertaining to Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:

ARTICLE 13 SCOPE OF THE AGREEMENT

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Owner and Architect.

§ 13.2 This Agreement is comprised of the following documents listed below:

- .1 AIA Document B101™–2007, Standard Form Agreement Between Owner and Architect
- .2 AIA Document E201™–2007, Digital Data Protocol Exhibit, if completed, or the following:

- .3 Other documents:
(List other documents, if any, including Exhibit A, Initial Information, and additional scopes of service, if any, forming part of the Agreement.)

This Agreement entered into as of the day and year first written above.

OWNER

ARCHITECT

(Signature)

(Signature)

(Printed name and title)

(Printed name and title)

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.

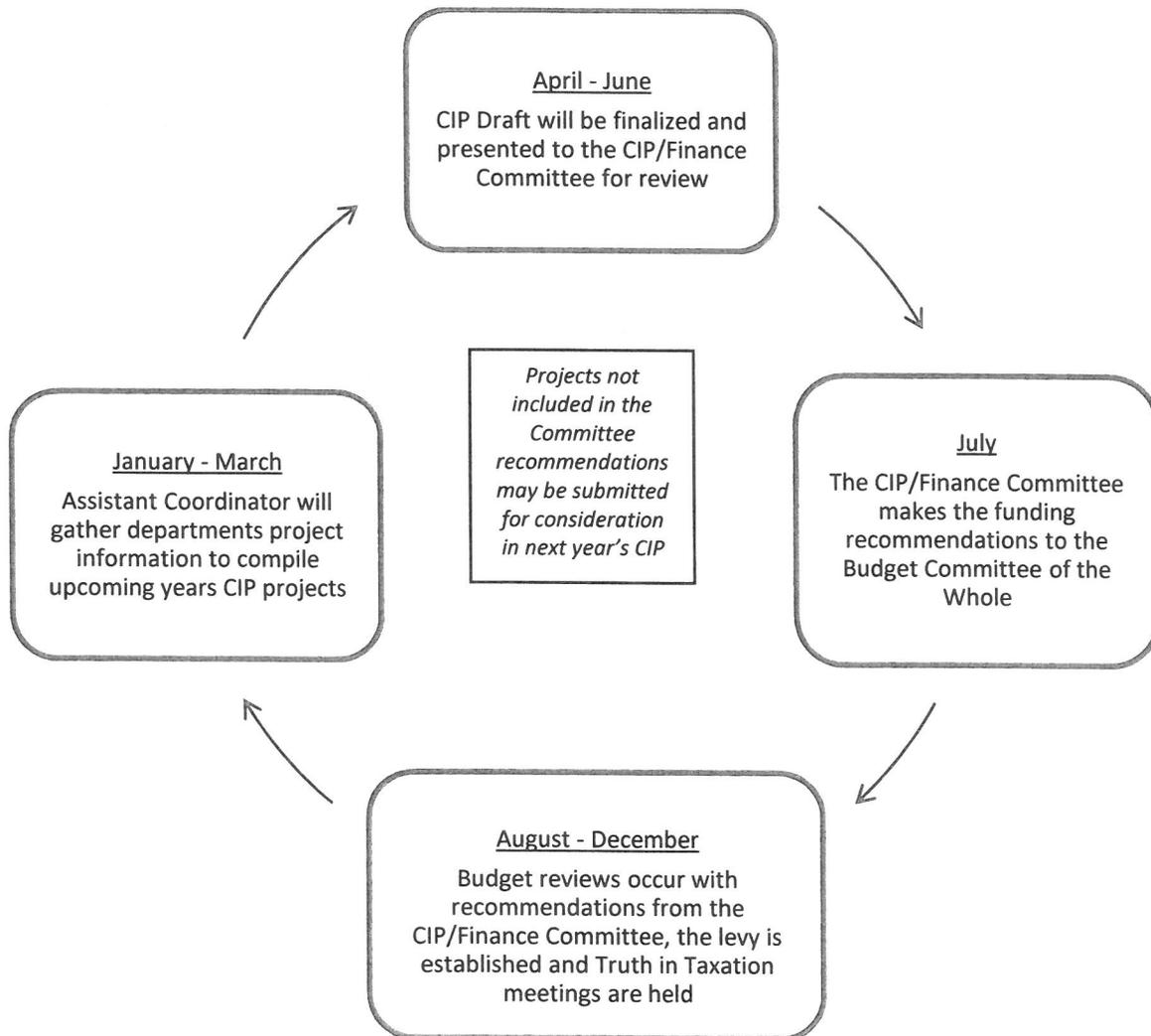
Wright County Capital Improvement Plan

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						(532.65)
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	> \$1,087,100 + SOFT COSTS = \$ 1,304,520
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	
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	
9/30/14 Board Action to Transfer Funds			600,000.00				450,000.00	450,000.00	Debt Levy @ 105% + Budgeted Revenues
ANTICIPATED EXPENDITURES			(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			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			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			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			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			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			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.

SML7587

3/3/2016

11:36:27AM

*** WRIGHT COUNTY ***



Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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						

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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			44.99	USB OPTICAL DRIVE	XJWKD84T4	COMPUTER OR SOFTWARE PURCHASES
				44.99	1 Transactions		
3904	DONALD SALVERDA & ASSOCIATES			600.00	REGISTRATION KELLY		MEMBERSHIPS, DUES & FEES
				600.00	1 Transactions		
1640	MCHRMA			90.00	SPRING CONFERENCE		CONFERENCES & MEETINGS
				90.00	1 Transactions		
3921	OFFICE DEPOT			301.98	SUPPLIES 825314818001		OPERATING SUPPLIES
				38.38	SUPPLIES 825315132001		OPERATING SUPPLIES
				340.36	2 Transactions		
2490	UNITED PARCEL SERVICE			1.39	SHIPPING		POSTAGE
				1.39	1 Transactions		
31	DEPT Total:			1,084.05	COUNTY COORDINATOR	6 Vendors	7 Transactions
41	DEPT				COUNTY AUDITOR-TREASURER		
6620	CITRIX SYSTEMS INC			21.92	CITRIX SUPPORT	91690415	SOFTWARE OR SYSTEMS SUPPORT
				21.92	1 Transactions		
2490	UNITED PARCEL SERVICE			1.39	SHIPPING		POSTAGE
				1.39	1 Transactions		
41	DEPT Total:			23.31	COUNTY AUDITOR-TREASURER	2 Vendors	2 Transactions
63	DEPT				IT (INFORMATIONAL TECHNOLOGY)		
6829	BLACK BOX RESALE SERVICES			628.00	PHONES X3	4334926	FURNITURE & EQUIPMENT
				216.00	PHONE FOR EXTENSION-IT PAY	4334928	FURNITURE & EQUIPMENT

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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						

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Vendor No.	Name Account/Formula	Accr	Rpt 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					

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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						

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

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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

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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

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
2490	UNITED PARCEL SERVICE		1.39		1 Transactions	
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					

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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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

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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					

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Vendor No.	Name Account/Formula	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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
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

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 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 02-282-000-0000-6338		31.50 112.50	MEAL REIMBURSEMENT W/LODGING 225 MILES		CONFERENCES & MEETINGS CONFERENCES & MEETINGS
358	ERNST/DEBBIE		144.00		2 Transactions	
3921	OFFICE DEPOT 02-282-000-0000-6411 02-282-000-0000-6411 02-282-000-0000-6411 02-282-000-0000-6411 02-282-000-0000-6411 02-282-000-0000-6411 02-282-000-0000-6411 02-282-000-0000-6411 02-282-000-0000-6411 02-282-000-0000-6411		52.45 65.39 59.97 121.15 76.78 118.90 6.28 216.69 5.92	SUPPLIES 821721032001 SUPPLIES 799194736001 SUPPLIES 799194829001 SUPPLIES 799194828001 SUPPLIES 813061028001 SUPPLIES 81479002001 SUPPLIES 788346987001 SUPPLIES 788346865001 SUPPLIES 78834686001		OPERATING SUPPLIES OPERATING SUPPLIES OPERATING SUPPLIES OPERATING SUPPLIES OPERATING SUPPLIES OPERATING SUPPLIES OPERATING SUPPLIES OPERATING SUPPLIES OPERATING SUPPLIES
3921	OFFICE DEPOT		723.53		9 Transactions	
6915	OFFICE OF MN IT SERVICES 02-282-000-0000-6203 02-282-000-0000-6203 02-282-000-0000-6203		76.20 77.01 76.83	EOC PHONE LINES NOV 2015 EOC PHONE LINES DEC 2015 EOC PHONE LINES JAN 2016	W15110653 W15120645 W16010651	TELEPHONE TELEPHONE 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	Rpt Accr	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 03-340-000-0000-6597		130.00	PUMP MAPLE LAKE TANK 030816	620540	BUILDING MAINTENANCE-OUTLYING SHO

*** 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
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 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

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20 WASTE MANAGEMENT FUI

***** 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
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,
		
		