WRIGHT COUNTY BOARD
AGENDA
MARCH 22, 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 3-08-16

Documents: 3-08-16 Wright County Board Minutes.pdf

III. REVIEW & APPROVAL OF AGENDA

IV. CONSENT AGENDA

A. ADMINISTRATION

1. Authorize Signatures On Maintenance Agreement With Green View, Inc. For Custodial Services, Public Works Building, 3-28-16 to 12-31-16.

Documents: Green View.pdf

B. ADMINISTRATION

1. Claim - Madden, Galanter & Hansen, LLP $1,870.40.

Documents: 02.16 MADDEN, GALANTER AND HANSEN CLAIM.pdf

C. ADMINISTRATION

1. Position Replacement:
   A. .4 FTE Office Tech I, Law Library.
2. Remove Law Library Staffing from 3-23-16 Personnel Committee Agenda.

Documents: Law Library Staffing.pdf

D. ADMINISTRATION

1. Approval of 2015-2016 AFSCME Labor Agreement and Authorize Signatures.

Documents: RFBA - Approve Labor Agreement - AFSCME.pdf, AFSCME 2015-2016 Contract and Exhibits.pdf

E. AUDITOR/TREASURER

1. Approve Claims as Listed in the Abstract, Subject to Audit, for a Total of $527,073.96 with 283 Vendors and 466 Transactions.

Documents: Agenda 3-22 Consent Claims.pdf

F. HEALTH & HUMAN SERVICES

1. Position Replacements:
   A. Health Promotion Coordinator
   B. .8 FTE Public Health Nurse
   C. .7 FTE Public Health Nurse

Documents: 2016-03-22 WC Request for Board Action - HPC.pdf, 2016-03-22 WC Request for Board Action - .8 PHN.pdf, 2016-03-22 WC Request for Board Action - .7 PHN.pdf

G. INFORMATION TECHNOLOGY

1. Refer to the 3-23-16 Technology Committee:
   A. Boardroom Audio/Video
   B. Wireless Project Update and Future Discussion
   C. Server room updating

Documents: Board Action IT Request Tech Committee Mar 2016.pdf

H. SHERIFF'S OFFICE

1. Position Replacement:

A. Two Deputies.

Documents: 03-11-16 Request position replacement for 2 deputies - Thompson and Hayen resignation.pdf

V. TIMED AGENDA ITEMS

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

1. Adopt Resolution Establishing an Absentee Ballot Board for the Current Election Cycle, ending 12-31-17.

2. Approve 1 Day to 4 Day Temporary On Sale Liquor License for the Church of St. Mary of Czestochowa.

Documents: Agenda 3-22 Adopt Absentee Ballot Board Resolution.pdf, Agenda 3-22 Resolution for 2016-17 election cycle.pdf, Agenda 3-22 Temporary On Sale for Church of St Mary of Czestochowa.pdf

B. 9:09 A.M. STEVE JOBE, COUNTY SURVEYOR

1. Announce the Winners of the drawing:
   A. Wright County Premium Wall Map - Ken & Corrine Brevik
   B. SmartMap - Edna Knoblauch

Documents: Board Action 16Mar22 Winners of Wall Map and SmartMap.pdf

C. 9:10 A.M. VIRGIL HAWKINS, HIGHWAY ENGINEER

1. Award Various Seasonal Equipment and Mix Bituminous Bids
2. Award Seasonal Pavement Marking Bid
3. Award Seasonal Micro-Surfacing Bid
4. Award Seasonal Sealcoating Bid
5. Award Annual Pavement Preservation Bid
6. Approve Speed Zoning Request - new CSAH 38
7. Approve OCOTW Minutes from 03-03-16 and Act on Recommendations
8. Request permission to add three projects to 2016 Pavement Preservation Program
9. Approve Agreement No. 16-51 for Pavement Preservation Improvements along CSAH 20 in the City of Rockford. Agreement attached.

Documents: 03-22-16-1 Accept Various Seasonal.pdf, 03-22-16-2 Accept Pavement Markings.pdf, 03-22-16-3 Accept Micro-Surfacing.pdf, 03-22-16-4 Accept Sealcoat.pdf, 03-22-16-5 Accept Pavement Preservation.pdf, 03-22-16-6 Speed Zone 38.pdf, 03-22-16-7 OCOTW Minutes.pdf, 03-22-16-8 Pavement Preservation.pdf, 03-22-16-9 Rockford Agreement 16-51.pdf

D. 9:30 A.M. PUBLIC HEARING RE: PLANNING COMMISSION RECOMMENDATION TO AMEND SECTION 762.2 SOLAR ENERGY FARMS AND 762.3 SOLAR ENERGY SYSTEMS

1. Discussion continued from the 1-19-16 County Board meeting to consider the Planning Commission recommendation to Amend Section 762.2 Solar Energy Farms & 762.3 Solar Energy Systems. Planning Commission will consider Solar Energy Farm and Systems to be on restricted parcels of land zoned General Agricultural (AG).

Documents: 3-22 - County Board Agenda -Solar Entitlement public haring.pdf, 03-22 Solar entitlement public hearing notice.pdf, 3-22 County Board attachments -solar entitlelment.pdf, Solar entitlement Ord DOC for recording - County Board.pdf

VI. ITEMS FOR CONSIDERATION

A. COMMITTEE MINUTES

1. Building, Personnel.

Documents: 3-09-16 Building Committee Minutes and Attachments.pdf, 3-09-16 Personnel Committee Minutes and Attachment.pdf

B. COURTS FEASIBILITY STUDY PROJECT SCHEDULE

Documents: Courts Feasibility Study Project Schedule.pdf

VII. ADVISORY COMMITTEE / ADVISORY BOARD UPDATES

VIII. ADJOURNMENT

IX. NOTE: COMMITTEE OF THE WHOLE MEETING @ 11:30 AM RE: SUPPORTIVE CARE TO FRAIL, ELDERLY OR DISABLED ORDINANCE

X. CLAIMS LISTING

Documents: Audit List for Board 3-22-2016.pdf

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

INFORMATIONAL

WRIGHT COUNTY BOARD
MINUTES
MARCH 8, 2016

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

MINUTES
Borrell made the following change to the 3-01-16 County Board Minutes: Page 7, Advisory Committee/Advisory Board Update #3, change to "Feedlot Meeting. Daleiden and Borrell attended a meeting last week." Potter moved to approve the Minutes as corrected, seconded by Husom, and carried 5-0.

AGENDA
Petitions were accepted to the Agenda as follows: Consent Agenda Item B2, "Refer to Personnel Committee Request to Hire Facilities Services Director above 12% of Beginning Hiring Range" (Kelly); Consent Agenda Item B3, "Refer To 3-23-16 Personnel Committee VISA Sponsorship" (Kelly); Aud./Treas. Item 6, "County Ditch 38 Update" (Hiivala). Daleiden moved to approve the Agenda as amended, seconded by Potter. The motion carried 5-0.

CONSENT AGENDA
Daleiden moved to approve the Consent Agenda as amended, noting that the claims listing amount is high because of expenditures relating to the new Highway Building. The motion was seconded by Potter. In response to Sawatzke, Kelly stated that Item C1 relates to one of the two part-time employees in the Law Library submitting their resignation. Discussion will involve staffing the Law Library moving ahead. The motion carried 5-0.

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)

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

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.

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.

G. HIGHWAY DEPARTMENT
   1. Refer to Personnel Committee Request To Hire Right-of-Way Agent/Engineering Assistant.

H. HEALTH & HUMAN SERVICES
   1. Position Replacement
      A. Office Technician I

TIMED AGENDA ITEMS

BOB HIIVALA, AUDITOR/TREASURER

Convene Tax Forfeit Committee Meeting on Tuesday, March 22, 2016 at 8:15 A.M.

Daleiden moved to set a Tax Forfeit Committee Meeting for 3-21-16 at 11:00 A.M. The motion was seconded by Husom and carried unanimously.

Approve Online Election Judge Training Agreement with DS Solutions, Inc.

Hiivala said an online election training and certification is available. The training cost will be in lieu of municipalities paying an election judge for travel and time. The County will be responsible for the initial up-front costs and ongoing maintenance. The County will continue to offer election judge training at the Courthouse. Daleiden moved to approve the contract with DS Solutions, Inc., seconded by Borrell, and carried 5-0.

Approve December Revenue/Expenditure Budget Report.

Potter made a motion to approve the December Revenue/Expenditure Budget Report. The motion was seconded by Daleiden. In May-June, Hiivala will schedule a Committee Of The Whole Meeting for an in-depth review of year-end data. The motion carried 5-0.

Procurement Card and Credit Card Acceptance Update.

Procurement Card - The goal is to maintain the sales tax exemption status to avoid situations where sales tax is paid at the time of purchase. It may be difficult to receive a sales tax credit after the fact.

Credit Card Acceptance - A business requirement document is being drafted. The next step will be to present the credit card acceptance policy to the Board. Currently, credit card payments are accepted by Health and Human Services, Court Services, Parks, and for property tax payments.

Adopt Resolution Addressing 2015 Federal Grant Awards.

Wright County needs to development a written procurement policy in compliance with the Uniform Administrative Requirement for Federal Grant Awards. A draft resolution was presented allowing Wright County to take advantage of a two-year grace period for implementation of the new requirements. Borrell moved to adopt Resolution #16-15, seconded by Potter, carried 5-0 on a roll call vote.

County Ditch 38 Update

Hiivala requested a meeting to discuss the status of County Ditch 38. Borrell asked that a Committee Of The Whole Meeting be scheduled to discuss County Ditch 38, County Ditch 31, and a number of other ditches. Hiivala will bring forth suggested dates at an upcoming Board Meeting.

VIRGIL HAWKINS, HIGHWAY ENGINEER

Bids were opened on 2-25-16 for the Fluids & Lube System, Highway Department Building Project. One quote was received from Pump and Meter Service of Hopkins, MN for a total of $229,585.30. The Engineer's Estimate was $280,000. Daleiden voiced concern on why there was only one bid received. Hawkins said that Kraus Anderson sent information to several companies known to supply this type of system and also advertised. Several companies looked at the building and plans. In the end, only one bid was received. Borrell asked that Hawkins follow up with Kraus Anderson on whether anyone indicated why they did not bid. Potter made a motion to award the bid to Pump and Meter Service of Hopkins at a cost of $229,595.30. The motion was seconded by Husom and carried 4-1 with Daleiden casting the nay vote. His concern relates to only receiving one quote.

LEE KELLY, COUNTY COORDINATOR

Approve Contract with Wold Architects for Courts Remodeling Feasibility Study.

Kelly said the request is for the Board to authorize signatures on a Contract with Wold Architects, at a cost of $45,000 plus up to $4,000 in reimbursable expenses. Lynae Schoen, Wold Architects, confirmed the cost will not be higher than $49,000. Daleiden moved to approve the Contract, seconded by Borrell. The motion carried 5-0.

ITEMS FOR CONSIDERATION

3-01-16 CAPITAL IMPROVEMENT/FINANCE COMMITTEE MINUTES
Daleiden moved to approve the 3-01-16 Minutes, seconded by Potter, carried 5-0. The Minutes of the Meeting follow:

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
(End of 3-01-16 Capital Improvement/Finance Committee Minutes)

2-24-16 TECHNOLOGY COMMITTEE MINUTES
Daleiden moved to approve the Minutes and recommendations, seconded by Borrell, and carried 5-0. The Committee Minutes follow:

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.

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

DRAFT

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

Kelly said the Wright County Frail, Elderly or Disabled Ordinance has been in existence since the 1980's and allows mobile home placement to care for an elderly person if there is a medical need. The involved departments have requested a review of the Ordinance. Daleiden moved to schedule a Committee Of The Whole Meeting for 3-22-16 at 11:30 A.M. The motion was seconded by Potter and carried unanimously.

ADVISORY COMMITTEE / ADVISORY BOARD UPDATES

1. Buffalo Safe Schools. Husom attended a meeting last week. Texts for Life is an effort that Safe Schools has been involved with. It has made a positive effect on young people. There were 4,600 people that used Texts for Life in 2014 and 9,963 in 2015. This is active in 39 counties. In the Wright County area, there were 139 texts. Presentations are being made at schools about the Program. Texts received ranked in the order given - Mental Health, Suicide Ideations, and Relationships. A RAVE week - Rethinking Homelessness Seminar, was held the end of February through which $800 worth of items (3,500 items) were collected for homeless people. There is a Mental Health Subgroup that will get together to discuss mental health issues. There will also be an Autism Spectrum Seminar on 3-17-16 from 8:30 to 10:00 A.M. at the Health & Human Services Building.
2. Pheasants Forever 2015-2016 Banquet. Sawatzke attended the event in Monticello on 3-05-16. Wright County received the Pheasants Forever Long Tail Award, recognizing the County's contributions.
3. Mental Health Initiative. Daleiden attended a meeting on 3-02-16 in Woodbury with the Health & Human Services Director. Discussion included ways to improve mental health services and crisis situations.
4. Tour of New Highway Building. Borrell and Husom attended the tour. The building is adequate to provide the space needed but not lavish. Hawkins stated the building may be ready for occupancy in June.
5. Fair Board. Borrell attended a meeting on 3-07-16. The Howard Lake Good Neighbor Days celebration may be held at the Fairgrounds in the future. Borrell is working to identify the legal address of the Fairgrounds in case of emergency during an event.

The meeting adjourned at 9:54 A.M.

DRAFT

GREEN VIEW, INC.
305 Roselawn Avenue E Suite 150
St. Paul, MN 55117

Phone: (651) 639-1913
FAX: (651) 639-1734
E-Mail: admin@greenviewmn.com

March 1, 2016

To: Lee Kelly
County Coordinator
From: Nancy Beimert
Assistant Executive Director
Re: Contract for 2016

Please find the enclosed contract for the Wright County Public Works Building. After approval and signing, please return one signed contract to Green View.

If you have any questions, please don't hesitate to call.

Thank you.

WRIGHT COUNTY

GREEN VIEW, INC.

MAINTENANCE AGREEMENT

March 28, 2016 - December 31, 2016

THIS AGREEMENT, made by and between GREEN VIEW, INC., 305 Roselawn Ave E, Suite 150, Saint Paul, Minnesota 55117 and WRIGHT COUNTY, 10 2nd Street NW, Suite 235 Buffalo, Minnesota 55313.

Green View, Inc., a non-profit organization, has a program through which needy, elderly persons are recruited, employed, and periodically supervised in the performance of maintenance, custodial, and public service duties.

Wright County has determined it has need for the services of these needy, elderly persons in providing maintenance services at the Wright County Public Works Building, 1901 Highway 25 N, Buffalo, Minnesota 55313.

Wright County desires to acquire, and Green View, Inc. desires to supply, these maintenance services.

This agreement shall be in effect from March 28, 2016 through December 31, 2016.

It is mutually agreed that this maintenance project will be carried out under the auspices of Green View, Inc. and subject to the following terms and conditions:

I. Green View, Inc. shall:

A. Recruit and hire all personnel required.
B. Periodically supervise Green View, Inc. employees.
C. Administrate the payroll and all fringe benefits; such as, but not limited to, payroll taxes, workers' compensation and liability insurance, etc.
D. Provide bonding for those persons administratively handling funds for Green View, Inc.

II. Wright County shall:

A. Provide the day to day supervision, general training and instructions.
B. Provide the tools, supplies, and equipment necessary for the proper implementation of the agreed to work plan.

III. Payment:

A. Green View, Inc. agrees to accept, and Wright County agrees to pay, full compensation for all services and expenses contemplated by this agreement.

B. Payroll and other allowable expenses incurred by Green View, Inc. in the course of performing this agreement shall be reimbursed by Wright County upon submission of invoices to Wright County Administration Department. 10 2nd Street NW, Suite 235, Buffalo MN 55313-1193.

IV. Schedule of Payments:

A. Green View, Inc. shall submit invoices for services rendered and Wright County shall reimburse Green View, Inc. upon receipt of said invoices.

V. Records:

A. Green View, Inc. shall keep such records that maintain an efficient and accurate cost-keeping system for records.

VI. Audits and Examinations:

A. Green View, Inc. shall afford reasonable facilities for audits and examinations of Green View, Inc.'s accounting records.

VII. Changes:

A. Green View, Inc. is managed in reliance upon experience-based operating cost projections. In other words, we look at last year's costs as the basis for determining the next fiscal period's expenses. While this approach is consistent with the non-profit status and purposes of Green View, Inc., it does create a significant vulnerability for Green View should changes, particularly in mandated state or federal employee benefits/programs occur.

Therefore, in consideration of the risks described above it is understood by and between the parties hereto that in the event changes occur in the application of mandated worker/employee costs, including but not limited to unemployment insurance coverage, social security and medicare taxes, minimum wage laws, and the Affordable Care Act. The amount of the payment from Wright County set forth on the attachment to this agreement may be modified by the mutual agreement of the parties.

B. This agreement may be terminated by either party at any time, with or without cause, upon not less than 30 days written notice delivered by mail or in person to the other party.

WRIGHT COUNTY:

_____

Chairman, County Board
of Commissioners

_____

County Coordinator

Dated: _____

GREEN VIEW, INC.:

_____

Executive Director of
Green View, Inc.

Dated: 3-1-16

WRIGHT COUNTY – PUBLIC WORKS BUILDING

GREEN VIEW, INC.

March 28, 2016 - December 31, 2016

CUSTODIAL EXPENSE:

Labor:

Two workers/4 hours each per day/5 days a week

OTHER LABOR EXPENSES:

Employer-related costs for Payroll Taxes,
Workers' Compensation Insurance and Loss
Prevention, Liability and Bonding Insurance,

ADMINISTRATIVE EXPENSES:

Administrative Salaries and Per Diem,
Employer's Payroll Taxes Expense,
Fringe Benefits, Administrative Mileage,
Rent Expense, Postage Expense, Office and
Payroll Supplies, Telephone Expense,
Computer Expense, Miscellaneous Expense,
Office and Payroll Supplies, Telephone
Expense Computer Expense, Miscellaneous Expense,
Legal and Contract Service Charge

HOURLY RATE: **$16.75**

WRIGHT COUNTY CLAIM FORM

FOR DEPARTMENT USE			** FOR AUDITORS OFFICE USE**
Account Code	Amount	Account Code	

REQUEST FOR REIMBERSEMENT, GOOD(S) DELIVERED OR SERVICES PROVIDED

Date 3/22/16 Vendor # 2468

Issue Check To:

Madden, Galanter & Hansen, LLP
7760 France Avenue South, Suite 290
Bloomington, MN 55435

Total Amount: 1,870.40

Account Code	Amount	Description	Invoice	P.O. #
01.100.6261	1,582.70	February 2016 Labor Relations Services	Feb-16	
A276	287.70	February 2016 Labor Relations Services - HHS	Feb-16	

Special notes regarding expenses incurred, services provided or good(s) delivered (attach invoices/receipts)

_____

MADDEN • GALANTER • HANSEN, LLP
ATTORNEYS AT LAW

Frank J. Madden
Pamela R. Galanter
Susan K. Hansen

505 North Highway 169, Suite 295
Plymouth, Minnesota 55441-6444
Telephone 763.545.2525
Facsimile 763.545.2866

March 01, 2016

Mr. Lee Kelly
County Coordinator
Wright County Government Center
10 Northwest Second Street
Buffalo, MN 55313

Re: Services Rendered Through 2/29/2016
(Labor Relations Services)

Dear Lee:

Enclosed is our statement for services rendered from 2/1/2016 through 2/29/2016, which is summarized as follows:

Billing Summary

Total for services rendered	$1,794.70
Total expenses	$75.70
Balance Due	$1,870.40

If you have any questions regarding the above, please feel free to contact me.

Sincerely,

Frank J. Madden

FJM:ch
Enclosure

Madden Galanter Hansen, LLP

Telephone: (763) 545-2525
Facsimile: (763) 545-2866

March 01, 2016

Mr. Lee Kelly
County Coordinator
Wright County Government Center
10 Northwest Second Street
Buffalo, MN 55313

Re: Services Rendered Through 2/29/2016
(Labor Relations Services)

		Hrs/Rate	Amount
02/01/16	Phone discussion with County and review of notes and email (Human Services).	0.20 $137.00/hr	$27.40
02/08/16	Review of contract and Union proposal and phone discussion with County (Administration).	0.30 $137.00/hr	$41.10
02/11/16	Review of file, phone discussion with County regarding AFSCME negotiations and phone discussion regarding employment issue (Administration).	1.30 $137.00/hr	$178.10
02/12/16	Preparation and attendance at internal meeting and mediation and dictation of negotiation notes (Administration).	8.20 $137.00/hr	$1,123.40
02/15/16	Review and analysis of labor relations issue (Sheriff's Office).	0.50 $137.00/hr	$68.50
02/16/16	Review of settlement summary and phone discussion with County (Administration).	0.30 $137.00/hr	$41.10
02/17/16	Phone discussion with County and review of notes and email (Human Services).	1.60 $137.00/hr	$219.20
02/19/16	Review of contract draft and phone discussions with County (Administration).	0.40 $137.00/hr	$54.80

		Hrs/Rate	Amount
02/25/16	Phone discussion with County and review of notes (Human Services).	0.30 $137.00/hr	$41.10
	Total	**13.10**	**$1,794.70**
		Qty/Price	
02/11/16	Mileage	83 $0.54	$44.82
02/29/16	Westlaw legal research fees	1 $14.38	$14.38
	Photocopies	110 $0.15	$16.50
	Total additional charges		**$75.70**
	Total amount of this bill		**$1,870.40**

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: _____ ***BOARD MEETING DATE:*** _3-22-16____***CONSENT AGENDA:*** __X___

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

__ADMINISTRATION_____.
ORIGINATING DEPARTMENT/SERVICE

x__Lee Kelly_____
_____
REQUESTOR'S SIGNATURE

_____
REVIEWED BY/DATE

BOARD ACTION REQUESTED:

1. Authorize Position replacement of Office Tech –Law Library
2. Remove Law Library Staffing from 3-23 Personnel Committee Agenda

BACKGROUND/JUSTIFICATION:
Elissa Blees has submitted her resignation effective 3/19. Requesting authorization to fill this PT .4 FTE position.
Due to additional information received following the 3/8 Board meeting it will not be necessary to discuss Law Library staffing at the 3/23 Personnel Committee.

DATE/TIME RECEIVED IN ADMINISTRATION OFFICE:

COUNTY ATTORNEY REVIEW DATE:

FINANCIAL IMPLICATIONS: $_____

BUDGETED: ____ ____
YES NO

COUNTY COORDINATOR/DATE:

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

FUNDING: _____ _____
LEVY OTHER

COMMENTS:

COMMENTS:

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: _____ ***BOARD MEETING DATE:*** __*March 22, 2016*_____

CONSENT AGENDA: _____*X*_____ ***AMT. OF TIME REQUIRED:***_____

ITEM FOR CONSIDERATION: _____

__Administration_____
ORIGINATING DEPARTMENT/SERVICE

X ___Sue Vergin_____
REQUESTOR'S SIGNATURE

_____
REVIEWED BY/DATE

BOARD ACTION REQUESTED:

Approve the 2015 - 2016 Labor Agreement with AFSCME, Council No. 65, and Authorize Signatures.

BACKGROUND/JUSTIFICATION:
The members of the AFSCME Council 65 have voted to accept the Labor Agreement for 2015 – 2016. Attached is the Contract and Exhibits.

COUNTY ATTORNEY REVIEW DATE:

COUNTY COORDINATOR/DATE:

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

FINANCIAL IMPLICATIONS: $_____

BUDGETED: _____ _____
YES NO

FUNDING: _____ _____
LEVY OTHER

COMMENTS:

COMMENTS:

LABOR AGREEMENT BETWEEN

THE COUNTY OF WRIGHT AND

AMERICAN FEDERATION OF STATE, COUNTY & MUNICIPAL EMPLOYEES, COUNCIL NO. 65 LOCAL NO. 2685

AFL-CIO

JANUARY 1, 2015 - DECEMBER 31, 2016

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LABOR AGREEMENT BETWEEN
COUNTY OF WRIGHT AND
AMERICAN FEDERATION OF STATE, COUNTY & MUNICIPAL EMPLOYEES,
COUNCIL NO. 65 LOCAL NO. 2685
AFL-CIO

ARTICLE I PURPOSE OF AGREEMENT

This Agreement is entered into between the Wright County Welfare Board and/or Health and Human Services Board, hereinafter called the EMPLOYER, and the American Federation of State, County and Municipal Employees, Council No. 65, Local No. 2685, AFL-CIO, hereinafter called the UNION. The intent and purpose of this Agreement is to:

Establish procedures for the resolution of disputes concerning this Agreement's interpretation and/or application; and

Place in written form the parties' full and complete agreement upon terms and conditions of employment for the duration of the Agreement.

ARTICLE II RECOGNITION

The EMPLOYER recognizes the UNION as the exclusive representative in a unit of all non-supervisory non-confidential employees of the Wright County Health and Human Services Department.

ARTICLE III DEFINITIONS

3.1 **UNION**: The American Federation of State, County & Municipal Employees, Council No. 65, AFL-CIO.

3.2 **EMPLOYER**: Wright County Welfare Board and/or Health and Human Services Board.

3.3 **UNION MEMBER**: A member of the American Federation of State, County & Municipal Employees, Council No. 65, AFL-CIO.

3.4 **EMPLOYEE**: A member of the exclusively recognized bargaining unit.

3.5 **BASE PAY RATE**: The employee's hourly rate exclusive of longevity or any other special allowances.

3.6 **OVERTIME**: Work performed at the express authorization of the EMPLOYER in excess of forty (40) hours within a seven (7) day period.

3.7 **CALL BACK**: Return of an employee to a specified work site to perform assigned duties at the express authorization of the EMPLOYER at a time other than an assigned shift. An extension of or early report to an assigned shift is not a call back.

3.8 **STRIKE:** Concerted action in failing to report for duty, the willful absence from one's position, the stoppage of work, slowdown, or abstinence in whole or in part from the full, faithful and proper performance of the duties of employment for the purposes of inducing, influencing or coercing a change in the conditions or compensation or the rights, privileges or obligations of employment.

3.9 **IMMEDIATE FAMILY**: Immediate family shall include the employee's spouse, children, parents, brother, sister, grandparents, grandchildren, spouse's parents, spouse's siblings, spouse's grandparents or legal ward.

3.10 **ACT**: Minnesota Public Employment Labor Relations Act of 1971, as amended.

3.11 **PART-TIME EMPLOYEE**: An employee scheduled on a continuing basis working less than forty (40) hours per week or less than eight (8) hours per day.

3.12 **ANNIVERSARY DATE:** The date a person achieves permanent status in a job classification.

3.13 **PERMANENT STATUS**: The satisfactory completion of a twelve (12) month probation period in any job classification in which the employee has not previously achieved permanent status. Employees may utilize accrued vacation after six months of employment. The twelve (12) month probationary period goes into effect for employees hired on or after April 1, 2016.

3.14 **TRIAL PERIOD:** A period of six (6) continuous months commencing from the date of the promotion or transfer of a permanent employee.

3.15 **TEMPORARY EMPLOYEE**: An employee hired on a temporary basis to replace a regular employee who is on a leave of absence or who has been assigned to a specific project. Temporary employee shall include a special project employee who is hired on a grant or other special project basis where the employee has little prospect for permanent employment. Such employees shall earn the salary rate set forth on the Salary Schedule and shall not receive any other benefits or seniority.

3.16 **SEASONAL EMPLOYEE**: An employee hired on a seasonal basis, for a period not to exceed seven (7) months (except under certain circumstances, such period may be extended for up to two (2) additional months upon written notice to the UNION and the employee), as designated by the EMPLOYER, in a position with little prospect for permanent employment. Such employees shall earn the salary rate set forth in the Salary Schedule and shall not receive any other benefits or seniority.

ARTICLE IV UNION SECURITY

In recognition of the UNION as the exclusive representative, the EMPLOYER shall:

4.1 Deduct each payroll period an amount sufficient to provide the payment of dues established by the UNION from the wages of all employees authorizing in writing such deduction. Such

remittance shall include a list of the names of the employees from whose wages deductions were made, along with other pertinent employee information (e.g., hours worked, hourly wage) necessary for the collection and administration of Union dues.

When requested by the Union, the Employer shall deduct from the wages of those employees that are not members of the Union a fair share fee in accordance with Minn. Stat. § l 79A.06, subd. 3.

4.2 The Employer shall remit payroll deductions to the Council 65 office.

4.3 The UNION may designate certain employees from the bargaining unit to act as stewards and shall inform the EMPLOYER in writing of such choice.

4.4 The UNION agrees to indemnify and hold the EMPLOYER harmless against any and all claims, suits, orders, or judgments brought or issued against the County as a result of any action taken or not taken by the County under the provisions of this Article.

4.5 The EMPLOYER agrees that during the life of this Agreement that the EMPLOYER will not lock out the employees.

4.6 Bulletin Boards

A. The EMPLOYER agrees to allow the UNION the use of designated bulletin board space for the purpose of posting notices of UNION meetings, notice of UNION elections, results of UNION elections and appointments and other official UNION business and UNION recreation or social affairs.

B. No information may be posted which represents derogatory attacks directed against any employee, the EMPLOYER, or information concerning candidates for any public office or UNION office.

4.7 The EMPLOYER shall not discriminate against an employee on the basis of union membership or non-membership.

ARTICLE V EMPLOYER SECURITY

The UNION agrees that during the life of the Agreement it will not cause, encourage, participate in or support any strike, slow down, other interruption of, or interference with the normal functions of the EMPLOYER.

ARTICLE VI EMPLOYER AUTHORITY

6.1 The EMPLOYER retains the full and unrestricted right to operate and manage all manpower, facilities, and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to select, direct and determine the number of personnel; to establish work schedules; and to

perform any inherent managerial function not specifically limited by this Agreement.

6.2 Any term and condition of employment not specifically established or modified by the Agreement shall remain solely within the discretion of the EMPLOYER to modify, establish, or eliminate.

6.3 The EMPLOYER may issue work rules. No work rule shall conflict with the terms of this Agreement. The Employer will attempt to codify the existing work rules and will provide the UNION with periodic reports concerning this codification.

ARTICLE VII EMPLOYEE RIGHTS - GRIEVANCE PROCEDURE

7.1 Definition of a Grievance. A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of the Agreement.

7.2 Union Representatives. The EMPLOYER will recognize representatives designated by the UNION as the grievance representatives of the bargaining unit having the duties and responsibilities established by this Article. The UNION shall notify the EMPLOYER in writing of the names of such UNION representatives and of their successors when so designated.

7.3 Processing of a Grievance. It is recognized and accepted by the UNION and the EMPLOYER that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee and the UNION Representative shall be allowed a reasonable amount of time without loss in pay when a grievance is investigated and presented to the EMPLOYER during normal working hours provided the employee and the UNION Representative have notified and received the approval of the designated supervisor.

7.4 Procedure. Grievances, as defined by Section 7.1, shall be resolved in conformance with the following procedure:

Step 1. An employee claiming a violation concerning the interpretation or application of this Agreement shall, within twenty-one (21) calendar days after such alleged violation has occurred, present such grievance to the employee's supervisor as designated by the EMPLOYER. The EMPLOYER designated representative will discuss and give an answer to such Step I grievance within seven (7) calendar days after receipt. A grievance not resolved in Step 1 and appealed to Step 2 shall be placed in writing setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of the Agreement allegedly violated, and the remedy requested and shall be appealed to Step 2 within ten (10) calendar days after the EMPLOYER designated representative's final answer in Step I. Any grievance not appealed in writing to Step 2 by the UNION within ten (10) calendar days shall be considered waived.

Step 2. If appealed, the written grievance shall be presented by the UNION and discussed with the EMPLOYER designated Step 2 representative. The EMPLOYER designated representative shall give the UNION the EMPLOYER'S Step 2 answer in writing within

seven (7) calendar days after receipt of such Step 2 grievance. A grievance not resolved in Step 2 may be appealed to Step 3 within ten (10) calendar days following the EMPLOYER designated representative's final Step 2 answer. Any grievance not appealed in writing to Step 3 by the UNION within ten (10) calendar days shall be considered waived.

Step 3. If appealed, the written grievance shall be presented by the UNION and discussed with the EMPLOYER designated Step 3 representative. The EMPLOYER designated representative shall give the UNION the EMPLOYER'S answer in writing within seven (7) calendar days after receipt of such Step 3 grievance. A grievance not resolved in Step 3 may be appealed to Step 4 within fifteen (15) calendar days following the EMPLOYER designated representative's final answer in Step 3. Any grievance not appealed in writing to Step 4 by the UNION within fifteen (15) calendar days shall be considered waived. Subject to mutual agreement by both parties. Mediation may be held prior to Step 4 of the grievance procedure.

Step 4. A grievance unresolved in Step 3 and appealed in Step 4 shall be submitted to arbitration subject to the provisions of the Act. The selection of an arbitrator shall be made in accordance with the "Rules Governing the Arbitration of Grievances" as established by the Bureau of Mediation Services.

7.5 Arbitrator's Authority

A. The arbitrator shall have no right to amend, modify, nullify, ignore, acid to, or subtract from the terms and conditions of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the EMPLOYER and the UNION, and shall have no authority to make a decision on any other issue not so submitted.

B. The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in anyway the application of laws, rules or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the EMPLOYER and the UNION and shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented.

C. The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the EMPLOYER and the UNION provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings the cost shall be shared equally.

7.6 Waiver. If a grievance is not presented within the time limits set forth above, it shall be considered "waived." If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the EMPLOYER'S last answer. If the EMPLOYER does not answer a grievance or an appeal

thereof within the specified time limits, the UNION may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual agreement of the EMPLOYER and the UNION.

7.7 Choice of Remedy. If, as a result of the written EMPLOYER response in step 3 the grievance remains unresolved, and if the grievance involves the suspension, demotion or discharge of an employee who has completed the required probationary period, the grievance may be appealed either to step 4 of ARTICLE VII or a procedure such as veterans preference or human rights if by law they can appeal. If appealed to any procedure other than step 4 of ARTICLE VII, the grievance is not subject to the arbitration procedure as provided in step 4 of ARTICLE VIL The aggrieved Employee shall indicate in writing which procedure is to be utilized - step 4 of ARTICLE VII or another appeal procedure - and shall sign a statement to the effect that the choice of any other hearing precludes the aggrieved employee from making a subsequent appeal through step 4 of ARTICLE VIL *Except with respect to statutes under the jurisdiction of the United States Equal Employment Opportunity Commission, an employee pursuing a statutory remedy is not precluded from also pursuing an appeal under this grievance procedure*. If a court of competent jurisdiction rules contrary to Board of Governors, or if Board of Governors is judicially or legislatively overruled, the italicized portion of this section shall be deleted.

ARTICLE VIII SAVINGS CLAUSE

This Agreement is subject to laws of the United States and, the State of Minnesota. In the event any provision of this Agreement shall be held to be contrary to law by a court or administrative agency of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, or is contrary to an administrative ruling or is in violation of legislation or administrative regulations, such provision shall be voided. All other provisions of this Agreement shall continue in full force and effect. The voided provision may be renegotiated at the request of either party.

ARTICLE IX WORK SCHEDULES

9.1 The sole authority in work schedules is the EMPLOYER. The normal work day for an employee shall be eight (8) consecutive hours. The normal work week shall be forty (40) hours over five (5) consecutive days.

9.2 Service to the public may require the establishment of regular shifts for some employees on a daily, weekly, seasonal, or annual basis other than the normal 8:00 - 4:30 day. The EMPLOYER will give one (1) week advance notice to the employees affected by the establishment of work days different from the employee's normal eight (8) hour work day.

9.3 In the event that work is required because of unusual circumstances no advance notice need be given. Each employee has an obligation to work overtime or call backs if requested unless unusual circumstances prevent him from so working.

9.4 Service to the public may require the establishment of regular work weeks that schedule work on Saturdays and/or Sundays.

9.5 The Employer may adopt flexible schedules, four ten-hour days, job-sharing, or other non-traditional schedules. An employee may request assignment to such schedules or job sharing but the Employer has no obligation to grant such a request. The adoption of such schedules or job sharing shall not result in obligating the Employer for any premium or overtime pay.

9.6 Nothing contained in this or any other Article shall be interpreted to be a guarantee of a minimum or maximum number of hours the EMPLOYER may assign employees.

ARTICLE X OVERTIME PAY

10.1 Hours worked in excess of forty (40) hours within a seven (7) day period will be compensated for at one and one-half times the employee's regular hourly rate of pay. Employees may receive compensatory time on a time and one-half (1 ½) basis in lieu of overtime pay at the Employer's option. The maximum number of hours of compensatory time allowed shall be 48, non-renewable. All accrued compensatory time must be taken as time off or cashed out prior to the last day of the last pay period of each calendar year, such time may not be carried over from year to year. Compensatory time not taken by this date shall be paid out to the employee at the wage rate in effect on the last pay period of the year.

10.2 Overtime will be distributed as equally as practicable within job classifications.

10.3 Overtime refused by employees will, for record purposes under Article 10.2, be considered as unpaid overtime worked.

10.4 For the purpose of computing overtime compensation, overtime hours worked shall not be pyramided, compounded, or paid twice.

10.5 An employee who is called to duty during their scheduled off-duty time shall receive a minimum of two (2) hours pay at one and one-half (l ½) times the employee's base pay rate. An extension: or early report to a regularly scheduled shift for duty does not qualify the employee for the two (2) hour minimum.

ARTICLE XI RIGHT OF SUBCONTRACT

Nothing in this Agreement shall prohibit or restrict the right of the EMPLOYER from subcontracting work performed by employees covered by this Agreement.

ARTICLE XII DISCIPLINE

12.1 The EMPLOYER will discipline employees for just cause only. Discipline will be in one or more of the following forms:

a) oral reprimand;
b) written reprimand;

c) suspension;
d) demotion; or
e) discharge.

12.2 Suspensions, demotions and discharges will be in written form.

12.3 Written reprimands, notices of suspension, and notices of discharge which are to become part of an employee's personnel file shall be read and acknowledged by signature of the employee. Employees and the UNION will receive a copy of such reprimands and/or notices.

12.4 Employees may examine their own individual personnel files at reasonable times under the direct supervision of the EMPLOYER.

12.5 An employee shall be allowed UNION representation at any step of the discipline procedure or any investigation which could lead to disciplinary action. The EMPLOYER shall have no obligation to inform or advise an employee of the provisions of this section.

ARTICLE XIII SENIORITY

13.1 Employee seniority is the length of continuous service with the EMPLOYER. Employee seniority is broken by a voluntary quit, retirement, or discharge for cause.

13.2 Job classification seniority is the length of service within a job classification.

13.3 Reduction of work force.

1. Employer will provide a minimum of fourteen (14) days written notice of layoff. Employer may elect to pay the employee the regular rate of pay for work time which would normally be performed during the fourteen (14) day notice. Employees will be reduced on the basis of job classification seniority. Employees will be recalled within job classifications on the basis of job classification seniority.

2. In lieu of layoff, an employee may elect to bump a least senior employee in a classification equal to or below the employee's current classification in which the employee has previously held. An employee on lay off shall have an opportunity to return to work within the job classification from which the employee was reduced or laid off for a two (2) year period from the time of reduction or lay off, before any new employee is hired or promoted. Any employee on layoff who is notified at the employee's last known address by registered mail to return to work, and who fails to return within twelve (12) work days, shall be considered to be a voluntary termination.

ARTICLE XIV PROBATIONARY PERIODS

14.1 All newly hired or rehired employees hired on or after April 1, 2016 will serve a twelve (12) month probationary period.

14.2 At any time during the probationary period a newly hired or rehired employee may be terminated at the sole discretion of the EMPLOYER. Terminated employees will be given written reasons for the termination.

ARTICLE XV JOB POSTING-PROMOTIONS

15.1 Permanent vacancies in job classifications listed in ARTICLE II of this Agreement shall be posted. Employees shall have seven (7) calendar days after posting to complete application for such vacancies. The applicant with the highest qualifications will be chosen for the vacancy.

15.2 An employee may elect to return to the employee's former position or job classification during the trial period provided that a vacancy exists.

15.3 Employees who are serving a trial period shall be entitled to use earned sick leave and vacation time.

15.4 All promoted employees shall serve a six (6) months' trial period. During the trial period a promoted employee may be replaced in the employee's previous position at the sole discretion of the EMPLOYER.

ARTICLE XVI HOSPITAL/MEDICAL/LIFE/LTD/STD

16.1 Effective for 2015 and 2016 Employees will have Health Insurance Plans 1, 2, and 3 as identified in Appendix C. Plan 1 and 2 will expire as of December 31, 2016. Effective January 1, 2017, Employees will have Health Insurance Plans currently identified as plans 3, 4, and 5. (Appendix C).

a. Plan 3 - $300 Deductible Plan & Dental
b. Plan 4 - $1000 Deductible Plan & Dental
c. Plan 5 - $3000 Deductible Plan & Dental (with VEBA)

16.2 Employees are eligible for health and preventive dental coverage the first day of the month following the date of hire.

16.3 In instances where spouses are employed by Wright County, both individuals shall receive an employer contribution toward one family policy covering eligible family members. Each family unit shall determine which employee shall be the policy holder. The policy holder shall be eligible to receive a County contribution equivalent to the dollar amount contributed toward family coverage. The employee who is considered a dependent of the policyholder shall be eligible for a County contribution equivalent to the dollar amount contributed toward single coverage. This single County contribution amount shall be applied towards the family policy of the policyholder.

16.4 Employees will be provided life insurance in the amount of $10,000. Employees will be provided short-term disability and long term disability coverage in the amount of $100/month.

16.5 Affordable Care Act. In the event the health insurance provisions of this Agreement fail to meet the requirements of the Affordable Care Act and its related regulations or cause the Employer to be subject to a penalty, tax or fine, the Union and the Employer will meet immediately to bargain over alternative provisions so as to comply with the Act and avoid and/or minimize any penalties, taxes or fines for the Employer.

ARTICLE XVII HOLIDAYS

17.1 The following days will be observed as paid holidays:

New Year's Day -	January 1
Martin Luther King Day -	Third Monday in January
Presidents' Day -	Third Monday in February
Memorial Day -	Last Monday in May
Independence Day -	July 4
Labor Day -	First Monday in September
Veterans' Day -	November 11
Thanksgiving Day -	Fourth Thursday in November
Day after Thanksgiving -	Fourth Friday in November
Christmas Day -	December 25

17.2 Holiday Pay. Eligible employees shall receive eight (8) hours' pay for each of the holidays listed above on which they perform no work.

17.3 Observance. Whenever any of the holidays listed above fall on Saturday, the preceding Friday shall be observed as the holiday. Whenever any of the holidays listed above fall on Sunday, the succeeding Monday shall be observed as the holiday.

17.4 Eligibility Requirements. To qualify for a paid holiday employees must work their last scheduled work day before the holiday and the first scheduled work day following the holiday. Employees on prior approved paid absence as provided by this Agreement shall be considered to have worked the day before or after a holiday.

17.5 Work on a Holiday. If an employee works on any of the above holidays the employee shall be paid time and one-half (1 ½) for all hours worked in addition to holiday pay.

17.6 Floating Holiday. In addition to the recognized holidays previously listed, eligible employees will receive one (1) floating holiday in each calendar year. An unused floating holiday will be forfeited at the end of the calendar year. The following outlines the accrual rate for new hires and the procedures for use of the floating holiday:

1. Pro-rated floating holidays for new full-time hires.

If Hired	Eligible to Receive (hrs.)
January - October	8
November	4

December	0

2. The floating holiday must be scheduled with prior approval of the employee's supervisor and can be scheduled only as a full day or half-day segments.

3. Floating holidays may be used during the first six (6) months of employment; however, in the event an employee leaves County employment during that six (6) month period, the amount of time taken shall be paid back to the County.

4. Floating holidays which have not been used prior to an employee's termination date shall be forfeited.

5. Floating holidays are pro-rated for part-time employees.

ARTICLE XVIII VACATIONS

18.1 Eligibility and Allowance. Full-time employees shall earn paid vacation based on years of continuous service with the EMPLOYER in accordance with the following schedule:

0 - 5 years -	96 Hours
6 – 15 years -	120 Hours
During the 16th year the employee shall earn -	128 Hours
During the 17th year the employee shall earn -	136 Hours
During the 18th year the employee shall earn -	144 Hours
During the 19th year the employee shall earn -	152 Hours
During the 20th year and thereafter the employee shall earn-	160 Hours

Effective April 1, 2016 Employees on an unpaid leave shall earn vacation time pro-rata based on compensated hours of work,

18.2 Probationary Period and Accumulation. Employees shall accumulate vacation during the probationary period based on original hire or rehire, but shall not be eligible to take vacation until the completion of the probationary period. Employees terminated during the probationary period shall not be compensated for accumulated vacation. Employees who are hired during the month shall begin accumulation of vacation time the first of the month following the date they were hired.

18.3 Vacation Pay. The rate of vacation pay shall be the employee's regular straight- time rate of pay in effect for the employee's regular job on the regular work day immediately preceding the employee's vacation period. Vacation leave may be used in the pay period immediately following the pay period in which it was accrued.

18.4 Vacations shall be taken at a time approved by the EMPLOYER.

18.5 Holiday during Vacation Period. If a holiday, as defined elsewhere in the Holiday Article, occurs during the calendar week in which a vacation is taken by an employee, the employee shall not be charged vacation on the day of the holiday.

18.6 Vacation Rights in Case of Lay-Offs or Separation. Any employee who is laid off, discharged, or who separates from the service of the EMPLOYER for any reason prior to taking their vacation shall be compensated in cash for the unused vacation accumulated at the time of separation.

18.7 One hundred sixty (160) hours of accumulated vacation may be carried over from one year to the next. Carryover shall be prorated for part-time employees.

ARTICLE XIX SICK LEAVE

19.1 Allowance and Accumulation.

A. Full-time employees shall earn 3.69 hours of sick leave per pay period. Effective April 1, 2016, employees on an unpaid leave shall earn sick leave pro-rata based on compensated hours of work. Sick leave may be used in the pay period immediately following the pay period in which it was accrued.

B. Employees shall start to earn sick leave from their date of hire, and shall accumulate sick leave to a maximum of eight hundred (800) hours.

C. Sick leave may be taken in increments of 15 minutes.

D. An employee can accumulate sick time to a maximum amount of 800 hours. After reaching the maximum amount, one-half (1/2) of unused sick time accrued shall go into a catastrophic bank at the rate of 1.85 hours per pay period. In those months when the accumulated amount falls below the maximum, no time shall be added to the catastrophic bank.

19.2 Use of Sick Leave. Earned sick leave may be used for absences from work necessitated by the following circumstances:

A. Because of sickness or injury to an employee which renders the employee unable to perform the duties of employment;

B. Because of quarantine directed by a medical physician;

C. Because of sickness or injury to the employee's spouse or child pursuant to Minn. Stat. §181.940, etal. Sick leave may be granted for care of a sick parent. The Employer at its discretion, may require a doctor's certificate showing the nature of any injury, illness and/or an evaluation of the necessity of such absence. A child is a biological, adoptive, foster or step child who is under the age of 18, or an individual under age 20 who is still attending secondary school.

D. Up to three days of paid Bereavement leave shall be granted due to the death of an immediate family member as defined in the County's Personnel Policy Manual. This leave will not be deducted from the employee's sick bank.

19.3 Abuse of Sick Leave. Use of the sick leave benefits for reasons other than those stated in Section 19.2 of this Article shall be just cause for disciplinary action as provided by Article XII (DISCIPLINE).

19.4 Severance Pay. Effective the first day of the first pay period following Health and Human Services Board approval of the Collective Bargaining Agreement, an employee shall be granted severance pay in an amount of one-third (1/3) of accumulated sick leave, not including catastrophic sick bank hours, after twenty (20) years of employment with the County. Catastrophic sick bank hours are not included in severance pay. Severance pay is based on the employee's last rate of pay regardless of hours worked.

ARTICLE XX WORK OUT OF CLASSIFICATION

20.1 Employees assigned by the Employer to assume the full responsibilities and authority of a higher job classification shall receive the salary schedule of the higher classification (the next higher dollar step in the classification of that job above the employee's own rate of pay) after five (5) consecutive work days in the higher classification for the duration of the assignment.

ARTICLE XXI WAIVER

21.1 Any and all prior agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment, to the extent inconsistent with the provisions of this Agreement, are hereby superseded.

21.2 The parties mutually acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any term or condition of employment not removed by law from bargaining. All agreements and understandings arrived at by the parties are set forth in writing in this Agreement for the stipulated duration of this Agreement. The EMPLOYER and the UNION each voluntarily and unqualifiedly waives the right to meet and negotiate regarding any and all terms and conditions of employment referred to or covered in this Agreement or with respect to any term or condition of employment not specifically referred to or covered by this Agreement, even though such terms or conditions may not have been within the knowledge or contemplation of either or both parties at the time this contract was negotiated or executed.

21.3 This Agreement may be amended by the mutual agreement of the EMPLOYER and the UNION during the life of this Agreement.

ARTICLE XXII HEALTH AND HUMAN SERVICES GENERAL PROVISIONS

22.1 An employee, who is promoted to a new position at a higher grade level, shall receive a pay adjustment that is a salary increase of 4% over the employee’s base pay or the minimum of the new salary range, whichever is greater. In no event can a promotional increase exceed the maximum of the new salary range.

22.2 Any employee who fails to successfully complete the six (6) month trial period and thereby achieve permanent status following promotion to a new classification will revert to his/her previously held job classification and anniversary date.

22.3. Effective for 2016 – Employees below the range maximum will be eligible for range movement of 3.25% effective on the employee's anniversary date in job classification. In no event will an employee's wage exceed the maximum of the salary range. In addition, employees will be granted a 3% general wage increase effective January 1, 2016. Employees that are below the new minimum wage effective January 1, 2016 after receiving the 3% general adjustment shall move to the new 2016 minimum wage. Employees who are at or above the range maximum and not eligible for a general wage increase will be redlined and shall receive a 1.5% non-base lump sum payment for 2016. Employees who are partially eligible for a general wage increase shall receive the increase up to the new maximum wage and shall receive the remaining of the 1.5% as a non-base lump sum payment for 2016. (Appendix A – Pay Structure and Appendix B – List of Employees and Wage Increases.

An employee currently in a classification where the maximum of the salary range has been decreased and that employee is paid above the 2016 range maximum will continue to receive range movement until they reach the 2014 range maximum (Appendix D Memorandum of Agreement).

Effective for 2015 only, the EMPLOYER shall, on the employee's anniversary date, review each employee who is not at the maximum of the employee's range to determine whether the employee's salary should be increased to the next higher step on the range. Employees will not receive a general adjustment increase in 2015. Employees whose salary are above the salary maximum will not receive a non-base lump sum payment in 2015.

Such an increase shall be granted upon review and determination by the employee's immediate supervisor and concurrence of the Director that the employee's performance for the annual review period has been satisfactory, and upon approval by the Welfare and/or Health and Human Services Board. If a salary increase is not granted pursuant to this Section, the EMPLOYER shall inform the employee of the reason in writing. The decision may be grieved by the employee.

22.4 All overtime worked shall be reimbursed in cash at the rate of time and one-half (1 ½).

22.5 Part Time Pro-Rated Benefits. Any part-time employee who is covered by this Agreement and is subject to the provisions of P.E.L.R.A., M.S. 179.A01 et. seq., shall receive pro-rated holidays, vacation and sick leave based on the number of hours of their job assignment. Benefits are defined as vacations, holidays, insurance and sick leave for purposes of this Agreement. Part-time employees working 20 hours or more per week shall be eligible for insurance receiving a pro-rata Employer contribution.

22.6 No employee shall receive a reduction in salary as a result of acceptance of a promotion.

22.7 Promotions to another job classification will be to the minimum salary of the job classification if the employee's salary is below the minimum of the job classification to which promoted.

22.8 Employees may be granted unpaid leaves of absence by written request at the sole discretion of the EMPLOYER.

22.9 Reclassified employees will not serve a new probationary period.

22.10 The Union agrees to the FMLA Policy as amended on 9/9/14 effective 7/1/15, as hereto attached as Appendix E, for all leaves that commence on or after 4/1/2016.

Leaves for the birth or adoption of a child which do not commence prior to 4/1/16 but for which paperwork is filed with the Human Resources Department prior to 4/1/2016 shall have the leave provisions detailed under the policy which was in place prior to the Amendments on 9/9/14.

ARTICLE XXIII DURATION

This Agreement shall be effective as of January 1, 2015, and shall remain in full force and effect until December 31, 2016.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on this _____day of _____, 2016.

FOR THE EMPLOYER:	FOR THE UNION:
_____	_____
Pat Sawatzke, Wright County Board Chair	AFSCME Business Agent
_____	_____
Lee Kelly, County Coordinator	Union Steward

EQUAL APPLICATION

The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination as to race, color, creed, sex, national origin, religion, disability status, public assistance status, gender, marital status, sexual orientation, age or political affiliation.

STATEMENT CONCERNING HARASSMENT, OFFENSIVE, AND VIOLENT BEHAVIOR

The Employer and the Union believe that all employees have a right to work in an atmosphere free of harassment, offensive and/or violent behavior. To this end the Employer has adopted Personnel Policy Number 703. Any employee who believes that he/she has been subjected to improper harassment is urged to consult that policy. In addition, the employee is urged to contact the County Coordinator, his/her supervisor and his/her Union steward or staff representative if he/she is confronted with harassment while an employee of the County.

APPENDIX A - Pay Structure

AFSCME COUNCIL 65
Human Services Department

Grade	Title	2016 Minimum	2016 Maximum
3	Office Technician I	$14.50	$20.30
4	Accounting Clerk	$15.23	$21.32
6	Office Technician II	$16.79	$23.50
7	Information Systems Specialist	$17.63	$24.68
	Case Aide	$17.63	$24.68
	Family Based Service Coordinator	$17.63	$24.68
8	Accounting Technician	$18.51	$25.91
	Financial Worker	$18.51	$25.91
	Technology Coordinator	$18.51	$25.91
9	Child Support Officer	$19.43	$27.20
	Collection Officer	$19.43	$27.20
10	Child Support Officer/Hearing Officer	$20.40	$28.56
	Health Promotion Coordinator	$20.40	$28.56
12	Social Worker *(Includes Sr Soc Worker - Now One Class)*	$22.49	$31.49
13	Fiscal Officer	$23.51	$32.91
	Public Health Nurse	$23.51	$32.91
	Public Health Planner	$23.51	$32.91
16	Mental Health Professional/SW III	$26.83	$37.56

APPENDIX B - Listing of Employees and Wage Increases

AFSCME COUNCIL 65 (HUMAN SERVICES)	Group	Grade	Wage at 12/31/2015	2016 Minimum Wage	1/1/2016 3.0% Gen Adj or New Min Wage, which ever is greater	2016 Anniv Date 3.25% Range Movement up to 2016 Max Wage	2016 Maximum Wage	1/1/2016 1.5% Lump Sum if At or Above the 2016 Max Wage	
Aarvig, Theresa	HS-CA	7	20.99	17.63	21.62	22.32	24.68	FALSE	
Achman, Lori, L.	HS-SW	12	30.47	22.49	31.38	31.49	31.49	FALSE	Partial Increase / Redlined
Adefuye, Nichole	HS-SW	12	19.17	22.49	22.49	23.22	31.49	FALSE	
Anderson, Linda	HS-OT1	3	17.63	14.50	18.16	18.75	20.30	FALSE	
Anderson, Sarah	HS-CA	7	18.59	17.63	19.15	19.77	24.68	FALSE	
Anderon, Sharon	HS-CA	7	22.11	17.63	22.77	23.51	24.68	FALSE	
Anderson, Tarynn	HS-SW	12	19.17	22.49	22.49	23.22	31.49	FALSE	
Andrist, Jeffrey	HS-FW	8	18.46	18.51	19.01	19.63	25.91	FALSE	
Backer, Gretchen	HS-OTII	6	17.54	16.79	18.07	18.65	23.50	FALSE	
Baker, Erin	HS-SW	12	20.10	22.49	22.49	23.22	31.49	FALSE	
Baker, Jessica	HS-CSO	9	23.06	19.43	23.75	24.52	27.20	FALSE	
Bautch, Karen	HS-OTI	3	19.56	14.50	20.15	20.30	20.30	FALSE	Partial Increase / Redlined
Bay, Denise	HS-FW	8	17.65	18.51	18.51	19.11	25.91	FALSE	
Bemboon, Julie	HS-SW	12	26.54	22.49	27.34	28.22	31.49	FALSE	
Beutler, Debra	HS-CSO	9	24.70	19.43	25.44	26.27	27.20	FALSE	
Bidne, Emily .7	HS-PHN	13	30.66	23.51	31.58	32.61	32.91	FALSE	
Black, Nesa	HS-SW	12	30.47	22.49	31.38	31.49	31.49	FALSE	Partial Increase / Redlined
Block, Margo	HS-CA	7	20.62	17.63	21.24	21.93	24.68	FALSE	
Blomberg, Noami	HS-OTII	6	20.51	16.76	21.13	21.81	23.50	FALSE	
Bratz, Racheal	HS-SW	12	20.10	22.49	22.49	23.22	31.49	FALSE	
Brown, Katie	HS-SW	12	21.07	22.49	22.49	23.22	31.49	FALSE	
Burkhart, Teresa	HS-CA	7	22.11	17.63	22.77	23.51	24.68	FALSE	
Cardinal, Nichole	HS-SW	12	18.26	22.49	22.49	23.22	31.49	FALSE	
Carlson, Kristin	HS-SW	12	30.47	22.49	31.38	31.49	31.49	FALSE	Partial Increase / Redlined
Cayler, Kristin	HS-PHN	13	31.74	23.51	32.69	32.91	32.91	FALSE	Partial Increase / Redlined
Chafee, Kelly	HS-CA	7	18.59	17.63	19.15	19.77	24.68	FALSE	
Chiglo-Wilson, Tamara	HS-SW	12	30.47	22.49	31.38	31.49	31.49	FALSE	Partial Increase / Redlined
Christenson, Karmen .9	HS-PHN	13	37.70	23.51	37.70	37.70	32.91	TRUE	Will Receive 1.5% Lump Sum / Redlined
Clark-Bjore, Jan .8	HS-PHN	13	37.70	23.51	37.70	37.70	32.91	TRUE	Will Receive 1.5% Lump Sum / Redlined
Cohn, Kimberly	HS-SW	12	30.47	22.49	31.38	31.49	31.49	FALSE	Partial Increase / Redlined
Davis, Julie	HS-SW	12	30.47	22.49	31.38	31.49	31.49	FALSE	Partial Increase / Redlined
Davis, Laurie	HS-CA	7	20.62	17.63	21.24	21.93	24.68	FALSE	
Davis, Heidi	HS-OTII	6	16.54	16.79	17.04	17.59	23.50	FALSE	
DeMars, Susan .5	HS-HPC	10	22.83	20.40	23.51	24.28	28.56	FALSE	
Domjahn, Rebecca	HS-SW	12	30.47	22.49	31.38	31.49	31.49	FALSE	Partial Increase / Redlined
Dorf, Robin	HS-CA	7	20.62	17.63	21.24	21.93	24.68	FALSE	
Duran, Roseanne	HS-CSO	9	24.70	19.43	25.44	26.27	37.20	FALSE	
Eder, Karen .6	HS-PHN	13	31.74	23.51	32.69	32.91	32.91	FALSE	Partial Increase / Redlined
Edwards, Megan	HS-SW	12	18.26	22.49	22.49	23.22	31.49	FALSE	
Erickson, Tina	HS-FW	8	22.26	18.51	22.93	23.67	25.91	FALSE	
Francis Wolfgram, Rochelle	HS-CSO	9	23.06	19.43	23.75	24.52	27.20	FALSE	
Frank, Rebecca	HS-SW	12	30.47	22.49	31.38	31.49	31.49	FALSE	Partial Increase / Redlined
Frechette, Keri	HS-SW	12	20.10	22.49	22.49	23.22	31.49	FALSE	

APPENDIX B - Listing of Employees and Wage Increases

AFSCME COUNCIL 65 (HUMAN SERVICES)	Group	Grade	Wage at 12/31/2015	2016 Minimum Wage	1/1/2016 3.0% Gen Adj or New Min Wage, which ever is greater	2016 Anniv Date 3.25% Range Movement up to 2016 Max Wage	2016 Maximum Wage	1/1/2016 1.5% Lump Sum if At or Above the 2016 Max Wage	
Gallagher, Michael	HS-SW	12	21.07	22.49	22.49	23.22	31.49	FALSE	
Gerads, Amanda	HS-SW	12	20.10	22.49	22.49	23.22	31.49	FALSE	
Gertken, Lisa	HS-SW	12	30.47	22.49	31.38	31.49	31.49	FALSE	Partial Increase / Redlined
Gregoire, Amy	HS-SW	12	20.10	22.49	22.49	23.22	31.49	FALSE	
Greninger, Kaylene	HS-FW	8	16.04	18.51	18.51	19.11	25.91	FALSE	
Haag, Lisa	HS-CSHO	10	26.81	20.40	27.61	28.51	28.56	FALSE	
Hagemann, Dana	HS-SW	12	30.47	22.49	31.38	31.49	31.49	FALSE	Partial Increase / Redlined
Haller, Jennifer	HS-SW	12	20.10	22.49	22.49	23.22	31.49	FALSE	
Hamm, Kristine	HS-FW	8	20.31	18.51	20.92	21.60	25.91	FALSE	
Hammer, Beth	HS-SW	12	30.47	22.49	31.38	31.49	31.49	FALSE	Partial Increase / Redlined
Hannegrefs, Rhonda	HS-CA	7	22.88	17.63	23.57	24.33	24.68	FALSE	
Hartman, Kari	HS-SW	12	29.44	22.49	30.32	31.31	31.49	FALSE	
Hayen, Molly	HS-MHP	16	29.57	26.83	30.46	31.45	37.56	FALSE	
Henre, Casey	HS-PHN	13	27.65	23.51	28.48	29.41	32.91	FALSE	
Herold, Dana	HS-FW	8	17.65	18.51	18.51	19.11	25.91	FALSE	
Hiestand, Kelly	HS-CA	7	19.93	17.63	20.53	21.20	24.68	FALSE	
Hillman, Teri	HS-FW	8	20.31	18.51	20.92	21.60	25.91	FALSE	
Holverson, Robert	HS-SW	12	30.47	22.49	31.38	31.49	31.49	FALSE	Partial Increase / Redlined
Hylla, Jill	HS-HPC	10	30.77	20.40	30.77	30.77	28.56	TRUE	Will Receive 1.5% Lump Sum / Redlined
Jacobson, Mary Ann	HS-CA	7	21.36	17.63	22.00	22.72	24.68	FALSE	
Jaenicke, Autumn	HS-FW	8	16.04	18.51	18.51	19.11	25.91	FALSE	
Jahnke, Megan	HS-SW	12	20.10	22.49	22.49	23.22	31.49	FALSE	
Jandro, Rhonda	HS-CA	7	22.88	17.63	23.57	24.33	24.68	FALSE	
Johnson, Ariel	HS-SW	12	19.17	22.49	22.49	23.22	31.49	FALSE	
Johnson, Jenna	HS-PHN	13	30.66	23.51	31.58	32.61	32.91	FALSE	
Johnson, Lisa	HS-SW	12	22.15	22.49	22.81	23.56	31.49	FALSE	
Johnson, Pamela	HS-SW	12	25.39	22.49	26.15	27.00	31.49	FALSE	
Jones, Cynthia	HS-ISS	7	22.88	17.63	23.57	24.33	24.68	FALSE	
Jorgensen, Sheri	HS-FBSC	7	23.24	17.63	23.94	24.68	24.68	FALSE	Partial Increase / Redlined
Jude, Emily	HS-SW	12	20.10	22.49	22.49	23.22	31.49	FALSE	
Kellogg, Johannah	HS-SW	12	21.07	22.49	22.49	23.22	31.49	FALSE	
Kent, Devonne	HS-FW	8	19.37	18.51	19.95	20.60	25.91	FALSE	
Kieser, Kimberly	HS-FW	8	16.82	18.51	18.51	19.11	25.91	FALSE	
Kirkpatrick, Brandi	HS-SW	12	30.47	22.49	31.38	31.49	31.49	FALSE	Partial Increase / Redlined
Klaphake, Christina	HS-CO	9	26.81	19.43	27.20	27.20	27.20	FALSE	Partial Gen Adj w/remainder as lump sum / Redlined
Kodesch, Erin	HS-SW	12	18.26	22.49	22.49	23.22	31.49	FALSE	
Kraklau-Treichler, Christine**	HS-MHP	16	32.74	26.83	33.72	34.82	37.56	FALSE	
Kraus, Katharine	HS-SW	12	26.54	22.49	27.34	28.22	31.49	FALSE	
Krause, Robyn	HS-CSHO	10	26.81	20.40	27.61	28.51	28.56	FALSE	
Kutz, Marsha	HS-FO	13	29.56	23.51	30.45	31.44	32.91	FALSE	
Lamberts, Kathleen	HS-SW	12	30.47	22.49	31.38	31.49	31.49	FALSE	Partial Increase / Redlined
Larsen, Tina	HS-CA	7	22.11	17.63	22.77	23.51	24.68	FALSE	
Lecy Kayla	HS-SW	12	28.43	22.49	29.28	30.23	31.49	FALSE	

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Loch, Lora	HS-PHN	13	37.70	23.51	37.70	37.70	32.91	TRUE	Will Receive 1.5% Lump Sum / Redlined
Loftus, Katie	HS-PHN	13	36.43	23.51	36.43	37.61	32.91	TRUE	MOA - Appendix D
Ludders, Terese	HS-CSO	9	24.70	19.43	25.44	26.27	27.20	FALSE	
Maertens, Adam	HS-SW	12	21.07	22.49	22.49	23.22	31.49	FALSE	
Main, Catherine	HS-PHN	13	37.70	23.51	37.70	37.70	32.91	TRUE	Will Receive 1.5% Lump Sum / Redlined
Malecek, Patricia	HS-CA	7	22.88	17.63	23.57	24.33	24.68	FALSE	
Martie, Molly	HS-SW	12	30.47	22.49	31.38	31.49	31.49	FALSE	Partial Increase / Redlined
Meyenburg, Samantha	HS-SW	12	20.10	22.49	22.49	23.22	31.49	FALSE	
Meyer, Nicole	HS-SW	12	21.07	22.49	22.49	23.22	31.49	FALSE	
Miller, Chad	HS-SW	12	30.47	22.49	31.38	31.49	31.49	FALSE	Partial Increase / Redlined
Miller, Heather	HS-FW	8	23.06	18.51	23.75	24.52	25.91	FALSE	
Mrnak, Jennifer	HS-FW	8	17.65	18.51	18.51	19.11	25.91	FALSE	
Muehlbauer, Sherry	HS-CSHO	10	26.81	20.40	27.61	28.51	28.56	FALSE	
Nelson, Deborah	HS-SW	12	30.47	22.49	31.38	31.49	31.49	FALSE	Partial Increase / Redlined
Nesenson, Gina	HS-AC	4	16.38	15.23	16.87	17.42	21.32	FALSE	
Norrix, Barbara	HS-FW	8	23.89	18.51	24.61	25.41	25.91	FALSE	
Novacek, Theresa	HS-SW	12	20.10	22.49	22.49	23.22	31.49	FALSE	
Olson, Joan	HS-SW	12	30.47	22.49	31.38	31.49	31.49	FALSE	Partial Increase / Redlined
Opay, Joan	HS-PHN	13	36.43	23.51	36.43	37.61	32.91	TRUE	MOA - Appendix D
Opay, Sara	HS-SW	12	26.54	22.49	27.34	28.22	31.49	FALSE	
Ovall, Sherry L.	HS-SW	12	30.47	22.49	31.38	31.49	31.49	FALSE	Partial Increase / Redlined
Oyer, Lacey	HS-SW	12	18.26	22.49	22.49	23.22	31.49	FALSE	
Patterson, Kathryn	HS-ATECH	8	23.06	18.51	23.75	24.52	25.91	FALSE	
Paumen, Bonnie	HS-OTII	6	21.60	16.79	22.25	22.97	23.50	FALSE	
Paumen, Janice .5	HS-CO	9	26.81	19.43	27.20	27.20	27.20	FALSE	Partial Gen Adj w/remainder as lump sum / Redlined
Perkins, Laurie	HS-FW	8	24.70	18.51	25.44	25.91	25.91	FALSE	Partial Increase / Redlined
Peterson, Lisa	HS-OTII	6	16.54	16.79	17.04	17.59	23.50	FALSE	
Peterson, Tammy	HS-MHP	16	32.74	26.83	33.72	34.82	37.56	FALSE	
Phillips, Stacy	HS-SW	12	21.07	22.49	22.49	23.22	31.49	FALSE	
Pueringer, Sharon .5	HS-OTI	3	15.90	14.50	16.38	16.91	20.30	FALSE	
Rathmanner, Kristie	HS-PHN	13	29.63	23.51	30.52	31.51	32.91	FALSE	
Raymond, Michele	HS-CO	9	26.81	19.43	27.20	27.20	27.20	FALSE	Partial Gen Adj w/remainder as lump sum / Redlined
Reynolds, Stacie	HS-SW	12	27.46	22.49	28.28	29.20	31.49	FALSE	
Richer, Michelle	HS-SW	12	30.47	22.49	31.38	31.49	31.49	FALSE	Partial Increase / Redlined
Riley, Susan	HS-SW	12	30.47	22.49	31.38	31.49	31.49	FALSE	Partial Increase / Redlined
Ristinen, Amy	HS-SW	12	30.47	22.49	31.38	31.49	31.49	FALSE	Partial Increase / Redlined
Robertson, Mikaela	HS-HPC	10	22.83	20.40	23.51	24.28	28.56	FALSE	
Roehlke, Rebecca	HS-FW	8	19.37	18.51	19.95	20.60	25.91	FALSE	
Romer, Tamara	HS-CA	7	20.62	17.63	21.24	21.93	24.68	FALSE	
Rositas, Lynette .5	HS-SW	12	30.47	22.49	31.38	31.49	31.49	FALSE	Partial Increase / Redlined
Rubel, Susette	HS-SW	12	30.47	22.49	31.38	31.49	31.49	FALSE	Partial Increase / Redlined
Rutherford, Renee	HS-OTII	6	17.54	16.79	18.07	18.65	23.50	FALSE	
Schaaf, Blake	HS-SW	12	25.39	22.49	26.15	27.00	31.49	FALSE	

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AFSCME COUNCIL 65 (HUMAN SERVICES)	Group	Grade	Wage at 12/31/2015	2016 Minimum Wage	1/1/2016 3.0% Gen Adj or New Min Wage, which ever is greater	2016 Anniv Date 3.25% Range Movement up to 2016 Max Wage	2016 Maximum Wage	1/1/2016 1.5% Lump Sum if At or Above the 2016 Max Wage	
Schieber, Kirsten	HS-OT!	3	14.33	14.50	14.76	15.24	20.30	FALSE	
Setzer White, Dana	HS-FW	8	24.70	18.51	25.44	25.91	25.91	FALSE	Partial Increase / Redlined
Sherman, Molli	HS-SW	12	18.26	22.49	22.49	23.22	31.49	FALSE	
Sherrard, Kasie	HS-FW	8	17.65	18.51	18.51	19.11	25.91	FALSE	
Smith, Laurel	HS-OTII	6	20.15	16.79	20.75	21.43	23.50	FALSE	
Spike, Kathleen	HS-OTII	6	17.54	16.79	18.07	18.65	23.50	FALSE	
Stotko, Shelley	HS-CO	9	26.81	19.43	27.20	27.20	27.20	FALSE	Partial Gen Adj w/remainder as lump sum / Redlined
Szarke-Peura, Julie	HS-SW	12	27.23	22.49	28.05	28.96	31.49	FALSE	
Tapiz, Traci	HS-FW	8	16.82	18.51	18.51	19.11	25.91	FALSE	
Tebben, Christina	HS-SW	12	18.26	22.49	22.49	23.22	31.49	FALSE	
Tenney, Kathy	HS-FW	8	24.70	18.51	25.44	25.91	25.91	FALSE	Partial Increase / Redlined
Tesmer, Alissa	HS-SW	12	21.07	22.49	22.49	23.22	31.49	FALSE	
Thibodeaux, Misty	HS-ISS	7	16.14	17.63	17.63	18.20	24.68	FALSE	
Thienes-Jacobson, Kaylyn	HS-SW	12	18.26	22.49	22.49	23.22	31.49	FALSE	
Thompson, Vicki	HS-OTII	6	18.80	16.79	19.36	19.99	23.50	FALSE	
Thomton, Shannon	HS-SW	12	26.54	22.49	27.34	28.22	31.49	FALSE	
Topeff, Jessalin	HS-SW	12	20.10	22.49	22.49	23.22	31.49	FALSE	
Trebesch, Ramona	HS-CA	7	20.62	17.63	21.24	21.93	24.68	FALSE	
Tschimperle, Ellen	HS-SW	12	18.26	22.49	22.49	23.22	31.49	FALSE	
Turner, Goergina	HS-CSO	9	23.89	19.43	24.61	25.41	27.20	FALSE	
Valerius, Jacqueline	HS-FW	8	24.70	18.51	25.44	25.91	25.91	FALSE	Partial Increase / Redlined
VanBeusekom, Jill	HS-SW	12	29.44	22.49	30.32	31.31	31.49	FALSE	
Vander Grift, Deidra	HS-SW	12	18.26	22.49	22.49	23.22	31.49	FALSE	
Vanderlinde, Jan	HS-PHN	13	37.70	23.51	37.70	37.70	32.91	TRUE	Will Receive 1.5% Lump Sum / Redlined
Voge, Sheila	HS-CSHO	10	26.81	20.40	27.61	28.51	28.56	FALSE	
Vollbrecht, Brandy	HS-CA	7	20.62	17.63	21.24	21.93	24.68	FALSE	
Webb, Cecilia	HS-ISS	7	22.88	17.63	23.57	24.33	24.68	FALSE	
Wendler, Becky	HS-TC	8	17.65	18.51	18.51	19.11	25.91	FALSE	
Whelan, Ammie	HS-SW	12	18.26	22.49	22.49	23.22	31.49	FALSE	
Williams, Cheryl	HS-CA	7	20.62	17.63	21.24	21.93	24.68	FALSE	
Wilson, Amanda	HS-SW	12	30.47	22.49	31.38	31.49	31.49	FALSE	Partial Increase / Redlined
Woods, Hannah	HS-HPC	10	21.78	20.40	22.43	23.16	28.56	FALSE	
Wright, Pamel	HS-SW	12	18.26	22.49	22.49	23.22	31.49	FALSE	
Zachman, Dawn	HS-CSO	9	24.70	19.43	25.44	26.27	27.20	FALSE	

Those below move to the the new min wage 1/1/16
3% General Adjustment in 2016
(1.5% for 2015 + 1.5% for 2016
to be calculated as 3% on
January 1, 2016)

APPENDIX B.1 - Employees Who Received Wage Increases From 1-1-2016 through 2-12-16; and New Hires and Promotions After 12-31-2015

AFSCME COUNCIL 65 (HUMAN SERVICES)	Group	Grade	Wage On or After at 01/01/2016	2016 Minimum Wage	Wage Before 2016 Step	1/1/2016 3.0% Gen Adj or New Min Wage, which ever is greater	2016 Anniv Date 3.25% Range Movement up to 2016 Max Wage	2016 Maximum Wage	1/1/2016 1.5% Lump Sum if At or Above the 2016 Max Wage	
Berg, Jennifer	HS-FW	8	16.04	18.51	NA	18.51	19.11	25.91	FALSE	New Hire 3/7/16
Bjork, Kelley	HS-FW	8	16.04	18.51	NA	18.51	19.11	25.91	FALSE	New Hire 1/4/16
Bodien, Brooke	HS-SW	12	18.26	22.49	NA	22.49	23.22	31.49	FALSE	New Hire 3/10/16
Craig, Heather (.5)	HS-SW	12	22.15	22.49	NA	22.49	23.22	31.49	FALSE	New Hire 3/14/16
Czech, Michelle	HS-FW	8	17.65	18.51	16.82	18.51	19.11	25.91	FALSE	Wage Increase 2/4/16
Dahl, Kate	HS-AC	4	16.38	15.23	16.38	16.87	NA	25.91	FALSE	Promotion 1/18/16
Dahl, Kate	HS-AT	8	16.82	18.51		18.51	19.11			from Acctg Clerk to Acctg Tech
Drouin, Rachelle	HS-SW	12	19.17	22.49	NA	22.49	23.22	31.49	FALSE	New Hire 3/14/16
Ferguson, Marisa	HS-SW	12	27.46	22.49	26.54	27.34	28.22	31.49	FALSE	Wage Increase 1/15/16
Graham, Rebecca	HS-PHN	13	30.66	23.51	29.63	30.52	31.51	32.91	FALSE	Wage Increase 1/18/16
Heshiser, Rhonda	HS-SW	12	22.15	22.49	21.07	21.70	22.41	31.49	FALSE	Wage Increase 1/24/16
Hoglund, Nicola	HS-MHP	16	28.07	26.83	26.75	27.55	28.45	37.56	FALSE	Wage Increase 1/19/16
Jorden-Lemmerrman, Mandy	HS-FW	8	22.26	18.51	21.52	22.17	22.89	25.91	FALSE	Wage Increase 1/14/16
Kappes, Tianna	HS-OTII	6	15.77	16.79	15.77	16.79	NA	23.50	FALSE	Promoted 2/17/16
Kappes, Tianna	HS-FW	8	16.04	18.51		18.51	19.11	25.91	FALSE	from OTII to Financial Worker
Manuel, Jesica	HS-FW	8	16.04	18.51	NA	18.51	19.11	25.91	FALSE	New Hire 1/4/16
Marketon, Rebecca	HS-FW	8	16.04	18.51	NA	18.51	19.11	25.91	FALSE	New Hire 3/7/16
Martin, Jodi	HS-CSO	9	21.52	19.43	20.31	20.92	21.60	27.20	FALSE	Wage Increase 1/6/16
Murawski, Nicole	HS-FW	8	17.65	18.51	16.82	18.51	19.11	25.91	FALSE	Wage Increase 2/14/16
Nystuen, Amy	HS-PHN	13	30.66	23.51	29.63	30.52	31.51	32.91	FALSE	Wage Increase 1/9/16
Otto, Kristin	HS-CA	7	16.93	17.63	16.14	17.63	18.20	24.68	FALSE	Wage Increse 2/10/16
Otto-Forsythe, Cynthia	HS-FW	8	19.37	18.51	18.46	19.01	19.63	25.91	FALSE	Wage Increase 1/23/16
Peterson, Rachel	HSD-SW	12	19.17	22.49	NA	22.49	23.22	31.49	FALSE	New Hire 3/7/16
Randolph, Blayr	HS-FW	8	21.52	18.51	20.31	20.92	21.60	25.91	FALSE	Wage Increase 1/12/16
Rausch, Diane	HS-AC	4	20.67	15.23	20.31	20.92	21.32	21.32	FALSE	Wage Increase 1/1/2016 (Redlined)
Rehwaldt, Eric SW III	HS-MHP	16	29.57	26.83	28.07	28.91	29.85	37.56	FALSE	Wage Increase 1/28/16
Stein, Jennifer	HS-FW	8	17.65	18.51	17.65	18.18	NA	25.91	FALSE	Promoted 3/7/16
Stein, Jennifer	HS-CSO	9	17.65	19.43		19.43	20.06	27.20	FALSE	Financial Worker to Child Support Officer
Sommer, Kolja	HS-ISS	7	16.93	17.63	NA	17.63	18.20	24.68	FALSE	New Hire 1/4/16
Thomes, Mary	HS-SW	12	20.10	22.49	19.17	22.49	23.22	31.49	FALSE	Wage Increase 2/7/16
Torkelson, Joel	HS-HPC	10	30.77	20.40	30.77	30.77	NA	28.56	TRUE	Promoted 3/14/16
	HS-PHP	13	31.74	23.51	31.74	32.00	32.91	32.91	FALSE	Hlth Promo Coord to Public Hlth Planner
Vroman, Amber	HS-SW	12	19.17	22.49	18.26	22.49	23.22	31.49	FALSE	Wage Increase 1/14/16
Wacker, Abby	HS-PHN	13	28.62	23.51	27.65	28.48	29.41	32.91	FALSE	Wage Increase 1/7/16
Ward, Megan	HS-PHN	13	30.66	23.51	29.63	30.52	31.51	32.91	FALSE	Wage Increase 1/9/16

Of those that have already received increases in 2016, they either move to the new minimum wage or they get the general adjustment on their 12/31/15 wage, whichever is greater effective January 1, 2016. Then upon reaching their anniversay (or completion of probationary period) they will receive the Range Movement of 3.25% (not to exceed the 2016 Wage Maximum).

For those that have been received promotions on or after January 1, 2016: These employees will receive a general adjusment on their base pay as of December 31, 2015 or an increase to the new minimum wage of their previous position, whichever is greater. This will be calculated until their promotion date. Effective on their promotion date, they will either receive a 4% increase over their December 31, 2015 base pay, or the minimum of the new salary range, which ever is greater. Upon their new anniversary date they will receive a range movement of 3.25%. In no event can a promotional increase exceed the maximum of the new salary range.

APPENDIX C

WRIGHT COUNTY
2015 HEALTH INSURANCE
Monthly Premiums
AFSCME Council 65

$10 Co-Pay Plan & Dental

	Single	*Family*
County Contribution	$ 941.36	$ 1,091.36
Employee Contribution	$ 32.66	$ 899.21

Single Insurance: $956.97 health + $17.05 dental = $974.02
Family Insurance: $1,936.07 health + $54.50 dental = $1990.57

$15 Co-Pay Plan & Dental

	Single	*Family*
County Contribution	$ 932.75	$ 1,091.36
Employee Contribution	$ -	$ 815.70

Single Insurance: $915.70 health + $17.05 dental = $932.75
Family Insurance: $1,852.56 health + $54.50 dental = $1,907.06

$300 Deductible Plan & Dental

	Single	*Family*
County Contribution	$ 890.46	$ 1,091.36
Employee Contribution	$ -	$ 730.15

Single Insurance: $873.41 health + $17.05 dental = $890.46
Family Insurance: $1,767.01 health + $54.50 dental = $1,821.51

Appendix C

2016 Employer and Employee Contribution for Health Insurance Premiums

2016 Plan Year: January 1 - December 31, 2016

Employer Contribution and Employee Cost for Family Coverage

**includes prevantive dental premium*

	Total Monthly Premium	Total Monthly County Contribution	Monthly Employee Cost	Total Monthly County VEBA Contribution
Family Plan 1	$1,976.20	$1,091.36	$884.84	NA
Family Plan 2	$1,896.11	$1,091.36	$804.75	NA
Family Plan 3	$1,813.23	$1,091.36	$721.87	NA
Family Plan 4	$1,615.03	$1,295.00	$320.03	NA
Family Plan 5	$1,420.73	$1,095.00	$325.73	$200.00

Employer Contribution and Employee Cost for Single Coverage

**includes prevantive dental premium*

	Total Monthly Premium	Total Monthly County Contribution	Monthly Employee Cost	Total Monthly County VEBA Contribution
Single Plan 1	$966.73	$941.36	$25.37	NA
Single Plan 2	$927.14	$941.36	$0.00	NA
Single Plan 3	$886.17	$941.36	$0.00	NA
Single Plan 4	$788.21	$790.00	$0.00	NA
Single Plan 5	$692.17	$690.00	$2.17	$100.00

Appendix D - Memorandum of Agreement

AFSCME Council 65	Group	Grade	Current Wage	2016 Anniversary 3.25 Range Movement Increase	Maximum Wage with Current Step System
Opay, Joan	HHS - PHN	13	$36.43	$37.61	$37.70
Loftus, Katie	HHS - PHN	13	$36.43	$37.61	$37.70

APPENDIX E

601 FAMILY AND MEDICAL LEAVE

Policy Adopted: 11-16-04

Policy Amended: 09-09-14
Effective: 07-01-15

601.01 POLICY STATEMENT

The Family and Medical Leave Act became effective August 5, 1993 and requires all employers with 50 or more employees to provide up to 12 weeks of unpaid leave each year. In accordance with the FMLA, Wright County will grant unpaid leave as provided by law to eligible employees for any one of the following reasons:

a. The birth of a child or placement of a child with the employee for adoption or foster care. This leave must be taken within the 12-month period following the child's birth or placement with the employee.

b. In order to care for an immediate family member (spouse, child, or parent) of the employee if such immediate family member has a serious health condition.

c. A serious health condition of the employee that makes the employee unable to perform the functions of his or her position.

d. Leave for a qualifying exigency when an employee's spouse, child or parent is on active duty or is notified of an impending call to active duty in the Armed Forces. A qualifying exigency may include short notice deployment, military events or related activities due to deployment, childcare and school activities due to deployment, financial and legal arrangements due to deployment, rest and recuperation related to active duty or post deployment activities related to return from active duty.

e. 26 weeks of unpaid leave during one twelve (12) month period to care for a spouse, child or parent or next of kin who was/is a service member undergoing medical treatment, recuperation or therapy, is in outpatient status or is on the temporary disabled retired list for a serious injury or illness.

This policy is intended to be a general summary of the FMLA. Each situation will be evaluated on a case by case basis in accordance with statute and regulations.

PROCEDURE:

- Eligible employees are required to use all earned paid time concurrently with FMLA leave in accordance with appropriate policies (see 601.06 Benefits, subsection B).
- HR must be notified of all absences exceeding ten (10) working days to determine whether it is an FMLA qualified absence. Intermittent absences may also qualify as FMLA absences.
- As deemed appropriate by HR, employees may be required to provide medical certification supporting the need for leave. If it is believed circumstances may have changed during an approved FMLA leave, employees may be required to provide recertification.

- Eligible employees can take up to 12 weeks (or up to 26 weeks to care for an injured or ill servicemember) under this policy during any 12-month period. The County will measure the 12-month period as a rolling 12-month period measured forward from the date the employee's first FMLA leave begins.

601.02 ELIGIBILITY

To be eligible for the leave, an employee must have worked for Wright County for at least 12 months and must have worked at least 1,250 hours over the most recent 12-month period.

601.03 LENGTH OF LEAVE

The maximum length of FMLA leave shall be twelve weeks per 12-month period or up to 26 weeks for an eligible employee to care for a family member recovering from a serious illness or injury sustained in the military line of duty.

The 12-month period shall be measured forward from the date the employee's first FMLA leave begins. The entitlement to FMLA leave for the birth or placement of a child with the employee expires 12-months after the birth or placement of the child. FMLA leave shall be taken concurrently with the Minnesota Parenting Leave.

For instances in which employees are eligible for 26 weeks of leave, this is the maximum of cumulative FMLA leave entitlement under all types of FMLA leave within a 12-month period. If both spouses work for the County, their total leave in any 12-month period shall be an aggregate of 26 weeks in the event that they qualify for the injured or ill service member leave.

601.04 INTERMITTENT OR REDUCED LEAVE

In certain circumstances, FMLA leave may be taken intermittently or on a reduced leave schedule. An employee is eligible for intermittent or reduced leave under any of the following conditions:

a. Serious Health Condition: Intermittent leave is available when a serious health condition requires periodic treatment by a health care provider, rather than one continuous period of time. Intermittent and reduced leave schedules are available for employees or family members with a serious health condition.

b. Birth or Placement of a Child: An employee may take FMLA leave intermittently or on a reduced leave schedule for birth or placement for adoption or foster care of a child. This intermittent or reduced leave schedule shall make every attempt to best fit with the needs of the department. An intermittent or reduced leave schedule for the birth or placement for adoption or foster care of a child is subject to Department Head approval.

601.05 NOTICE REQUIREMENT

An employee must notify Human Resources at least thirty (30) days in advance in the event of a foreseeable FMLA leave. In unexpected or unforeseeable situations, an employee should provide as much notice as is practicable, usually verbal notice within two business days of when the need for leave becomes known.

If an employee fails to give thirty (30) days notice for a foreseeable leave with no reasonable excuse for the delay, the leave may be denied until thirty (30) days after the employee provides notice.

The employee may be required to provide a medical certification for any FMLA leave due to their own serious health condition or that of an immediate family member in excess of ten (10) days, or in such cases as Human Resources deems appropriate. In cases where the employee's use of FMLA is of an intermittent nature, a medical certification will be required verifying this fact during each 12-month period in which the employee uses FMLA leave.

During the FMLA leave, Human Resources may request a statement from the employees' health care provider, which updates the employee's or family member's condition and projected date of return to work. A "Fitness for Duty" certification will be required from employees returning to work from their leave.

Human Resources is responsible for completing the "Designation Notice" and "Notice of Eligibility and Rights & Responsibilities" forms in all circumstances in which an employee does qualify for leave under the FMLA, whether or not the employee specifically requests such a FMLA leave.

Wright County reserves the right to designate leaves, paid or unpaid, as FMLA qualifying, and to give notice of the designation to the employee.

At its discretion, the County may require a second medical opinion at its own expense. If the first and second medical opinion differ, the County may require the opinion of a third health care provider approved by both the County and the employee. If the employee unreasonably, in the opinion of the County, refuses to agree on a third health care provider, the County may designate the provider. The third opinion is binding on the County and the employee.

601.06 BENEFITS

A. Insurance: An employee granted a FMLA leave shall be provided Wright County's group health insurance, dental, life and disability insurance under the same conditions as coverage would have been provided if they had been continuously employed during the leave period. The employee shall continue to pay their portion of the premiums as they had prior to their FMLA leave.

   If an employee fails to return to work from an unpaid FMLA leave, the County may recover from the employee the cost of any premiums paid to maintain the employee's coverage, unless the failure to return to work is a continuation of the serious health condition of the employee or immediate family member or for reasons beyond the employee's control.

B. Vacation, Sick Leave and Catastrophic Sick Time: Employees must use all earned paid time (vacation, sick leave, catastrophic sick time, compensatory time, floating holiday) as part of the FMLA leave. The total combination of paid and unpaid leave may not exceed twelve (12) weeks. An employee shall not earn vacation or sick leave while on unpaid FMLA leave. If an unpaid FMLA leave is of an intermittent or reduced leave nature, the employee's vacation and sick leave accrual will be prorated. An employee on FMLA leave due to the birth/adoption of a child may retain 40 hours of earned sick leave. Use of sick leave for the birth of a child must meet authorized sick leave use as defined in policy.

C. Holidays: If an employee needs a full week of FMLA leave in a week with a holiday, the hours the employee does not work on the holiday will count against the employee's FMLA entitlement.

   If an employee needs less than a full week of FMLA leave, and a holiday on which the employee would not otherwise have been required to work falls within the partial week of leave, then the hours that the

employee does not work on the holiday will not be counted against the employee's FMLA leave entitlement.

D. PERA: An employee shall not receive PERA contributions while on unpaid FMLA leave.

601.07 USE OF DONATED TIME

Donated time will count as part of FMLA leave.

601.08 RETURN TO WORK

Employees returning from FMLA leave have the right to return to the same or equivalent position the employee held when FMLA leave began, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. If the employee's position would have been eliminated or if the employee would have been terminated before the FMLA leave, the employee does not have the right to be reinstated when returning from leave.

Employees will be required to present a fitness-for-duty certificate to be restored to employment. If a fitness-for-duty certification is not received timely, an employee's return to work may be delayed until certification is provided.

If an employee presents a fitness-for-duty certificate indicating work restrictions, the employee must contact the supervisor prior to returning to work to discuss if work is available within stated restrictions. If an employee returns to work, but is unable to perform an essential function of the position due to a physical or mental condition, the employer is not obligated to restore the employee to another position under the FMLA.

If the employee on leave is a salaried employee and among the highest paid ten percent of Wright County's workforce, and restoring the employee would cause "substantial and grievous economic injury" to the operations of the County, the County may deny restoration to the employee when returning to work after a FMLA leave. The County will notify the employee of the intent to deny restoration and the employee will be given an opportunity to return to work.

If an employee discovers that his or her circumstances have changed and the amount of leave originally anticipated is no longer necessary, the employee must provide reasonable notice to the County of his or her intent to return to work (i.e. two business days).

An employee exceeding the authorized FMLA leave without giving proper notice shall be considered to have voluntarily terminated.

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

***Req. Agenda Time*:**		***Board Meeting Date*:**	3-22-16	***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 $527,073.96 with 283 Vendors and 466 Transactions.
Requestor's Signature	
Reviewed By/Date	

Background/Justification:

Previous Action On Request/Other Parties Advised:

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

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: BOARD MEETING DATE: *3-22-16* ***CONSENT AGENDA:*** *X*

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

County Board

ORIGINATING DEPARTMENT/SERVICE

X

REQUESTOR'S SIGNATURE

3/11/16

REVIEWED BY/DATE

BOARD ACTION REQUESTED: Replace a 1 FTE Health Promotion Coordinator position.

Joel Torkelson

BACKGROUND/JUSTIFICATION: Due to an internal promotion of a health promotion coordinator, we are requesting to fill this vacant position. This position will work with the Statewide Health Improvement Program (SHIP), Environmental Health programs and various other public health programs.

COUNTY ATTORNEY REVIEW DATE:

FINANCIAL IMPLICATIONS:
$_____

COUNTY COORDINATOR/DATE:

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

BUDGETED: ___X___ YES _____ NO

FUNDING:

COMMENTS:

COMMENTS:

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: BOARD MEETING DATE: *3-22-16* ***CONSENT AGENDA:*** *X*

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

County Board

ORIGINATING DEPARTMENT/SERVICE

X [signature]

REQUESTOR'S SIGNATURE

3/14/16

REVIEWED BY/DATE

BOARD ACTION REQUESTED: Replace .8 FTE Public Health Nurse

BACKGROUND/JUSTIFICATION:
Request to replace Public Health Nurse who is retiring and coordinates the Wellness on Wheels program, Immunization and MN Immunization Information Connection program.(MIIC)

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

COMMENTS:	**COMMENTS:**

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: BOARD MEETING DATE: _____ ***CONSENT AGENDA:*** ***X***

AMT. OF TIME REQUIRED: ***n/a*** ***ITEM FOR CONSIDERATION:*** ***Position replacement***

County Board

ORIGINATING DEPARTMENT/SERVICE

X Karen Jorgensen-Royce

REQUESTOR'S SIGNATURE

3/14/16

REVIEWED BY/DATE

BOARD ACTION REQUESTED:
Replace .7 FTE PHN position vacancy due to resignation as of 4/7/2016.

BACKGROUND/JUSTIFICATION:
Ongoing program duties in Public Health - Community Health Unit.

	COUNTY ATTORNEY REVIEW DATE:	**FINANCIAL IMPLICATIONS:** $_____
COUNTY COORDINATOR/DATE:	**ADMINISTRATIVE RECOMMENDATION:** ☐ **APPROVAL** ☐ **DENIAL** ☐ **NO RECOMMENDATION**	**BUDGETED:** X (YES) ____ (NO) **FUNDING:**
COMMENTS:		**COMMENTS:**

Wright County
Request for Board Action

Req. Agenda Time:	Board Meeting Date: 3/22/16	Consent Agenda	X
Amt of Time Required: 0	Item for Consideration: Refer to Technology Committee		

IT

Originating Department

Requestor's Signature

BOARD ACTION REQUESTED:

Refer to Technology Committee

Reviewed by/date

BACKGROUND/JUSTIFICATION:

Refer to the Technology Committee:

a. Boardroom Audio/Video

b. Wireless Project Update and Future Discussion

c. Server room updating

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED:

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

COMMENTS:

COMMENTS:

Wright County
Request for Board Action

Req. Agenda Time:	Board Meeting Date: 03-21-16	Consent Agenda	Yes
Amt of Time Required:	Item for Consideration:		

Sheriff's Office

Originating Department

Todd Hoffman

Digitally signed by Todd Hoffman
DN: cn=Todd Hoffman, o=Sheriff's Office, ou, email=todd.hoffman@co.wright.mn.us, c=US
Date: 2016.03.11 13:47:40 -06'00'

Requestor's Signature

BOARD ACTION REQUESTED:

Request position replacement for 2 deputy sheriffs.

Reviewed by/date

BACKGROUND/JUSTIFICATION:

Request position replacement for 2 deputies due to the resignation of Kyle Thompson (effective 03-18-16) and Matthew Hayen (effective 03-25-16).

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED:

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

COMMENTS: **COMMENTS:**

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

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

Auditor-Treasurer's Office	**Board Action Requested:**
Originating Department/Service	Adopt Resolution Establishing an Absentee Ballot Board for the Current Election Cycle, ending 12/31/2017.
Requestor's Signature	
Reviewed By/Date	

Background/Justification:

We are administering all UOCAVA (Uniformed and Overseas Citizens Absentee Voting Act) absentee voting for every election, including Township Elections, School District and Special Elections, as well as regular absentee voting administration for all other elections. This resolution will cover all aspects of establishing both Absentee and UOCAVA Ballot Boards.

Previous Action On Request/Other Parties Advised:

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

BOARD OF COUNTY COMMISSIONERS
WRIGHT COUNTY, MINNESOTA

Date_____ Resolution No. _____.
Motion by Commissioner_____ Seconded by Commissioner_____.

RESOLUTION
ESTABLISHING ABSENTEE BALLOT BOARD AND
UOCAVA (UNIFORMED AND OVERSEAS CITIZENS ABSENTEE VOTING ACT) ABSENTEE BALLOT BOARD

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

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

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

THEREFORE, BE IT RESOLVED THAT, the Wright County Board of Commissioners hereby establishes an Absentee Ballot Board and UOCAVA Absentee Ballot Board that would consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22 or deputy auditors to perform the task for all elections in the 2016 – 2017 election cycle, ending on December 31, 2017.

ADOPTED BY the Wright County Board of Commissioners this 22nd day of March 22, 2016.

YES		NO	
HUSOM	_____	HUSOM	_____.
SAWATZKE	_____	SAWATZKE	_____.
DALEIDEN	_____	DALEIDEN	_____.
POTTER	_____	POTTER	_____.
BORRELL	_____	BORRELL	_____.

STATE OF MINNESOTA)
ss.
County of Wright)

I, Lee Kelly, duly appointed 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*:**	9:05 a.m.	***Board Meeting Date*:**	3-22-16	***Consent Agenda*:**	
Amt. of Time Required:		***Item For Consideration*:**			

Auditor-Treasurer's Office	**Board Action Requested:**
Originating Department/Service	Approve 1 Day To 4 Day Temporary On Sale Liquor License For The Church Of St. Mary Of Czestochowa.
Requestor's Signature	
Reviewed By/Date	

Background/Justification:

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

Previous Action On Request/Other Parties Advised:

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

Wright County
Request for Board Action

Req. Agenda Time: _____ Board Meeting Date: 03/22/2016 Consent Agenda _____

Amt of Time Required: 1 min. Item for Consideration: _____

SURVEYOR

Originating Department

Requestor's Signature

BOARD ACTION REQUESTED:

Informational - Announce the Winners of the drawing:
Wright County Premium Wall Map - Ken & Corrine Brevik
SmartMap - Edna Knoblauch.

Reviewed by/date

BACKGROUND/JUSTIFICATION:

The Wright County Premium Wall Map winner is Ken & Corrine Brevik of Monticello and the SmartMap winner is Edna Knoblauch of Buffalo.

Their names were entered into our drawing which concluded on March 11th.

Congratulation to them!

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED:

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

COMMENTS: **COMMENTS:**

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: _____ *BOARD MEETING DATE:* *03-22-16* *CONSENT AGENDA* ____.

AMT. OF TIME REQUIRED: 3 min. *ITEM FOR CONSIDERATION:* _____.

HIGHWAY.
ORIGINATING DEPARTMENT/SERVICE

X _____
REQUESTOR'S SIGNATURE

_____
REVIEWED BY/DATE

BOARD ACTION REQUESTED:

Award Various Seasonal Requirement Bids

BACKGROUND/JUSTIFICATION:

Bids were received and opened on Friday, March 4, 2016 at the Public Works Building for the following:

Plant Mixed Materials and Equipment.

Summaries are attached. It is recommended to accept the seasonal bids, as attached.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED:

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

WRIGHT COUNTY HIGHWAY DEPARTMENT

LETTING DATE: **March 4, 2016 11:00 a.m.**

NAME OF BIDDER	*BID SECURITY*	*PLANT-MIXED BITUMINOUS MIXTURE* ($/TON) **Budgeted Amount: $454,000**		
	Yes	ITEM 1 SP 12.5 100	ITEM 2 SP 9.5 5,000	ITEM 3 Fine Mix 100
1. Mid-Minnesota Hot Mix 12128 W Hwy 55 Annandale, MN 55302	X $250.00 Cashier's Check	50.40	51.40	67.00
		100+ ton/day 49.40	100+ ton/day 50.40	100+ ton/day 58.00
2. Hardrives, Inc. 14475 Quiram Drive Rogers, MN 55374	Bid Bond	35.55	40.55	
		100+ ton/day	100+ ton/day	100+ ton/day

RECOMMENDATION: Accept all bids.

WRIGHT COUNTY HIGHWAY DEPARTMENT

LETTING DATE: March 4, 2016 11:00 a.m.

		Equipment Rental
		Received Bid
1.	T & S Trucking 443 Farmington Avenue NE Buffalo, MN 55313	Yes
2.	Terning Excavating, Inc. 7543Quinlar Avenue SW Cokato, MN 55321	Yes
3.	Jake Carlson 545 Elder Avenue SW Buffalo, MN 55313	Yes

Recommendation: Accept all bids.

WRIGHT COUNTY HIGHWAY DEPARTMENT

Letting Date: March 4, 2016 at 11:00 a.m.

EQUIPMENT RENTAL

EQUIPMENT	BIDDERS			
	Terning Excavating, Inc. 7543 Quinlar Avenue SW Cokato, MN 55321	Jake's Excavating, Inc. 545 Elder Ave SW Buffalo, MN 55313	T&S Trucking 433 Farmington Ave N Buffalo, MN 55313	
18 CY Scraper/hr			**175.00** **19 & 21 Yd Scrapers** **9520 JD Tractors**	
Dozer/hr		**125.00**	**150.00** **Cat D6K 6 Way Dozer** **D6R**	
Rubber Tired Tractor Mounted Backhoe/hr				
Hydraulic Excavator or Large Backhoe/hr		**135.00**	**135.00** **CAT 315B** **Excavator**	
Self-Propelled Pneu Tired Roller/hr				
4 CY Front End Loader (4 WD pneu. tired)-/hr				
Motor Grader/hr				
Crawler Type Loader (3 CY)/hr				
2 CY Skid Loader (#1650 life capacity)		**115.00**		
½ CY Skid Loader (#1650 life capacity)/hr				
10 CY Truck/hr		**85.00**		
10 CY Truck w/snowplow & wing				
Self-Propelled Pickup Sweeper/hr	**76.00** **2004 Elgin Pelican Sweeper**			
Trax-cavator/hr				
247B Rubber Track Loader 1950# Lift Capacity 9' Dump				
247B CAT All-Terrain Loader				
257 CAT All-Terrain Loader				

Recommendation: Accept all Bids.

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: _____ *BOARD MEETING DATE:* *03-22-16* *CONSENT AGENDA* ____.

AMT. OF TIME REQUIRED: 3 min. *ITEM FOR CONSIDERATION:* _____.

HIGHWAY.
ORIGINATING DEPARTMENT/SERVICE

X
REQUESTOR'S SIGNATURE

REVIEWED BY/DATE

BOARD ACTION REQUESTED:

Award the Following Contract Bid:
2016 Seasonal Bids
Contract #1607, Pavement Markings

BACKGROUND/JUSTIFICATION:

Bid opening was held on Friday, March 4, 2016, and a summary of bids is attached.

It is recommended to award this contract to Traffic Marking Services of Maple Lake, MN, in the amount of $354,060.00

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED:

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

WRIGHT COUNTY HIGHWAY DEPARTMENT

LETTING DATE: March 4, 2016 11:00 a.m.

Sent Packet To:

Pavement Markings

Engineer's Estimate: $ **$380,450**

Yellow: @ $12.05 = 120,050
White: @ $12.40 = 260,400

		Bid Bond Yes	Bid Bond No	BID AMOUNT
1.	Traffic Marking Service Mary 621 Division Street East Maple Lake, MN 55358 320-963-1484 ph 320-963-0266 fx	X		**(10,000) Yellow $ 11.34 /Gal** **Yellow Total: 113,400.00** **(21,000) White $ 11.46 /Gal** **White Total: 240,660.00** **Total: $354,060.00**
2.	AAA Striping Dean 12220 43rd Street NE St. Michael, MN 55376 763-428-4322 ph 763-428-8557 fx			**X**

RECOMMENDATION: Award to Traffic Marking Service

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: _____ *BOARD MEETING DATE:* *03-22-16* *CONSENT AGENDA* _____.

AMT. OF TIME REQUIRED: 3 min. *ITEM FOR CONSIDERATION:* _____.

HIGHWAY.
ORIGINATING DEPARTMENT/SERVICE

X _____
REQUESTOR'S SIGNATURE

_____
REVIEWED BY/DATE

BOARD ACTION REQUESTED:

Award the Following Contract Bid:
2016 Seasonal Bid
Contract No. 1606, Micro-Surfacing

BACKGROUND/JUSTIFICATION:

Bid opening was held on Friday, March 4, 2016, and a summary of bids is attached.

It is recommended to award this contract to Astech Corporation of St. Cloud in the amount of $422,930.16.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED:

DATE/TIME RECEIVED IN ADMINISTRATION OFFICE:

COUNTY ATTORNEY REVIEW DATE:

FINANCIAL IMPLICATIONS: $_____

BUDGETED: ____ ____
YES NO

COUNTY COORDINATOR/DATE:

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

FUNDING: ____ ____
LEVY OTHER

COMMENTS:

COMMENTS:

WRIGHT COUNTY HIGHWAY DEPARTMENT

LETTING DATE: March 4, 2016 11:00 a.m.

Sent Packet To:

Micro-Surfacing

Engineer's Estimate: $ 599,685.78

		Bid Bond	Amount of Bid / Grand Total	
1.	Astech Corp. Box 1025 St. Cloud, MN 56302 320-363-8500ph 20-363-8700x	X	**Bit Material for MS 59,965 @ 3.05**	**182,893.25**
			Surface Course 1,946 @ 97.00	**188,762.00**
			Fog Seal 4,469 @ 2.50	**11,172.00**
			Traffic Control	**27,000.00**
			Interim Pvmt Marking 77,073 @ 0.17	**13,102.41**
			Grand Total	**422,930.16**

Recommendation: Award to Astech Corp.

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: _____ *BOARD MEETING DATE:* *03-22-16* *CONSENT AGENDA* _____.

AMT. OF TIME REQUIRED: 3 min. *ITEM FOR CONSIDERATION:* _____.

HIGHWAY.
ORIGINATING DEPARTMENT/SERVICE

X _____
REQUESTOR'S SIGNATURE

_____
REVIEWED BY/DATE

BOARD ACTION REQUESTED:

Award the Following Contract Bid:
2016 Seasonal Bid
Contract No. 1605, Sealcoating

BACKGROUND/JUSTIFICATION:

Bid opening was held on Friday, March 4, 2016, and a summary of bids is attached.

It is recommended to award this contract to Astech Corporation of St. Cloud in the amount of $628,854.54.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED:

DATE/TIME RECEIVED IN ADMINISTRATION OFFICE:

COUNTY ATTORNEY REVIEW DATE:

FINANCIAL IMPLICATIONS: $_____

BUDGETED: _____ YES _____ NO

COUNTY COORDINATOR/DATE:

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

FUNDING: _____ LEVY _____ OTHER

COMMENTS:

COMMENTS:

WRIGHT COUNTY HIGHWAY DEPARTMENT

LETTING DATE: March 4, 2016 11:00 a.m.

NAME OF BIDDER		***Sealcoating***	
		Bid Bond	**BID AMOUNT** **Engineer's Estimate: $ 675,146.52**
1.	Pearson Bros. 11079 Lamont Avenue SE Hanover, MN 55341 763-391-6622ph 763-391-6627x	X	**Unit Price/Total** **RR Protective Liability Ins, 1 LS = 5,000 / 5,000** **Bit for Material for Fog Seal, 61,996 GAL = .10 / 6,199.60** **Bit for Material for Sealcoat, 136,994 GAL = 2.51 / 343,854.94** **Bit Sealcoat, 489,266 SY = .51 / 249,525.66** **Traffic Control, 1.00 LS = 20,000 / 20,000** **Interim Pavement Marking, 24,756 LF = .40 / 9,902.40** **Grand Total: $ 634,482.60**
2.	Astech Corp. Box 1025 St. Cloud, MN 56302 320-363-8500ph 320-363-8700x	X	**Unit Price/Total** **RR Protective Liability Ins, 1 LS = 5,000 / 5,000** **Bit for Material for Fog Seal, 61,996 GAL = 1.50 / 92,994.00** **Bit for Material for Sealcoat, 136,994 GAL = 1.00 / 136,994.00** **Bit Sealcoat, 489,266 SY = 0.75 / 366,949.50** **Traffic Control, 1.00 LS = 18,500.00 / 18,500.00** **Interim Pavement Marking, 24,756 LF = 0.34 / 8,417.04** **Grand Total: $ 628,854.54**
3.	Allied Blacktop 10503 89th Avenue North Maple Grove, MN 55369 763-425-0575ph 763-425-1046x	X	**Unit Price/Total** **RR Protective Liability Ins, 1 LS = 12,500 / 12,500** **Bit for Material for Fog Seal, 61,996 GAL = 1.38 / 85,554.48** **Bit for Material for Sealcoat, 136,994 GAL = 1.99 / 272,618.06** **Bit Sealcoat, 489,266 SY = 0.43 / 210,384.38** **Traffic Control, 1.00 LS = 140,000 / 140,000** **Interim Pavement Marking, 24,756 LF = 0.36 / 8,912.16** **Grand Total: $ 729,969.08**

RECOMMENDATION: Award to Astech in the amount of $628,854.54

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: _____ *BOARD MEETING DATE:* *03-22-16* *CONSENT AGENDA* ____.

AMT. OF TIME REQUIRED: 3 min. *ITEM FOR CONSIDERATION:* _____.

HIGHWAY.
ORIGINATING DEPARTMENT/SERVICE

X
REQUESTOR'S SIGNATURE

REVIEWED BY/DATE

BOARD ACTION REQUESTED:

Award Pavement Preservation Project
Contract No. 1601
To Knife River Corporation – North Central
(Bids Opened on 03/04/2016)

BACKGROUND/JUSTIFICATION:

The summary of bids received is attached. The low bid received is from Knife River Corporation of Sauk Rapids, Minnesota.

We recommend award of Contract No. 1601 (including Alternate Bids 1, 2, & 3) to Knife River Corporation in the amount of $4,178,704.07.

Alternate Bid 1: Rhoades Avenue SW (State Park Road Account and Township funds)
Alternate Bid 2: New Highway Department lot (bond for new building).
Alternate Bid 3: Schroeder Park lot paving (Park funds).

Project Funding: CSAH regular, CSAH municipal, State Park Road Account, Parks, Township, new building bond, and local levy.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED:

DATE/TIME RECEIVED IN ADMINISTRATION OFFICE:	**COUNTY ATTORNEY REVIEW DATE:**	**FINANCIAL IMPLICATIONS: $_____** **BUDGETED:** ____ ____ (YES NO)
COUNTY COORDINATOR/DATE:	**ADMINISTRATIVE RECOMMENDATION:** ☐ APPROVAL ☐ DENIAL ☐ NO RECOMMENDATION	**FUNDING:** ____ ____ (LEVY OTHER)
COMMENTS:		**COMMENTS:**

Wright County
Contract Bid Summary

Contract No.: 1601

Project No.: CP 86-138-162, CP 86-19-162, CP 86-P788-162 ALT 3, CP 86-S363-162 ALT 2, SAP 086-600-006 ALT 1, SAP 086-618-011, SAP 086-620-004

Bid Opening: 03/04/2016 11:15 AM

Vendor Number	Business Name	Total Bid Amount	Percent Over/Under Estimate
	Engineers Estimate	**$5,078,217.65**	
514	Knife River Corporation - North Central	$4,178,704.07	17.71% UNDER ESTIMATE
3760	Hardrives Inc.	$4,460,892.64	12.16% UNDER ESTIMATE
3961	Duininck Bros. Inc.	$6,718,457.27	32.30% OVER ESTIMATE

Wright County
Contract Bid Abstract

Contract No.: 1601
Project No.: CP 86-138-162, CP 86-19-162, CP 86-P788-162 ALT 3, CP 86-S363-162 ALT 2, SAP 086-600-006 ALT 1, SAP 086-618-011, SAP 086-620-004
Bid Opening: 03/04/2016 11:15 AM

	Project: CP 86-138-162 - CR 138 - 2016 Overlays				Engineers Estimate		Knife River Corporation - North Central		Hardrives Inc.		Duininck Bros. Inc.	
Line No.	Item		Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	2021.501	MOBILIZATION	LS	1	$2,500.00	$2,500.00	$3,000.00	$3,000.00	$27,000.00	$27,000.00	$65,990.52	$65,990.52
5	2104.505	REMOVE PAVEMENT	S Y	69	$12.00	$828.00	$22.00	$1,518.00	$6.85	$472.65	$11.07	$763.83
6	2104.523	SALVAGE DRIVEWAY AGGREGATE	EACH	1	$150.00	$150.00	$350.00	$350.00	$192.69	$192.69	$362.12	$362.12
7	2118.501	AGGREGATE SURFACING CLASS 5	TON	350	$16.00	$5,600.00	$15.00	$5,250.00	$31.40	$10,990.00	$21.69	$7,591.50
8	2131.606	STABILIZATION SOLUTION	GALLON	485	$25.00	$12,125.00	$41.35	$20,054.75	$57.69	$27,979.65	$41.35	$20,054.75
9	2215.501	FULL DEPTH RECLAMATION (P)	S Y	38034	$1.00	$38,034.00	$1.00	$38,034.00	$0.88	$33,469.92	$1.84	$69,982.56
10	2215.502	HAUL FULL DEPTH RECLAMATION (LV)	C Y	179	$8.00	$1,432.00	$6.50	$1,163.50	$9.35	$1,673.65	$12.27	$2,196.33
11	2221.501	SHOULDER BASE AGGREGATE CLASS 1	TON	445	$20.00	$8,900.00	$15.50	$6,897.50	$21.39	$9,518.55	$17.45	$7,765.25
12	2232.501	MILL BITUMINOUS SURFACE	S Y	79	$10.00	$790.00	$6.00	$474.00	$7.84	$619.36	$8.42	$665.18
13	2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GAL	2444	$2.00	$4,888.00	$0.01	$24.44	$1.83	$4,472.52	$2.18	$5,327.92
14	2360.501	TYPE SP 9.5 WEARING COURSE MIX (3,B) WMA (P)	TON	3399	$52.00	$176,748.00	$43.00	$146,157.00	$40.67	$138,237.33	$66.75	$226,883.25
15	2360.501	TYPE SP 12.5 WEARING COURSE MIX (3,B) WMA (P)	TON	4431	$50.00	$221,550.00	$39.00	$172,809.00	$38.39	$170,106.09	$68.61	$304,010.91
16	2360.505	TYPE SP 12.5 BITUMINOUS MIXTURE FOR PATCHING	TON	22	$80.00	$1,760.00	$80.00	$1,760.00	$82.93	$1,824.46	$109.62	$2,411.64
2	2563.601	TRAFFIC CONTROL	LS	1	$2,500.00	$2,500.00	$4,500.00	$4,500.00	$3,000.00	$3,000.00	$3,000.00	$3,000.00
17	2580.603	INTERIM PAVEMENT MARKING	L F	1455	$0.30	$436.50	$0.45	$654.75	$0.96	$1,396.80	$0.15	$218.25
3	2582.501	PAVT MSSG (SIGNAL AHEAD) PAINT	EACH	1	$200.00	$200.00	$150.00	$150.00	$150.82	$150.82	$350.00	$350.00
4	2582.501	PAVT MSSG (STOP AHEAD) PAINT	EACH	1	$150.00	$150.00	$150.00	$150.00	$135.74	$135.74	$275.00	$275.00
21	2582.502	"4""SOLID LINE PAINT"	L F	6950	$0.05	$347.50	$0.05	$347.50	$0.05	$347.50	$0.05	$347.50
18	2582.502	"6"" SOLID LINE PAINT"	L F	18700	$0.08	$1,496.00	$0.07	$1,309.00	$0.07	$1,309.00	$0.07	$1,309.00
19	2582.502	"8"" SOLID LINE PAINT"	L F	105	$0.25	$26.25	$0.30	$31.50	$0.27	$28.35	$0.25	$26.25
20	2582.502	"24"" SOLID LINE PAINT"	L F	80	$3.00	$240.00	$2.40	$192.00	$2.41	$192.80	$4.10	$328.00
	Totals for Project CP 86-138-162					$480,701.25		$404,826.94		$433,117.88		$719,859.76
	% of Estimate for Project CP 86-138-162							-15.78%		-9.90%		49.75%

	Project: CP 86-19-162 - CSAH 19 Mill/Fill in Hanover - 2016 OL				Engineers Estimate		Knife River Corporation - North Central		Hardrives Inc.		Duininck Bros. Inc.	
Line No.	Item		Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	2021.501	MOBILIZATION	LS	1	$1,500.00	$1,500.00	$3,500.00	$3,500.00	$6,300.00	$6,300.00	$38,787.53	$38,787.53
6	2232.501	MILL BITUMINOUS SURFACE (VAR. DEPTH)	SQ YD	2874	$2.50	$7,185.00	$3.40	$9,771.60	$4.21	$12,099.54	$2.37	$6,811.38

	Project: CP 86-19-162 - CSAH 19 Mill/Fill in Hanover - 2016 OL				Engineers Estimate		Knife River Corporation - North Central		Hardrives Inc.		Duininck Bros. Inc.	
Line No.	Item		Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
7	2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GAL	316	$2.00	$632.00	$0.01	$3.16	$1.83	$578.28	$2.18	$688.88
9	2360.501	TYPE SP 12.5 WEARING COURSE MIXTURE (5,H) WMA (P)	TON	395	$70.00	$27,650.00	$68.00	$26,860.00	$67.38	$26,615.10	$105.73	$41,763.35
2	2563.601	TRAFFIC CONTROL	LS	1	$1,500.00	$1,500.00	$3,000.00	$3,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00
8	2580.603	INTERIM PAVEMENT MARKING	L F	30	$0.30	$9.00	$3.50	$105.00	$0.96	$28.80	$0.15	$4.50
3	2582.501	PAVT MSSG (LT ARROW) PAINT	EACH	1	$60.00	$60.00	$45.00	$45.00	$45.24	$45.24	$65.00	$65.00
4	2582.501	PAVT MSSG (RT ARROW) PAINT	EACH	1	$60.00	$60.00	$45.00	$45.00	$45.24	$45.24	$65.00	$65.00
12	2582.502	"4""SOLID LINE PAINT"	L F	760	$0.05	$38.00	$0.05	$38.00	$0.05	$38.00	$0.05	$38.00
10	2582.502	"6"" SOLID LINE PAINT"	L F	720	$0.08	$57.60	$0.07	$50.40	$0.07	$50.40	$0.07	$50.40
11	2582.502	"24"" SOLID LINE PAINT"	L F	62	$3.00	$186.00	$0.30	$18.60	$2.41	$149.42	$4.10	$254.20
5	2582.503	CROSSWALK MARKING-PAINT	S F	324	$1.50	$486.00	$1.20	$388.80	$1.21	$392.04	$2.90	$939.60
	Totals for Project CP 86-19-162					$39,363.60		$43,825.56		$47,342.06		$90,467.84
	% of Estimate for Project CP 86-19-162							11.34%		20.27%		129.83%

	Project: CP 86-P788-162 ALT 3 - Schroeder Park Lot Paving (2016) - ALT 3				Engineers Estimate		Knife River Corporation - North Central		Hardrives Inc.		Duininck Bros. Inc.	
Line No.	Item		Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	2021.501	MOBILIZATION	LS	1	$2,500.00	$2,500.00	$3,000.00	$3,000.00	$7,800.00	$7,800.00	$12,866.36	$12,866.36
2	2104.505	REMOVE PAVEMENT	S Y	262	$10.00	$2,620.00	$10.00	$2,620.00	$3.71	$972.02	$6.93	$1,815.66
3	2104.513	SAWING BITUMINOUS PAVEMENT	L F	16	$7.00	$112.00	$11.00	$176.00	$3.29	$52.64	$10.73	$171.68
4	2112.604	SUBGRADE PREPARATION	S Y	6012	$1.50	$9,018.00	$0.65	$3,907.80	$0.80	$4,809.60	$1.15	$6,913.80
14	2118.501	AGGREGATE SURFACING CLASS 5	TON	720	$20.00	$14,400.00	$12.00	$8,640.00	$19.14	$13,780.80	$24.99	$17,992.80
5	2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GAL	361	$2.00	$722.00	$0.01	$3.61	$1.83	$660.63	$2.18	$786.98
6	2360.501	TYPE SP 9.5 WEARING COURSE MIX (2,B) WMA (P)	TON	500	$62.00	$31,000.00	$47.00	$23,500.00	$42.05	$21,025.00	$67.99	$33,995.00
7	2360.501	TYPE SP 12.5 WEARING COURSE MIX (2,B) WMA (P)	TON	500	$60.00	$30,000.00	$44.00	$22,000.00	$40.08	$20,040.00	$81.05	$40,525.00
13	2411.507	CONCRETE HEADWALL	EACH	1	$1,000.00	$1,000.00	$450.00	$450.00	$2,815.35	$2,815.35	$500.00	$500.00
11	2502.603	DRAIN TILE	L F	125	$15.00	$1,875.00	$20.00	$2,500.00	$13.07	$1,633.75	$12.86	$1,607.50
12	2506.502	CONSTRUCT DRAINAGE STRUCT DESIGN DROP INLET	EACH	1	$1,500.00	$1,500.00	$450.00	$450.00	$4,223.03	$4,223.03	$179.53	$179.53
10	2535.501	BITUMINOUS CURB	L F	170	$7.50	$1,275.00	$8.00	$1,360.00	$11.50	$1,955.00	$19.25	$3,272.50
9	2582.501	PAVT MSSG (HANDICAPPED SYMBOL) PAINT	EACH	4	$60.00	$240.00	$35.00	$140.00	$35.19	$140.76	$45.00	$180.00
8	2582.603	4" SOLID LINE WHITE-PAINT SPECIAL	L F	3820	$0.65	$2,483.00	$0.30	$1,146.00	$0.27	$1,031.40	$0.38	$1,451.60
	Totals for Project CP 86-P788-162 ALT 3					$98,745.00		$69,893.41		$80,939.98		$122,258.41
	% of Estimate for Project CP 86-P788-162 ALT 3							-29.22%		-18.03%		23.81%

	Project: CP 86-S363-162 ALT 2 - Public Works New Building Lot Paving (2016) - ALT 2				Engineers Estimate		Knife River Corporation - North Central		Hardrives Inc.		Duininck Bros. Inc.	
Line No.	Item		Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	2021.501	MOBILIZATION	LS	1	$2,500.00	$2,500.00	$2,000.00	$2,000.00	$8,000.00	$8,000.00	$12,894.96	$12,894.96
2	2112.604	SUBGRADE PREPARATION	S Y	18900	$1.50	$28,350.00	$0.47	$8,883.00	$0.56	$10,584.00	$2.62	$49,518.00
3	2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GAL	1134	$2.00	$2,268.00	$0.01	$11.34	$1.83	$2,075.22	$2.18	$2,472.12
4	2360.501	TYPE SP 9.5 WEARING COURSE MIX (3,B) WMA (P)	TON	1560	$62.00	$96,720.00	$47.25	$73,710.00	$46.43	$72,430.80	$64.14	$100,058.40
5	2360.501	TYPE SP 12.5 WEARING COURSE MIX (3,B) WMA (P)	TON	2600	$60.00	$156,000.00	$42.00	$109,200.00	$42.34	$110,084.00	$61.11	$158,886.00

	Totals for Project CP 86-S363-162 ALT 2					$285,838.00		$193,804.34		$203,174.02		$323,829.48
	% of Estimate for Project CP 86-S363-162 ALT 2							-32.20%		-28.92%		13.29%

	Project: SAP 086-600-006 ALT 1 - Rhoades Ave SW - Collinwood Park Rd (2016) - ALT 1					Engineers Estimate		Knife River Corporation - North Central		Hardrives Inc.		Duininck Bros. Inc.	
Line No.	Item		Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	2021.501	MOBILIZATION	LS	1	$3,000.00	$3,000.00	$4,000.00	$4,000.00	$12,000.00	$12,000.00	$24,979.14	$24,979.14
3	2104.505	REMOVE PAVEMENT	S Y	40	$12.00	$480.00	$25.00	$1,000.00	$9.02	$360.80	$15.58	$623.20
4	2104.523	SALVAGE DRIVEWAY AGGREGATE	EACH	2	$150.00	$300.00	$350.00	$700.00	$192.71	$385.42	$362.12	$724.24
5	2118.501	AGGREGATE SURFACING CLASS 5	TON	80	$16.00	$1,280.00	$23.00	$1,840.00	$31.40	$2,512.00	$36.99	$2,959.20
6	2131.606	STABILIZATION SOLUTION	GALLON	256	$24.00	$6,144.00	$41.35	$10,585.60	$57.32	$14,673.92	$41.35	$10,585.60
7	2215.501	FULL DEPTH RECLAMATION (P)	S Y	12940	$1.00	$12,940.00	$1.25	$16,175.00	$1.04	$13,457.60	$1.86	$24,068.40
8	2215.502	HAUL FULL DEPTH RECLAMATION (LV)	C Y	50	$8.00	$400.00	$7.00	$350.00	$7.73	$386.50	$14.84	$742.00
9	2221.501	SHOULDER BASE AGGREGATE CLASS 1	TON	256	$20.00	$5,120.00	$23.00	$5,888.00	$24.30	$6,220.80	$19.44	$4,976.64
10	2232.501	MILL BITUMINOUS SURFACE	S Y	16	$10.00	$160.00	$27.00	$432.00	$7.88	$126.08	$31.59	$505.44
11	2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GAL	807	$2.00	$1,614.00	$0.01	$8.07	$1.83	$1,476.81	$2.18	$1,759.26
13	2360.501	TYPE SP 9.5 WEARING COURSE MIX (2,B) WMA (P)	TON	1109	$52.00	$57,668.00	$50.00	$55,450.00	$39.51	$43,816.59	$62.41	$69,212.69
14	2360.501	TYPE SP 12.5 WEARING COURSE MIX (2,B) WMA (P)	TON	1480	$50.00	$74,000.00	$42.00	$62,160.00	$36.84	$54,523.20	$75.16	$111,236.80
12	2360.505	TYPE SP 12.5 BITUMINOUS MIXTURE FOR PATCHING	TON	13	$80.00	$1,040.00	$85.00	$1,105.00	$87.77	$1,141.01	$94.54	$1,229.02
2	2563.601	TRAFFIC CONTROL	LS	1	$2,500.00	$2,500.00	$3,500.00	$3,500.00	$2,010.96	$2,010.96	$2,000.00	$2,000.00
	Totals for Project SAP 086-600-006 ALT 1					$166,646.00		$163,193.67		$153,091.69		$255,601.63
	% of Estimate for Project SAP 086-600-006 ALT 1							-2.07%		-8.13%		53.38%

	Project: SAP 086-618-011 - CSAH 18 - 2016 Overlays					Engineers Estimate		Knife River Corporation - North Central		Hardrives Inc.		Duininck Bros. Inc.	
Line No.	Item		Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	2021.501	MOBILIZATION	LS	1	$3,500.00	$3,500.00	$4,500.00	$4,500.00	$26,700.00	$26,700.00	$88,904.62	$88,904.62
2	2104.505	REMOVE PAVEMENT	S Y	268	$12.00	$3,216.00	$14.00	$3,752.00	$8.41	$2,253.88	$10.08	$2,701.44
3	2104.523	SALVAGE DRIVEWAY AGGREGATE	EACH	22	$150.00	$3,300.00	$350.00	$7,700.00	$192.70	$4,239.40	$362.12	$7,966.64
4	2118.501	AGGREGATE SURFACING CLASS 5	TON	760	$16.00	$12,160.00	$15.50	$11,780.00	$34.75	$26,410.00	$21.29	$16,180.40
5	2131.606	STABILIZATION SOLUTION	GALLON	1885	$24.00	$45,240.00	$41.35	$77,944.75	$57.44	$108,274.40	$41.35	$77,944.75
6	2215.501	FULL DEPTH RECLAMATION (P)	S Y	171048	$1.00	$171,048.00	$0.91	$155,653.68	$0.84	$143,680.32	$1.82	$311,307.36
18	2215.502	HAUL FULL DEPTH RECLAMATION (LV)	C Y	169	$8.00	$1,352.00	$8.00	$1,352.00	$9.31	$1,573.39	$8.78	$1,483.82
19	2221.501	SHOULDER BASE AGGREGATE CLASS 1	TON	1724	$20.00	$34,480.00	$14.00	$24,136.00	$18.47	$31,842.28	$17.08	$29,445.92
7	2232.501	MILL BITUMINOUS SURFACE	S Y	260	$10.00	$2,600.00	$6.00	$1,560.00	$6.85	$1,781.00	$9.63	$2,503.80
22	2232.603	MILLED SINUSOIDAL RUMBLE STRIPS-CENTERLINE	L F	35300	$0.75	$26,475.00	$0.42	$14,826.00	$0.42	$14,826.00	$0.59	$20,827.00
8	2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GAL	10388	$2.00	$20,776.00	$0.01	$103.88	$1.83	$19,010.04	$2.18	$22,645.84
20	2360.501	TYPE SP 9.5 WEARING COURSE MIX (3,B) WMA (P)	TON	14472	$52.00	$752,544.00	$43.00	$622,296.00	$42.78	$619,112.16	$63.78	$923,024.16
21	2360.501	TYPE SP 12.5 WEARING COURSE MIX (3,B) WMA (P)	TON	18865	$50.00	$943,250.00	$39.00	$735,735.00	$41.59	$784,595.35	$65.76	$1,240,562.40
9	2360.505	TYPE SP 12.5 BIT MIXTURE FOR PATCHING	TON	87	$80.00	$6,960.00	$60.00	$5,220.00	$86.73	$7,545.51	$109.60	$9,535.20
10	2563.601	TRAFFIC CONTROL	LS	1	$5,000.00	$5,000.00	$7,000.00	$7,000.00	$3,000.00	$3,000.00	$3,000.00	$3,000.00

11	2580.603	INTERIM PAVEMENT MARKING	L F	5654	$0.30	$1,696.20	$0.40	$2,261.60	$0.96	$5,427.84	$0.15	$848.10
14	2582.501	PAVT MSSG (LT ARROW) PAINT	EACH	3	$60.00	$180.00	$45.00	$135.00	$45.25	$135.75	$65.00	$195.00
15	2582.501	PAVT MSSG (RT ARROW) PAINT	EACH	4	$60.00	$240.00	$45.00	$180.00	$45.25	$181.00	$65.00	$260.00
12	2582.501	PAVT MSSG (SIGNAL AHEAD) PAINT	EACH	1	$200.00	$200.00	$150.00	$150.00	$150.82	$150.82	$350.00	$350.00

	Project: SAP 086-618-011 - CSAH 18 - 2016 Overlays				Engineers Estimate		Knife River Corporation - North Central		Hardrives Inc.		Duininck Bros. Inc.	
Line No.	Item		Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
13	2582.501	PAVT MSSG (STOP AHEAD) PAINT	EACH	3	$150.00	$450.00	$150.00	$450.00	$135.74	$407.22	$275.00	$825.00
16	2582.501	PAVT MSSG (LT-THRU ARROW) PAINT	EACH	2	$90.00	$180.00	$75.00	$150.00	$75.41	$150.82	$135.00	$270.00
26	2582.502	"4""SOLID LINE PAINT"	L F	59050	$0.05	$2,952.50	$0.05	$2,952.50	$0.05	$2,952.50	$0.05	$2,952.50
23	2582.502	"6"" SOLID LINE PAINT"	L F	71000	$0.08	$5,680.00	$0.07	$4,970.00	$0.07	$4,970.00	$0.07	$4,970.00
24	2582.502	"8"" SOLID LINE PAINT"	L F	1400	$0.25	$350.00	$0.30	$420.00	$0.27	$378.00	$0.25	$350.00
25	2582.502	"24"" SOLID LINE PAINT"	L F	190	$3.00	$570.00	$2.40	$456.00	$2.41	$457.90	$4.10	$779.00
27	2582.502	"24"" SOLID LINE PAINT"	L F	265	$2.50	$662.50	$2.40	$636.00	$2.41	$638.65	$4.10	$1,086.50
17	2582.503	CROSSWALK MARKING-PAINT	S F	378	$1.50	$567.00	$1.20	$453.60	$1.21	$457.38	$2.90	$1,096.20
	Totals for Project SAP 086-618-011					$2,045,629.20		$1,686,774.01		$1,811,151.61		$2,772,015.65
	% of Estimate for Project SAP 086-618-011							-17.54%		-11.46%		35.51%

	Project: SAP 086-620-004 - CSAH 20 - 2016 Overlays				Engineers Estimate		Knife River Corporation - North Central		Hardrives Inc.		Duininck Bros. Inc.	
Line No.	Item		Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	2021.501	MOBILIZATION	LS	1	$3,500.00	$3,500.00	$6,000.00	$6,000.00	$33,000.00	$33,000.00	$66,637.38	$66,637.38
2	2104.505	REMOVE PAVEMENT	S Y	7679	$12.00	$92,148.00	$2.75	$21,117.25	$3.76	$28,873.04	$2.69	$20,656.51
3	2104.523	SALVAGE DRIVEWAY AGGREGATE	EACH	2	$150.00	$300.00	$350.00	$700.00	$192.71	$385.42	$362.12	$724.24
4	2112.604	SUBGRADE PREPARATION	S Y	8963	$1.00	$8,963.00	$0.35	$3,137.05	$0.43	$3,854.09	$1.80	$16,133.40
5	2118.501	AGGREGATE SURFACING CLASS 5	TON	380	$16.00	$6,080.00	$17.00	$6,460.00	$36.98	$14,052.40	$18.83	$7,155.40
6	2131.606	STABILIZATION SOLUTION	GALLON	1746	$24.00	$41,904.00	$41.35	$72,197.10	$59.26	$103,467.96	$41.35	$72,197.10
7	2215.501	FULL DEPTH RECLAMATION (P)	S Y	142671	$1.00	$142,671.00	$0.96	$136,964.16	$0.84	$119,843.64	$1.51	$215,433.21
8	2215.502	HAUL FULL DEPTH RECLAMATION (LV)	C Y	179	$8.00	$1,432.00	$8.00	$1,432.00	$9.32	$1,668.28	$5.85	$1,047.15
15	2221.501	SHOULDER BASE AGGREGATE CLASS 1	TON	1502	$20.00	$30,040.00	$15.00	$22,530.00	$22.88	$34,365.76	$14.63	$21,974.26
16	2232.501	MILL BITUMINOUS SURFACE	S Y	277	$10.00	$2,770.00	$6.00	$1,662.00	$6.85	$1,897.45	$9.11	$2,523.47
17	2232.603	MILLED SINUSOIDAL RUMBLE STRIPS-CENTERLINE	L F	29050	$0.75	$21,787.50	$0.42	$12,201.00	$0.42	$12,201.00	$0.56	$16,268.00
18	2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GAL	9178	$2.00	$18,356.00	$0.01	$91.78	$1.83	$16,795.74	$2.18	$20,008.04
19	2360.501	TYPE SP 9.5 WEARING COURSE MIX (3,B) WMA (P)	TON	12867	$52.00	$669,084.00	$45.50	$585,448.50	$44.69	$575,026.23	$62.03	$798,140.01
20	2360.501	TYPE SP 12.5 WEARING COURSE MIX (3,B) WMA (P)	TON	17311	$50.00	$865,550.00	$40.00	$692,440.00	$42.12	$729,139.32	$64.10	$1,109,635.10
21	2360.505	TYPE SP 12.5 BITUMINOUS MIXTURE FOR PATCHING	TON	81	$80.00	$6,480.00	$60.00	$4,860.00	$88.61	$7,177.41	$107.10	$8,675.10
22	2504.602	ADJUST GATE VALVE	EACH	9	$150.00	$1,350.00	$260.00	$2,340.00	$341.87	$3,076.83	$247.81	$2,230.29
29	2505.602	ADJUST VALVE BOX - GAS	EACH	1	$100.00	$100.00	$260.00	$260.00	$341.65	$341.65	$247.81	$247.81
23	2506.522	ADJUST FRAME AND RING CASTING	EACH	8	$1,500.00	$12,000.00	$360.00	$2,880.00	$352.39	$2,819.12	$165.21	$1,321.68
30	2550.602	LOOP DETECTOR DESIGN NMC	EACH	6	$1,100.00	$6,600.00	$808.00	$4,848.00	$874.77	$5,248.62	$807.00	$4,842.00
24	2554.603	RAISE GUARDRAIL	L F	2457	$5.00	$12,285.00	$8.10	$19,901.70	$8.14	$19,999.98	$12.25	$30,098.25
25	2563.601	TRAFFIC CONTROL	LS	1	$5,000.00	$5,000.00	$7,000.00	$7,000.00	$4,000.00	$4,000.00	$4,000.00	$4,000.00
26	2580.603	INTERIM PAVEMENT MARKING	L F	5246	$0.30	$1,573.80	$0.40	$2,098.40	$0.96	$5,036.16	$0.15	$786.90
12	2582.501	PAVT MSSG (LT ARROW) PAINT	EACH	2	$60.00	$120.00	$45.00	$90.00	$45.25	$90.50	$65.00	$130.00
27	2582.501	PAVT MSSG (RT ARROW) PAINT	EACH	1	$60.00	$60.00	$45.00	$45.00	$45.24	$45.24	$65.00	$65.00
11	2582.501	PAVT MSSG (STOP AHEAD) PAINT	EACH	1	$150.00	$150.00	$150.00	$150.00	$135.74	$135.74	$275.00	$275.00

	Project: SAP 086-620-004 - CSAH 20 - 2016 Overlays			Engineers Estimate		Knife River Corporation - North Central		Hardrives Inc.		Duininck Bros. Inc.	
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
13	2582.501 PAVT MSSG (RT-THRU ARROW) PAINT	EACH	2	$90.00	$180.00	$75.00	$150.00	$75.41	$150.82	$135.00	$270.00
28	2582.501 PAVT MSSG (LT-THRU ARROW) PAINT	EACH	1	$90.00	$90.00	$75.00	$75.00	$75.41	$75.41	$135.00	$135.00
10	2582.501 PAVT MSSG (HANDICAPPED SYMBOL) PAINT	EACH	1	$60.00	$60.00	$35.00	$35.00	$35.19	$35.19	$45.00	$45.00
34	2582.502 "4""SOLID LINE PAINT"	L F	40250	$0.05	$2,012.50	$0.05	$2,012.50	$0.05	$2,012.50	$0.05	$2,012.50
31	2582.502 "6"" SOLID LINE PAINT"	L F	66150	$0.08	$5,292.00	$0.07	$4,630.50	$0.07	$4,630.50	$0.07	$4,630.50
32	2582.502 "8"" SOLID LINE PAINT"	L F	220	$0.25	$55.00	$0.30	$66.00	$0.27	$59.40	$0.25	$55.00
33	2582.502 "24"" SOLID LINE PAINT"	L F	160	$3.00	$480.00	$2.40	$384.00	$2.41	$385.60	$4.10	$656.00
35	2582.502 "24"" SOLID LINE PAINT"	L F	22	$2.50	$55.00	$2.40	$52.80	$2.41	$53.02	$4.10	$90.20
14	2582.503 CROSSWALK MARKING-PAINT	S F	1674	$1.50	$2,511.00	$1.20	$2,008.80	$1.21	$2,025.54	$2.90	$4,854.60
9	2582.603 4" SOLID LINE WHITE-PAINT SPECIAL	L F	392	$0.65	$254.80	$0.30	$117.60	$0.27	$105.84	$1.20	$470.40
	Totals for Project SAP 086-620-004				$1,961,294.60		$1,616,386.14		$1,732,075.40		$2,434,424.50
	% of Estimate for Project SAP 086-620-004						-17.59%		-11.69%		24.12%
	Totals for Contract 1601				$5,078,217.65		$4,178,704.07		$4,460,892.64		$6,718,457.27
	% of Estimate for Contract 1601						-17.71%		-12.16%		32.30%

I hereby certify that this is an exact reproduction of bids received.

Certified By: _____ **License No.** 40890
Date: 3-4-16

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: _____ *BOARD MEETING DATE:* *03-22-16* *CONSENT AGENDA* ____.

AMT. OF TIME REQUIRED: 3 min. *ITEM FOR CONSIDERATION:* _____.

HIGHWAY.
ORIGINATING DEPARTMENT/SERVICE

X _____
REQUESTOR'S SIGNATURE

_____
REVIEWED BY/DATE

BOARD ACTION REQUESTED:

Approve Speed Zoning Resolution for 70th Street NE (about to be newly designated CSAH 38) from CSAH 19 east to CSAH 42, approximately 6.13 miles in length.

BACKGROUND/JUSTIFICATION:

The proposed resolution is attached.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED:

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

BOARD OF COUNTY COMMISSIONERS
WRIGHT COUNTY, MINNESOTA

Date _____ Resolution No. _____

Motion by Commissioner _____ Seconded by Commissioner _____

RESOLUTION
(see attached)

RESOLUTION

The County Board of Commissioners for Wright County does hereby request the Commissioner of Transportation to make the necessary investigation to determine the reasonable and safe speed as provided in Section 169.14, Subdivision 5 of the Minnesota Statutes on the following Wright County Highway:

70th Street NE (about to be newly designated CSAH 38), from CSAH 19 east to CSAH 42, approximately 6.13 miles in length.

YES		NO	
HUSOM	_____	HUSOM	_____
SAWATZKE	_____	SAWATZKE	_____
DALEIDEN	_____	DALEIDEN	_____
POTTER	_____	POTTER	_____
BORRELL	_____	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:* *03-22-16* *CONSENT AGENDA* ____.

AMT. OF TIME REQUIRED: 5 min. *ITEM FOR CONSIDERATION:* _____.

HIGHWAY.
ORIGINATING DEPARTMENT/SERVICE

X
REQUESTOR'S SIGNATURE

REVIEWED BY/DATE

BOARD ACTION REQUESTED:

Approve OCOTW Minutes of March 3, 2016
And act on Recommendations

BACKGROUND/JUSTIFICATION:

Minutes with attachments are included.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED:

DATE/TIME RECEIVED IN ADMINISTRATION OFFICE:

COUNTY ATTORNEY REVIEW DATE:

FINANCIAL IMPLICATIONS: $_____

BUDGETED: ____ ____
YES NO

COUNTY COORDINATOR/DATE:

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

FUNDING: ____ ____
LEVY OTHER

COMMENTS:

COMMENTS:

WRIGHT COUNTY
OWNERS COMMITTEE OF THE WHOLE

Meeting Minutes
UNAPPROVED
March 3, 2016
10:30 a.m.
Wright County Public Works Building
Meeting Room 114A

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

Others Attending:
Ken Francois, Kraus-Anderson
Chris Larkin, Kraus-Anderson
Dan Lind, HCM Architects
Brad Hatfield, Building Maintenance
Chad Hausmann, Assistant Engineer
Brian Jans, Equipment Maintenance Superintendent
Adam Tagarro, IT Department Head
Bill Cordell, Senior Traffic Technician
Barb Holmquist, Wright County
[Sign-in Sheet, Attachment 1 – Two Pages]

The meeting was brought to order at 11:30 a.m., immediately following a tour of the new facilities of the Highway Department that began at 10:30 a.m.

1. Project Update

Francois distributed what he referred to as a "four-month rolling schedule" and photos of the job site [Attachment 2 – Six Pages], an overview of activities that have been completed, are in process, and are on schedule for the upcoming two months. He said that the roofing is completed with the final membrane is being installed, and the project with the flashing is being finalized. They've been working on the vehicle lift pits and installing in-slab heat in the second half of the fleet maintenance bay; and in a couple of weeks, the rest of the in-floor heat should be in and the slab can be poured. They are working on both the electrical and mechanical rough-ins and have a handful of overhead doors yet to be installed. They are waiting on this until all of the slabs are poured so that access to the building is easier for large equipment hauling concrete without the chance of doing damage to the doors. Crews are working on the final portion of the interior masonry walls, and framing for drywall and rough-ins are in progress. All the rooftop equipment is now in place and was put there by crane, an operation that went very well.

Completion of the final details should take place over the next two months, such as the finish on the doorframes, work on window frames, and the exterior metal panel on the upper half of the walls. The overhead mechanical and electrical rough-ins will be completed, and work on the interior finishes will begin, such as taping, painting, carpeting, and tiling. Installation of the vehicle lifts, the lube system, and the overhead cranes will begin soon. They are waiting for warmer weather to start the outside landscaping.

Hawkins said that he would like to revisit the proposal to include stained concrete in certain areas of the building and presented a memorandum [Attachment 3] to that effect (previously presented at the February 4, 2016 Owners Committee meeting). The original proposal had included a larger area for stained concrete at a cost of about $13,000; but this has since been revised, and the new total for the smaller areas is closer to $3,600. These areas would include the hallways to the meeting room and the break/lunch room. Husom

commented that she thought this was a good proposal. The building would still be utilitarian, but she stated that she thought the public areas should have a nice appearance. Borrell said that he had no problem with it, especially when considering the significantly lower cost of the smaller areas, and Daleiden said that he would also go along with it.

RECOMMENDATION: It was the consensus of the OCOTW that the proposal to install stained concrete in the hallways and the break/lunch room be approved and that the work be allowed to proceed.

2. Budget Update

Francois said that the budget is in overall good shape. Much of the aggregate base for the site work is done and bids for the asphalt paving will be opened tomorrow. He is still getting a handful of quotes for items that were not included in the bids, such as sealant, fencing and gates, and an allowance for a monument sign. Hawkins said that a bid had been received for the fluids and lube system and will be presented to the Board this coming week on March 8. Cordell asked about the sign pallets/racking and Francois said that this has been given an allowance and final costs have not been determined yet.

There is still over $400,000 left in the contingency line item, a fund that was set aside to cover unexpected expenses or overruns. The amount spent on change orders and expected change orders not yet implemented totals about $166,000. When they see the likelihood of a change order coming, they log it, track it, and determine what price to expect. Hawkins commented that he has been overwhelmed by the good service of both HCM Architects and Kraus-Anderson in doing such a nice job for this project.

Quotes were received from three different vendors (all deal with Herman Miller brand) for the office furniture, and the lowest quote came from Alternate Business Furniture, Inc., of Eden Prairie, Minnesota. Different items of equipment that are office related are included in the furniture line item.

Francois said that as of today the project is well under budget, and as work progresses it could be even more than the current 10.3% under budget figure.

3. Change Orders

Two change orders were presented to the committee. PCO #97, in the amount of $1,442, is for a bracing that needs to be in two pieces rather than in one piece. If not revised, the bracing would have been across one of the windows. This cost covers eight hours of labor plus materials. PCO #117, in the amount of $248, is to modify the existing roof girders by removing some of the webbing in order to fit the duct work through an opening. The engineers of the manufacturer approved the change, in writing, and the warranty will not be affected.

RECOMMENDATION: It was the consensus of the OCOTW that Change Orders #97 and #117 be approved as presented.

The next meeting of the Owners Committee will meet on Thursday, April 7, 2016 at 10:30 a.m. in the Public Works Building.

The meeting was adjourned at 11:49 a.m.

Respectfully submitted,

Barb Holmquist

Public Meeting
Wright County Highway Department
OWNERS COMMITTEE OF THE WHOLE
Highway Department Facility
March 3, 2016
SIGN-IN SHEET

ATTACHMENT 1

Name	Representing	Initial or Sign
1. Chris Husom Wright County Commissioner	District #1	
2. Pat Sawatzke Wright County Commissioner	District #2	
3. Mark Daleiden Wright County Commissioner	District #3	Mt
4. Michael Potter Wright County Commissioner	District #4	
5. Charles Borrell Wright County Commissioner	District #5	CB
6. Virgil Hawkins Highway Engineer	Wright County	VH
7. Chad Hausmann Assistant Highway Engineer	Wright County	CAH
8. Steve Meyer Highway Maintenance Superintendent	Wright County	SM
9. Brian Jans Equipment Maintenance Superintendent	Wright County	B.J.
10. Ken Francois	Kraus Anderson	KF
11. Chris Larkin "Smuck"	Kraus Anderson	CS
12. Dan Lind	HCM	DJL
13. Brad Hatfield	Wright County	
14. Adam Tagaredo	the WC	

15. Bill Lorder	WC	
16. Lee Kelly	WC Admin	LK
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Wright County Highway Department

Four Month Rolling Milestone Schedule
March 3rd, 2016

ATTACHMENT 2

Previous month:

- Completed the roofing in the vehicle storage bay.
- Completed all underground utilities.
- Recompacted any soils that were disturbed inside vehicle storage.
- Poured slabs in the signs and parts rooms.
- Completed the wood blocking around the window openings in the office area.
- Poured the slab on grade in the washbay, office, signs, parts, and half of the fleet maintenance.
- Installed the exterior insulation and furring for the metal panels around the office area.
- 99% complete with the installation of the OH doors.

Current Operations:

- Installing the final roofing membrane and the parapet flashing.
- Installing the inslab heat in the second half of fleet maintenance. Prepping and pouring the vehicle lift pits.
- Working on the overhead mechanical and electrical rough-ins.
- Finishing the Installation of the OH doors.
- Finishing the interior non-structural masonry walls.
- Framing for the drywall walls has started and MEP wall rough-in are ongoing.
- Crane and setting of the roof top equipment.

Future 2 Months:

- Building:
    - Complete roof detailing
    - Complete the OH door installation
    - Complete the window installation.
    - Complete the exterior metal panels.
    - Complete the overhead mechanical and electrical rough-ins.
    - Complete all slab on grade.
    - Start interior finishes.
    - Start vehicle lift installation.
    - Start Fluid/Lube System installation.
    - Start the overhead crane installation.
- Site:
    - Maintain site access and wait for warmer weather.

Slab on grade poured in the welding bay. Photo taken 3/1/16.

Drywall wall framing in the office area. Photo taken 3/1/16.

Prepping the floors in the vehicle storage. Photo taken 3/1/16.

Prepping the vehicle lift pits in the vehicle maintenance. Photo taken 2/29/16.

Mechanical equipment room. Photo taken 2/29/16.

WRIGHT COUNTY DEPARTMENT OF HIGHWAYS

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

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

VIRGIL HAWKINS, P.E.
Highway Engineer

CHAD HAUSMANN, P.E.
Assistant Highway Engineer

STEVE MEYER
Maintenance Superintendent

MARK JOHNSON
Right-of-Way Agent

MEMORANDUM

To: Owners Committee

From: Virgil G. Hawkins, Highway Engineer

Re: Flooring

ATTACHMENT 3

Date: February 4, 2016

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

We propose:

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

- **Total: <u>Add $3,582</u>**

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

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

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

KRAUS-ANDERSON® CONSTRUCTION COMPANY

Date: 3/3/2016

Overall Project Budget

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

ATTACHMENT 4

Description	Budget	Remarks
Total Available Dollars		
2015 Bond Issue	$17,000,000	
TOTAL REVENUE	**$17,000,000**	
Construction Costs Budget		
Site Improvements		
Wright County Site Rough Grading Work	$99,730	By Wright County (Frattalone)
Wright County Aggregate Base	$25,000	By Wright County
Wright County Asphalt Pavement	$225,000	By Wright County
New Facility		
Bid Day Contracts - BP #1 & BP#2 w/ Alternates	$11,062,191	
Future Contracts		
Joint Sealants	$31,000	Getting Quotes back on 3/18
Fence and Gates	$28,200	Getting Quotes back on 3/18
Monument Sign	$25,000	Getting Quotes
Equipment		
Vehicle Lifts	$375,000	County is purchasing off of State contract
Hose Reels, tanks, compressors and associated piping	$270,000	Bid Date 2/25/16
Parts Racking / Storage Racking	$75,000	Allowance
Welding Equipment	$100,000	Allowance
Work Benches	$95,000	Allowance
Construction Contingency		
Change Orders Written	$149,897	
Change Orders Proposed	$1,690	
Potential Change Orders	$21,891	Still under review
Contingency Remaining	$409,273	
Total Construction Budget	**$12,993,872**	
Soft Cost Budget		
A/E Fees	$688,850	Updated 11/4/15
CM Fee / Site Services	$528,424	
General Conditions	$375,000	
FFE Programming	INCLD	Architect Provided
Construction Testing / Special Inspections Testing / Soil Borings	$50,000	By Wright County (Braun est. $48,132)
Building Permits	$80,000	Allowance
SAC Charges / WAC Charges	$15,000	Allowance
Site Survey	$12,500	By Wright County
Total Soft Cost Budget	**$1,749,774**	
Owner Costs Budget		
Furniture Fixtures and Equipment	$250,000	Allowance
Technology / Equipment	$257,000	Allowance
Total Owner Costs Budget	**$507,000**	
TOTAL PROJECT COST	**$15,250,646**	Constr. Cost + Soft Costs + Owner Costs
Project Balance Available	**$1,749,354**	Under Budget
		10.3%

ATTACHMENT 5

Wright County Highway Department Project
March 3, 2016

Change Order Review

Change Orders Presented for Approval:

1. **PCO #97 (RFI #73) – Total $1,442:** Revise the bracing to be in 2 pieces in stead of 1 piece due to interference with a structural beam.
2. **PCO #117 (RFI #91) – Total $248:** Modify the existing girders in the vehicle storage area to fit the MAU ductwork through the webs.

Total Change Orders Presented: $1,690

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: _____ *BOARD MEETING DATE:* 03-22-16 *CONSENT AGENDA* _____.

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

HIGHWAY.
ORIGINATING DEPARTMENT/SERVICE

X _____
REQUESTOR'S SIGNATURE

_____
REVIEWED BY/DATE

BOARD ACTION REQUESTED:

Request Addition of Three Projects to our 2016 Pavement Preservation Program and Permission to Authorize Bid Opening on Friday, April 29, 2016 at 11:00 a.m.

BACKGROUND/JUSTIFICATION:

See Memo with Attachment.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED:

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

WRIGHT COUNTY DEPARTMENT OF HIGHWAYS

Wright County Public Works Building
1901 Highway 25 North
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VIRGIL HAWKINS, P.E.
Highway Engineer

CHAD HAUSMANN, P.E.
Assistant Highway Engineer

STEVE MEYER
Maintenance Superintendent

MARK JOHNSON
Right-of-Way Agent

Memo

To: Wright County Board of Commissioners

From: Virgil Hawkins, County Highway Engineer

Date: March 15, 2016

Re: Request to Add Projects to 2016 Pavement Preservation Program

Based on the favorable bids received for our 2016 Pavement Preservation Program, we have approximately $1.3 million of our budget remaining that we can accomplish three (3) additional pavement preservation projects that are shown in our current 5-Year Plan.

We respectfully request permission from the County Board to prepare plans and specifications to improve the following highways (see map attached) that are in need of preservation (and are shown in our current 5-Year Plan):

Highway	Length	Estimated Cost/Funding
CSAH 42 Otsego	1.5 miles	$260,000 / State Aid Regular
CR 116	2.0 miles	$320,000 / Local Levy
CR 147	0.9 miles	$150,000 / Local Levy

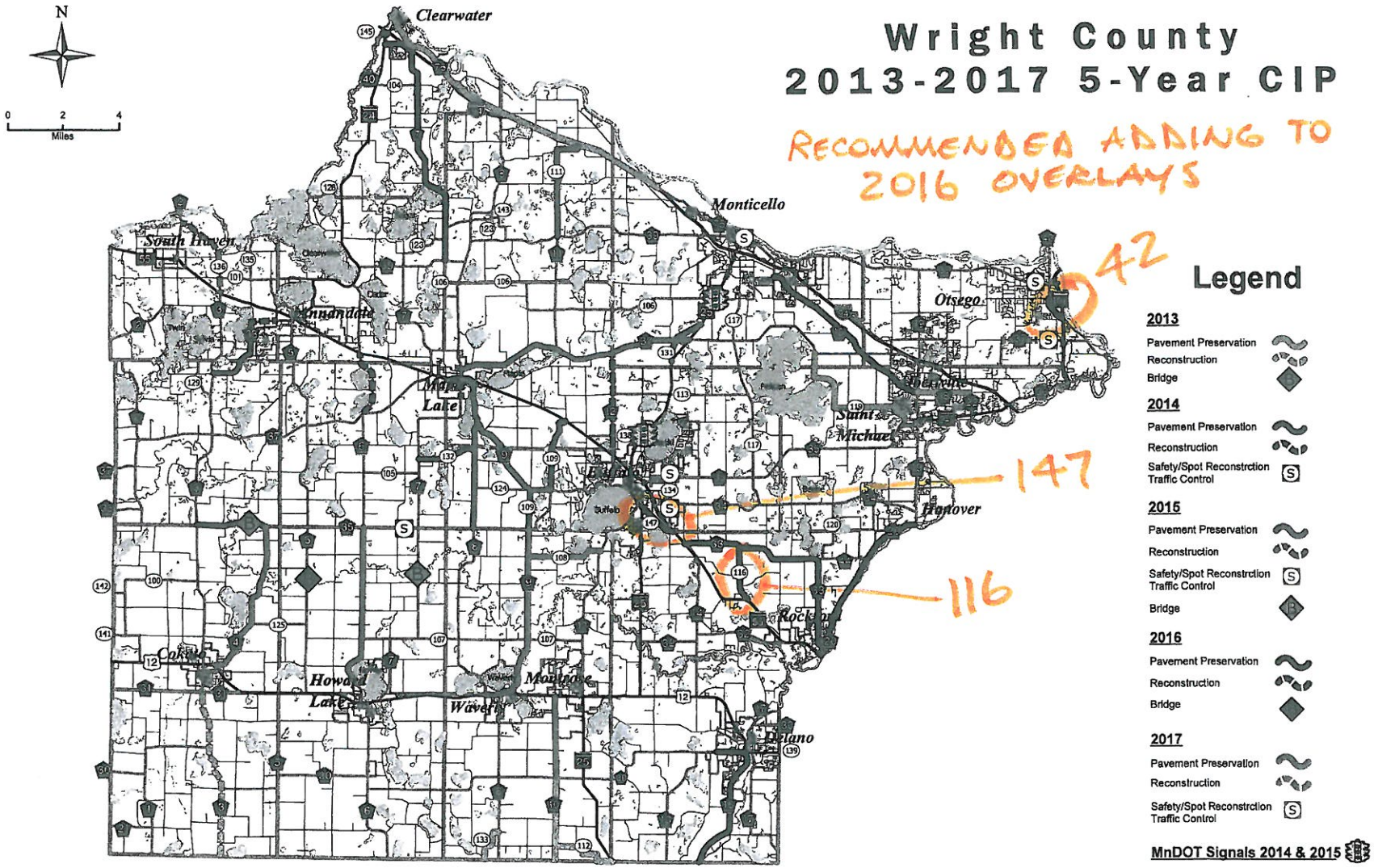
We would also like permission to increase the bituminous mix thickness by 1/2 inches on Highways 138, 18, and 20 extend the life of these pavements, thus delaying the need for a future rehabilitation. It is estimated that adding ½ inches of mix on these highways would cost approximately $450,000.

We propose to prepare plans & specifications to bid these added projects and would like to open bids on Friday, April 29th, and then bring the bids back to a county board meeting for consideration of award.

In summary, we are requesting permission to use nearly our entire 2016 budget amount for Pavement Preservation to invest in much needed improvements to our highways. I look forward to discussing this with you and answering any questions that you may have.

Wright County
2013-2017 5-Year CIP

RECOMMENDED ADDING TO 2016 OVERLAYS



December 21, 2012

2016 Pavement Preservation Project (Reclaim/Bit. Overlay); Contract 1601

Bid Amount based on low bid on Friday, March 4, 2016

Project No.	Budget Amount	Engineers Estimate	Low Bid Amount	Funding		Comments
Base Bid						
CSAH 20	$2,400,000.00	$1,961,294.60	$1,616,386.14	$2,000,000 SA Regular & $400,000 SA Municipal		$783,613.86 under total budget
CR 138	$500,000.00	$480,000.00	$404,826.94	Local Levy		$95,173.06 under Local Levy budget
CSAH 18	$2,200,000.00	$2,045,629.20	$1,686,774.01	$1,200,000 SA Regular & $1,000,000 Local Levy		$513,225.99 under total budget
Base Bid Totals	**$5,100,000.00**	**$4,486,923.80**	**$3,707,987.09**	**SA Regular, SA Muni. & Local Levy**		**Low bid $1,392,012.91 under**
Alternate Bids 1, 2, & 3						
Alt Bid #1 - Rhoades Ave SW	$210,000.00	$167,000.00	$163,193.67		State Pk Road Acc & Twp	$46,806.33 under total budget
Alt Bid #2 - Hwy Bldg Pkg Lot	$225,000.00	$286,000.00	$193,804.34		New Bldg. Bond	$31,195.66 under budget
Alt Bid #3 - Schroeder Pk Lot	$85,000.00	$99,000.00	$69,893.41		Parks	$15,106.59 under budget

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: _____ *BOARD MEETING DATE:* *03-22-16* *CONSENT AGENDA* ____.

AMT. OF TIME REQUIRED: 5 min. *ITEM FOR CONSIDERATION:* _____.

HIGHWAY.
ORIGINATING DEPARTMENT/SERVICE

X
REQUESTOR'S SIGNATURE

REVIEWED BY/DATE

BOARD ACTION REQUESTED:

Approve Agreement No. 16-51 for Pavement Preservation Improvements along CSAH 20 in the City of Rockford.

BACKGROUND/JUSTIFICATION:

Agreement 16-51 (copy attached) outlines the funding agreement for pavement preservation improvements along CSAH 20 in Rockford in conjunction with the city's 2016 downtown improvements project.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED:

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

AGREEMENT NO. 16-51

WRIGHT COUNTY
DEPARTMENT OF HIGHWAYS

FUNDING PARTICIPATION AND CONSTRUCTION AGREEMENT

BETWEEN

THE COUNTY OF WRIGHT
and
THE CITY OF ROCKFORD

For

CONSTRUCTION OF IMPROVEMENTS FOR:

COUNTY STATE AID HIGHWAY (CSAH) 20 – Main Street

CITY IMPROVEMENTS – 2016 Downtown Improvements

COUNTY IMPROVEMENTS – 2016 Pavement Preservation

COOPERATIVE AGREEMENT

THIS AGREEMENT, made and entered into by and between the County of Wright, Minnesota, acting by and through its County Board of Commissioners hereinafter referred to as the "County" and the City of Rockford, Minnesota, acting by and through its City Council, hereinafter referred to as the "City".

WITNESSETH:

WHEREAS, plans and specifications have been prepared by the City for the improvement of County State Aid Highway (CSAH) 20, known locally as Main Street, from State Trunk Highway (TH) 55 to State Aid Highway (CSAH) 33 (Elm Street), and said construction plans are designated as "2016 Downtown Improvements", and the County's 5 year Capital Improvement Plan indicates that CSAH 20 (Main Street) is planned for a pavement preservation improvement (new bituminous mix) from State TH Hwy. 55 to CSAH 19 in Hanover in 2016.

WHEREAS, The proposed improvements indicated above will be included in two (2) contracts; one contract to be administered by the City and one contract to be administered by the County, and

WHEREAS, It has been determined to be mutually beneficial that some of the County's work scope items (pavement removal) be included in the City's contract and the County will reimburse the City for those expenses, and

NOW THEREFORE, IT IS MUTUALLY AGREED AND UNDERSTOOD THAT:

Article 1

The City shall construct or cause to be constructed an improvement project including, roadway, utility, drainage, and other miscellaneous improvements upon or along CSAH 20 (Main Street) within the City limits in accordance with the approved plans and specifications as prepared by the City's consultant engineer, meeting County Standards and approved by the County, and on file at the office of the County Engineer. The City prepared plans are subject to County review and approval and as such, will have a signature for the County Engineer in the title block of the first plan sheet.

Article 2

It is agreed that the County will not take on winter maintenance responsibilities until such time that the reconstruction work is in an acceptable condition (bituminous pavement placed, manhole/valve cover adjustments completed, etc.). The County will determine when the highway meets conditions to take on winter maintenance activities.

Article 3

It is agreed that upon completion of and acceptance of the work as to quantity and quality by the County, the County Engineer shall determine the actual amount that the County will reimburse the City in accordance with the following funding participation schedule:

1. City Project: CSAH 20 (Main Street) 2016 Downtown Improvements:

The County participation is consistent with Wright County's current 5-year CIP (Approved December 18, 2012) which indicates improvements planned, in 2016, for a pavement preservation project on the portion of CSAH 20, from Trunk Highway 55 in Rockford to CSAH 19 in Hanover. The County has agreed to reimburse the City with local levy funds (versus State Aid funds) as the City will not be using State Aid funds for their funding of the project (so State prevailing wage rates will not be required on the City project).

	Funding Participation	
	County	City
Bituminous Pavement Removal (from edge of curb & gutter)	100%	0%
Reduced pavement area (due to City's wider sidewalk design)	100%	0%
All other items	0%	100%

2. County Project: CSAH 20 (Main Street) Pavement Preservation Project:

The County participation is consistent with Wright County's current 5-year CIP (Approved December 18, 2012) which indicates improvements planned, in 2016, for a pavement preservation project on the portion of CSAH 20, from Trunk Highway 55 in Rockford to CSAH 19 in Hanover. The County is planning on using State Aid funds for this project, consistent with the approved 2016 Road & Bridge Budget.

	Funding Participation	
	County	City
Bituminous Pavement Removal	100%	0%
Bituminous Paving	100%	0%
Adjusting frame & ring castings (MH's, GV's, etc.) (including Infi-Shield in MH's, etc., per city standards)	0%	100%
All other items	100%	0%

3. NOTES:

A. The City will provide engineering services for design and construction administration and inspection for the City project and the County will provide engineering services for design and construction administration and inspection for the County project.

B. Mobilization costs are to be split based on the ratio of County costs versus the entire contract costs for the City project, and vice a versa for the County project.

C. Traffic control costs are to be split based on the ratio of County costs versus the entire contract costs for the City project, and vice a versa for the County project.

D. Any right-of-way acquisition costs (permanent & temporary) are the responsibility of the City, if needed on the City project.

E. The County will pay for the initial striping of crosswalks and pavement markings as part of the County's Pavement Preservation Project. Maintenance of the crosswalks upon completion of the project will be the responsibility of the City.

F. The "Reduced Pavement Area" cost will be calculated on the area of reduced pavement of the highway times the unit cost for pavement of the County's Pavement Preservation Project.

The City Engineer and County Engineer shall prepare a preliminary estimate of construction cost for the other Agency's share of each of their respective projects. The preliminary cost estimate shall identify both the City's share and County's share of cost for the project based upon this funding agreement. This preliminary construction cost estimate shall be attached to this funding agreement.

It is intended that the work outlined above in Article Three is to be done by a contractor on a unit price basis through a contract duly let by the City, and by the County, respectively. At such time as the City awards a contract, and the County awards a contract, each Agency will prepare a new estimate of the other Agency's share of the construction cost based on the unit prices bid, and forward this new estimate accordingly.

Article 4

The City, and County shall be responsible for all field inspection of materials (Including required testing at intervals outlined in the latest MnDOT Materials Control Schedule, which must be included in the project proposal), quantities, and contractor performance (Including submittal of Change in Construction Status forms, and all other required forms, for each of their respective contracts. There will be no inspection, testing, or engineering fees charged from one Agency to the other.

Article 5

Each Agency shall bill the other by invoice, after the work is completed for the other's share, and payment made within 45 calendar days of receipt of the invoice.

The City shall provide to the County Engineer an as built plan of the roadway improvements. The as built plans shall be submitted to the County within six months of the final completion date of the project.

Article 6

The City shall be responsible for all snow and ice removal on sidewalks and other boulevard/sidewalk/bikepath-related maintenance outside the curb or street area.

Article 7

The City shall indemnify, save and hold harmless the County and all of its agents and employees of any form against any and all claims, demands, actions or causes of action of whatever nature or character arising out of or by reason of the execution or performance of the work provided for herein to be performed by the City. The County shall indemnify, save and hold harmless the City and all of its agents and employees of any form against any and all claims, demands, actions or causes of action of whatever nature or character arising out of or by reason of the execution of performance of the work provided for herein to be performed by the County.

Article 8

It is further agreed that any and all full-time employees of the County and all other employees of the County engaged in the performance by any work or services required or provided for herein to be performed by the County shall be considered employees of the County only and not of the City and that any and all claims that may or might arise under Workmen's Compensation Act of the State of Minnesota on behalf of said employees while so engaged and any and all claims made by any third parties as a consequence of any act or omission on the part of said County employees while so engaged on any of the work or services provided to be rendered herein shall be the sole obligation and responsibility of the County.

It is further agreed that any and all full-time employees of the City and all other employees of the City engaged in the performance by any work or services required or provided for herein to be performed by the City shall be considered employees of the City only and not of the County and that any and all claims that may or might arise under Workmen's Compensation Act of the State of Minnesota on behalf of said employees while so engaged and any and all claims made by any third parties as a consequence of any act or omission on the part of said City employees which so engaged on any of the work or services provided to be rendered herein shall be the sole obligation and responsibility of the City.

Article 9

Before this agreement shall become binding and effective it shall be approved by the City Council of Rockford and it shall also be approved by the County Board and such other officers as law may provide. IN TESTIMONY WHEREOF the parties have duly executed this agreement by their duly authorized officers and caused their respective seals to be hereunto affixed.

COUNTY OF WRIGHT

Recommended for Approval:

County Engineer

APPROVED:

Chair, County Board

County Coordinator

County Attorney

Date

CITY OF ROCKFORD

Recommended for Approval:

City Engineer, Rockford

APPROVED:

Mayor, City of Rockford

City Attorney, City of Rockford

City Administrator, City of Rockford

3/9/2016

Date

WRIGHT COUNTY

REQUEST FOR BOARD ACTION

REQ. AGENDA TIME 9:30 a.m. **BOARD MEETING DATE: March 22, 2016**

AMT. OF TIME REQUIRED **ITEM FOR CONSIDERATION:** NOTICE OF INTENT TO AMEND THE WRIGHT COUNTY ZONING ORDINANCE

PLANNING & ZONING
Originating Dept.

Sean Riley
Requester's Signature

Reviewed by/Date

BOARD ACTION REQUESTED:

DISCUSSION CONTINUED FROM THE COUNTY BOARD MEETING OF JANUARY 12, 2016 to consider the following:

Accept the findings and recommendation of the Planning Commission to accept amendments to the Wright County Zoning Ordinance as follows:

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

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

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

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

BACKGROUND/JUSTIFICATION:

See attachments

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED:

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

COMMENTS:

N O T I C E O F P U B L I C H E A R I N G

NOTICE OF INTENT TO AMEND

THE WRIGHT COUNTY ZONING ORDINANCE

NOTICE IS HEREBY GIVEN, that on Tuesday, March 22, 2016 the **Wright County Board of Commissioner's** will hold a hearing in the County Commissioner's Board Room at the Wright County Government Center, in the City of Buffalo, Minnesota at **9:30 a.m.** to consider the following recommendation:

DISCUSSION CONTINUED FROM THE COUNTY BOARD MEETING OF JANUARY 12, 2016 to consider the following:

Accept the findings and recommendation of the Planning Commission to accept amendments to the Wright County Zoning Ordinance as follows:

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

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

The proposed ordinance can be reviewed in person in the Office of the Wright County Planning & Zoning Office at the Wright County Government Center. Such persons that desire to be heard with reference to the proposed amendments will be heard at this time. Written comments must be submitted to Wright County Office of Planning and Zoning at 10 2nd Street N.W., Rm 140, Buffalo, MN 55313.

WRIGHT COUNTY PLANNING & ZONING OFFICE
WRIGHT COUNTY GOVERNMENT CENTER
10 - 2nd STREET NW RM 140
BUFFALO MINNESOTA 55313-1185
PHONE: (763) 682-7338

Office of
PLANNING AND ZONING

WRIGHT COUNTY GOVERNMENT CENTER
10 Second Street NW, Rm 140, Buffalo, MN 55313-1185
(763) 682-7338
Fax # (763) 682-7872
www.co.wright.mn.us/department/pandz

October 2, 2015

Dear County Commissioner:

Attached is some information regarding the Committee Of The Whole Meeting scheduled for 1 pm on October 6th regarding Solar Farms and Agricultural Deed Restrictions. In 2002 this issue specifically came up in reference to gravel pits. Before that point based on the Wright County Zoning Ordinance and our interpretation and implementation of it most Conditional Use Permits and land divisions required an entitlement and could not take place on restricted land. In 2002 based on this gravel pit the County Attorney's Office gave formal input and verified this practice. The minutes from the hearing and the letter from the County Attorney's Office from 2002 are attached, along with the relevant sections to the Wright County Zoning Ordinance. These matters will be discussed more at the scheduled meeting.

Sincerely,

Sean Riley
Wright County Planning and Zoning Administrator

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OFFICE OF
WRIGHT COUNTY ATTORNEY
Thomas N. Kelly

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Brian J. Asleson
Chief Deputy Attorney

Victim/Witness Assistance Coordinator
Barbara S. Johnson

Investigator
Terry L. Dehmer

Legal Assistant
Michelle Sandquist

Office Manager
Cindy Hohl

October 30, 2002

Wright County Planning Commission
Wright County Government Center
Buffalo, MN 5513

Re: Bauerly Brothers, Inc.
Petition for a Conditional Use Permit to Operate a Gravel Mining Operation on the SW 1/4 of the SW 1/4, Sec. 13, Township 121, Range 28, Wright County (SouthsideTownship)--consisting of 36.5 acres, more or less.

Dear Chairman Denn and Members of the Commission:

The above petition is before the Commission, with the initial hearing having taken place on September 19, 2002. The property that is the subject of this petition is zoned AG General Agricultural, and is designated as "restricted" under the Ordinance.

Issue

Is the owner of a parcel of land, previously designated as restricted under the Wright County Zoning Ordinance (WCZO), entitled to exploit such a parcel as a gravel mine conditional use?

The issue is clearly one of law, involving an interpretation of the express wording of the Ordinance. There are no apparent fact issues and the Commission appropriately requested an opinion from the County Attorney's Office on the question.

Facts

1. The setting for this issue originates on an 120 acre farm in Section 13 of Southside Township as identified above. This farm consisted of three designated quarter-quarter sections, to wit: a contiguous SW of the SW, NW of the SW, and NE of the SW.

2. As of May 3, 2002, the entire 120 acre farm was owned by Arlen M. Johnson and Ruth O. Johnson.

Comment on Entitlements:

Ordinarily in the AG Zone, each 40 acres has an "entitlement," provided the requirements of WCZO § 604.6 can be met. Thus, 120 acres would have three entitlements. Using Ordinance terminology, if the requirements of § 604.6 had existed, the Johnsons would have had three "eligible quarter-quarter" sections, with three resulting entitlements. The entitlements allow the land to be "divided" with each entitlement parcel being eligible for sale to outside parties.

3. In this instance, the Johnsons desired to exploit their property for sale by using the three potential entitlements. However, because the existing farm residence or homestead straddled a quarter-quarter section line; and because the NE of the SW quarter-quarter had no access to, or frontage on a public road, the precise requirements of WCZO § 604.6(1) could not be met.

Comment:

In the usual case, the Zoning Administrator would do the analysis and allow a division to go forward under WCZO § 604.6(3). But in this instance, the entitlements and parcels needed to be rearranged, and an access road to the back NE of the SW needed to be carved out of the NW of the SW. That is, there needed to be a lot line adjustment. The applicant was appropriately directed to go to the Board of Adjustment for a variance.

4. The Johnsons made application for their plans to the Board of Adjustment on May 3, 2002. Lampi Auctioneers represented the Johnsons. The Board of Adjustment voted to approve the request at a hearing held on May 24, 2002.

a. Essentially, the Board action assigned one entitlement each, to the two northern quarter-quarter sections, as modified by lot line adjustments to accommodate the above mentioned access road.

b. The third entitlement was assigned to a ten acre division to accommodate the already existing farmstead buildings and house.

c. As designed and divided, all three entitlements were used, and this necessarily resulted in restricting the remaining SW of the SW consisting of 36.5. The restriction is to the resulting parcel and is done according to WCZO § 604.6(4)(a).

d. Lampi Auctioneers would have been on notice of the deed restriction because they represented the Johnsons at the May 24, 2002 hearing before the Board of Adjustment.

5. The entire 120 acres was sold by the Johnsons, through Lampi Auctioneers, as follows (based on County Auditor's records):

a. On August 8, 2002, the NE of the SW, plus the access road, was conveyed by warranty deed to David L. Rasset and Rochelle Barrett; and Russell and Debra Engleman.

b. On August 8, 2002, the balance of the NW of the SW was conveyed by warranty deed to Kent and Cynthia Maehling.

c. On August 8, 2002, the original homestead, singled out on a separate ten acres, was conveyed by warranty deed to Kent and Cynthia Maehling.

d. On August 8, 2002, the "restricted" balance of the SW of the SW was conveyed by warranty deed to Bauerly Brothers. This parcel currently has agricultural crops on it.

6. On July 12, 2002, Bauerly Brothers made application to the Planning Commission for a conditional use permit for a gravel mining operation under WCZO § 727. A hearing was held on the issue on September 19, 2002.

Analysis

The Bauerly parcel (the SW of the SW) is properly "restricted" under the Zoning Ordinance. The issue is whether this restricted designation applies to and prohibits gravel pits in this instance. A restriction is applied to an AG zone parcel when a property owner, through various divisions, uses existing entitlements. When all the entitlements have been used, and there is land which remains, it is restricted and this is memorialized on the remainder property's deed or chain of title. See WCZO § 604.6(4): "The restriction shall limit any further residences, divisions or nonagricultural development of the remainder in accord with the terms of this section, unless it is rezoned."

-- There is no issue that the Johnsons' entitlements have been used up.

-- There is no question in the literal wording of the ordinance that the restriction prohibits "any further residences" and resulting divisions.

-- There is no question that "nonagricultural development" is prohibited on restricted parcels. The question, apparently, is whether gravel mines are "agricultural" or whether they are restricted because they are "nonagricultural development."

-- The further questions -- apparently for Bauerlys' -- is do gravel pits become

"agricultural development" simply because they are listed as conditional uses in WCZO § 604.4?

Definitions:

"Agricultural development" is not defined in the Ordinance, but "agricultural use" is. See WCZO § 302(3): Agricultural use is "the use of land for the growing and/or production of field crops, livestock, and livestock products for the production income . . ." The definition goes on to list the types of field crops, livestock and livestock products involved. There is nothing in the definition about gravel pits, or any other type of businesses, whether normally found in the AG zone or not.

Density:

It is true that WCZO § 604.6(5) speaks generally in terms of minimizing residences and preserving the average density of dwellings, but deed restrictions must be more broadly interpreted. When a parcel of land is purchased by a third party, and it is the result of a division of agricultural land in the AG zone, before any residences or conditional uses may be permitted or placed on the parcel, it must have an "entitlement under the Ordinance." Under the AG designation, parcels already restricted under WCZO § 604.6 are not permitted to have <u>conditional uses</u> on them as designated in the Ordinance. This includes gravel mines.

Certain Conditional Uses:

WCZO § 604.6(6) appears conclusive. It states that "an entitlement may be used for a division to allow a conditional use provided a deed restriction is placed on the remainder pursuant to 604.6(4) . . . " This indicates that when we are dividing property under this section, an entitlement is to be used in conjunction with obtaining a conditional use permit. And, of course, a new gravel pit requires a conditional use permit. If a property owner were allowed to place a conditional use such as a gravel mine on an already restricted piece of land, as is the case proposed here, why would one use up an entitlement for that purpose? The words of § 604.6(6) would have no meaning. Putting a restriction on the "remainder parcel" pursuant to 604.6(4) means clearly to restrict further conditional use permits on all remainders.

<u>Rules of Construction</u>

The rules of construction clearly favor the interpretation given above.

Plain and Ordinary Meaning:

Generally the plain and ordinary meaning of words is controlling. The terms used in WCZO § 604.6(4) regarding "agricultural development" appear to exclude gravel pits. Gravel pits do not involve crop cultivation or animal husbandry, pursuits directly related to the agricultural industry.

Policy Purposes:

In interpreting any ordinance, the policy purposes involved are the key to the meaning of the overall language. It is clearly an underlying purpose of the restrictions in the AG zone to limit the intensity of development. Intensity of development is not limited merely to residences, but to all pursuits of a nonagricultural nature. It makes no sense to limit residential entitlements to one per forty acres in the AG zone, and then allow multiple other conditional uses, of a commercial nature, that intensify uses beyond the limited entitlements.

The County's Interpretation of the Ordinance:

As indicated in the Minutes of the Planning Commission of September 19, 2002, ¶ C, the County has previously insisted that parcels divided from a farm for conditional uses in the AG zone require, as a prerequisite, entitlements. This was true for a sewage treatment plant in Southside Township, and for a fiber optic station in Maple Lake Township, two fairly recent cases.

Conclusion

Where there is a division in the agricultural zone under WCZO § 604.6, an entitlement must be used in conjunction with applying for a gravel mining conditional use permit. The entitlement is a prerequisite to the granting of the conditional use permit under WCZO § 727. Only agricultural development and uses, excluding all residences and conditional uses, are allowed on restricted parcels.

Tom Kelly, Wright County Attorney

_____

by Thomas C. Zins
Assistant Wright County Attorney

4. **BAUERLY BROS, INC.** - New Item

LOCATION: SW 1/4 of SW 1/4, Section 13, Township 121, Range 28, Wright County, Minnesota. (Southside Twp.) Out of Tax # 217-000-133100

Petitions for a Conditional Use Permit to operate a mining operation, to include a crusher, as regulated in Section 727 of the Wright County Zoning Ordinance.

Present: Lori Kissner and Brad Arntson

A. Kissner reviewed the location of the property west of Annandale. She noted the property has good access and they estimate there are 750,000 cubic yards of material to be mined. A mining plan was presented and she pointed to the first phase which will start in the southwest corner of the property. Mining will proceed to the north and an earthen berm will be created to shield operations from the neighbors. She reviewed the location of Phase II and III. They would mine approximately 12 acres at a time and restore behind them as they go. This pit would be used for area projects and she estimated 10-15 working days a year, depending on the jobs. The life of the pit is expected to be 8-12 years. Trees will be planted along the west to help hide the operation. Drilling was done to 20' and they did not hit water. In looking at the topography, she felt they would be 5-10' above the water table. Access would come of County Road 135. The land is currently in crops and they would restore it to crop land.

B. Commission reviewed the roads in the area with the applicant. Arntson stated the haul roads will likely be County Road 39 out to State Highway 24 to the north.

C. Russek questioned the restriction placed on the parcel and how that applies to this request. Salkowski stated that issue will have to be reviewed with counsel. He explained this was a 120 acre farm and before it went to auction, the auctioneer and the owner applied to the Board of Adjustment to move the entitlement off and use it on the north two 40's. Also approved was a ten acre lot with the existing farm buildings. This has not come up in the past in terms of a gravel pit, but in recent years, the Planning Commission has required an entitlement for a conditional use permit. For instance, the South Haven Sewage Treatment Plant had to use one of their residential entitlements to get the conditional use. Another use was the division for a fiber optic station, the division came off the Gapinski farm. With this farm, the owner sold off all the entitlements and the Commission needs to decide whether mining is allowed in AG without the entitlement. The other cases referred to involved a permanent structure. This cannot be decided at this meeting, but Salkowski felt it should be addressed. The owner in this case deliberately moved the entitlements off and restricted the parcel to farm use. There is no question that the entitlement was required for the sewage treatment plant and there will need to be a determination whether this use is a different "animal".
Russek suggested before they make a decision, they should give counsel a chance to give a recommendation.

D. Phyllis Latour - Supervisor of Town Board - stated it was on a unanimous vote that the Town

Board denied the request for mining on this parcel. Several reasons for that were: Town Board is spending money on a cemetery across the road in the hopes of selling lots. The Township pays to maintain the cemetery. The most direct route for the pit to State Highway 55 is to use Nevens Avenue. This would mean more wear and tear on the township road. There are enough gravel pits in the area and they feel this parcel should stay as an agricultural parcel.

E. Millner asked Latour how many pits there are in a mile and half of this? Latour stated there are a number, some are not reclaimed. They understand the resource is there, but in their township they are finding the land is left with a 20-30' hole making the land useless. The operators claim they will reclaim and put black dirt back, however, that is not adequate for farming. Once there is a large hole, the garbage and debris gets dumped in the pits. Hard to keep people out. The Township has enough blight which has resulted in a loss of land values for their township.

F. Someone in the audience questioned if this material will not be hauled to Granite City for redi-mix? Kissner stated the material is not the kind of quality needed for that.

G. Ann Partridge - township resident - was opposed and stated this is not acceptable. She spoke in opposition at the last meeting for a pit proposed by Ferrell. She will be within .5 mile and .7 mile of two pits. No one wants to live on a haul road, but she lives between two. She will have no place to walk a handicap child that is in a wheel chair. She had tried to obtain information from the County on where and how many pits there are in Wright County. No one is keeping this data. She determined there are 16 pits in Southside Township. According to statute, the Township can deny a pit and the County can act on it. She asked how these pits are monitored and who ensures they are reclaimed to keep them from becoming an eyesore. The argument can be made that a pit will not impact water, however, as many as 16 can. She understands Southside has a large amount of aggregate, however, she felt they have done their part for this cause.

H. Eddie Schulz - stated he owns land across the road from where this is proposed. He wondered if his taxes will be impacted in a negative way. This request was before the Town Board and turned down unanimously. He asked if that will count. He noted the rules are not followed. When operators are asked to put berms up and plant trees, they don't abide by it. The mining becomes and eyesore. The party that purchased the homestead off this farm wants to put up a riding arena and was not aware a gravel operation was going in.

I. Written response from Johnson, Maehling and the Town Board were read. (See responses on file).

J. Ken Rudolph - property owner a quarter mile to the north - stated most pits have gone in marginal farmland and he felt they should be concerned with taking good land out of production. If mined, this land will never have the same crop production. He suggested the Commission look at the soy beans growing on the property. This is not marginal land. He was opposed to another gravel pit.

K. Bakeberg moved to continue the petition to October 31, 2002 for legal counsel to interpret the Ordinance regarding the restriction filed on the property. Millner seconded the motion.

VOTE: CARRIED UNANIMOUSLY

604. GENERAL AGRICULTURE AG

604.1 Purpose

General Agricultural areas are established for the purpose of preserving, promoting, maintaining and enhancing the use of land for commercial agricultural purposes, to prevent scattered and leap-frog non-farm growth, to protect and preserve natural resource areas and to stabilize increases in public expenditures for such public services as roads and road maintenance, police and fire protection, and schools.

604.2 Permitted Uses

Agricultural Land Uses
Livestock feedlots less than 500 animal units subject to all County and State regulations
One single-family dwelling per lot of record
Forestry and Nurseries (not to include retail)
Small scale family operated seasonal produce stands
Public Recreation
Historic Sites and Areas
Horticultural Use
One division, per eligible quarter-quarter section or eligible lot of record, as defined and regulated in Section 604.6
Subdivisions and lot line alterations which are purely for agricultural purposes, and do not increase the density or number of residential building sites, provided that all lots created contain at least 40 acres and at least one complete quarter-quarter section, with public road frontage
Solar Energy Systems

604.3 Accessory Uses

Any incidental machinery, structure, or building customarily incidental to and necessary to the conduct of agricultural operations or other permitted uses.

604.4 Conditional Uses

Land Reclamation and Alteration
Farm Equipment Sales
Livestock Feedlots in excess o five hundred (500) animal units
Kennels
Riding Academies
Home Occupations
Cemeteries
Wholesale Nursery, Landscape and Garden Sales with seasonal retail sales (not to include retail - stores)
Churches, not to include a school, but may include a residence
Bed and Breakfast units in single-family dwellings
Township Halls
One Farm Accessory Mobile Home per farm operation
Commercial Outdoor Recreation
Mining and Extraction in accordance with Section 727
Sewage Treatment Plants

Non-commercial Contractors Yards
Essential Services in accordance with Section 725
Private Airstrip - subject to the following conditions:

(1) All applicable regulations of the State and Federal Government are properly satisfied.

(2) There are no existing residential subdivisions, and no areas designated for future residential growth within the Land Use Plan of the Wright County Comprehensive Plan, within a radius of 1.5 miles of the proposed airport.

(3) The airport shall be limited to use exclusively by the property owner.

Home Extended Business in accordance with Section 741
Retreat Center in accordance with Section 742
Large Animal Veterinary Clinics serving Agricultural Uses and Livestock
Commercial Agricultural Tourism
Solar Energy Farms

604.41 Prohibited Uses

All other uses not listed as permitted, accessory or conditional shall be prohibited.

604.5 Performance Standards

(Parcels in the Agricultural District which are ten acres or less in size shall be subject to residential standards for animals and setback standards which correspond with the zoning district which is closest in lot size to the parcel. R-1 standards apply for lots 2 acres or less, R-2 for lots 2 to 4 acres and R-2a for lots from 4 to 10 acres.)

(1) Height Regulations

(a) The maximum height of all building shall not exceed two and one-half (2 1/2) stories or thirty-five (35) feet.

(b) This height limitation shall not apply to grain elevators, silos, windmills, elevator legs, cooling towers, water towers, chimneys and smokestacks, church spires, electric transmission lines or radio or television towers.

(2) Front Yard Regulation:

(a)

Required Setback Distance From Road Centerline	Required Setback Distance From Road Centerline For Livestock Buildings	Road Class
130	130	State Highway
130	130	County Road State Aid
65	100	Local Street(Twp. Rd.)
25	100	From right of way of cul-de-sac or approved "T"

(b) Where a lot is located at the intersection of two or more roads or highways, there shall be a front yard setback on each road or highway side of each corner lot. No accessory buildings shall project beyond the front yard of either road.

(3) Side Yard Regulations:

There shall be side yard width of not less than one hundred (100) feet for buildings which will house livestock or any farm animals, and thirty (30) feet for all other buildings.

(4) Rear Yard Regulations:

The rear yard setback depth shall be fifty (50) feet for all non-livestock buildings and no less than 100 feet for buildings that will house livestock.

(5) General Regulations

Additional requirements for parking, signs, sewage systems, and other regulations are set forth in Section 7.

604.6 Requirements and Standards for Dwellings and Permitted Divisions

(1) Limiting Definitions

(a) A quarter-quarter section is a parcel of land consisting of approximately forty (40) acres and constituting the northeast, northwest, southwest or southeast quarter of a quarter section of land in the United States Government survey grid system of land survey. For the purposes of this section of the zoning ordinance, a government lot shall be considered a quarter-quarter section provided it contains at least thirty (30) acres of land above Ordinary High Water.

(b) An "eligible quarter-quarter section" shall be any quarter-quarter section which meets all of the following:

- it is complete and under common ownership;

- it has frontage on a public road; and

- it does not include any existing dwelling, commercial use or other non-agricultural development.

(c) An "eligible lot of record" shall be a lot of record pursuant to Section 404 which does not include any existing dwelling, commercial use or other nonagricultural use or structure other than accessory uses such as garages, storage sheds, etc., and which is greater than 10 acres in size but does not qualify as an eligible quarter-quarter section.

(d) An eligible lot of record or quarter-quarter section may be permitted one single family dwelling on the parcel as a whole, or one division as regulated in section 604.6(4) for the purpose of developing the division. This right shall be referenced as the parcel's "entitlement".

(2) Existing Residences

(a) legally existing single-family dwelling on a quarter-quarter section or lot of record over (10) ten acres in size may be subdivided out onto a smaller parcel provided:

- the requirements for a division in section 604.6(4) are met; and
- the remainder of the property has frontage on a public road.

(3) Determining Entitlements on Large Parcels

(a) On a farm or adjoining parcels, including all contiguous land under common ownership, extra entitlements shall be available to the entire parcel provided the following conditions are met:

(1) the lands involved comprise more than sixty (60) acres;

AND

(2) if the parcel is the result of a division since August 1, 1978, then the number of entitlements shall be determined by basing the calculations in (b) to all contiguous lands under common ownership as they existed on August 1, 1978. These entitlements shall be allocated to the new parcels by the Zoning Administrator based on acreage and the standards contained herein, and appeals shall be heard by the Board of Adjustment provided that no extra entitlements may be created.

(b) Entitlements for such parcels shall be determined by the zoning administrator as follows:

(1) The total acreage of the parcel shall be calculated using the best information available (the administrator or Board of Adjustment may require the applicant to provide a survey of the property in case of dispute over size).

(2) Forty acres shall be subtracted from this total for each existing house on the parcel, and for each entitlement division which has occurred since August 1, 1978.

(3) The result from (1) and (2) shall be divided by 40 acres, and that result rounded to the nearest whole number, which shall be the number of entitlements the entire parcel is allocated. The use of these entitlements shall be subject to all regulations in this ordinance including public road frontage requirements.

(c) The purpose of this provision is to provide relief to potentially inequitable situations where large landholdings may be unduly restricted due to the location of substantial acreage without road frontage. The intent is not to increase residential density in the AG zone above an average of one house per forty acres. If a large parcel is subdivided into agricultural parcels, the entitlements shall be allocated at the time of sale in accord with the standards contained within, (provided that no new entitlements may be created) unless otherwise specified and appropriately recorded through deed restrictions or action by the Board of Adjustment or Planning Commission.

(4) Entitlement Divisions

If a landowner chooses to use an entitlement on an eligible lot of record or quarter-quarter section as a division, the division and remainder of the eligible parcel shall be subject to the following requirements.

(a) Deed Restriction - The owner(s) (including, in all cases, the fee owner) of the eligible parcel must sign and record a deed restriction to apply to the remainder of the parcel. The restriction shall limit any further residences, divisions or nonagricultural development of the remainder in accord with the terms of this section, unless it is rezoned. The restriction shall be on a form provided by the zoning administrator.

(b) Landlocked parcels prohibited - The remainder must have frontage on a public road, or must be held in common ownership with contiguous lands which have road frontage. No lot nor parcel may be created which does not have road frontage in accord with the requirements herein.

(c) Lot Standards

(1) The minimum lot size shall be one (1) acre. Minimum road frontage, lot width, depth, setback and other standards shall be the same as for the residential zoning district closest to the lot's size.

(2) A private access strip no less than thirty-three (33) nor more than sixty-six (66) feet in width, which abuts a public road, may be approved by the zoning administrator in lieu of the standard road frontage requirement, if the intent is to provide access to a wooded site, or to otherwise preserve active agricultural land or practices. The strip shall not be an easement, but owned in fee with the division. Maintenance shall be the complete responsibility of the property owner. In no case may such a strip be used to serve more than one residence, unless accepted as a public road by the township. Refusal by the zoning administrator to approve such a strip may be appealed to the Board of Adjustment.

(3) Maximum lot size shall be:

- Five (5) acres for divisions from eligible lots of record

- Two and one-half (2.5) acres for divisions from eligible quarter-quarter sections if the building site is undeveloped cropland classified as prime farmland or farmland of statewide importance as defined in the Land Use Plan

- Ten (10) acres in all other instances

(d) Lot Status - The division shall remain zoned AG, General Agriculture, but for the application of rules pertaining to livestock, outdoor storage and other general standards, a division ten (10) acres or less in size shall be considered a residential lot.

(5) Entitlement Transfers

Standards for Entitlement Transfers. The purpose of allowing transfers is to preserve productive farmlands, and to minimize the effects of the residences on the environment, the surrounding neighborhood and nearby farm operations. In no case shall the use of entitlement transfers be used to increase the potential residential density in the Agricultural or Agricultural/Residential Zones. If a new road is proposed or required to serve a group of lots, a plat will be required and the road must be accepted by the Township Board. These standards are in addition to those contained in Section 505 (Conditional Use Permits).

(a) Contiguous Common Ownership - Entitlements may be transferred to contiguous property under common ownership provided the proposed divisions comply with 604.6(4). Said transfers may be approved by the Zoning Administrator if all other regulations are met. Transfers shall require the issuance of a Conditional Use Permit by the Planning Commission if the transfers result in the grouping of three or more homes at one location.

(b) Non-Contiguous Common Ownership - Transfers from property under common ownership, but not contiguous, require the issuance of a Conditional Use Permit. Such transfers must be within the boundaries of the Township where the entitlement currently exists and common ownership of the parcels must be established and recorded for a minimum of three years before the transfer can take place.

(6) Certain Conditional Uses

An entitlement may be used for a division to allow a conditional use provided a deed restriction is placed on the remainder pursuant to 604.6(4)a and the division size is set by the Planning Commission as part of the Conditional Use Permit process. The requirement for a deed restriction may be waived by the Planning Commission if the division is less than one (1) acre in size and for the sole purpose of utility or public service structures needed to promote public health, safety or welfare. The Planning Commission shall waive the requirement for a deed restriction if the division is solely for the creation of a site for a Township Hall.

(7) Alteration of Existing Lots

Existing legal lots of record may be altered in size in compliance with these regulations provided an order approving such alteration is signed by the zoning administrator and filed with the County Recorder. Said Order shall prohibit the creation of any new residential building sites except in accord with this Ordinance.

(8) General

The intent of these standards shall be to preserve an average density of one dwelling per forty (40) acres in the AG district, except where legal lots of record are involved. This intent shall be considered when questions regarding interpretation of these regulations may arise.

302. DEFINITIONS

(5) Agricultural Use - The use of land for the growing and/or production of field crops, livestock, and livestock products for the production of income including but not limited to the following:

(a) field crops, including: barley, soy beans, corn, hay, oats, potatoes, rye, sorghum, and sunflowers.

(b) livestock, including: dairy and beef cattle, goats, horses, sheep, hogs, poultry, game birds and other animals including ponies, deer, rabbits and mink.

(c) livestock products, including: milk, butter, cheese, eggs, meat, fur and honey.

Wright County Board – Committee of the Whole

October 6, 2015

Chairman, Mike Potter, called the meeting to order at 1:05 p.m. in the County Commissioner's Board Room at the Wright County Government Center. All five Commissioners were present. Also, present were Sean Riley, Wright County Planning & Zoning Administrator, Greg Kryzer, Assistant County Attorney. In the audience were representatives of the Solar Industry, Town Boards and Planning Commission.

I. Agricultural Deed Restrictions – Solar Farms

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

Borrell explained he brought this before the Commissioners as the restriction includes solar farms, because they are not truly agricultural. His feeling is solar farms do not change the land beneath, but harvest the sun. The land could return to agricultural use once the poles come out. It would not make sense to rezone to allow solar farms. Riley, commented we don't rezone to I-1 or a commercial zone to allow a cell tower, golf course or other Conditional Uses (CUP) in the AG zone. If there is no house on the parcel and it is restricted land, the property cannot have a CUP for one of these uses. The 2002 Bauerly case pushed the County on this issue and the County Attorney provided the legal opinion based on the Zoning Ordinance and past practice. Riley pointed to several uses that were required to use an "entitlement", including a sewage treatment plant and gravel pits. What is relevant at this time is the applications for solar farms on restricted parcels are not allowed. Borrell noted the Solar Farms that obtained their permits through a State process were not considering this.

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

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

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

A representative of a private solar industry, Kayne Tarhan (?) explained the changes in the solar panels from the early 1970's, which still have an 85% generating capacity. He noted the banks look at this life time expectancy for their risk. The leases can be for 30-35 years with provisions for possible extensions. If they are not renewed, he felt with the capacity expected, they will be repurposed if removed.

Potter noted the question is how they can protect the property owners. Riley noted they have the Ordinance that allows these and there are hundreds of sites that are now available; although the industry will pursue the ideal locations. Another CUP are the Wind energy systems that are not allowed without an "entitlement". Daleiden noted one difference is the solar farms are close to the ground. Riley noted from a planning concept, one industry might argue they are allowing for one type of power and not another. Borrell did not think it would be out of line to allow it for wind towers. Riley explained how things evolved over time and the Ordinance had to address new uses. The uses have impacts to be considered.

Discussion on the number of "entitlements" in the County. Riley noted through the recent Land Use Plan studies, it was determined there were many left. Sawatzke noted areas of the County where there would be more available. Borrell noted one aspect is they need to be located near the substations. The easiest way to handle this is to add this use as an exclusion (not require use of an "entitlement"). He explained how a division for mortgage with the house, could leave the balance of the farmland restricted. As the Ordinance is written, a solar farm would not be allowed.

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

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

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

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

He would prefer this is presented as asking the question, not recommending the change and see what the response is.

Dan Bravinder – Cokato Township Supervisor – approached the Board to ask for some information on it from the County Board. The Town Board can respond better to something specific.

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

II. **Process for Handling Rezoning Recommendations**

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

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

The consensus was to maintain the same procedure.

Husom left the meeting.

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

Commissioners agreed they could pull a matter off the consent agenda. It was noted in the past the County Board has allowed someone attending their public meetings to address the Board.

Meeting adjourned at 3:00 p.m.

tp

THE COUNTY BOARD OF WRIGHT COUNTY HEREBY ORDAINS:

The Wright County Zoning Ordinance is hereby amended as follows:

Insert in Section 302 Definitions

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

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

762. SOLAR ENERGY FARMS AND SOLAR ENERGY SYSTEMS

762.1 Purpose

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

762.2 Solar Energy Farms Requirements and Standards

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(4) Existing buildings and any impervious surface.

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

(6) Existing vegetation.

(7) Waterways, watercourses, lakes and wetlands.

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

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

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

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

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

(13) Surface water drainage patterns.

(b) Site Plan of Proposed Conditions:

(1) Planned location and spacing of solar panels.

(2) Planned location of access roads.

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

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

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

(6) Proposed storm water management measures.

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

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

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

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

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

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

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

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

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

762.3 Solar Energy Systems Requirements and Standards

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

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

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

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

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

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

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

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

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

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

<u>Language (shown in bold) to be added to the following Sections:</u>

603 Agricultural Residential (A/R)

603.2 Permitted Uses

Solar Energy Systems ten (10) kilowatts and under

603.4 Conditional Uses

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

604 General Agriculture (AG)

604.2 Permitted Uses

Solar Energy Systems

604.4 Conditional Uses

Solar Energy Farms

605 Urban/Rural Transitional (R-1)

605.2 Permitted Uses

Solar Energy Systems ten (10) kilowatts and under

605.4 Conditional Uses

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

606 Suburban Residential (R-2)

606.2 Permitted Uses

Solar Energy Systems ten (10) kilowatts and under

606.4 Conditional Uses

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

606.a Suburban Residential (R-2a)

606.a2 Permitted Uses

Solar Energy Systems ten (10) kilowatts and under

606.a4 Conditional Uses

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

607 Multiple Family Urban District (R-3)

607.4 Conditional Uses

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

Highway Business District (B-1)

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

609 General Business District (B-2)

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

610 General Industry District (I-1)

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

612.8 Commercial – Recreational Shoreland District (S-3)

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

Enacting Clause:

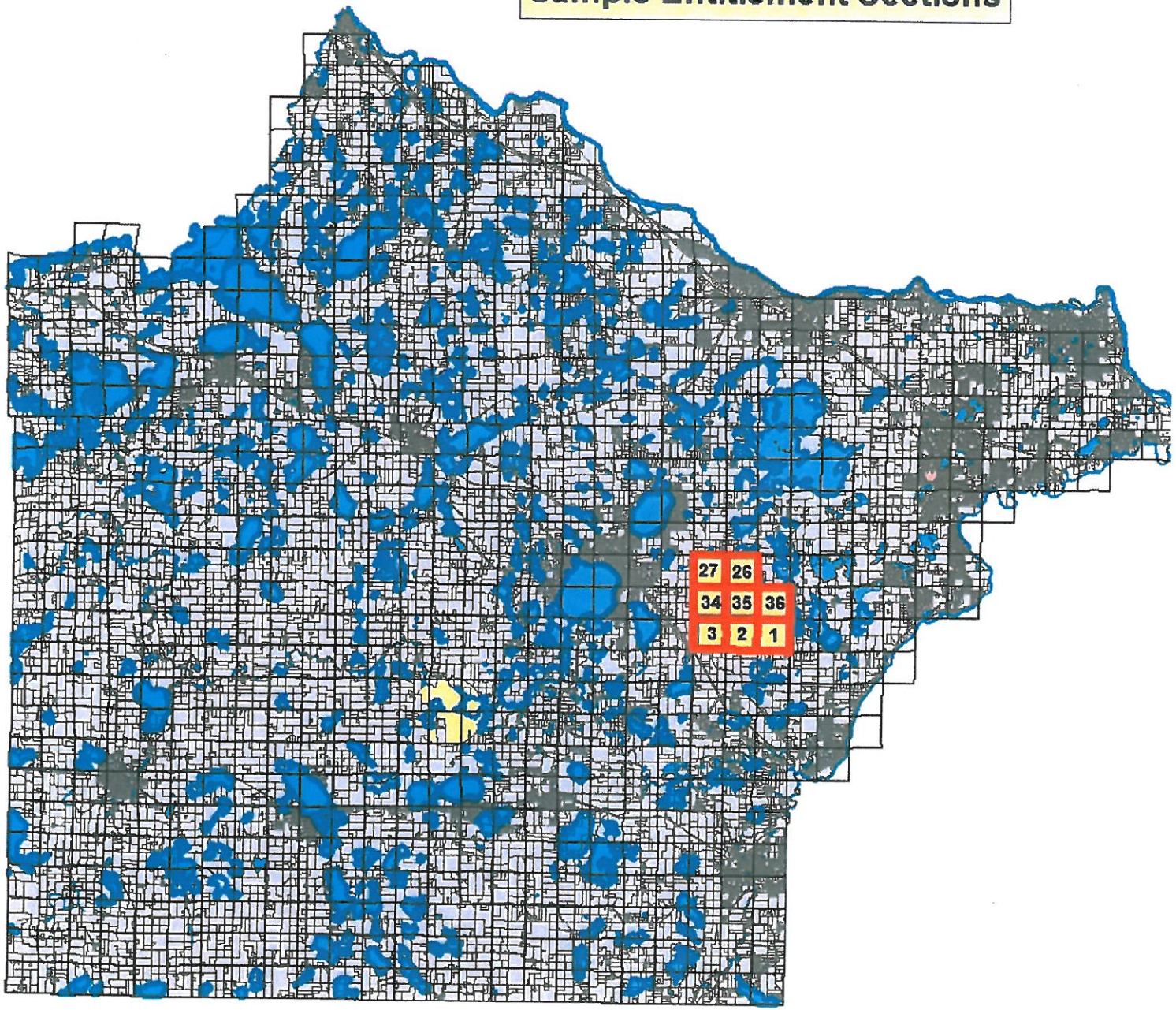
This ordinance amendment is effective the day following final adoption and publication. The enacting clause will not be incorporated into the final Wright County Zoning Ordinance.

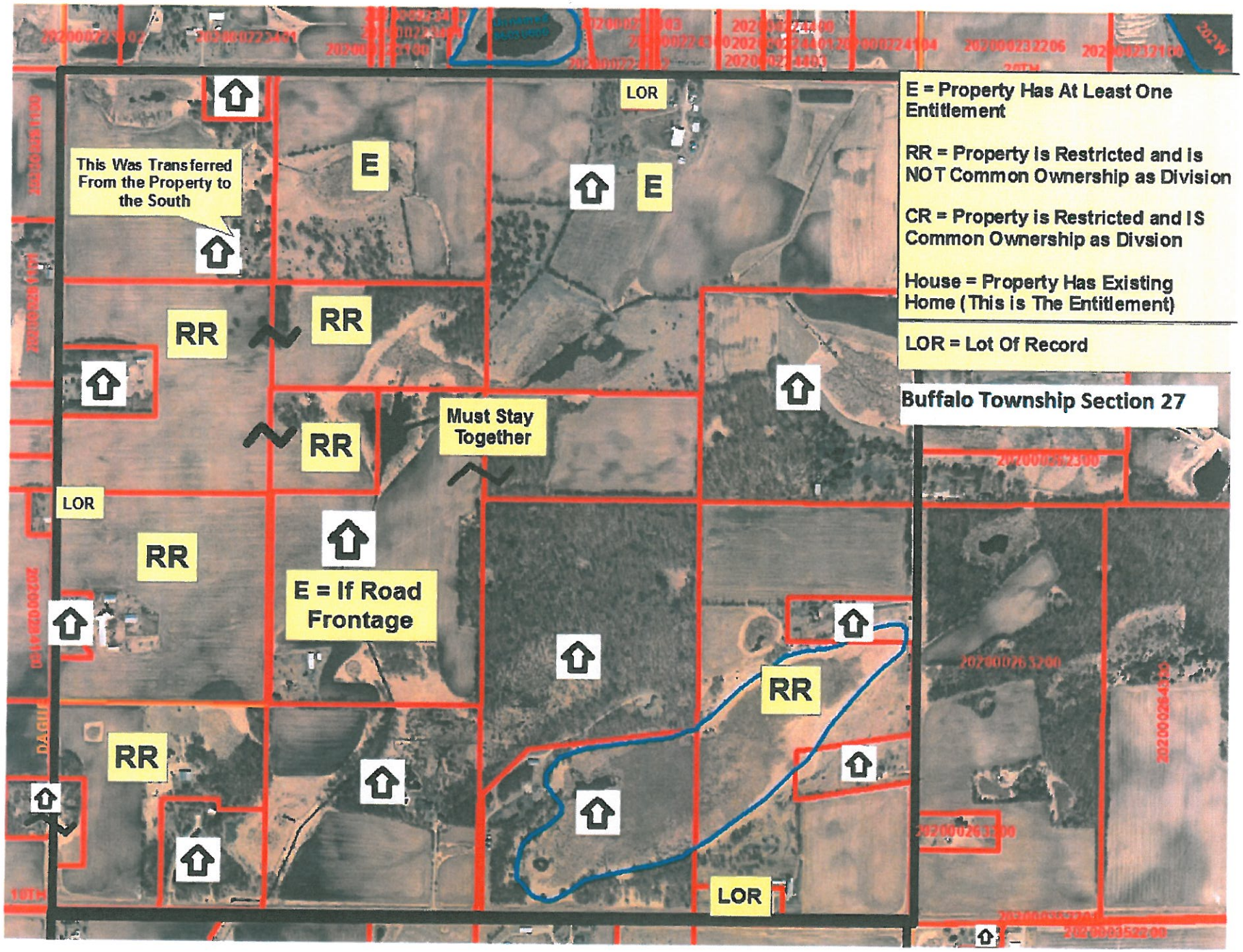
Adopted by the Wright County Board of Commissioners this _____ day of _____, 2016.

_____
Pat Sawatzke
Chairperson, County Board

_____
Lee R. Kelly
County Coordinator

Sample Entitlement Sections




E = Property Has At Least One Entitlement
RR = Property Is Restricted and Is NOT Common Ownership as Division
CR = Property is Restricted and IS Common Ownership as Divsion
House = Property Has Existing Home (This is The Entitlement)
LOR = Lot Of Record
Buffalo Township Section 27
This Was Transferred From the Property to the South
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E
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Must Stay Together
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RR
E = If Road Frontage
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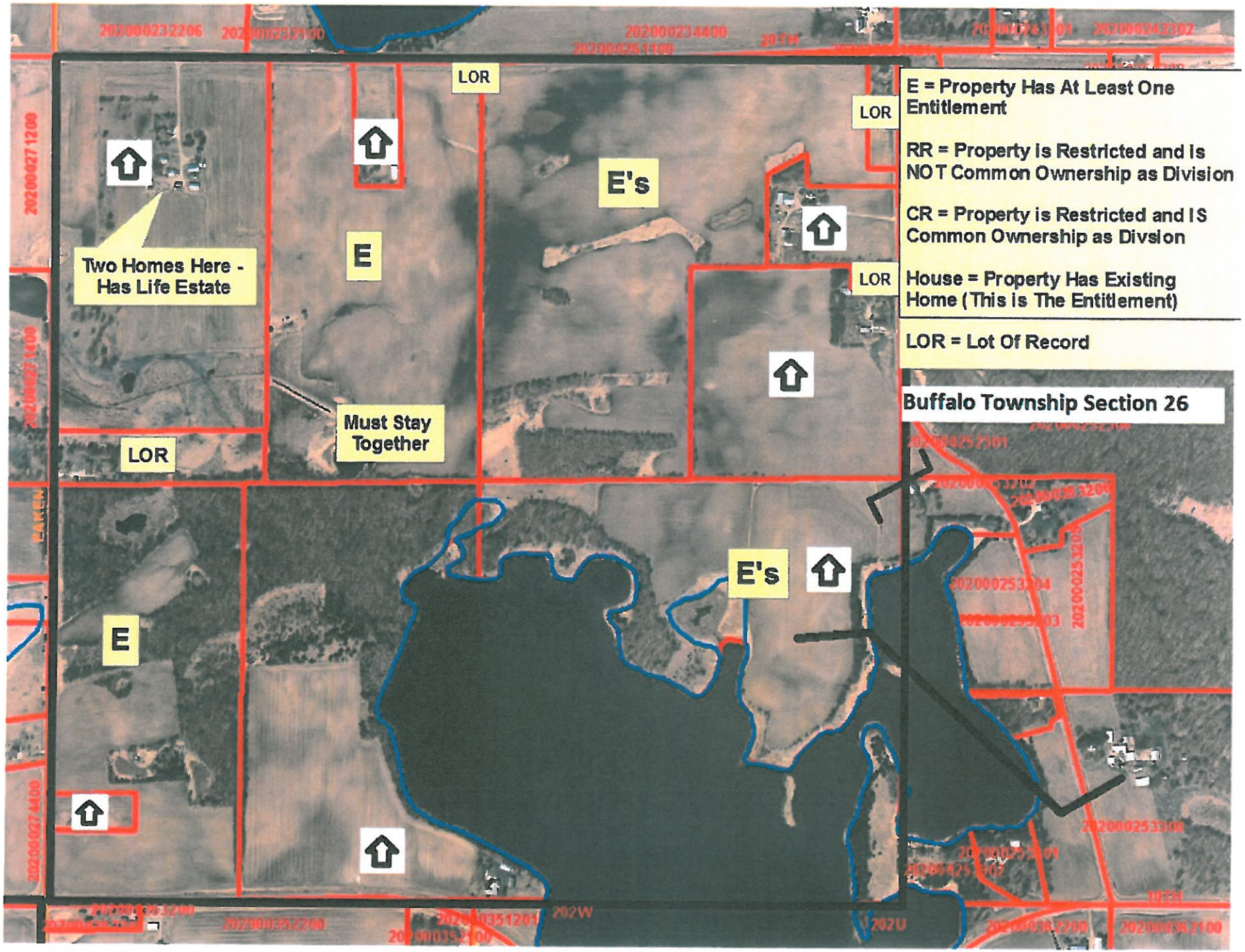
RR
LOR


Two Homes Here - Has Life Estate
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Must Stay Together
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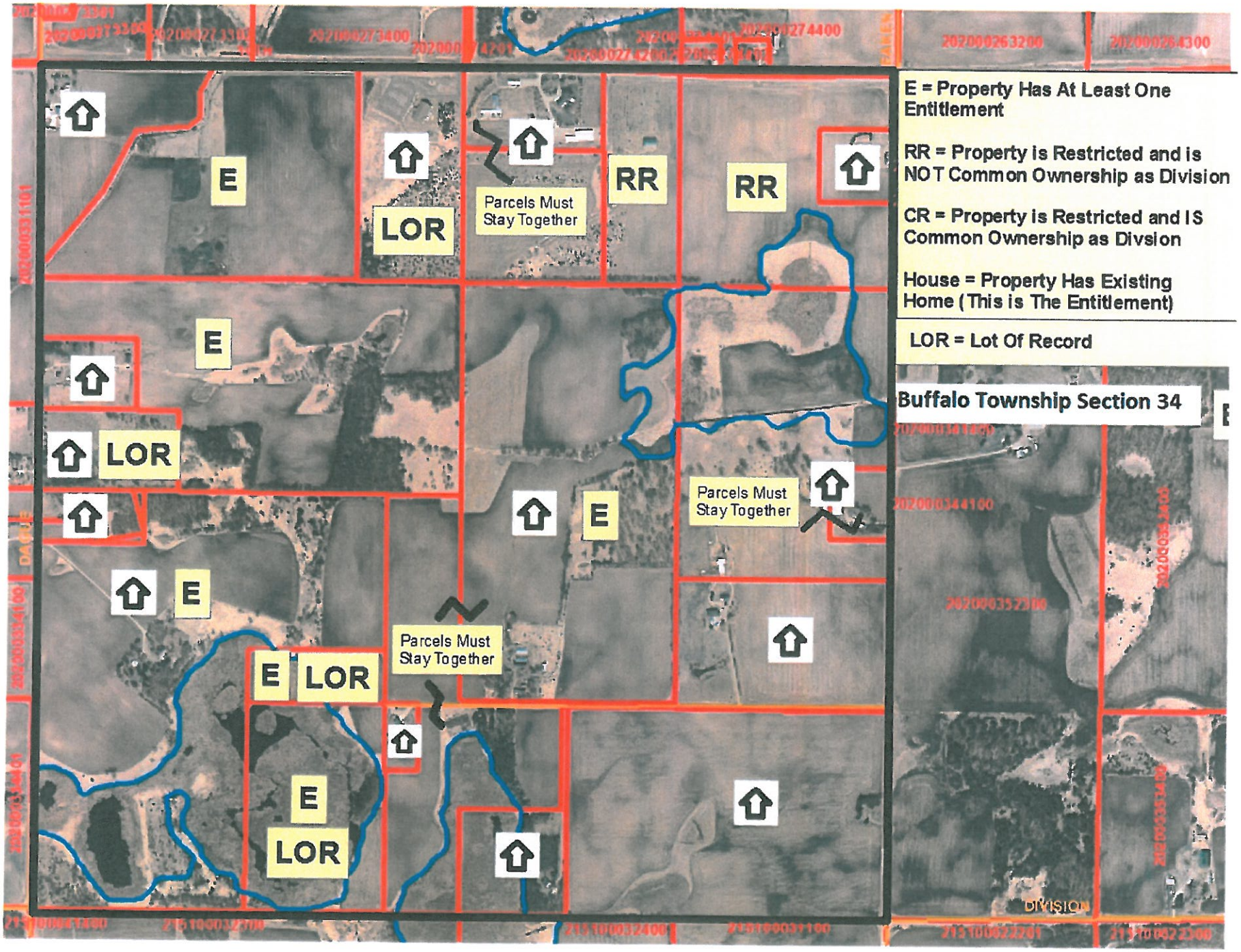
E = Property Has At Least One Entitlement
RR = Property is Restricted and Is NOT Common Ownership as Division
CR = Property is Restricted and IS Common Ownership as Divsion
House = Property Has Existing Home (This is The Entitlement)
LOR = Lot Of Record
Buffalo Township Section 26


E = Property Has At Least One Entitlement
RR = Property is Restricted and is NOT Common Ownership as Division
CR = Property is Restricted and IS Common Ownership as Divsion
House = Property Has Existing Home (This is The Entitlement)
LOR = Lot Of Record
Buffalo Township Section 34
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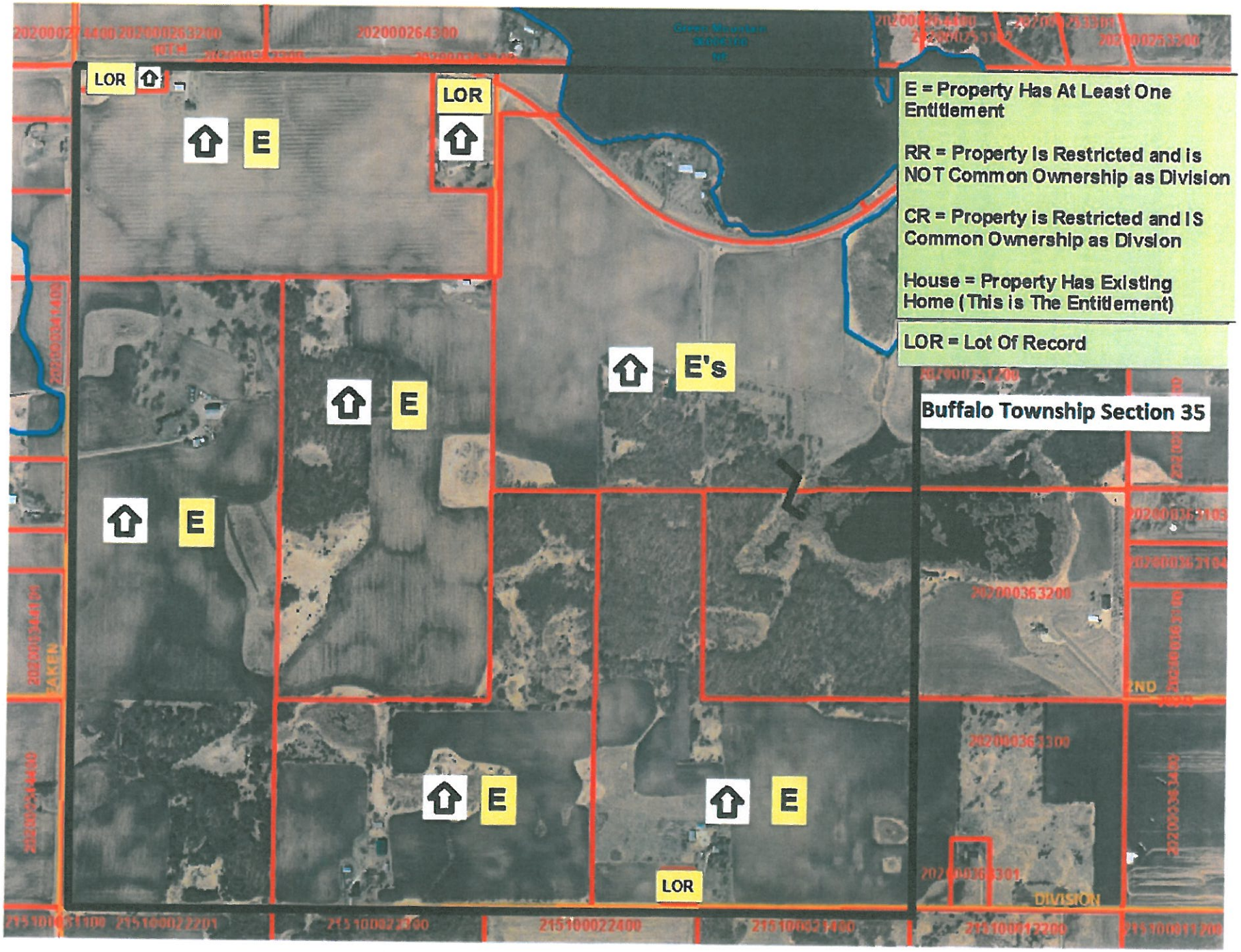
Parcels Must Stay Together
DIVISION


E = Property Has At Least One Entitlement
RR = Property Is Restricted and is NOT Common Ownership as Division
CR = Property is Restricted and IS Common Ownership as Divsion
House = Property Has Existing Home (This is The Entitlement)
LOR = Lot Of Record
Buffalo Township Section 35
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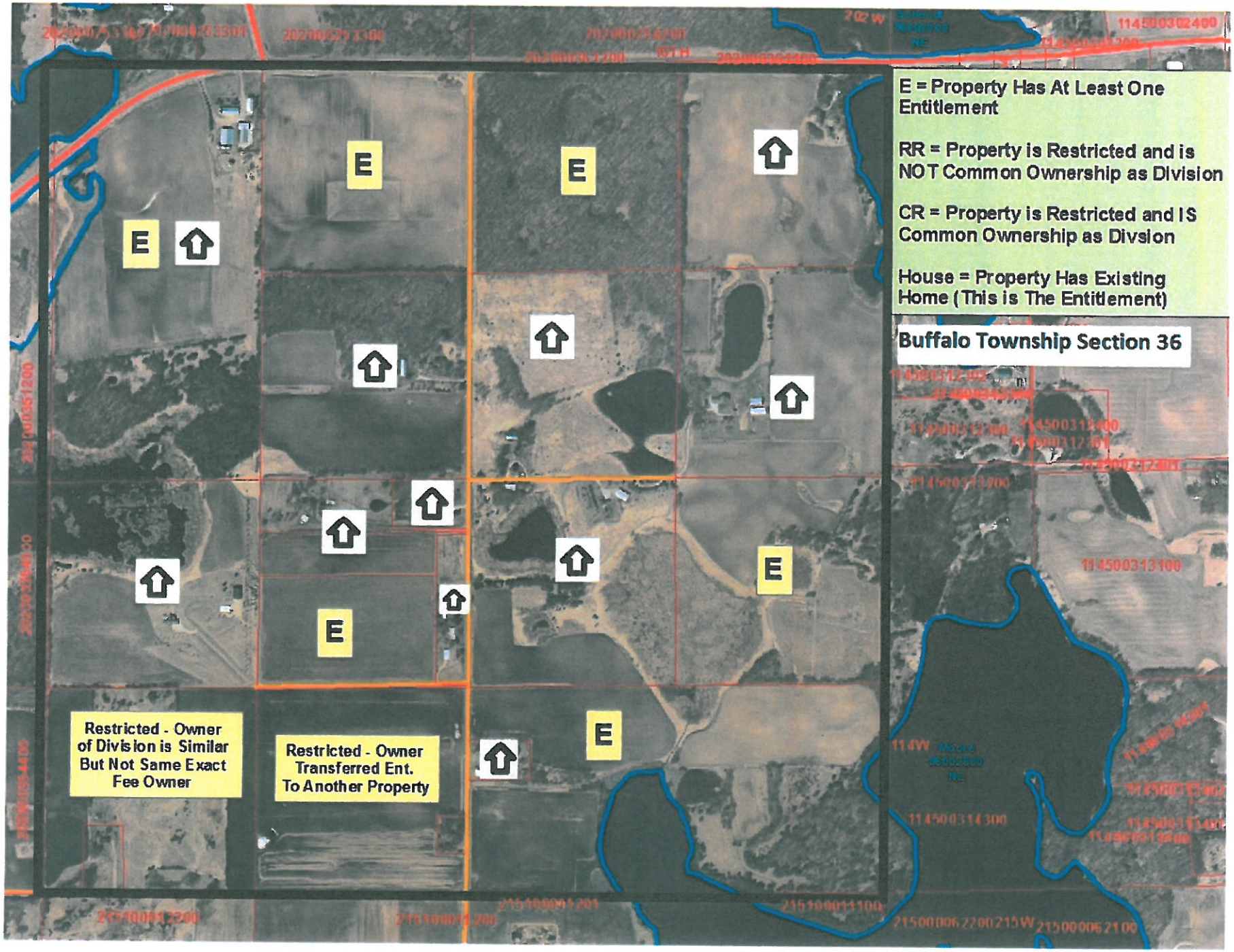
DIVISION
2ND
FAKEN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CR = Property is Restricted and IS Common Ownership as Divsion
House = Property Has Existing Home (This is The Entitlement)
Buffalo Township Section 36
Restricted - Owner of Division is Similar But Not Same Exact Fee Owner
Restricted - Owner Transferred Ent. To Another Property
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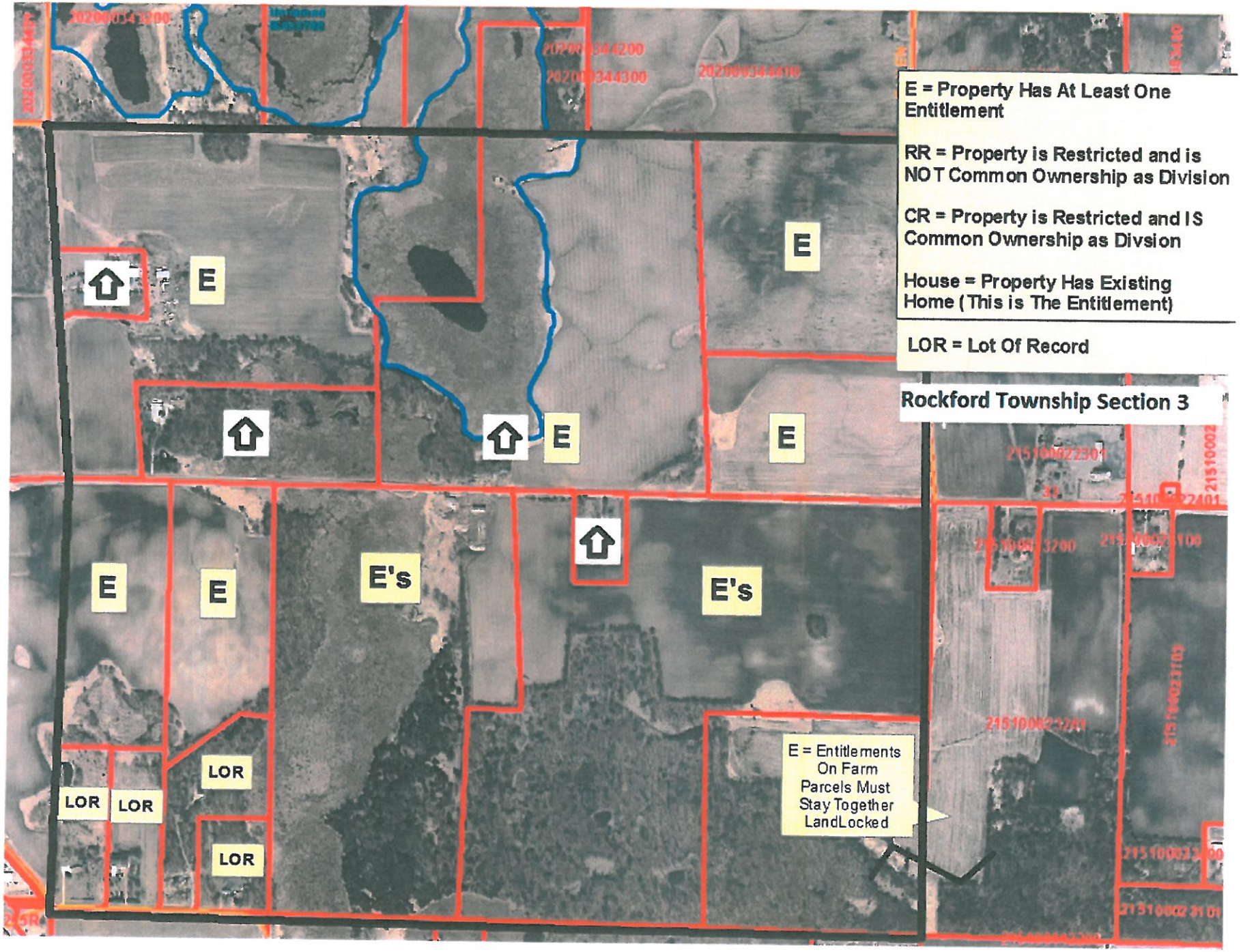
114500313100
114500314300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CR = Property is Restricted and IS Common Ownership as Divsion
House = Property Has Existing Home (This is The Entitlement)
LOR = Lot Of Record
Rockford Township Section 3
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E
E
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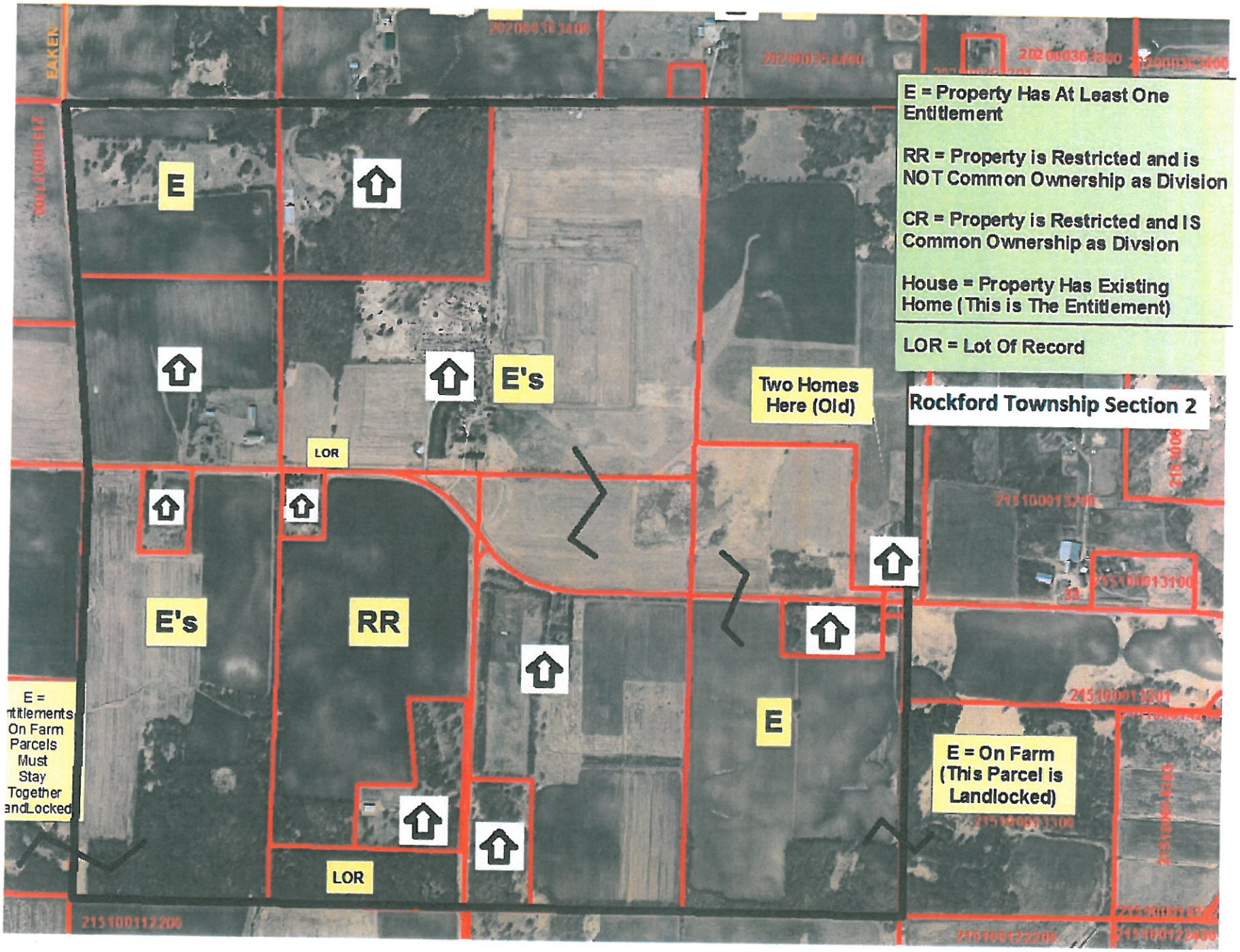
E
E
E's
E's
LOR
LOR
LOR
LOR
E = Entitlements On Farm Parcels Must Stay Together LandLocked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CR = Property is Restricted and IS Common Ownership as Divsion
House = Property Has Existing Home (This is The Entitlement)
LOR = Lot Of Record
Rockford Township Section 2
Two Homes Here (Old)
E
E's
LOR
E's
RR
E
E = On Farm (This Parcel is Landlocked)
E = ntitlements On Farm Parcels Must Stay Together andLocked
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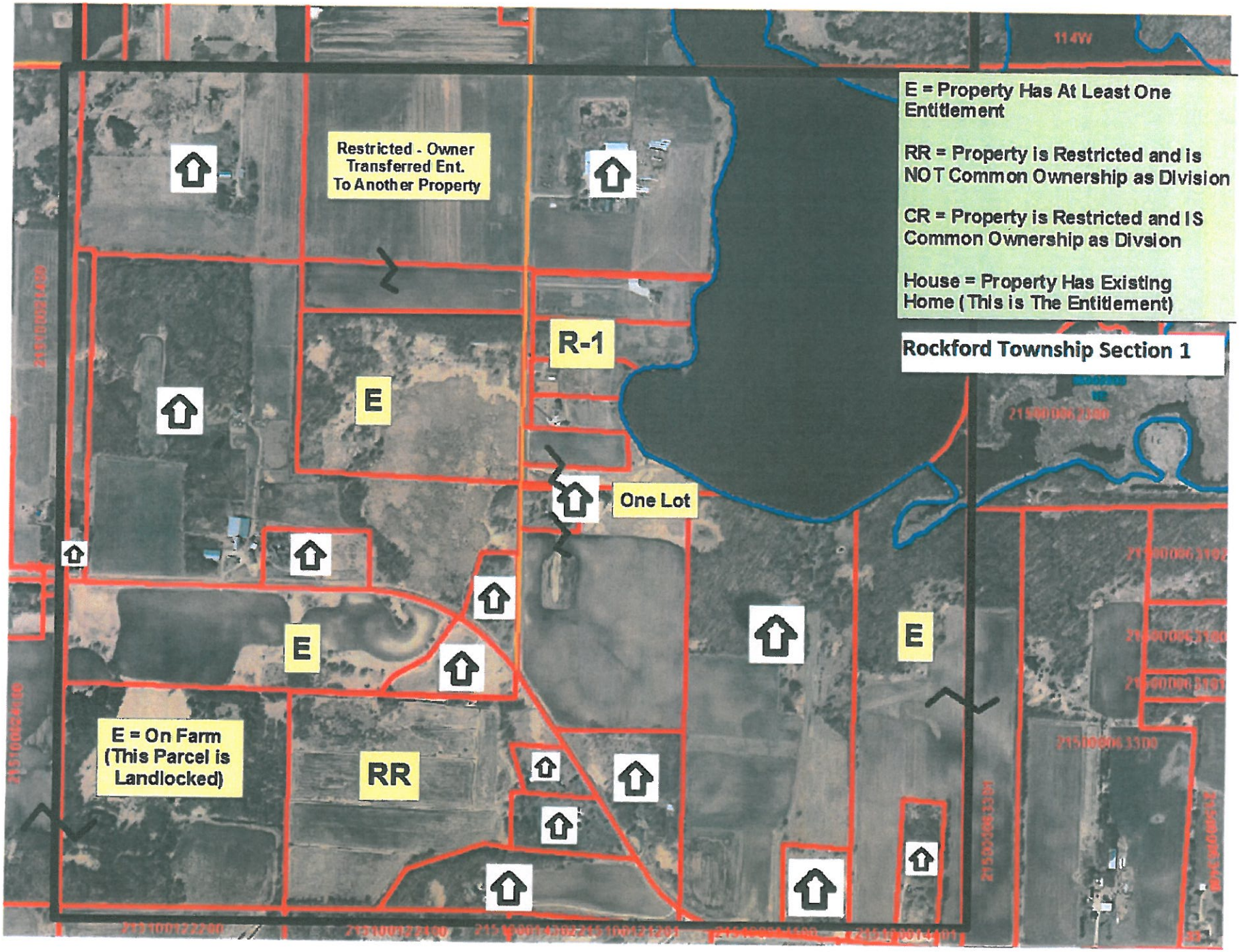
EAKEN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CR = Property is Restricted and IS Common Ownership as Divsion
House = Property Has Existing Home (This is The Entitlement)
Rockford Township Section 1
Restricted - Owner Transferred Ent. To Another Property
R-1
E
One Lot
E
E
E = On Farm (This Parcel is Landlocked)
RR
114W

Entitlements Remaining In County By Township

Township	Undeveloped Home Sites in AG Zone
US HWY 12 Corridor	
Cokato	252
Franklin	203
Marysville	171
Middleville	262
Stockholm	305
Victor	247
Woodland	214
NWQ	
Albion	243
Chatham	83
Clearwater	106
Corinna	128
French Lake	242
Maple Lake	188
Silver Creek	200
Southside	177
NEQ	
Buffalo	119
Monticello	228
Rockford	173
Total For County	3541

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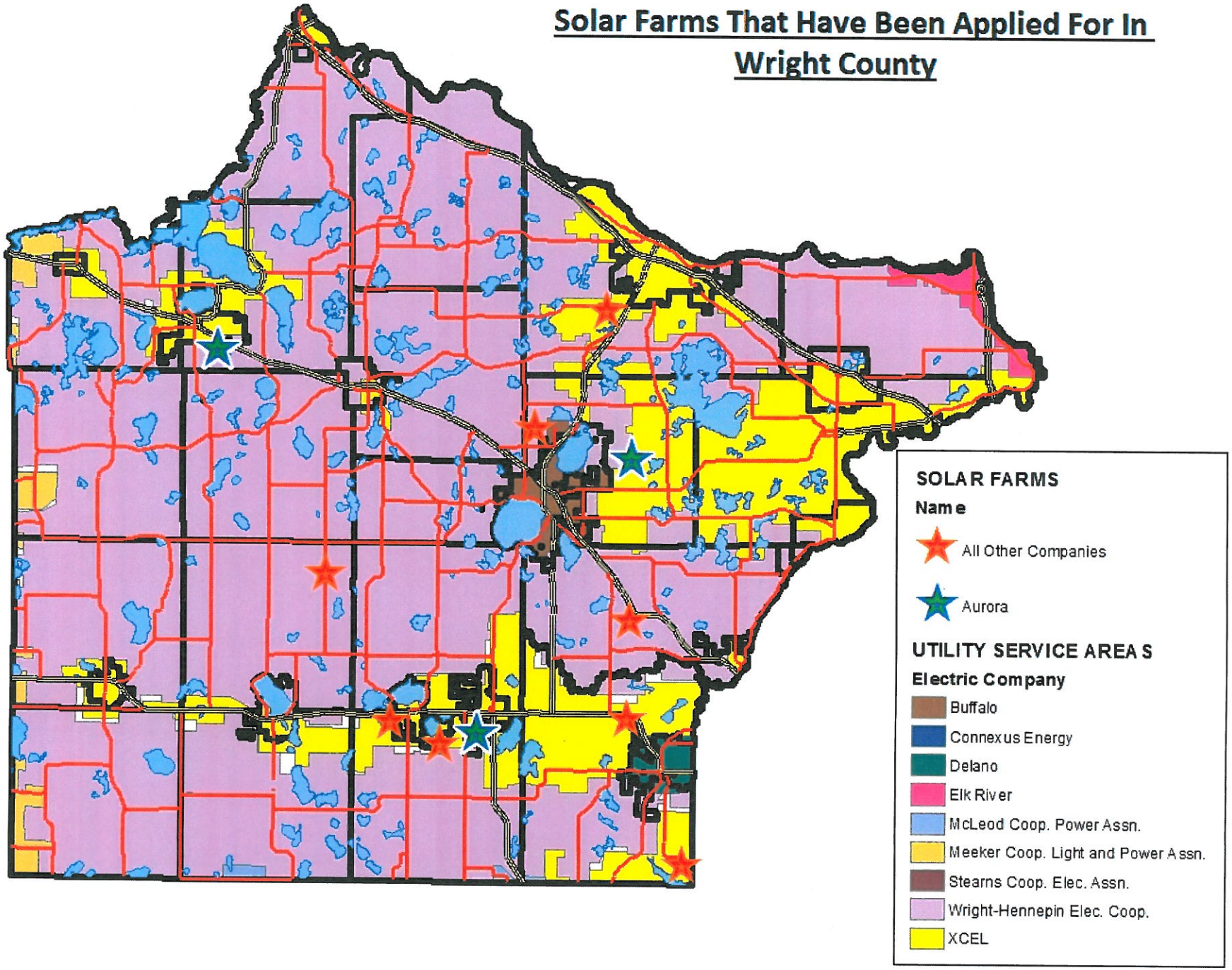
Solar Farms That Have Been Applied For In Wright County



Return to: Planning & Zoning
Wright County Government Center
10 Second Street NW – RM 140
Buffalo MN 55313

BOARD OF COUNTY COMMISSIONERS

WRIGHT COUNTY, MINNESOTA

ORDINANCE AMENDMENT NO._____

AMENDING THE WRIGHT COUNTY ZONING ORDINANCE CONCERNING:

SECTION 762.2 Solar Energy Farms & 762.3 Solar Energy Systems Requirements and Standards: Planning Commission will consider on restricted parcels of land zoned General Agricultural (AG).

(See attached)

STATE OF MINNESOTA)

)ss.

COUNTY OF WRIGHT)

I, Lee Kelly, duly appointed, qualified and acting County Coordinator for the County of Wright, State of Minnesota, do certify that the attached amendments were adopted by the Board of 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 on this day of

2016.

_____

Lee Kelly, County Coordinator

THE COUNTY BOARD OF WRIGHT COUNTY HEREBY ORDAINS:

The Wright County Zoning Ordinance is hereby amended as follows:

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

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

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

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

_____
Pat Sawatzke
Chairperson, County Board

_____
Lee Kelly
County Coordinator

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

BUILDING COMMITTEE
MINUTES
MARCH 9, 2016

MEMBERS PRESENT: Borrell (for Potter), Daleiden, and L. Kelly

OTHERS PRESENT: Hatfield, C. Nelson, Strobel, Tagarro

I. Annex Restroom / Custodial Closet – Schematic Design

Hatfield distributed a proposal from Hagen, Christensen & McILwain Architects (HCM) regarding architectural and engineering design services for the Wright County Government Center Restroom Upgrades – Phase 1 Design project (see attachment).

Daleiden said to move forward with the restroom schematic design. Borrell asked whether the expansion would create a family/unisex restroom or enlarge both the existing women's and men's restrooms. Daleiden said Hatfield recommends a completely barrier-free restroom for both women and men. Borrell said it is more cost-effective to leave the restrooms as they are and add the family/unisex accessible restroom. Hatfield said the first floor hall to the Motor Vehicle License Bureau gets lots of traffic. He preferred to start over with a new design.

Daleiden said they need the drawings first to be able to determine the project cost. Brad said both the women's and men's restrooms would be ADA compliant.

Kelly said the project would be funded out of Site Improvements.

Recommendation: Approve HCM Proposal for Architectural and Engineering Design Services for the Wright County Government Center Restroom Upgrades – Phase 1 Design Project, not to exceed $5,600, and $200 for Team Reimbursables.

II. IT Expansion

Tagarro distributed two office reconfiguration plans by Alternative Business Furniture, Inc. (ABF), Options 3 and 4. He said he prefers Option 4 (see attachments). ABF refurbishes Herman Miller workstation furniture and components. ABF provides a 12-year warranty, similar to Herman Miller.

Tagarro said the plan does not show a few walls that will be removed. He distributed a quote from Ernst Construction, Inc. regarding expanding existing Information Technology (IT) Department into the vacated Law Library and conference room (see attached). Tagarro said Conference Room 153 would be eliminated if this design is implemented. Those present discussed several potential changes to Option 4, including removing a door by the restroom expansion and another by the IT reception area.

Tagarro said his figures include the cost of an anti-static floor by the technician bench. They will re-use as many Herman Miller components in County inventory as possible; however, these are different shades of color from the newer versions at ABF.

Tagarro said he has no cost estimates for Option 4 yet. He will finalize the details and determine the necessary hardware and equipment. He referred to the Ernst quote regarding various aspects of the demolition and expansion. The consensus was to paint walls impacted by construction versus re-wallpaper them.

There was discussion regarding adding a door into the old employee lunchroom that now houses three cubicles for IT staff. Daleiden asked whether a 34 inch door instead of a 36 inch one would comply with code. Hatfield will investigate.

Daleiden said the new IT conference room should be available to other County employees since Conference Room 153 will be absorbed in the expansion. There was discussion about where to relocate the ITV equipment that is currently held in 153. Tagarro said the equipment is stored on a rolling cart, and can be moved wherever needed.

Tagarro said the Ernst Construction costs (including a 10 percent contingency fee) and HCM design costs total $27,060. There will be additional expenses for furniture and installation, as well as reconfiguring the security system, and running electrical and network connections to all work stations.

Daleiden said the entrance from the IT area into the former Law Library office is a priority. Tagarro said they also need a remote door access button moved in the reception area. Hatfield said Maintenance staff can take care of that.

There was a lengthy discussion regarding project priorities, replacing some carpet tiles, relocating staff during construction, color schemes, and scheduling electrical and security work.

Kelly said funding for the IT Expansion Project would come from Site Improvements.

There was discussion regarding changing the Conference Room Policy for Room 122 in light of the elimination of Conference Room 153. Currently, 122 is accessible only to County employees. It is slightly larger than 153, with a similar capacity. Nelson requested a cable lock on the floor of 122 to secure the ITV cart. Tagarro will follow up with Deb Schreiner in Administration regarding scheduling options available without 153.

Recommendation: Staff will act on the following:

1) **Verify demand for Conference Room 153;**
2) **Determine whether to open the wall to the Law Library and create a door to the IT Conference Room;**
3) **Find out what code requires for the IT Conference Room door width;**
4) **Obtain quotes from Excel, Wright Hennepin Security and other vendors for remaining project items.**

DRAFT

HAGEN, CHRISTENSEN & MCILWAIN
ARCHITECTS

Wright County Government Center
Restroom Upgrades – Phase 1 Design Proposal

February 22, 2016

Brad Hatfield, Facilities Manager
Wright County Administration
3800 Braddock Avenue N.E.
Buffalo, MN 55313

Dear Brad:

Thank you for requesting this proposal for architectural and engineering design services for the Wright County Government Center Restroom Upgrades – Phase 1 Design project. It has been a pleasure working with Wright County on the Highway Department project, and we look forward to the possibility of working together again.

What follows is our understanding of the project and our anticipated services and proposed fees.

We appreciate this opportunity to provide you our design services. If you have questions regarding this proposal, please give me a call. I look forward to hearing from you.

Sincerely,

Dan Lind, AIA, LEED® AP

A. Project Understanding:

In reviewing your email from January 13 and subsequent walk-through of the project area with you, we understand that the following items listed below are the design scope of work for the project.

- A barrier-free entrance and restroom area for both Men and Women
- Provide an additional (2) fixtures in each of the Men's and Women's restrooms
- Provide solid plastic toilet/urinal partitions
- Provide solid surface countertops with undermount sinks
- Provide (2) hand dryers per restroom

The restroom remodel will use the existing restroom footprint, plus available space in the existing janitor's closet and former law library as needed. A small janitor's closet would be requested for this location.

B. Scope of Services:

We propose that our services be as follows:

Schematic Design - This effort would include the schematic design services for developing a final option for contractor pricing.. Specific areas of analysis and work efforts for this phase will include:

- Provide up to (2) layout options for the proposed restroom remodel area
- Provide a site visit with M/E engineers to review and discuss the pro's/con's of each option
- Review the (2) options with Brad and potentially the Building Committee
- Revise the floor plan into one Preferred Option for contractor pricing, which will include a demolition plan and construction plan
- M & E Narratives suitable for contractor pricing
- Review the Preferred Option and associated pricing with Brad and potentially the Building Committee.

C. Compensation and Schedule:

We propose that the fees to complete the work would be on an hourly basis with a not to exceed fee as follows.

Project Item	Proposed Fees
Develop (2) floor plan options	$1,680.00
Site Visit (Arch/M/E) with Brad	$840.00
Revise floor plan into (1) Preferred Option – provide a demo and construction floor plans	$1,120.00
Develop M/E narratives	$1,680.00
Meetings (2)	$280.00
Total	**$5600.00**
Team Reimbursables	**$200.00**

At the end of Schematic Design, you will have a good understanding of what the Men's and Women's Restroom remodel will cost. Our drawings and M/E narratives will provide the detail to accomplish this.

This proposal does not include full structural, mechanical or electrical engineering schematic design services. At this time, these services are deemed not to be essential for the development of the schematic design but would be required for the future development and documentation of the project. Additional Services are provided per hour depending on staff level at your request, See Billable Rate Schedule below.

Reimbursable expenses such as, mileage, prints, will be billed at 1.0 times costs to the amount listed above.

HCM Architects P.A. currently employees the following personnel at the following rates:

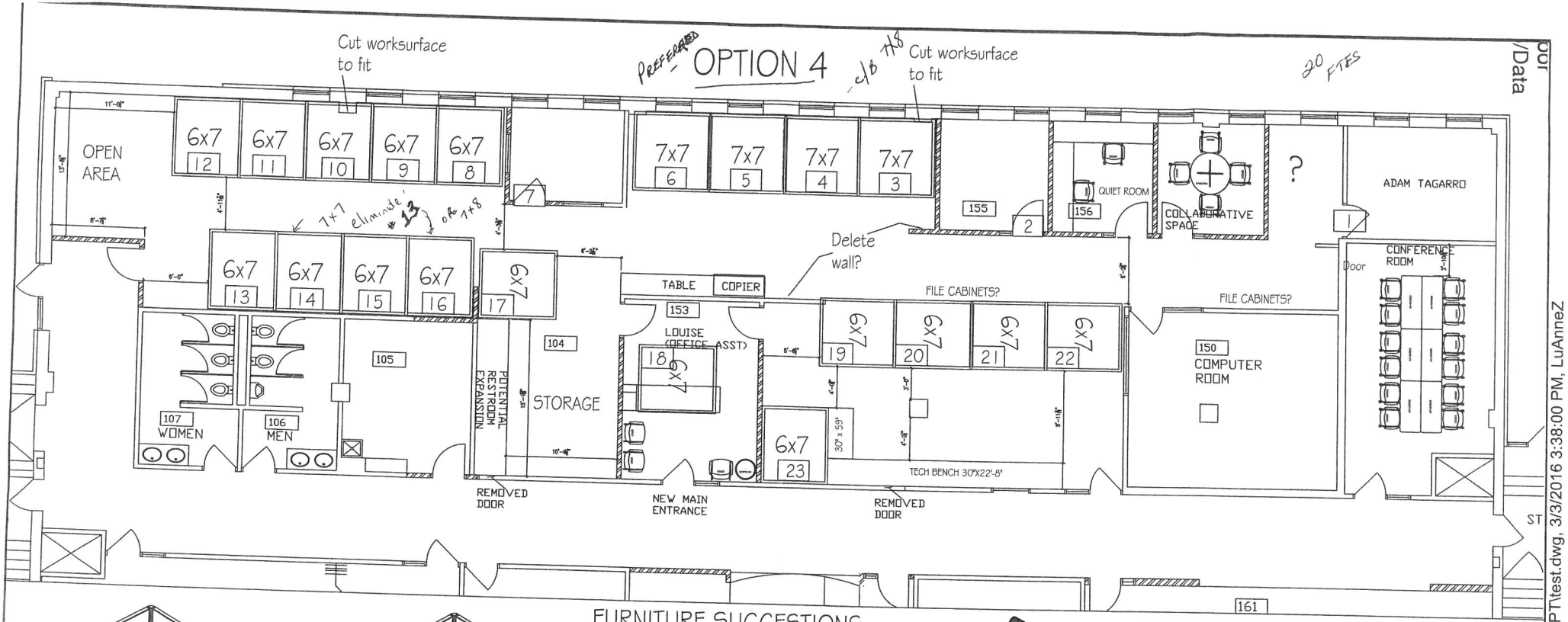
Staff	Billable Rate
Senior Principal Architect	$150 per hour
Principal Architect	$140 per hour
Architect	$125 per hour
Intern Architect	$110 per hour

Acceptance

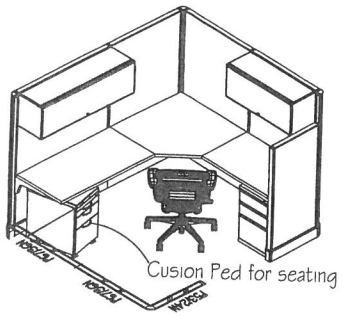
If this proposal meets with your approval, please indicate your authorization to proceed by signing the ACCEPTED BY and returning a copy to us. Should this proposal not be accepted within 60 days from the date of proposal or should the scope of the project or services vary from the stated assumptions, **Hagen, Christensen & McILwain Architects** reserves the right to review and update this proposal as necessary.

ACCEPTED BY:_____

DATE: _____



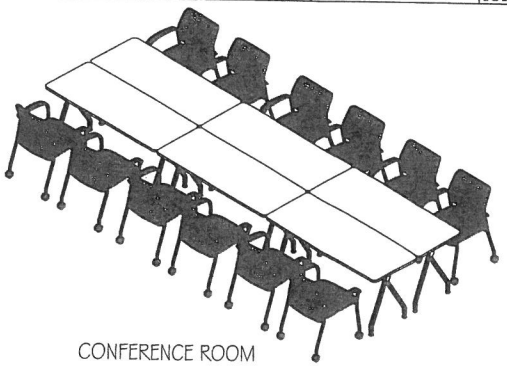
FURNITURE SUGGESTIONS



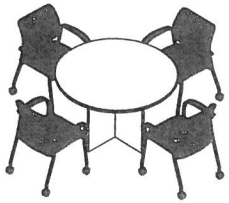
6'X7' TYPICAL WORKSTATION

6'X7' TYPICAL WORKSTATION

TABLET CHAIRS



CONFERENCE ROOM



COLLABORATIVE SPACE

All measurements need to be verified

ALTERNATIVE BUSINESS FURNITURE, INC.
6533 FLYING CLOUD DRIVE, SUITE 800
EDEN PRAIRIE, MN 55344
PHONE: 952.937.7688 FAX: 952.937.7691

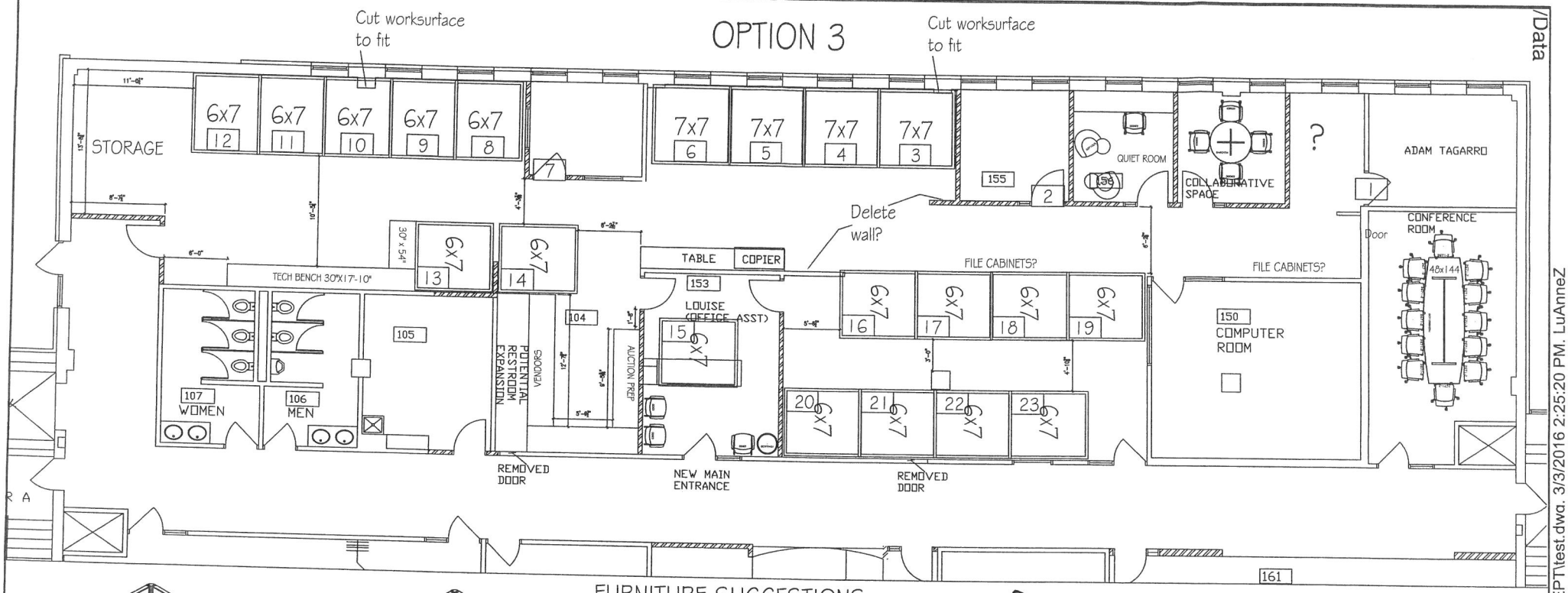
WRIGHT CO IT DEPT
OVERALL PLAN, IT RECONFIGURE, OPTION 4
10-2ND ST NW, BUFFALO, MN

CONTACT: ADAM TAGARRO, 763-682-7316

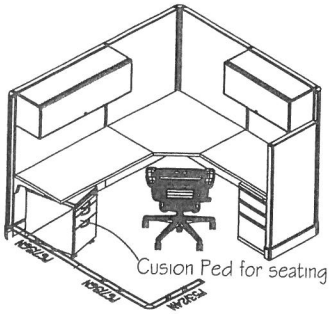
SCALE:	N.T.S.
DATE:	03.03.16
REVISIONS:	
DRAWN BY:	ZILKA

rawings\Wright County\Gov Center, First Floor, IT DEPT\test.dwg, 3/3/2016 3:38:00 PM, LuAnneZ

OPTION 3



FURNITURE SUGGESTIONS

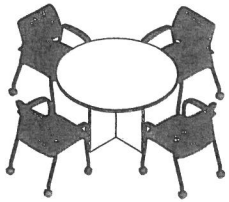


6'X7' TYPICAL WORKSTATION

6'X7' TYPICAL WORKSTATION

TABLET CHAIRS

CONFERENCE ROOM



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10-2ND ST NW, BUFFALO, MN

CONTACT: ADAM TAGARRO, 763-682-7316

SCALE: N.T.S.
DATE: 03.03.16
REVISIONS:
DRAWN BY: ZILKA
MEMTE VERIFIED

/Data
Drawings\Wright County\Gov Center. First Floor. IT DEPT\test.dwg. 3/3/2016 2:25:20 PM. LuAnneZ

ERNST GENERAL CONSTRUCTION, INC.

(612) 599-3152 "FOR ALL YOUR BUILDING PROJECTS" WWW.ERNSTINC.COM

COMMERCIAL AND RESIDENTIAL
NEW AND REMODEL

BONDED AND INSURED SERVING WRIGHT COUNTY AND THE SURROUNDING AREAS SINCE 1994 LICENSE # BC035550

INVOICE DATE: FEBRUARY 17, 2016

FOR: WRIGHT COUNTY GOVERNMENT CENTER
10 NW 2ND ST
BUFFALO, MN 55313

ATTENTION: ADAM TAGARRO
IT DIRECTOR

JOB LOCATION: IT DEPARTMENT IN THE MAIN BUILDING
OF THE WRIGHT COUNTY GOVERNMENT CENTER

JOB DESCRIPTION: EXPAND EXISTING IT DEPARTMENT INTO VACATED
LAW LIBRARY AND CONFERENCE ROOM

INCLUDES: LABOR, MATERIAL, AND TAX TO COMPLETE THE FOLLOWING:

DEMO PHASE

1- DEMO 2 WALLS IN EXPANSION AREA
2- DEMO ELECTRICAL AS NEEDED AFTER WALL REMOVAL
3- PATCH WALLS AND WALL PAPER AT WALL REMOVAL
4- PATCH CARPET AT WALL REMOVAL
5- PATCH ACCOUSTICAL CEILING
6- DISPOSE OF PROJECT DEBRIS

BUDGET NUMBER TO COMPLETE DEMO PHASE **$ 5,800.00**

CUT OPENING IN WALL TO CONNECT IT AND OLD LAW LIBRARY

1- CUT OPENING IN STEEL STUDDED, SHEETROCKED WALL
2- PATCH JAMBS OF NEW OPENING
3- DISPOSE OF PROJECT DEBRIS

BUDGET NUMBER TO CUT OPENING IN WALL **$ 1,800.00**

HALLWAY DOOR REMOVAL

1- REMOVE EXISTING DOOR AND FRAME
2- FRAME IN AND ROCK EXISTING OPENING
3- PATCH WALL PAPER AND FILL IN VINYL BASE

BUDGET NUMBER TO COMPLETE HALLWAY DOOR REMOVAL **PER DOOR** **$ 2,600.00**

OPTIONS

1- IN PLACE OF CARPET PATCHING AT WALL REMOVAL AREAS, REPLACE SECTION OF CARPET FROM OLD LAW LIBRARY WALL UP TO NEWER CARPET **$ 6,082.00**

2- ANTI-STATIC FLOORING IS AVAILABLE AT A COST OF $4.00 - $5.00 PER SQUARE FOOT

3- WALL PAPER PATCHING ASSUMES WRIGHT COUNTY HAS PAPER IN STORAGE, IF PAPER NEEDS TO BE PURCHASED, PRICE WOULD INCREASE BY $900.00 PER ROLL

THANK YOU FOR GIVING US THE OPPORTUNITY TO BID ON THIS PROJECT. WE LOOK FORWARD TO WORKING WITH YOU.
THIS ESTIMATE MAY BE REVISED OR WITHDRAWN 30 DAYS AFTER THE INVOICE DATE.

ERNST GENERAL CONSTRUCTION, INC.

(612) 599-3152 "FOR ALL YOUR BUILDING PROJECTS" WWW.ERNSTINC.COM

COMMERCIAL AND RESIDENTIAL
NEW AND REMODEL

BONDED AND INSURED SERVING WRIGHT COUNTY AND THE SURROUNDING AREAS SINCE 1994 LICENSE # BC035550

INVOICE DATE: FEBRUARY 24, 2016

FOR: WRIGHT COUNTY GOVERNMENT CENTER
10 NW 2ND ST
BUFFALO, MN 55313

ATTENTION: ADAM TAGARRO
IT DIRECTOR

JOB LOCATION: IT DEPARTMENT IN THE MAIN BUILDING
OF THE WRIGHT COUNTY GOVERNMENT CENTER

JOB DESCRIPTION: EXPAND EXISTING IT DEPARTMENT INTO VACATED
LAW LIBRARY AND CONFERENCE ROOM

INCLUDES: LABOR, MATERIAL, AND TAX TO COMPLETE THE FOLLOWING:

INSTALL DOOR TO OLD LUNCH ROOM

1- ENLARGE OPENING TO ACCEPT 3-0 STEEL DOOR FRAME
2- INSTALL NEW STEEL FRAME AND WOOD DOOR
3- FILL IN WALL ABOVE NEW DOOR
4- INSTALL NEW DOOR HARDWARE
5- PAINT NEW WALL AND STEEL FRAME
6- STAIN AND VARNISH NEW WOOD DOOR
7- DISPOSE OF PROJECT DEBRIS

BUDGETING NUMBER TO INSTALL DOOR TO OLD LUNCH ROOM **$3,500.00 – 4,000.00**

INCREASE SIZE OF EXISTING LAW LIBRARY OFFICE

1- DEMO ACCOUSTICAL CEILING AS NEEDED
2- DEMO 12 FT WALL AS NEEDED
3- BUILD NEW WALLS
   - ONE 18 INCH WALL EXTENSION
   - ONE 12 FOOT WALL WITH DOOR AND WINDOW
4- ADJUST ELECTRICAL AS NEEDED
5- REINSTALL STEEL FRAMES, WOOD DOOR, AND WINDOW GLASS
6- INSTALL WALL PAPER ON NEW WALL AND PATCH AT OLD WALL LOCATION
7- DISPOSE OF PROJECT DEBRIS

BUDGETING NUMBER TO INCREASE SIZE OF EXISTING OFFICE **$ 6,710.00**

THANK YOU FOR GIVING US THE OPPORTUNITY TO BID ON THIS PROJECT. WE LOOK FORWARD TO WORKING WITH YOU.
THIS ESTIMATE MAY BE REVISED OR WITHDRAWN 30 DAYS AFTER THE INVOICE DATE.

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

PERSONNEL COMMITTEE
MINUTES
MARCH 9, 2016

PRESENT: Sawatzke, Husom, and L. Kelly

OTHERS PRESENT: Gabrelcik, Day, C. Nelson, Tagarro

I. Request to Appoint Interim Recorder

Gabrelcik distributed a copy of Minnesota Statute 375.08: BOARD TO FILL VACANCIES IN COUNTY OFFICES (see attached). Based on this Statute, Kelly recommended appointing Deputy County Recorder Kelly Day as Interim County Recorder following Gabrelcik's retirement on 3/31/16.

Recommendation: Appoint Deputy County Recorder Kelly Day as Interim County Recorder.

II. Request to Hire Senior Systems Engineer Above 12 Percent of Beginning Hiring Wage

Kelly said there have been challenges finding a qualified candidate for this position. Tagarro confirmed that the current candidate is the eighth or ninth. This candidate requests compensation at the top of the Senior Systems Engineer pay range, or $81,000. At that rate, the candidate would incur a decrease in pay from their current position. The candidate has worked for a neighboring county in a similar position since 2011. Tagarro said he was impressed with his skill set.

Recommendation: Approve hiring Senior Systems Engineer Above 12 Percent of Beginning Hiring Wage at $81,000 Annually.

III. Request to Hire Facilities Services Director Above 12 Percent of Beginning Hiring Wage

Kelly said four candidates interviewed for this position. The most qualified candidate works in the private sector, and currently earns more than 12 percent above the beginning hiring wage for this position, including bonuses and a company vehicle. He has more than ten years of experience in facilities operation and real estate management of major office buildings, medical, retail, and industrial complexes. He oversees nearly one million square feet of facilities. The candidate holds a four-year degree in Business Management, with a minor in Communications. Kelly said his references were all positive. His background and team player attitude set him apart from other candidates.

Kelly said 12 percent above the beginning pay range is $74,000. The compensation range for this position is $66,539 to $93,163. The candidate is asking for $80,000 per year.

Recommendation: Approve Hiring Facilities Service Director Above 12 Percent of Beginning Hiring Range at $80,000 Annually.

DRAFT

2015 Minnesota Statutes

Authenticate

375.08 BOARD TO FILL VACANCIES IN COUNTY OFFICES.

When a vacancy occurs in the office of county auditor, county treasurer, county recorder, sheriff, county attorney, county surveyor, or coroner, the county board shall fill it by appointment. For that purpose it shall meet at the usual place of meeting, upon one day's notice from the chair or clerk, which shall be served personally upon each member in the same manner as a district court summons. The person appointed shall give the bond and take the oath required by law, and serve the remainder of the term, and until a successor qualifies. When a vacancy occurs in an office that has a chief deputy or first assistant, the chief deputy or first assistant may perform all the duties and functions of the office until it is filled by appointment by the county board.

History: *(659) RL s 425; 1939 c 153; 1976 c 181 s 2; 1978 c 706 s 65; 1984 c 629 s 2; 1986 c 444*

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WRIGHT COUNTY
REQUEST FOR BOARD ACTION

_____ ***BOARD MEETING DATE:*** _3-22-16_***CONSENT AGENDA:*** _____

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

_ADMINISTRATION_____.
ORIGINATING DEPARTMENT/SERVICE

x__Lee Kelly_____
_____
REQUESTOR'S SIGNATURE

_____
REVIEWED BY/DATE

BOARD ACTION REQUESTED:
Courts Feasibility Study Project Schedule

BACKGROUND/JUSTIFICATION:
Admin and Court Admin have been in contact with Wold architects regarding the schedule for the Courts Feasibility projects schedule. They are holding a kickoff meeting at 3 pm on 3/29/16. Project status updates are planned every two weeks following.

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

Print List in Order By: 2

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

Page Break By: 1

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name on Audit List?: N

Type of Audit List: D

D - Detailed Audit List
S - Condensed Audit List

Save Report Options?: N

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
5	DEPT			COUNTY BOARD		
1349	**CORPORATE PAYMENT SYSTEMS**					
	01-005-000-0000-6338		65.00	FREDERICKSON & BRYON		CONFERENCES & MEETINGS
1349	**CORPORATE PAYMENT SYSTEMS**		**65.00**	**1** Transactions		
1344	**MARCO**					
	01-005-000-0000-6301		1.02	PRINTER CHARGE MARCH 2016	3165114	REPAIRS & MAINTENANCE
1344	**MARCO**		**1.02**	**1** Transactions		
5	**DEPT Total:**		**66.02**	**COUNTY BOARD**	**2 Vendors**	**2 Transactions**
13	DEPT			COURT ADMINISTRATOR		
3782	**BENSON/SHARON**					
	01-013-000-0000-6270		100.00	JV 15 4554	2/24/2016	COURT APPOINTED COUNSEL
	01-013-000-0000-6270		100.00	JV 15 3104 JV 15 5931	2/25/2016	COURT APPOINTED COUNSEL
3782	**BENSON/SHARON**		**200.00**	**2** Transactions		
13621	**CORE PROFESSIONAL SERVICES**					
	01-013-000-0000-6261		800.00	CR 15 3181		PROFESSIONAL SERVICES
13621	**CORE PROFESSIONAL SERVICES**		**800.00**	**1** Transactions		
1203	**GABRIEL/CATHLEEN**					
	01-013-000-0000-6270		100.00	PR 15 5415 APPEARANCE 3/9/16		COURT APPOINTED COUNSEL
	01-013-000-0000-6270		100.00	F4 98 50434 APPEARANCE 3/10/16		COURT APPOINTED COUNSEL
	01-013-000-0000-6270		100.00	FA 08 8594 APPEARANCE 3/7/16		COURT APPOINTED COUNSEL
	01-013-000-0000-6270		100.00	FA 06 9371 APPEARANCE 3/4/16		COURT APPOINTED COUNSEL
	01-013-000-0000-6270		100.00	PR 16 542 APPEARANCE 3/8/16		COURT APPOINTED COUNSEL
	01-013-000-0000-6270		100.00	FA 10 7921 APPEARANCE 3/14/16		COURT APPOINTED COUNSEL
	01-013-000-0000-6270		100.00	FA 07 4286 APPEARANCE 3/10/16		COURT APPOINTED COUNSEL
	01-013-000-0000-6270		100.00	PR 14 5622 APPEARANCE 3/14/16		COURT APPOINTED COUNSEL
	01-013-000-0000-6270		100.00	FA 07 4286 APPEARANCE 3/3/16		COURT APPOINTED COUNSEL
	01-013-000-0000-6270		100.00	PR 15 5727 APPEARANCE 3/11/16		COURT APPOINTED COUNSEL
	01-013-000-0000-6270		100.00	FA 06 1674 APPEARANCE 2/25/16		COURT APPOINTED COUNSEL
1203	**GABRIEL/CATHLEEN**		**1,100.00**	**11** Transactions		
1511	**HOWARD/JOLANTA**					
	01-013-000-0000-6270		100.00	FA 09 7403 APPEARANCE 1/14/16		COURT APPOINTED COUNSEL
1511	**HOWARD/JOLANTA**		**100.00**	**1** Transactions		

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
2513	**PURICK/RYAN**					
	01-013-000-0000-6270		100.00	FA 10 3280 APPEARANCE 3/10/16		COURT APPOINTED COUNSEL
	01-013-000-0000-6270		100.00	FA 09 896 APPEARANCE 3/9/16		COURT APPOINTED COUNSEL
	01-013-000-0000-6270		100.00	F3 01 734 APPEARANCE 3/10/16		COURT APPOINTED COUNSEL
2513	**PURICK/RYAN**		**300.00**	**3** Transactions		
147	**RAMACCIOTTI/FRANK**					
	01-013-000-0000-6270		100.00	FA 12 3978 APPEARANCE 3/4/16		COURT APPOINTED COUNSEL
147	**RAMACCIOTTI/FRANK**		**100.00**	**1** Transactions		
3142	**SETTER/RANDI**					
	01-013-000-0000-6270		100.00	F2 01 50637 APPEARANCE 3/3/16		COURT APPOINTED COUNSEL
	01-013-000-0000-6270		100.00	FA 08 1422 APPEARANCE 3/3/16		COURT APPOINTED COUNSEL
3142	**SETTER/RANDI**		**200.00**	**2** Transactions		
2773	**TOLINS LLC/MILANA P**					
	01-013-000-0000-6270		100.00	JV 15 3679 APPEARANCE 3/9/16		COURT APPOINTED COUNSEL
2773	**TOLINS LLC/MILANA P**		**100.00**	**1** Transactions		
13	**DEPT Total:**		**2,900.00**	**COURT ADMINISTRATOR**	**8 Vendors**	**22 Transactions**
25	DEPT			COURT SERVICES		
2548	**ABRAHAMSON/BRIAN**					
	01-025-000-0000-6331		340.50	681 MILES		TRAVEL
2548	**ABRAHAMSON/BRIAN**		**340.50**	**1** Transactions		
3702	**ANOKA COUNTY FISCAL SERVICES**					
	01-025-000-0000-6265		16,302.00	FEB 2016 JUV DET FEES	624861	DETENTION
3702	**ANOKA COUNTY FISCAL SERVICES**		**16,302.00**	**1** Transactions		
5721	**CDW GOVERNMENT INC**					
	01-025-000-0000-6620		3,305.90	SURFACE BOOK,DOCK,ADAPTERS	CFL6174	COMPUTER OR SOFTWARE PURCHASES
5721	**CDW GOVERNMENT INC**		**3,305.90**	**1** Transactions		
1349	**CORPORATE PAYMENT SYSTEMS**					
	01-025-000-0000-6261		14.95	TEEN SAFE INC		PROFESSIONAL SERVICES
1349	**CORPORATE PAYMENT SYSTEMS**		**14.95**	**1** Transactions		
3717	**HIRMAN/ALEX**					

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	01-025-000-0000-6331		90.00	180 MILES		TRAVEL
3717	**HIRMAN/ALEX**		**90.00**	**1** Transactions		
6811	**HOLTHAUS/MELISSA**					
	01-025-000-0000-6331		33.00	66 MILES		TRAVEL
6811	**HOLTHAUS/MELISSA**		**33.00**	**1** Transactions		
2651	**MACMILLAN/MICHAEL**					
	01-025-000-0000-6331		363.50	727 MILES		TRAVEL
	01-025-000-0000-6331		237.00	474 MILES		TRAVEL
2651	**MACMILLAN/MICHAEL**		**600.50**	**2** Transactions		
1344	**MARCO**					
	01-025-000-0000-6411		106.71	COPIER STAPLES	3144417	OPERATING SUPPLIES
	01-025-000-0000-6301		283.42	PRINTER CHARGE MARCH 2016	3165114	REPAIRS & MAINTENANCE
1344	**MARCO**		**390.13**	**2** Transactions		
46490	**MINNESOTA MONITORING**					
	01-025-000-0000-6261		9,412.50	ADULT EHM JAN 2016	2227	PROFESSIONAL SERVICES
	01-025-000-0000-6265		209.25	JAN 2016 JUV CORR EHM FEES	2228	DETENTION
	01-025-000-0000-6265		462.00	JAN 2016 JUV DET EHM FEES	2229	DETENTION
	01-025-000-0000-6261		480.50	ADULT EHM JAN 2016	2230	PROFESSIONAL SERVICES
	01-025-000-0000-6261		10,853.25	ADULT EHM FEB 2016	2277	PROFESSIONAL SERVICES
	01-025-000-0000-6265		56.00	FEB 2016 JUV CORR EHM FEES	2278	DETENTION
	01-025-000-0000-6265		348.25	FEB 2016 JUV DET EHM FEES	2279	DETENTION
	01-025-000-0000-6261		124.00	ADULT EHM FEB 2016	2280	PROFESSIONAL SERVICES
46490	**MINNESOTA MONITORING**		**21,945.75**	**8** Transactions		
3624	**MN ASSN OF PRETRIAL SERVICE**					
	01-025-000-0000-6804		225.00	REGISTRATION		STAFF TRAINING
3624	**MN ASSN OF PRETRIAL SERVICE**		**225.00**	**1** Transactions		
645	**MN CORRECTIONS ASSOCIATION**					
	01-025-000-0000-6245		35.00	MEMBERSHIP	03870	MEMBERSHIPS, DUES & FEES
645	**MN CORRECTIONS ASSOCIATION**		**35.00**	**1** Transactions		
1588	**MULTI HEALTH SYSTEMS INC**					
	01-025-000-0000-6261		414.40	QUIKSCORE FORMS 5 PKGS LSI	848895	PROFESSIONAL SERVICES

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
1588	**MULTI HEALTH SYSTEMS INC**		**414.40**	**1** Transactions		
3921	**OFFICE DEPOT**					
	01-025-000-0000-6411		34.98	SUPPLIES 827759213001		OPERATING SUPPLIES
	01-025-000-0000-6411		51.62	SUPPLIES 827759307001		OPERATING SUPPLIES
3921	**OFFICE DEPOT**		**86.60**	**2** Transactions		
6396	**WEBB/JANELLE**					
	01-025-000-0000-6331		135.50	271 MILES		TRAVEL
6396	**WEBB/JANELLE**		**135.50**	**1** Transactions		
25	**DEPT Total:**		**43,919.23**	**COURT SERVICES**	**14 Vendors**	**24 Transactions**
31	DEPT			COUNTY COORDINATOR		
1349	**CORPORATE PAYMENT SYSTEMS**					
	01-031-000-0000-6245		275.59	MN DEPT COMMERCE	20401419	MEMBERSHIPS, DUES & FEES
1349	**CORPORATE PAYMENT SYSTEMS**		**275.59**	**1** Transactions		
3874	**HESSE/SUNNY**					
	01-031-000-0000-6331		66.00	132 MILES		TRAVEL
	01-031-000-0000-6331		15.00	REIMBURSE PARKING		TRAVEL
3874	**HESSE/SUNNY**		**81.00**	**2** Transactions		
1344	**MARCO**					
	01-031-000-0000-6301		12.33	PRINTER CHARGE MARCH 2016	3165114	REPAIRS & MAINTENANCE
1344	**MARCO**		**12.33**	**1** Transactions		
284	**MN COUNTIES COMPUTER COOPERATIVE**					
	01-031-000-0000-6260		1,323.75	2ND QTR 2016 MAINT/SUPPORT HR	1324	SOFTWARE OR SYSTEMS SUPPORT
284	**MN COUNTIES COMPUTER COOPERATIVE**		**1,323.75**	**1** Transactions		
2463	**MN SAFETY COUNCIL**					
	01-031-000-0000-6338		630.00	REGISTRATION SAFETY CONF X2	4688	CONFERENCES & MEETINGS
2463	**MN SAFETY COUNCIL**		**630.00**	**1** Transactions		
3921	**OFFICE DEPOT**					
	01-031-000-0000-6411		11.59	SUPPLIES 828088731001		OPERATING SUPPLIES
	01-031-000-0000-6411		74.98	SUPPLIES 826199853001		OPERATING SUPPLIES
	01-031-000-0000-6411		26.09	SUPPLIES 826199948001		OPERATING SUPPLIES

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
	01-031-000-0000-6411		40.98	SUPPLIES 828088509001		OPERATING SUPPLIES
	01-031-000-0000-6411		45.99	SUPPLIES 826199949001		OPERATING SUPPLIES
3921	**OFFICE DEPOT**		**199.63**	**5** Transactions		
3280	**RATWIK,ROSZAK,&MALONEY**					
	01-031-000-0000-6261		153.00	PROFESSIONAL SERVICES HR	50860005	PROFESSIONAL SERVICES
3280	**RATWIK,ROSZAK,&MALONEY**		**153.00**	**1** Transactions		
31	**DEPT Total:**		**2,675.30**	**COUNTY COORDINATOR**	**7 Vendors**	**12 Transactions**
41	DEPT			COUNTY AUDITOR-TREASURER		
5721	**CDW GOVERNMENT INC**					
	01-041-000-0000-6411		77.70	DATAVAC ELECTRIC DUSTER	BZP0970	OPERATING SUPPLIES
5721	**CDW GOVERNMENT INC**		**77.70**	**1** Transactions		
19621	**ECM PUBLISHERS INC**					
	01-041-000-0000-6235		39.00	SUBSCRIPTION		PUBLICATIONS & BROCHURES
19621	**ECM PUBLISHERS INC**		**39.00**	**1** Transactions		
1681	**HILDI INC**					
	01-041-000-0000-6262		205.00	GASB 45 ACTUARIAL DISCLOSURES		STATE AUDITOR-AUDITING
1681	**HILDI INC**		**205.00**	**1** Transactions		
1344	**MARCO**					
	01-041-000-0000-6301		171.67	PRINTER CHARGE MARCH 2016	3165114	REPAIRS & MAINTENANCE
1344	**MARCO**		**171.67**	**1** Transactions		
5486	**MARCO**					
	01-041-000-0000-6343		781.33	2/15/2016-3/15/2016	298772260	MACHINERY OR EQUIPMENT LEASES
5486	**MARCO**		**781.33**	**1** Transactions		
64036	**MINNESOTA STATE AUDITOR**					
	01-041-000-0000-6262		1,080.00	STANDARDS & PROCEDURES REVIEW	66876	STATE AUDITOR-AUDITING
	01-041-000-0000-6262		7,774.64	AUDIT SERVICES 1/27-2/23/2016	66877	STATE AUDITOR-AUDITING
64036	**MINNESOTA STATE AUDITOR**		**8,854.64**	**2** Transactions		
3921	**OFFICE DEPOT**					
	01-041-000-0000-6411		94.72	SUPPLIES 827106230001		OPERATING SUPPLIES
	01-041-000-0000-6411		16.90	SUPPLIES 819598351001		OPERATING SUPPLIES

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
	01-041-000-0000-6411		167.32	SUPPLIES 821634922001		OPERATING SUPPLIES
	01-041-000-0000-6411		13.04	SUPPLIES 824143394001		OPERATING SUPPLIES
	01-041-000-0000-6411		66.97	SUPPLIES 825096570001		OPERATING SUPPLIES
	01-041-000-0000-6411		34.47	SUPPLIES 822800070001		OPERATING SUPPLIES
	01-041-000-0000-6411		38.99	SUPPLIES 824143393001		OPERATING SUPPLIES
	01-041-000-0000-6411		6.93	SUPPLIES 819598152001		OPERATING SUPPLIES
	01-041-000-0000-6411		134.39	SUPPLIES 824143361001		OPERATING SUPPLIES
	01-041-000-0000-6411		1.99	SUPPLIES 822800070002		OPERATING SUPPLIES
	01-041-000-0000-6411		169.03	SUPPLIES 819598352001		OPERATING SUPPLIES
	01-041-000-0000-6411		207.97	SUPPLIES 822800173001		OPERATING SUPPLIES
3921	**OFFICE DEPOT**		**952.72**	**12** Transactions		
3442	**SCHMIDT/JACKIE**					
	01-041-000-0000-6411		1.76	REIMBURSE SUPPLIES		OPERATING SUPPLIES
3442	**SCHMIDT/JACKIE**		**1.76**	**1** Transactions		
4119	**STEREO OPTICAL COMPANY INC**					
	01-041-000-0000-6620		905.00	VISION SCREENING MACHINE DL	46340	COMPUTER OR SOFTWARE PURCHASES
4119	**STEREO OPTICAL COMPANY INC**		**905.00**	**1** Transactions		
41	**DEPT Total:**		**11,988.82**	**COUNTY AUDITOR-TREASURER**	**9 Vendors**	**21 Transactions**
63	DEPT			IT (INFORMATIONAL TECHNOLOGY)		
3842	**BROWN/JASON**					
	01-063-000-0000-6331		13.50	27 MILES		TRAVEL
3842	**BROWN/JASON**		**13.50**	**1** Transactions		
2609	**CENTURYLINK**					
	01-063-000-0000-6203		221.78	763 682 1312		TELEPHONE
2609	**CENTURYLINK**		**221.78**	**1** Transactions		
4020	**DELTAWARE DATA SOLUTIONS**					
	01-063-000-0000-6261		453.75	DIGITAL MICROSOFT SUPPORT	3031086	PROFESSIONAL SERVICES
4020	**DELTAWARE DATA SOLUTIONS**		**453.75**	**1** Transactions		
1344	**MARCO**					
	01-063-000-0000-6301		33.00	PRINTER CHARGE MARCH 2016	3165114	EQUIPMENT MAINTENANCE
1344	**MARCO**		**33.00**	**1** Transactions		

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3635	**MN COUNTY INFORMATION TECH LEADER**					
	01-063-000-0000-6338		250.00	MNCITLA MEMBERSHIP 2016		CONFERENCES & MEETINGS
3635	**MN COUNTY INFORMATION TECH LEADER**		**250.00**	**1** Transactions		
3921	**OFFICE DEPOT**					
	01-063-000-0000-6411		4.89	SUPPLIES 826876863001		OPERATING SUPPLIES
	01-063-000-0000-6411		52.06	SUPPLIES 82687671001		OPERATING SUPPLIES
3921	**OFFICE DEPOT**		**56.95**	**2** Transactions		
6915	**OFFICE OF MN IT SERVICES**					
	01-063-000-0000-6261		2,100.00	NETWORK CHARGES FEB 2016	16020488	PROFESSIONAL SERVICES
6915	**OFFICE OF MN IT SERVICES**		**2,100.00**	**1** Transactions		
1425	**SHI INTERNATIONAL CORP**					
	01-063-000-0000-6624		57,535.00	MICROSOFT ENTERPRISE AGREEMENT	B04648614	ENTERPRISE TECHNOLOGY
	01-063-000-0000-6624		2,880.00	CORECAL LIC FOR END USERS	B04655340	ENTERPRISE TECHNOLOGY
1425	**SHI INTERNATIONAL CORP**		**60,415.00**	**2** Transactions		
63	**DEPT Total:**		**63,543.98**	**IT (INFORMATIONAL TECHNOLOGY)**	**8 Vendors**	**10 Transactions**
71	DEPT			ELECTIONS		
2317	**DS SOLUTIONS INC**					
	01-071-000-0000-6411		337.50	2016 TEST BALLOTS/EDIT LIST	11126	OPERATING SUPPLIES
2317	**DS SOLUTIONS INC**		**337.50**	**1** Transactions		
1691	**MINNESOTA DEPARTMENT OF HUMAN SEI**					
	01-071-000-0000-6411		1,565.90	POSTAL VERIFICATION CARDS	A300IC86154	OPERATING SUPPLIES
1691	**MINNESOTA DEPARTMENT OF HUMAN SEI**		**1,565.90**	**1** Transactions		
3442	**SCHMIDT/JACKIE**					
	01-071-000-0000-6331		56.00	112 MILES		TRAVEL
3442	**SCHMIDT/JACKIE**		**56.00**	**1** Transactions		
3596	**SEACHANGE PRINTING AND MARKETING I**					
	01-071-000-0000-6411		1,934.46	ELECTION PROGRAM/BALLOTS	14433	OPERATING SUPPLIES
3596	**SEACHANGE PRINTING AND MARKETING I**		**1,934.46**	**1** Transactions		

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71	**DEPT Total:**		**3,893.86**	**ELECTIONS**	**4 Vendors**	**4 Transactions**
91	DEPT			COUNTY ATTORNEY		
1001	**ANOKA COUNTY SHERIFF**					
	01-091-000-0000-6263		11,932.42	REG FORENSIC LAB JAN 2016	22416	REGIONAL CRIME LAB
1001	**ANOKA COUNTY SHERIFF**		**11,932.42**	**1** Transactions		
2321	**KRYZER/GREG**					
	01-091-000-0000-6411		49.30	REIMBURSE PURCHASE		OPERATING SUPPLIES
2321	**KRYZER/GREG**		**49.30**	**1** Transactions		
1344	**MARCO**					
	01-091-000-0000-6301		67.50	COPIER REPAIRS	3027027	REPAIRS & MAINTENANCE
	01-091-000-0000-6301		203.50	PRINTER CHARGE MARCH 2016	3165114	REPAIRS & MAINTENANCE
1344	**MARCO**		**271.00**	**2** Transactions		
2180	**MN CONTINUING LEGAL EDUCATION**					
	01-091-000-0000-6338		220.00	REGISTRATION ASLESON	747788	CONFERENCES & MEETINGS
2180	**MN CONTINUING LEGAL EDUCATION**		**220.00**	**1** Transactions		
3921	**OFFICE DEPOT**					
	01-091-000-0000-6411		19.14	SUPPLIES 827519278001		OPERATING SUPPLIES
	01-091-000-0000-6411		199.30	SUPPLIES 827519180001		OPERATING SUPPLIES
	01-091-000-0000-6411		68.24	SUPPLIES 827519277001		OPERATING SUPPLIES
3921	**OFFICE DEPOT**		**286.68**	**3** Transactions		
6641	**THOMSON REUTERS WEST PUBLISHING C**					
	01-091-000-0000-6385		1,063.00	FEB BILLING	833561969	DATA PROCESSING
	01-091-000-0000-6235		721.94	MN RULES OF COURT PAMPHLETS	833644246	PUBLICATIONS & BROCHURES
6641	**THOMSON REUTERS WEST PUBLISHING C**		**1,784.94**	**2** Transactions		
91	**DEPT Total:**		**14,544.34**	**COUNTY ATTORNEY**	**6 Vendors**	**10 Transactions**
100	DEPT			OTHER GENERAL GOVERNMENT		
156	**ALBERTVILLE BODY SHOP INC**					
	01-100-000-0000-6353		382.10	REPAIRS 2014 FORD TAURUS SQUAD	5964	LIABILITY INSURANCE
156	**ALBERTVILLE BODY SHOP INC**		**382.10**	**1** Transactions		

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3301	**ALLINA HEALTH**					
	01-100-000-0000-6261		207.00	HEALTH HISTORIES/PHYSICALS	292197984	PROFESSIONAL SERVICES
3301	**ALLINA HEALTH**		**207.00**	**1** Transactions		
1709	**ALLINA HOSPITALS & CLINICS**					
	01-100-000-0000-6261		75.00	PRE PLACEMENT SCREEN	410000895	PROFESSIONAL SERVICES
	01-100-000-0000-6912		820.00	HEARTSAFE PACKAGE AED	410020489	SAFETY PROGRAM
1709	**ALLINA HOSPITALS & CLINICS**		**895.00**	**2** Transactions		
2022	**AMERICAN TOWER CORPORATION**					
	01-100-000-0000-6305		216.99	INFLATION ADJ ARMER RENT 2016	2135324	800MHZ MAINTENANCE EXPENSE
2022	**AMERICAN TOWER CORPORATION**		**216.99**	**1** Transactions		
6158	**ARAMARK SERVICES INC**					
	01-100-000-0000-6305		37.50	REFRESHMENTS REG MEETING	200723300	800MHZ MAINTENANCE EXPENSE
	01-100-000-0000-6808		40.00	REFRESHMENTS EMP RECEPTION	20072330090	EMPLOYEE ENHANCEMENT PROGRAM
6158	**ARAMARK SERVICES INC**		**77.50**	**2** Transactions		
10438	**CUSTOMIZED FIRE RESCUE TRAINING INC**					
	01-100-000-0000-6804		300.00	NIIMS 100/700 TRAINING GC	788	STAFF TRAINING
10438	**CUSTOMIZED FIRE RESCUE TRAINING INC**		**300.00**	**1** Transactions		
4079	**EMANUELSON PODAS**					
	01-100-000-0000-6605		5,416.54	LIGHTING RETROFIT PROJECT	8191	SITE IMPROVEMENTS-COURTHOUSE
4079	**EMANUELSON PODAS**		**5,416.54**	**1** Transactions		
1292	**HATFIELD/BRAD**					
	01-100-000-0000-6912		71.99	REIMBURSE SAFETY SHOES		SAFETY PROGRAM
1292	**HATFIELD/BRAD**		**71.99**	**1** Transactions		
33192	**INTEREUM INC**					
	01-100-000-0000-6605		3,045.92	FURNITURE BUILD OUT ASSESSOR	115541	SITE IMPROVEMENTS-COURTHOUSE
33192	**INTEREUM INC**		**3,045.92**	**1** Transactions		
3413	**MEND CORRECTIONAL CARE LLC**					
	01-100-000-0000-6261		170.09	HEP B VACCINATION	1189	PROFESSIONAL SERVICES
3413	**MEND CORRECTIONAL CARE LLC**		**170.09**	**1** Transactions		
59876	**RTS DRUG TESTING**					

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	01-100-000-0000-6261		250.00	RANDOM DRUG TESTING HR	7599	PROFESSIONAL SERVICES
	01-100-000-0000-6261		50.00	RANDOM DRUG TESTING 3/9/16	7629	PROFESSIONAL SERVICES
59876	**RTS DRUG TESTING**		**300.00**	**2** Transactions		
1538	**WRIGHT COUNTY HIGHWAY DEPT**					
	01-100-000-0000-6332		65.27	FUEL	446	FLEET VEHICLE USAGE
1538	**WRIGHT COUNTY HIGHWAY DEPT**		**65.27**	**1** Transactions		
1535	**WRIGHT HENNEPIN ELECTRIC**					
	01-100-000-0000-6605		1,890.00	150 1688 8215 INSTALL/EQUIP		SITE IMPROVEMENTS-COURTHOUSE
1535	**WRIGHT HENNEPIN ELECTRIC**		**1,890.00**	**1** Transactions		
100	**DEPT Total:**		**13,038.40**	**OTHER GENERAL GOVERNMENT**	**13 Vendors**	**16 Transactions**
101	DEPT			COUNTY RECORDER		
1344	**MARCO**					
	01-101-000-0000-6301		204.43	PRINTER CHARGE MARCH 2016	3165114	REPAIRS & MAINTENANCE
1344	**MARCO**		**204.43**	**1** Transactions		
101	**DEPT Total:**		**204.43**	**COUNTY RECORDER**	**1 Vendors**	**1 Transactions**
103	DEPT			SURVEYOR		
607	**BUFF N GLO INC**					
	01-103-000-0000-6452		13.78	CAR WASHES		VEHICLE MAINTENANCE
607	**BUFF N GLO INC**		**13.78**	**1** Transactions		
7340	**JOBE/STEVEN**					
	01-103-000-0000-6804		150.00	TRAINING REIMBURSEMENT		STAFF TRAINING
7340	**JOBE/STEVEN**		**150.00**	**1** Transactions		
1129	**SCHNEIDER CORPORATION**					
	01-103-000-0000-6260		4,422.00	BEACON WEB HOSTING 2016 2ND Q	167078	SOFTWARE OR SYSTEMS SUPPORT
1129	**SCHNEIDER CORPORATION**		**4,422.00**	**1** Transactions		
3336	**WARNING LITES OF MN INC**					
	01-103-000-0000-6804		139.80	TRAFFIC CONTROL SEMINAR X4	154490	STAFF TRAINING
3336	**WARNING LITES OF MN INC**		**139.80**	**1** Transactions		

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103	**DEPT Total:**		**4,725.58**	**SURVEYOR**	**4 Vendors**	**4 Transactions**
105	DEPT			ASSESSOR		
6854	**ANDERSON/CONRAD**					
	01-105-000-0000-6804		50.00	REIMBURSE IAAO COURSE FEE		STAFF TRAINING
6854	**ANDERSON/CONRAD**		**50.00**	**1** Transactions		
1344	**MARCO**					
	01-105-000-0000-6301		43.33	PRINTER CHARGE MARCH 2016	3165114	REPAIRS & MAINTENANCE
1344	**MARCO**		**43.33**	**1** Transactions		
5486	**MARCO**					
	01-105-000-0000-6343		358.05	2/15/2016-3/15/2016	299675348	MACHINERY OR EQUIPMENT LEASES
5486	**MARCO**		**358.05**	**1** Transactions		
3075	**MN AREA ASSOCIATION OF REALTORS**					
	01-105-000-0000-6245		1,521.00	MLS DUES X14		MEMBERSHIPS, DUES & FEES
3075	**MN AREA ASSOCIATION OF REALTORS**		**1,521.00**	**1** Transactions		
2180	**MN CONTINUING LEGAL EDUCATION**					
	01-105-000-0000-6804		335.00	STAFF TRAINING TONY	748360	STAFF TRAINING
	01-105-000-0000-6804		335.00	STAFF TRAINING TAMMY	748368	STAFF TRAINING
2180	**MN CONTINUING LEGAL EDUCATION**		**670.00**	**2** Transactions		
3921	**OFFICE DEPOT**					
	01-105-000-0000-6411		17.99	SUPPLIES 827206494001		OPERATING SUPPLIES
	01-105-000-0000-6411		94.23	SUPPLIES 827963481001		OPERATING SUPPLIES
	01-105-000-0000-6411		2.50	SUPPLIES 827963556001		OPERATING SUPPLIES
	01-105-000-0000-6411		49.07	SUPPLIES 827205569001		OPERATING SUPPLIES
3921	**OFFICE DEPOT**		**163.79**	**4** Transactions		
5340	**THINGVOLD/LORI**					
	01-105-000-0000-6245		100.00	REIMBURSE MAAO DUES		MEMBERSHIPS, DUES & FEES
5340	**THINGVOLD/LORI**		**100.00**	**1** Transactions		
6392	**TRIPLETT/KEITH**					
	01-105-000-0000-6804		100.00	REIMBURSE TRAINING		STAFF TRAINING
6392	**TRIPLETT/KEITH**		**100.00**	**1** Transactions		

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105	**DEPT Total:**		**3,006.17**	**ASSESSOR**	**8 Vendors**	**12 Transactions**
107	DEPT			PLANNING AND ZONING		
3591	**AARESTAD/PAUL**					
	01-107-000-0000-6114		120.00	BOARD OF ADJUSTMENT PER DIEM		PER DIEM-P & Z BOARD
	01-107-000-0000-6114		25.00	50 MILES		PER DIEM-P & Z BOARD
3591	**AARESTAD/PAUL**		**145.00**	**2** Transactions		
4817	**HERALD JOURNAL PUBLISHING INC**					
	01-107-000-0000-6235		20.56	PUBLICATION LEGAL NOTICES		PUBLICATIONS & BROCHURES
4817	**HERALD JOURNAL PUBLISHING INC**		**20.56**	**1** Transactions		
2167	**LEBOVSKY/GARY**					
	01-107-000-0000-6235		98.00	REIMBURSE CODE BOOK		PUBLICATIONS & BROCHURES
2167	**LEBOVSKY/GARY**		**98.00**	**1** Transactions		
2250	**MACPZA**					
	01-107-000-0000-6245		225.00	RENEW ANNUAL MEMBERSHIP DUES	X3	MEMBERSHIPS, DUES & FEES
2250	**MACPZA**		**225.00**	**1** Transactions		
1344	**MARCO**					
	01-107-000-0000-6301		9.17	PRINTER CHARGE MARCH 2016	3165114	REPAIRS & MAINTENANCE
1344	**MARCO**		**9.17**	**1** Transactions		
5486	**MARCO**					
	01-107-000-0000-6343		426.50	2/15/2016-3/15/2016	298518978	MACHINERY OR EQUIPMENT LEASES
5486	**MARCO**		**426.50**	**1** Transactions		
1487	**MN DEPARTMENT OF LABOR & INDUSTRY**					
	01-107-000-0000-5830		235.00	FEB SURCHARGE 24334171000		MISCELLANEOUS REVENUE
1487	**MN DEPARTMENT OF LABOR & INDUSTRY**		**235.00**	**1** Transactions		
2843	**QUIGGLE/CHARLOTTE**					
	01-107-000-0000-6114		120.00	BOARD OF ADJ PER DIEM		PER DIEM-P & Z BOARD
	01-107-000-0000-6114		30.00	60 MILES		PER DIEM-P & Z BOARD
2843	**QUIGGLE/CHARLOTTE**		**150.00**	**2** Transactions		
2045	**SCHERMANN/ROBERT D**					
	01-107-000-0000-6114		120.00	BOARD OF ADJ PER DIEM		PER DIEM-P & Z BOARD

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	01-107-000-0000-6114		50.00	100 MILES		PER DIEM-P & Z BOARD
2045	**SCHERMANN/ROBERT D**		**170.00**	**2** Transactions		
1538	**WRIGHT COUNTY HIGHWAY DEPT**					
	01-107-000-0000-6451		200.87	FUEL	444	FUEL - LUBE ETC
1538	**WRIGHT COUNTY HIGHWAY DEPT**		**200.87**	**1** Transactions		
1537	**WRIGHT COUNTY JOURNAL PRESS**					
	01-107-000-0000-6235		39.00	SUBSCRIPTION		PUBLICATIONS & BROCHURES
1537	**WRIGHT COUNTY JOURNAL PRESS**		**39.00**	**1** Transactions		
107	**DEPT Total:**		**1,719.10**	**PLANNING AND ZONING**	**11 Vendors**	**14 Transactions**
111	DEPT			BUILDING CARE		
6156	**AMERIPRIDE SERVICES**					
	01-111-000-0000-6301		38.38-	CREDIT	50289	REPAIRS & MAINTENANCE
	01-111-000-0000-6302		46.64-	CREDIT	51443	JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6301		107.53	UNIFORMS GC 02/2/2016	744605	REPAIRS & MAINTENANCE
	01-111-000-0000-6302		48.44	UNIFORMS LEC 2/02/16	744622	JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6301		104.78	UNIFORMS GC 02/9/2016	747275	REPAIRS & MAINTENANCE
	01-111-000-0000-6302		48.44	UNIFORMS LEC 2/09/16	747293	JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6301		104.78	UNIFORMS GC 02/16/2016	749560	REPAIRS & MAINTENANCE
	01-111-000-0000-6302		52.43	UNIFORMS LEC 2/16/16	749577	JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6301		104.78	UNIFORMS GC 02/23/2016	752390	REPAIRS & MAINTENANCE
	01-111-000-0000-6302		51.83	UNIFORMS LEC 2/23/16	752421	JAIL/LEC REPAIRS AND MAINTENANCE
6156	**AMERIPRIDE SERVICES**		**537.99**	**10** Transactions		
1075	**BUFFALO/CITY OF**					
	01-111-000-0000-6251		3,587.64	08 052100 03		UTILITY SERVICES
	01-111-000-0000-6251		1,600.00	02 068010 00		UTILITY SERVICES
	01-111-000-0000-6251		198.42	01 147020 03		UTILITY SERVICES
	01-111-000-0000-6251		5,570.96	02 069000 00		UTILITY SERVICES
	01-111-000-0000-6251		193.42	11 059855 00		UTILITY SERVICES
	01-111-000-0000-6251		12,430.77	02 068000 00		UTILITY SERVICES
1075	**BUFFALO/CITY OF**		**23,581.21**	**6** Transactions		
5974	**CENTER POINT ENERGY**					
	01-111-000-0000-6409		310.03	7410820 0		JAIL/LEC FUEL FOR BUILDING

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5974	**CENTER POINT ENERGY**		**310.03**	**1** Transactions		
2609	**CENTURYLINK**					
	01-111-000-0000-6251		74.81	763 682 2411 493		UTILITY SERVICES
	01-111-000-0000-6252		142.12	763 682 4945 693		JAIL/LEC UTILITY SERVICES
2609	**CENTURYLINK**		**216.93**	**2** Transactions		
1349	**CORPORATE PAYMENT SYSTEMS**					
	01-111-000-0000-6302		399.76	BDS LAUNDRY SYSTEMS	311527	JAIL/LEC REPAIRS AND MAINTENANCE
1349	**CORPORATE PAYMENT SYSTEMS**		**399.76**	**1** Transactions		
2546	**CST DISTRIBUTION LLC**					
	01-111-000-0000-6412		1,151.64	SOLAR SALT LEC	16601	JAIL/LEC OPERATING SUPPLIES
2546	**CST DISTRIBUTION LLC**		**1,151.64**	**1** Transactions		
2812	**GRAINGER**					
	01-111-000-0000-6302		102.08	SUPPLIES	9037744787	JAIL/LEC REPAIRS AND MAINTENANCE
2812	**GRAINGER**		**102.08**	**1** Transactions		
2884	**GREEN INTERIORS**					
	01-111-000-0000-6301		450.00	MONTHLY PLANT SERVICE	200666	REPAIRS & MAINTENANCE
2884	**GREEN INTERIORS**		**450.00**	**1** Transactions		
2001	**HILLYARD INC - MINNEAPOLIS**					
	01-111-000-0000-6302		75.49	SUPPLIES	601981168	JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6411		4,607.82	SUPPLIES	601990525	OPERATING SUPPLIES
	01-111-000-0000-6412		75.49	SUPPLIES	601990545	JAIL/LEC OPERATING SUPPLIES
	01-111-000-0000-6412		3,188.33	SUPPLIES	601990546	JAIL/LEC OPERATING SUPPLIES
	01-111-000-0000-6412		53.72	SUPPLIES	700226288	JAIL/LEC OPERATING SUPPLIES
2001	**HILLYARD INC - MINNEAPOLIS**		**8,000.85**	**5** Transactions		
7510	**MENARDS - BUFFALO**					
	01-111-000-0000-6302		7.38	SUPPLIES	6926	JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6621		699.00	FRIDGE FOR COURTS	6988	FURNITURE & EQUIPMENT
	01-111-000-0000-6302		27.50	SUPPLIES	7345	JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6301		134.51	SUPPLIES	7367	REPAIRS & MAINTENANCE
	01-111-000-0000-6302		11.79	SUPPLIES	7426	JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6301		47.90	SUPPLIES	7514	REPAIRS & MAINTENANCE
	01-111-000-0000-6301		27.29	SUPPLIES	7553	REPAIRS & MAINTENANCE

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	01-111-000-0000-6302		12.92	SUPPLIES	7570	JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6302		19.80	SUPPLIES	7576	JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6302		43.56	SUPPLIES	7740	JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6302		51.48	SUPPLIES	7761	JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6302		45.98	SUPPLIES	7814	JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6301		17.69	SUPPLIES	7828	REPAIRS & MAINTENANCE
	01-111-000-0000-6301		4.49	SUPPLIES	7931	REPAIRS & MAINTENANCE
	01-111-000-0000-6302		87.35	SUPPLIES	7947	JAIL/LEC REPAIRS AND MAINTENANCE
7510	**MENARDS - BUFFALO**		**1,238.64**	**15** Transactions		
5818	**MN DEPARTMENT OF LABOR & INDUSTRY**					
	01-111-000-0000-6245		100.00	BOILER LIC	ABR1368791	MEMBERSHIPS, DUES & FEES
5818	**MN DEPARTMENT OF LABOR & INDUSTRY**		**100.00**	**1** Transactions		
56623	**ROB'S CUSTOM UPHOLSTERY INC**					
	01-111-000-0000-6621		475.00	BLINDS SERVER ROOM GC	50349339	FURNITURE & EQUIPMENT
	01-111-000-0000-6621		930.00	BLINDS 4TH FLOOR GC	50349469	FURNITURE & EQUIPMENT
56623	**ROB'S CUSTOM UPHOLSTERY INC**		**1,405.00**	**2** Transactions		
6140	**RUSSELL SECURITY RESOURCE INC**					
	01-111-000-0000-6302		2,000.00	REPAIRS POWER DOOR LEC	27160	JAIL/LEC REPAIRS AND MAINTENANCE
6140	**RUSSELL SECURITY RESOURCE INC**		**2,000.00**	**1** Transactions		
3651	**SUMMIT COMPANIES**					
	01-111-000-0000-6302		277.50	ANNUAL INSPECTION CO2 LEC	1108853	JAIL/LEC REPAIRS AND MAINTENANCE
3651	**SUMMIT COMPANIES**		**277.50**	**1** Transactions		
3687	**VOSS LIGHTING**					
	01-111-000-0000-6412		988.80	BULBS LEC	1528106400	JAIL/LEC OPERATING SUPPLIES
3687	**VOSS LIGHTING**		**988.80**	**1** Transactions		
3741	**WASTE MANAGEMENT OF WI-MN**					
	01-111-000-0000-6252		305.59	WASTE DISPOSAL LEC 3/1/16	689243415932	JAIL/LEC UTILITY SERVICES
3741	**WASTE MANAGEMENT OF WI-MN**		**305.59**	**1** Transactions		
1535	**WRIGHT HENNEPIN ELECTRIC**					
	01-111-000-0000-6251		68.85	050 1429 5800		UTILITY SERVICES
	01-111-000-0000-6251		19.95	150 1688 8215		UTILITY SERVICES
	01-111-000-0000-6251		27.95	150 1683 1028		UTILITY SERVICES

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	01-111-000-0000-6251		139.35	050 1427 3200		UTILITY SERVICES
	01-111-000-0000-6252		45.90	150 1690 5904		JAIL/LEC UTILITY SERVICES
	01-111-000-0000-6252		47.95	150 1683 4363		JAIL/LEC UTILITY SERVICES
	01-111-000-0000-6252		38.96	150 1690 5805		JAIL/LEC UTILITY SERVICES
1535	**WRIGHT HENNEPIN ELECTRIC**		**388.91**	**7** Transactions		
4421	**ZIEGLER CAT**					
	01-111-000-0000-6302		13,577.00	MAINT GENERATORS LEC 2016-2017	E8957403	JAIL/LEC REPAIRS AND MAINTENANCE
4421	**ZIEGLER CAT**		**13,577.00**	**1** Transactions		
111	**DEPT Total:**		**55,031.93**	**BUILDING CARE**	**18 Vendors**	**58 Transactions**
121	DEPT			VETERANS SERVICE		
1344	**MARCO**					
	01-121-000-0000-6301		27.51	PRINTER CHARGE MARCH 2016	3165114	REPAIRS & MAINTENANCE
1344	**MARCO**		**27.51**	**1** Transactions		
2726	**WRIGHT COUNTY AG SOCIETY**					
	01-121-000-0000-6338		200.00	SPACE RENTAL FAIR 50%		CONFERENCES & MEETINGS
	01-121-000-0000-6338		40.00	DAILY ADMISSION FAIR X4 50%		CONFERENCES & MEETINGS
2726	**WRIGHT COUNTY AG SOCIETY**		**240.00**	**2** Transactions		
121	**DEPT Total:**		**267.51**	**VETERANS SERVICE**	**2 Vendors**	**3 Transactions**
201	DEPT			SHERIFF		
2003	**ADVANTAGE EMBLEM INC**					
	01-201-000-0000-6453		326.00	RESERVE PATCHES	0392750	SHERIFF AUXILIARY UNITS
2003	**ADVANTAGE EMBLEM INC**		**326.00**	**1** Transactions		
1001	**ANOKA COUNTY SHERIFF**					
	01-201-000-0000-6263		11,932.42	REG FORENSIC LAB JAN 2016	22416	REGIONAL CRIME LAB
1001	**ANOKA COUNTY SHERIFF**		**11,932.42**	**1** Transactions		
462	**ATOM**					
	01-201-000-0000-6804		300.00	FTO SCHAAP,BURTON	17687239072680	STAFF TRAINING
462	**ATOM**		**300.00**	**1** Transactions		
607	**BUFF N GLO INC**					

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	01-201-000-0000-6452		121.16	FEB 2016 CAR WASHES		VEHICLE MAINTENANCE
607	**BUFF N GLO INC**		**121.16**	**1** Transactions		
5406	**BUFFALO HOSPITAL**					
	01-201-000-0000-6261		60.49	SANE EXAM ICR BPD #15009811	EH5891251000	PROFESSIONAL SERVICES
	01-201-000-0000-6261		60.49	SANE EXAM ICR 15069589	EH5921699600	PROFESSIONAL SERVICES
5406	**BUFFALO HOSPITAL**		**120.98**	**2** Transactions		
4902	**BURDAS TOWING**					
	01-201-000-0000-6261		218.00	16005404		PROFESSIONAL SERVICES
4902	**BURDAS TOWING**		**218.00**	**1** Transactions		
3254	**CENTRACARE HEALTH MONTICELLO**					
	01-201-000-0000-6261		372.03	SANE EXAM ICR 16002284	22020193201	PROFESSIONAL SERVICES
3254	**CENTRACARE HEALTH MONTICELLO**		**372.03**	**1** Transactions		
2609	**CENTURYLINK**					
	01-201-000-0000-6301		70.54	612 E60 0047 389	3/1/16	REPAIRS & MAINTENANCE
	01-201-000-0000-6301		70.54	612 B60 0057 390	3/1/16	REPAIRS & MAINTENANCE
	01-201-000-0000-6301		423.24	612 E60 0024 457	3/1/16	REPAIRS & MAINTENANCE
2609	**CENTURYLINK**		**564.32**	**3** Transactions		
950	**COTTEN/DANIEL**					
	01-201-000-0000-6331		91.62	REIMBURSE MOTEL K9 TRIALS		TRAVEL
	01-201-000-0000-6334		33.00	REIMBURSE MEALS W/LODGING K9		MEALS
950	**COTTEN/DANIEL**		**124.62**	**2** Transactions		
6793	**DALES AUTO REPAIR & TOWING**					
	01-201-000-0000-6261		120.00	16006137 SQUAD 867		PROFESSIONAL SERVICES
6793	**DALES AUTO REPAIR & TOWING**		**120.00**	**1** Transactions		
3064	**EMERGENCY AUTOMOTIVE TECH INC**					
	01-201-000-0000-6452		1,095.00	REPAIR SQUADS	RS4329	VEHICLE MAINTENANCE
3064	**EMERGENCY AUTOMOTIVE TECH INC**		**1,095.00**	**1** Transactions		
3630	**H & H SPORT SHOP INC**					
	01-201-000-0000-6452		25.00	FEB 2016 CAR WASHES		VEHICLE MAINTENANCE
3630	**H & H SPORT SHOP INC**		**25.00**	**1** Transactions		

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4817	**HERALD JOURNAL PUBLISHING INC**					
	01-201-000-0000-6261		1.50	UNCLAIMED ITEMS NOTICE	2/29/16	PROFESSIONAL SERVICES
4817	**HERALD JOURNAL PUBLISHING INC**		**1.50**	**1** Transactions		
7360	**HOLIDAY**					
	01-201-000-0000-6452		20.29	CAR WASHES	2/28/2016	VEHICLE MAINTENANCE
7360	**HOLIDAY**		**20.29**	**1** Transactions		
3852	**JACK'S OF COKATO INC**					
	01-201-000-0000-6452		66.40	FEB 2016 CAR WASHES	2/29/16	VEHICLE MAINTENANCE
3852	**JACK'S OF COKATO INC**		**66.40**	**1** Transactions		
7366	**KARELS TOWING**					
	01-201-000-0000-6261		185.00	16006123		PROFESSIONAL SERVICES
7366	**KARELS TOWING**		**185.00**	**1** Transactions		
5756	**KEEPRS INC**					
	01-201-000-0000-6453		51.58	RESERVE ITEMS	302260	SHERIFF AUXILIARY UNITS
5756	**KEEPRS INC**		**51.58**	**1** Transactions		
2480	**LAURENT/MICHAEL**					
	01-201-000-0000-6331		196.30	REIMBURSE MOTEL BACKGROUNDS		TRAVEL
2480	**LAURENT/MICHAEL**		**196.30**	**1** Transactions		
1344	**MARCO**					
	01-201-000-0000-6343		797.92	PRINTER CHARGE MARCH 2016	3165114	MACHINERY OR EQUIPMENT LEASES
1344	**MARCO**		**797.92**	**1** Transactions		
5486	**MARCO**					
	01-201-000-0000-6343		1,032.00	2/15/16-3/15/16	298519356	MACHINERY OR EQUIPMENT LEASES
5486	**MARCO**		**1,032.00**	**1** Transactions		
69	**MN BUREAU OF CRIMINAL APPREHENSIOI**					
	01-201-000-0000-6804		285.00	DARE TORKELSON	34787012516	STAFF TRAINING
69	**MN BUREAU OF CRIMINAL APPREHENSIOI**		**285.00**	**1** Transactions		
1331	**MN SHERIFFS ASSOCIATION**					
	01-201-000-0000-6804		120.00	DATA PRACTICES KAUFMAN	109640	STAFF TRAINING

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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
1331	**MN SHERIFFS ASSOCIATION**		**120.00**	**1** Transactions		
3844	**NET TRANSCRIPTS INC**					
	01-201-000-0000-6261		268.65	TRANSCRIBE STATEMENTS	5858	PROFESSIONAL SERVICES
	01-201-000-0000-6261		429.84	TRANSCRIBE STATEMENTS	6414	PROFESSIONAL SERVICES
3844	**NET TRANSCRIPTS INC**		**698.49**	**2** Transactions		
1316	**NORTHLAND BUSINESS SYSTEMS INC**					
	01-201-000-0000-6260		5,405.83	LIBERTY MAINT 3/3/16-3/2/17	65126	SOFTWARE OR SYSTEMS SUPPORT
1316	**NORTHLAND BUSINESS SYSTEMS INC**		**5,405.83**	**1** Transactions		
3921	**OFFICE DEPOT**					
	01-201-000-0000-6411		7.95	SUPPLIES 828537096001		OPERATING SUPPLIES
	01-201-000-0000-6411		165.20	SUPPLIES 826007930001		OPERATING SUPPLIES
	01-201-000-0000-6411		65.00	SUPPLIES 827969112001		OPERATING SUPPLIES
	01-201-000-0000-6802		74.98	SUPPLIES 827482446001		EM GRANT EXPENSE
3921	**OFFICE DEPOT**		**313.13**	**4** Transactions		
6161	**PERFORMANCE KENNELS INC**					
	01-201-000-0000-6804		375.00	K9 X3	100	STAFF TRAINING
6161	**PERFORMANCE KENNELS INC**		**375.00**	**1** Transactions		
3235	**ROGERS AMOCO**					
	01-201-000-0000-6452		38.00	FEB 2016 CAR WASHES	2/29/2016	VEHICLE MAINTENANCE
3235	**ROGERS AMOCO**		**38.00**	**1** Transactions		
6140	**RUSSELL SECURITY RESOURCE INC**					
	01-201-000-0000-6261		80.00	DRILL LOCKS ICR 16005433	27138	PROFESSIONAL SERVICES
6140	**RUSSELL SECURITY RESOURCE INC**		**80.00**	**1** Transactions		
3907	**SPECIAL OPERATIONS TRAINING ASSN**					
	01-201-000-0000-6245		150.00	SOTA DUES 2016	17995639033267	MEMBERSHIPS, DUES & FEES
	01-201-000-0000-6338		500.00	SOTA CONFERENCE X2	17995639033267	CONFERENCES & MEETINGS
3907	**SPECIAL OPERATIONS TRAINING ASSN**		**650.00**	**2** Transactions		
6626	**TESTER/JOSH**					
	01-201-000-0000-6331		91.62	REIMBURSE MOTEL K9 TRIALS		TRAVEL
	01-201-000-0000-6334		31.80	REIMBURSE MEALS W/LODGING K9		MEALS

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6626	**TESTER/JOSH**		**123.42**	**2** Transactions		
6641	**THOMSON REUTERS WEST PUBLISHING C**					
	01-201-000-0000-6261		175.00	CLEAR SUBSCRIPTION FEB 2016	833589439	PROFESSIONAL SERVICES
6641	**THOMSON REUTERS WEST PUBLISHING C**		**175.00**	**1** Transactions		
5041	**TRANS UNION CORPORATION**					
	01-201-000-0000-6261		26.40	CREDIT REPORTS	02611015	PROFESSIONAL SERVICES
5041	**TRANS UNION CORPORATION**		**26.40**	**1** Transactions		
1497	**UNIFORMS UNLIMITED**					
	01-201-000-0000-6411		180.86	COLLAR LETTERS	135952	OPERATING SUPPLIES
1497	**UNIFORMS UNLIMITED**		**180.86**	**1** Transactions		
2490	**UNITED PARCEL SERVICE**					
	01-201-000-0000-6205		37.11	SHIPPING	140177096	POSTAGE
	01-201-000-0000-6205		14.58	SHIPPING	140177106	POSTAGE
2490	**UNITED PARCEL SERVICE**		**51.69**	**2** Transactions		
1538	**WRIGHT COUNTY HIGHWAY DEPT**					
	01-201-000-0000-6451		7,101.16	FUEL FEB 2016	436	FUEL - LUBE ETC
	01-201-000-0000-6452		15,934.76	PARTS,LABOR,TIRES FEB 2016	436	VEHICLE MAINTENANCE
	01-201-000-0000-6802		60.41	FUEL FEB 2016	436	EM GRANT EXPENSE
1538	**WRIGHT COUNTY HIGHWAY DEPT**		**23,096.33**	**3** Transactions		
201	**DEPT Total:**		**49,289.67**	**SHERIFF**	**35 Vendors**	**48 Transactions**
250	DEPT			SHERIFF-CORRECTIONS		
4268	**ABBOTT NORTHWESTERN HOSPITAL**					
	01-250-000-0000-6458		5.36	MEDICAL TESTS XRQ348651Z01		JAIL MEDICAL
	01-250-000-0000-6458		95.52	MEDICAL TESTS	XRQ320525Z01	JAIL MEDICAL
4268	**ABBOTT NORTHWESTERN HOSPITAL**		**100.88**	**2** Transactions		
4132	**ADVANCE STITCHING**					
	01-250-000-0000-6411		180.00	REPAIRS GREEN SUIT	00202	OPERATING SUPPLIES
4132	**ADVANCE STITCHING**		**180.00**	**1** Transactions		
3104	**ALLINA HEALTH LABORATORY**					
	01-250-000-0000-6458		6.50	MEDICAL TEST	BWCJ113015	JAIL MEDICAL

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3104	**ALLINA HEALTH LABORATORY**		**6.50**	**1** Transactions		
3199	**ALLINA HEALTH SYSTEM**					
	01-250-000-0000-6458		60.80	MEDICAL XRAY	EH6015398200	JAIL MEDICAL
3199	**ALLINA HEALTH SYSTEM**		**60.80**	**1** Transactions		
6158	**ARAMARK SERVICES INC**					
	01-250-000-0000-6459		7,611.80	INMATE MEALS 2/25/16-03/2/2016	200723389	LAW ENFORCE-JAIL FOOD-LAUNDRY
6158	**ARAMARK SERVICES INC**		**7,611.80**	**1** Transactions		
4475	**DENTAL CARE ASSOCIATES OF BUFFALO**					
	01-250-000-0000-6458		294.00	MEDICAL EXAM	10923	JAIL MEDICAL
	01-250-000-0000-6458		221.00	MEDICAL EXAM	22616	JAIL MEDICAL
4475	**DENTAL CARE ASSOCIATES OF BUFFALO**		**515.00**	**2** Transactions		
5756	**KEEPRS INC**					
	01-250-000-0000-6806		507.94	SHERIFF STAR BADGES		UNIFORM ALLOWANCE
5756	**KEEPRS INC**		**507.94**	**1** Transactions		
1344	**MARCO**					
	01-250-000-0000-6343		271.33	PRINTER CHARGE MARCH 2016	3165114	MACHINERY OR EQUIPMENT LEASES
1344	**MARCO**		**271.33**	**1** Transactions		
1048	**MARTIN-MCALLISTERS CONSULTING**					
	01-250-000-0000-6261		450.00	EVALUATION JAIL	10321	PROFESSIONAL SERVICES
1048	**MARTIN-MCALLISTERS CONSULTING**		**450.00**	**1** Transactions		
3413	**MEND CORRECTIONAL CARE LLC**					
	01-250-000-0000-6458		508.78	EKIT MEDS/TEST KITS	1152	JAIL MEDICAL
	01-250-000-0000-6458		27,529.33	MARCH 2016 HEALTHCARE SERVICES	1183	JAIL MEDICAL
3413	**MEND CORRECTIONAL CARE LLC**		**28,038.11**	**2** Transactions		
69	**MN BUREAU OF CRIMINAL APPREHENSIOI**					
	01-250-000-0000-6804		285.00	DMT G CERT COURSE HANS	34759020216DMT	STAFF TRAINING
	01-250-000-0000-6804		285.00	DMT G CERT COURSE ANDERSON	34760020216DMT	STAFF TRAINING
	01-250-000-0000-6804		285.00	DMT G CERT COURSE ANDERLEY	34761020216DMT	STAFF TRAINING
	01-250-000-0000-6804		285.00	DMT G CERT COURSE OLSON	34762020216DMT	STAFF TRAINING
	01-250-000-0000-6804		285.00	DMT G CERT COURSE HUNTER	35276020216DMT	STAFF TRAINING

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69	**MN BUREAU OF CRIMINAL APPREHENSIOI**		**1,425.00**	**5** Transactions		
1699	**MN CHEMICAL COMPANY**					
	01-250-000-0000-6459		3,658.15	LAUNDRY/FOOD SERVICE CHEMICALS	447561	LAW ENFORCE-JAIL FOOD-LAUNDRY
1699	**MN CHEMICAL COMPANY**		**3,658.15**	**1** Transactions		
626	**NORTH STAR AWARDS & TROPHIES**					
	01-250-000-0000-6261		64.95	CORRECTIONS AWARD	6780	PROFESSIONAL SERVICES
626	**NORTH STAR AWARDS & TROPHIES**		**64.95**	**1** Transactions		
3921	**OFFICE DEPOT**					
	01-250-000-0000-6411		176.39	SUPPLIES 827325694001		OPERATING SUPPLIES
3921	**OFFICE DEPOT**		**176.39**	**1** Transactions		
4120	**SERVICE FIRE PROTECTION INC**					
	01-250-000-0000-6301		1,260.00	EMERGENCY SERVICES JAIL	11162	REPAIRS & MAINTENANCE
4120	**SERVICE FIRE PROTECTION INC**		**1,260.00**	**1** Transactions		
4702	**STERICYCLE INC**					
	01-250-000-0000-6261		53.74	MEDICAL WASTE MARCH 2016	4006143683	PROFESSIONAL SERVICES
4702	**STERICYCLE INC**		**53.74**	**1** Transactions		
2767	**SUBURBAN EMERGENCY ASSOCIATES PA**					
	01-250-000-0000-6458		74.14	MEDICAL EXPENSES	20201652X004	JAIL MEDICAL
2767	**SUBURBAN EMERGENCY ASSOCIATES PA**		**74.14**	**1** Transactions		
5041	**TRANS UNION CORPORATION**					
	01-250-000-0000-6261		16.00	CREDIT REPORTS JAIL	02611015	PROFESSIONAL SERVICES
5041	**TRANS UNION CORPORATION**		**16.00**	**1** Transactions		
1497	**UNIFORMS UNLIMITED**					
	01-250-000-0000-6806		231.95	UNIFORMS CASTILLO	136832	UNIFORM ALLOWANCE
	01-250-000-0000-6806		207.75	UNIFORMS PRICE	140082	UNIFORM ALLOWANCE
	01-250-000-0000-6806		207.75	UNIFORMS CASTILLO	144362	UNIFORM ALLOWANCE
1497	**UNIFORMS UNLIMITED**		**647.45**	**3** Transactions		
74329	**WRIGHT COUNTY JAIL ADMIN**					
	01-250-000-0000-6261		6.00	DOC INMATE TRAIN RIDE		PROFESSIONAL SERVICES
	01-250-000-0000-6261		6.00	DOC INMATE TRAIN RIDE		PROFESSIONAL SERVICES

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74329	**WRIGHT COUNTY JAIL ADMIN**		**12.00**	**2** Transactions		
250	**DEPT Total:**		**45,130.18**	**SHERIFF-CORRECTIONS**	**20 Vendors**	**30 Transactions**
281	DEPT			CIVIL DEFENSE		
1344	**MARCO**					
	01-281-000-0000-6301		27.51	PRINTER CHARGE MARCH 2016	3165114	REPAIRS & MAINTENANCE
1344	**MARCO**		**27.51**	**1** Transactions		
281	**DEPT Total:**		**27.51**	**CIVIL DEFENSE**	**1 Vendors**	**1 Transactions**
521	DEPT			PARKS		
3665	**BRANDEL ELECTRIC LLC**					
	01-521-000-0000-6301		205.06	REPAIRS EXHAUST FAN	3234	REPAIRS & MAINTENANCE
3665	**BRANDEL ELECTRIC LLC**		**205.06**	**1** Transactions		
3919	**BRYAN ROCK PRODUCTS**					
	01-521-000-0000-6411		285.97	AGGREGATE FOR TRAILS	13180	OPERATING SUPPLIES
3919	**BRYAN ROCK PRODUCTS**		**285.97**	**1** Transactions		
1189	**CENTRA SOTA COOP COKATO**					
	01-521-000-0000-6411		48.48	BIRD FOOD NATURE CENTER	4650816	OPERATING SUPPLIES
1189	**CENTRA SOTA COOP COKATO**		**48.48**	**1** Transactions		
525	**CENTURYLINK**					
	01-521-000-0000-6203		81.33	320 286 2801	314317616	TELEPHONE
525	**CENTURYLINK**		**81.33**	**1** Transactions		
4634	**FASTENAL COMPANY**					
	01-521-000-0000-6411		12.03	SUPPLIES	62814	OPERATING SUPPLIES
4634	**FASTENAL COMPANY**		**12.03**	**1** Transactions		
2524	**GREENVIEW INC**					
	01-521-000-0000-6117		927.57	CONTRACT PAYMENT	FEB2016	CONTRACT CARETAKERS
2524	**GREENVIEW INC**		**927.57**	**1** Transactions		
3974	**HARPER BROOMS**					
	01-521-000-0000-6411		366.35	SUPPLIES	24484	OPERATING SUPPLIES

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3974	**HARPER BROOMS**		**366.35**	**1** Transactions		
4840	**INDELCO PLASTICS CORP**					
	01-521-000-0000-6452		17.53	REPLACEMENT SPRAYER LID	976082	VEHICLE MAINTENANCE
4840	**INDELCO PLASTICS CORP**		**17.53**	**1** Transactions		
503	**JOHN DEERE FINANCIAL**					
	01-521-000-0000-6452		162.07	SPRAYER PARTS	1218772	VEHICLE MAINTENANCE
503	**JOHN DEERE FINANCIAL**		**162.07**	**1** Transactions		
4148	**JOINT POWERS WATER BOARD**					
	01-521-000-0000-6251		48.89	SEWER FEE	82000078005	UTILITY SERVICES - ELECTRICITY
4148	**JOINT POWERS WATER BOARD**		**48.89**	**1** Transactions		
97	**KLATT TRUE VALUE ELECTRIC**					
	01-521-000-0000-6301		4.00	SUPPLIES PARKS	059207	REPAIRS & MAINTENANCE
	01-521-000-0000-6301		15.99	SUPPLIES PARKS	059364	REPAIRS & MAINTENANCE
97	**KLATT TRUE VALUE ELECTRIC**		**19.99**	**2** Transactions		
2541	**M & M EXPRESS SALES AND SERVICE**					
	01-521-000-0000-6452		26.20	MOWER PARTS	1427	VEHICLE MAINTENANCE
	01-521-000-0000-6452		279.62	MOWER PARTS	1869	VEHICLE MAINTENANCE
	01-521-000-0000-6452		500.63	MOWER PARTS	208355	VEHICLE MAINTENANCE
	01-521-000-0000-6452		51.00	MOWER PARTS	2084	VEHICLE MAINTENANCE
	01-521-000-0000-6452		22.98	WEED WHIP PARTS	2222	VEHICLE MAINTENANCE
	01-521-000-0000-6452		15.99	WEED WHIP PARTS	2653	VEHICLE MAINTENANCE
2541	**M & M EXPRESS SALES AND SERVICE**		**896.42**	**6** Transactions		
1344	**MARCO**					
	01-521-000-0000-6301		126.39	PRINTER CHARGE MARCH 2016	3165114	REPAIRS & MAINTENANCE
1344	**MARCO**		**126.39**	**1** Transactions		
1706	**MARTIN MARIETTA MATERIALS**					
	01-521-000-0000-6301		397.58	CLASS 2 GRANITE	171525379	REPAIRS & MAINTENANCE
1706	**MARTIN MARIETTA MATERIALS**		**397.58**	**1** Transactions		
7510	**MENARDS - BUFFALO**					
	01-521-000-0000-6411		74.36	SUPPLIES	7000	OPERATING SUPPLIES
	01-521-000-0000-6411		93.21	SUPPLIES	7448	OPERATING SUPPLIES

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7510	**MENARDS - BUFFALO**		**167.57**	**2** Transactions		
507	**MIDWAY IRON & METAL CO INC**					
	01-521-000-0000-6411		261.28	STEEL FOR GATE	304097	OPERATING SUPPLIES
507	**MIDWAY IRON & METAL CO INC**		**261.28**	**1** Transactions		
970	**STATE SUPPLY CO**					
	01-521-000-0000-6411		53.38	SUPPLIES	493133	OPERATING SUPPLIES
970	**STATE SUPPLY CO**		**53.38**	**1** Transactions		
314	**TRACTOR SUPPLY CREDIT PLAN**					
	01-521-000-0000-6452		60.51	REPAIR PARTS	100145741	VEHICLE MAINTENANCE
314	**TRACTOR SUPPLY CREDIT PLAN**		**60.51**	**1** Transactions		
2487	**WINDSTREAM**					
	01-521-000-0000-6203		119.00	320 274 8870	091133123	TELEPHONE
	01-521-000-0000-6203		66.89	320 963 3881	091134470	TELEPHONE
2487	**WINDSTREAM**		**185.89**	**2** Transactions		
2340	**WRIGHT COUNTY AUDITOR TREASURER**					
	01-521-000-0000-6245		5,345.35	PROPERTY TAX PAYMENTS FULL YR		MEMBERSHIPS, DUES & FEES
2340	**WRIGHT COUNTY AUDITOR TREASURER**		**5,345.35**	**1** Transactions		
1537	**WRIGHT COUNTY JOURNAL PRESS**					
	01-521-000-0000-6450		255.24	DISPLAY ADS	439	RECREATION PROGRAMS
1537	**WRIGHT COUNTY JOURNAL PRESS**		**255.24**	**1** Transactions		
1535	**WRIGHT HENNEPIN ELECTRIC**					
	01-521-000-0000-6251		786.22	108 103 11200		UTILITY SERVICES - ELECTRICITY
1535	**WRIGHT HENNEPIN ELECTRIC**		**786.22**	**1** Transactions		
4433	**XCEL ENERGY**					
	01-521-000-0000-6251		15.23	ELECTRIC FEES	492983062	UTILITY SERVICES - ELECTRICITY
4433	**XCEL ENERGY**		**15.23**	**1** Transactions		
521	**DEPT Total:**		**10,726.33**	**PARKS**	**23 Vendors**	**31 Transactions**
603	DEPT			EXTENSION		
3967	**DOHERTY/ANDREW**					

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	01-603-000-0000-6244		16.23	REIMBURSE PROGRAM SUPPLIES		PROGRAM EXPENSES
3967	**DOHERTY/ANDREW**		**16.23**	**1** Transactions		
19621	**ECM PUBLISHERS INC**					
	01-603-000-0000-6244		38.00	SUBSCRIPTION		PROGRAM EXPENSES
19621	**ECM PUBLISHERS INC**		**38.00**	**1** Transactions		
606	**HUSTON/TARAH**					
	01-603-000-0000-6244		13.94	REIMBURSE PROGRAM SUPPLIES		PROGRAM EXPENSES
	01-603-000-0000-6244		272.89	REIMBURSE PROGRAM SUPPLIES		PROGRAM EXPENSES
606	**HUSTON/TARAH**		**286.83**	**2** Transactions		
5486	**MARCO**					
	01-603-000-0000-6343		416.40	2/10/2016-3/10/2016	298336306	MACHINERY OR EQUIPMENT LEASES
5486	**MARCO**		**416.40**	**1** Transactions		
3921	**OFFICE DEPOT**					
	01-603-000-0000-6411		87.87	SUPPLIES 823541191001		OPERATING SUPPLIES
	01-603-000-0000-6411		35.19	SUPPLIES 822988678001		OPERATING SUPPLIES
	01-603-000-0000-6411		70.38	SUPPLIES 823541304001		OPERATING SUPPLIES
	01-603-000-0000-6411		228.90	SUPPLIES 825932285001		OPERATING SUPPLIES
	01-603-000-0000-6411		48.48	SUPPLIES 822988634001		OPERATING SUPPLIES
	01-603-000-0000-6411		65.84	SUPPLIES 824642537001		OPERATING SUPPLIES
	01-603-000-0000-6411		153.02	SUPPLIES 825745975001		OPERATING SUPPLIES
3921	**OFFICE DEPOT**		**689.68**	**7** Transactions		
3303	**STREI/KELLY**					
	01-603-000-0000-6244		13.83	REIMBURSE PROGRAM SUPPLIES		PROGRAM EXPENSES
3303	**STREI/KELLY**		**13.83**	**1** Transactions		
603	**DEPT Total:**		**1,460.97**	**EXTENSION**	**6 Vendors**	**13 Transactions**
1	**Fund Total:**		**328,159.33**	**GENERAL REVENUE FUND**		**336 Transactions**

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226	DEPT			E 911			
	2609 **CENTURYLINK**						
	02-226-000-0000-6203		326.18	763 682 1162 914		3/4/16	TELEPHONE
	2609 CENTURYLINK		**326.18**		**1** Transactions		
226	**DEPT Total:**		**326.18**	**E 911**		**1 Vendors**	**1 Transactions**
230	DEPT			JAIL CANTEEN			
	1349 **CORPORATE PAYMENT SYSTEMS**						
	02-230-000-0000-6801		2,319.17	WALMART.COM			JAIL CANTEEN EXPENDITURES
	02-230-000-0000-6801		238.56	AMAZON.COM			JAIL CANTEEN EXPENDITURES
	1349 CORPORATE PAYMENT SYSTEMS		**2,557.73**		**2** Transactions		
230	**DEPT Total:**		**2,557.73**	**JAIL CANTEEN**		**1 Vendors**	**2 Transactions**
282	DEPT			NUCLEAR POWER PLANT			
	3122 **TREASURE ISLAND RESORT & CASINO**						
	02-282-000-0000-6338		164.10	LODGING ERNST			CONFERENCES & MEETINGS
	02-282-000-0000-6338		164.10	LODGING FIGLIUZZI		728	CONFERENCES & MEETINGS
	3122 TREASURE ISLAND RESORT & CASINO		**328.20**		**2** Transactions		
	2726 **WRIGHT COUNTY AG SOCIETY**						
	02-282-000-0000-6338		200.00	SPACE RENTAL FAIR 50%			CONFERENCES & MEETINGS
	02-282-000-0000-6338		40.00	DAILY ADMISSION FAIR X4 50%			CONFERENCES & MEETINGS
	2726 WRIGHT COUNTY AG SOCIETY		**240.00**		**2** Transactions		
282	**DEPT Total:**		**568.20**	**NUCLEAR POWER PLANT**		**2 Vendors**	**4 Transactions**
2	**Fund Total:**		**3,452.11**	**RESERVES FUND**			**7 Transactions**

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310	DEPT			HIGHWAY ADMINISTRATION		
3655	**CENTURYLINK (HWY USE)**					
	03-310-000-0000-6203		263.48	ALARM LINE-HWY 032216	7636824213	TELEPHONE
	03-310-000-0000-6203		131.74	BU LINE FOR 911-HWY 032216	7636826301	TELEPHONE
	03-310-000-0000-6203		63.40	MODEM LINE-HWY 032216	7636829707	TELEPHONE
3655	**CENTURYLINK (HWY USE)**		**458.62**	**3** Transactions		
1349	**CORPORATE PAYMENT SYSTEMS**					
	03-310-000-0000-6409		27.94	GEARMO		OFFICE SUPPLIES
1349	**CORPORATE PAYMENT SYSTEMS**		**27.94**	**1** Transactions		
5234	**DLT SOLUTIONS LLC**					
	03-310-000-0000-6620		8,370.96	AUTOCAD 8 LICENSES 032216	S1315728	COMPUTER OR SOFTWARE PURCHASES
5234	**DLT SOLUTIONS LLC**		**8,370.96**	**1** Transactions		
3092	**HAWKINS/VIRGIL**					
	03-310-000-0000-6331		10.00	PARKING REIMB. 032216		TRAVEL
3092	**HAWKINS/VIRGIL**		**10.00**	**1** Transactions		
4817	**HERALD JOURNAL PUBLISHING INC**					
	03-310-000-0000-6235		3.23	BIDS-AGG & SEASONALS 032216	0080	PUBLICATIONS & BROCHURES
	03-310-000-0000-6235		4.44	BID ADV 032216	0080	PUBLICATIONS & BROCHURES
4817	**HERALD JOURNAL PUBLISHING INC**		**7.67**	**2** Transactions		
1344	**MARCO**					
	03-310-000-0000-6500		28.49	PRINTER CHARGE MARCH 2016	3165114	PRINTING SERVICES
1344	**MARCO**		**28.49**	**1** Transactions		
3921	**OFFICE DEPOT**					
	03-310-000-0000-6409		58.75	OFFICE SUPPLIES-HWY 032216	828294719	OFFICE SUPPLIES
3921	**OFFICE DEPOT**		**58.75**	**1** Transactions		
310	**DEPT Total:**		**8,962.43**	**HIGHWAY ADMINISTRATION**	**7 Vendors**	**10 Transactions**
320	DEPT			HIGHWAY ENGINEERING		
4185	**CARLSON/RONALD J AND MAUREEN**					
	03-320-000-0000-6606		900.00	PERM ROW PROJ 1371 032216		PERMANENT ROW LAND ACQUISITION
	03-320-000-0000-6606		2,100.00	ADMIN SETTLEMENT PROJ 1 032216		PERMANENT ROW LAND ACQUISITION

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4185	**CARLSON/RONALD J AND MAUREEN**		**3,000.00**	**2** Transactions		
1349	**CORPORATE PAYMENT SYSTEMS**					
	03-320-000-0000-6501		242.00	MN BOOKSTORE		DRAFTING SUPPLIES
	03-320-000-0000-6804		300.00	ARM REGISTRATION OFFICE		STAFF TRAINING
1349	**CORPORATE PAYMENT SYSTEMS**		**542.00**	**2** Transactions		
4190	**FIRST NATIONAL BANK OF ELK RIVER**					
	03-320-000-0000-6606		4,300.00	PERM ROW PROJ 1371 032216		PERMANENT ROW LAND ACQUISITION
4190	**FIRST NATIONAL BANK OF ELK RIVER**		**4,300.00**	**1** Transactions		
55	**JOHNSON/KEVIN**					
	03-320-000-0000-6331		86.00	MILEAGE REIMBURSEMENT 032216		TRAVEL
55	**JOHNSON/KEVIN**		**86.00**	**1** Transactions		
4191	**KNUDSVIG/TODD K AND LISA M**					
	03-320-000-0000-6606		500.00	PERM ROW PROJ 1371 032216		PERMANENT ROW LAND ACQUISITION
4191	**KNUDSVIG/TODD K AND LISA M**		**500.00**	**1** Transactions		
4188	**LGK INC**					
	03-320-000-0000-6606		4,384.00	PERM ROW PROJ 0135 032216		PERMANENT ROW LAND ACQUISITION
4188	**LGK INC**		**4,384.00**	**1** Transactions		
4184	**MALCO PRODUCTS INC**					
	03-320-000-0000-6606		1,400.00	PERM ROW PROJ 1371 032216		PERMANENT ROW LAND ACQUISITION
4184	**MALCO PRODUCTS INC**		**1,400.00**	**1** Transactions		
4192	**MAURER/GEORGE S AND PATRICIA A**					
	03-320-000-0000-6606		4,600.00	PERM ROW PROJ 1371 032216		PERMANENT ROW LAND ACQUISITION
4192	**MAURER/GEORGE S AND PATRICIA A**		**4,600.00**	**1** Transactions		
4187	**RANDEL/ DAVID F AND MARGARET M**					
	03-320-000-0000-6606		400.00	PERM ROW PROJ 0135 032216		PERMANENT ROW LAND ACQUISITION
	03-320-000-0000-6606		2,800.00	ADMIN SETTLEMENT 032216		PERMANENT ROW LAND ACQUISITION
4187	**RANDEL/ DAVID F AND MARGARET M**		**3,200.00**	**2** Transactions		
4186	**STURGES/JAMES K AND GAIL E.**					
	03-320-000-0000-6606		1,271.00	PERM ROW PROJ 0135 032216		PERMANENT ROW LAND ACQUISITION

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4186	**STURGES/JAMES K AND GAIL E.**		**1,271.00**	**1** Transactions		
320	**DEPT Total:**		**23,283.00**	**HIGHWAY ENGINEERING**	**10 Vendors**	**13 Transactions**
325	DEPT			HIGHWAY CONSTRUCTION		
4185	**CARLSON/RONALD J AND MAUREEN**					
	03-325-000-0000-6508		100.00	TEMP-RENTAL PROJ 1371 T 032216		TEMPORARY ROW EASEMENT/DAMAGES
	03-325-000-0000-6508		900.00	DAMAGES PROJ 1371 032216		TEMPORARY ROW EASEMENT/DAMAGES
4185	**CARLSON/RONALD J AND MAUREEN**		**1,000.00**	**2** Transactions		
4190	**FIRST NATIONAL BANK OF ELK RIVER**					
	03-325-000-0000-6508		400.00	TEMP RENTAL PROF 1371 032216		TEMPORARY ROW EASEMENT/DAMAGES
	03-325-000-0000-6508		4,700.00	DAMAGES PROJ 1371 032216		TEMPORARY ROW EASEMENT/DAMAGES
4190	**FIRST NATIONAL BANK OF ELK RIVER**		**5,100.00**	**2** Transactions		
4191	**KNUDSVIG/TODD K AND LISA M**					
	03-325-000-0000-6508		200.00	TEMP RENTAL PROJ 1371 032216		TEMPORARY ROW EASEMENT/DAMAGES
	03-325-000-0000-6508		100.00	DAMAGES PROJ 1371 032216		TEMPORARY ROW EASEMENT/DAMAGES
4191	**KNUDSVIG/TODD K AND LISA M**		**300.00**	**2** Transactions		
4183	**LAMCO LAND LLC**					
	03-325-000-0000-6508		200.00	TEMP RENTAL PROJ 1371 032216		TEMPORARY ROW EASEMENT/DAMAGES
4183	**LAMCO LAND LLC**		**200.00**	**1** Transactions		
4188	**LGK INC**					
	03-325-000-0000-6508		1,240.00	TEMP RENTAL PROJ 0135 032216		TEMPORARY ROW EASEMENT/DAMAGES
4188	**LGK INC**		**1,240.00**	**1** Transactions		
4184	**MALCO PRODUCTS INC**					
	03-325-000-0000-6508		600.00	TEMP RENTAL PROF 1371 032216		TEMPORARY ROW EASEMENT/DAMAGES
	03-325-000-0000-6508		500.00	DAMAGES PROJ 1371 032216		TEMPORARY ROW EASEMENT/DAMAGES
4184	**MALCO PRODUCTS INC**		**1,100.00**	**2** Transactions		
4192	**MAURER/GEORGE S AND PATRICIA A**					
	03-325-000-0000-6508		8,200.00	DAMAGES PROJ 1371 032216		TEMPORARY ROW EASEMENT/DAMAGES
	03-325-000-0000-6508		400.00	TEMP RENTAL PROJ 1371 032216		TEMPORARY ROW EASEMENT/DAMAGES
4192	**MAURER/GEORGE S AND PATRICIA A**		**8,600.00**	**2** Transactions		
4187	**RANDEL/ DAVID F AND MARGARET M**					

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	03-325-000-0000-6508		300.00	TEMP RENTAL PROJ 0135 032216		TEMPORARY ROW EASEMENT/DAMAGES
4187	**RANDEL/ DAVID F AND MARGARET M**		**300.00**	**1** Transactions		
4186	**STURGES/JAMES K AND GAIL E.**					
	03-325-000-0000-6508		250.00	DAMAGES PROJ 0135 032216		TEMPORARY ROW EASEMENT/DAMAGES
	03-325-000-0000-6508		1,498.00	TEMP RENTAL PROJ 0135 032216		TEMPORARY ROW EASEMENT/DAMAGES
4186	**STURGES/JAMES K AND GAIL E.**		**1,748.00**	**2** Transactions		
325	**DEPT Total:**		**19,588.00**	**HIGHWAY CONSTRUCTION**	**9 Vendors**	**15 Transactions**
330	DEPT			HIGHWAY MAINTENANCE		
408	**BROCK WHITE CO LLC**					
	03-330-000-0000-6696		102.28	SPRAYER FOR DETACK 032216	12640404	HWY MAINT MINOR FIELD EQUIP
408	**BROCK WHITE CO LLC**		**102.28**	**1** Transactions		
3919	**BRYAN ROCK PRODUCTS**					
	03-330-000-0000-6535		1,207.16	INSTALL RIP RAP 032216	13179	ROCK & RIPRAP
3919	**BRYAN ROCK PRODUCTS**		**1,207.16**	**1** Transactions		
1817	**COMPASS MINERALS AMERICA INC**					
	03-330-000-0000-6533		3,709.77	SALT-OTSEGO 032216	71460804	DEICING MATERIALS
	03-330-000-0000-6533		5,575.53	SALT-OTSEGO 032216	71461487	DEICING MATERIALS
	03-330-000-0000-6533		1,887.49	SALT-OTSEGO 032216	71462081	DEICING MATERIALS
1817	**COMPASS MINERALS AMERICA INC**		**11,172.79**	**3** Transactions		
7338	**GOPHER STATE ONE CALL**					
	03-330-000-0000-6543		58.00	LOCATES 032216	6021462	TRAFFIC SIGNALS
7338	**GOPHER STATE ONE CALL**		**58.00**	**1** Transactions		
1721	**M-R SIGN COMPANY INC**					
	03-330-000-0000-6539		142.48	SIGNS 032216	189604	TRAFFIC CONTROL
	03-330-000-0000-6539		529.02	SIGNS 032216	189669	TRAFFIC CONTROL
1721	**M-R SIGN COMPANY INC**		**671.50**	**2** Transactions		
3515	**RCM SPECIALTIES INC**					
	03-330-000-0000-6536		734.96	CRS2 OIL 032216	5318	CUTBACK OILS
3515	**RCM SPECIALTIES INC**		**734.96**	**1** Transactions		
4433	**XCEL ENERGY**					

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	03-330-000-0000-6543		24.91	LIGHT IN COKATO 032216	5100101510659	TRAFFIC SIGNALS
	03-330-000-0000-6543		31.09	LIGHT 9500 30TH ST ST M 032216	5100110822677	TRAFFIC SIGNALS
	03-330-000-0000-6543		20.20	LIGHT 6000 HWY 55 M LAK 032216	5100110828515	TRAFFIC SIGNALS
	03-330-000-0000-6543		20.34	LIGHT S HAVEN 032216	5100110828526	TRAFFIC SIGNALS
4433	**XCEL ENERGY**		**96.54**	**4** Transactions		
330	**DEPT Total:**		**14,043.23**	**HIGHWAY MAINTENANCE**	**7 Vendors**	**13 Transactions**
340	DEPT			HIGHWAY SHOP MAINTENANCE		
6156	**AMERIPRIDE SERVICES**					
	03-340-000-0000-6411		47.09	SHOP SUPPLIES MAR 8 032216	00757331	OPERATING SUPPLIES
	03-340-000-0000-6599		26.84	RUGS MAR 8 032216	00757331	BUILDING MAINTENANCE-P.W.BLDG.
	03-340-000-0000-6411		47.03	SHOP SUPPLIES MAR 15 032216	00759852	OPERATING SUPPLIES
	03-340-000-0000-6599		9.59	RUGS MAR 15 032216	00759852	BUILDING MAINTENANCE-P.W.BLDG.
6156	**AMERIPRIDE SERVICES**		**130.55**	**4** Transactions		
1646	**BOYER TRUCK PARTS**					
	03-340-000-0000-6574		598.90	REPAIR PARTS 032216	165805R	REPAIR PARTS
	03-340-000-0000-6574		150.27	REPAIR PARTS 032216	166004R	REPAIR PARTS
1646	**BOYER TRUCK PARTS**		**749.17**	**2** Transactions		
4858	**BUFFALO AUTO VALUE**					
	03-340-000-0000-6571		359.80	BATTERIES 032216	82102633	BATTERIES
4858	**BUFFALO AUTO VALUE**		**359.80**	**1** Transactions		
5974	**CENTER POINT ENERGY**					
	03-340-000-0000-6596		462.72	OTSEGO SHOP ELEC 032216	67081588	UTILITIES-OUTLYING SHOPS
5974	**CENTER POINT ENERGY**		**462.72**	**1** Transactions		
7544	**CENTRA SOTA COOPERATIVE - BUFFALO**					
	03-340-000-0000-6563		1,062.53	DIESEL FUEL 032216	6112369	DIESEL
	03-340-000-0000-6563		1,086.88	DIESEL FUEL 032216	6112370	DIESEL
7544	**CENTRA SOTA COOPERATIVE - BUFFALO**		**2,149.41**	**2** Transactions		
1852	**COKATO/CITY OF**					
	03-340-000-0000-6596		400.00	SHOP UTIL - ON ACCT 032216	717-01-3	UTILITIES-OUTLYING SHOPS
1852	**COKATO/CITY OF**		**400.00**	**1** Transactions		
438	**COTTENS INC**					

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	03-340-000-0000-6411		91.99	SHOP SUPPLIES 032216	571940	OPERATING SUPPLIES
	03-340-000-0000-6574		330.56	NAPA COTTENS-PARTS 032216	572987	REPAIR PARTS
	03-340-000-0000-6574		1,995.06	REPAIR PARTS 032216	FEB INVS	REPAIR PARTS
438	**COTTENS INC**		**2,417.61**	**3** Transactions		
2812	**GRAINGER**					
	03-340-000-0000-6574		14.74	REPAIR PARTS 032216	9035270413	REPAIR PARTS
	03-340-000-0000-6574		13.20	REPAIR PARTS 032216	9047075362	REPAIR PARTS
2812	**GRAINGER**		**27.94**	**2** Transactions		
3162	**GRANITE ELECTRONICS**					
	03-340-000-0000-6560		416.89	INSTALL RADIO 032216	01195	RADIO COMMUNICATION
3162	**GRANITE ELECTRONICS**		**416.89**	**1** Transactions		
503	**JOHN DEERE FINANCIAL**					
	03-340-000-0000-6574		649.86	ACCT4111126257-PARTS 032216		REPAIR PARTS
	03-340-000-0000-6575		7,870.50	ACCT4111126257-LABOR 032216		OUTSIDE LABOR
503	**JOHN DEERE FINANCIAL**		**8,520.36**	**2** Transactions		
507	**MIDWAY IRON & METAL CO INC**					
	03-340-000-0000-6574		271.36	STEEL 032216	304093	REPAIR PARTS
507	**MIDWAY IRON & METAL CO INC**		**271.36**	**1** Transactions		
5818	**MN DEPARTMENT OF LABOR & INDUSTRY**					
	03-340-000-0000-6597		10.00	TANK INSP ABR0136240I 032216	COKATO	BUILDING MAINTENANCE-OUTLYING SHO
	03-340-000-0000-6597		10.00	TANK INSP ABR0136184I 032216	FR LAKE	BUILDING MAINTENANCE-OUTLYING SHO
	03-340-000-0000-6597		10.00	TANK INSP ABR0136281I 032216	MAPLE LAKE	BUILDING MAINTENANCE-OUTLYING SHO
	03-340-000-0000-6597		10.00	TANK INSP ABR0136204I 032216	WAVERLY	BUILDING MAINTENANCE-OUTLYING SHO
5818	**MN DEPARTMENT OF LABOR & INDUSTRY**		**40.00**	**4** Transactions		
600	**MORRIES PARTS & SERVICE GROUP**					
	03-340-000-0000-6574		88.71	REPAIR PARTS 032216	500050FOW	REPAIR PARTS
	03-340-000-0000-6574		454.80	MORRIES - PARTS 032216	CS653962	REPAIR PARTS
	03-340-000-0000-6575		308.00	MORRIES - LABOR 032216	CS653962	OUTSIDE LABOR
	03-340-000-0000-6574		557.68	MORRIES - PARTS 032216	CS655430	REPAIR PARTS
	03-340-000-0000-6575		279.95	MORRIES- LABOR 032216	CS655430	OUTSIDE LABOR
600	**MORRIES PARTS & SERVICE GROUP**		**1,689.14**	**5** Transactions		
6224	**MSC INDUSTRIAL SUPPLY CO**					

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	03-340-000-0000-6574		135.70	REPAIR PARTS 032216	82555190	REPAIR PARTS
6224	**MSC INDUSTRIAL SUPPLY CO**		**135.70**	**1** Transactions		
6169	**MSC INDUSTRIAL SUPPLY CO INC**					
	03-340-000-0000-6698		81.04	SHOP EQ-CUST 05872613 032216	53378546	SHOP EQUIPMENT-MINOR
6169	**MSC INDUSTRIAL SUPPLY CO INC**		**81.04**	**1** Transactions		
595	**O'REILLY AUTO PARTS**					
	03-340-000-0000-6574		28.00	PARTS 032216	155329	REPAIR PARTS
595	**O'REILLY AUTO PARTS**		**28.00**	**1** Transactions		
926	**ROYAL TIRE INC**					
	03-340-000-0000-6570		155.82	TIRES 032216	4-606312	TIRES
926	**ROYAL TIRE INC**		**155.82**	**1** Transactions		
6221	**SUBURBAN TIRE WHOLESALE INC**					
	03-340-000-0000-6570		5,032.80	TIRES 032216	10138122	TIRES
6221	**SUBURBAN TIRE WHOLESALE INC**		**5,032.80**	**1** Transactions		
5712	**T & M TOWING AND SNOW PLOWING**					
	03-340-000-0000-6575		95.00	T&M TOWING-OUTSIDE LABO 032216	60250	OUTSIDE LABOR
5712	**T & M TOWING AND SNOW PLOWING**		**95.00**	**1** Transactions		
1568	**TERMINAL SUPPLY CO**					
	03-340-000-0000-6574		213.01	PARTS 032216	94534-00	REPAIR PARTS
1568	**TERMINAL SUPPLY CO**		**213.01**	**1** Transactions		
1551	**VICTORY CORPS**					
	03-340-000-0000-6599		280.34	FLAGS FOR BUILDING 032216	914665	BUILDING MAINTENANCE-P.W.BLDG.
1551	**VICTORY CORPS**		**280.34**	**1** Transactions		
6530	**ZARNOTH BRUSH WORKS INC**					
	03-340-000-0000-6574		592.00	REPAIR PART 032216	0047312	REPAIR PARTS
6530	**ZARNOTH BRUSH WORKS INC**		**592.00**	**1** Transactions		
340	**DEPT Total:**		**24,248.66**	**HIGHWAY SHOP MAINTENANCE**	**22 Vendors**	**38 Transactions**
380	DEPT			UNALLOCATED NON-HIGHWAY OPERAT		
2541	**M & M EXPRESS SALES AND SERVICE**					

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
	03-380-000-0000-6520		387.63	CHAINSAW GLOVES 032216	1461	SAFETY PROGRAM & SUPPLIES
	03-380-000-0000-6520		59.90	CHAINSAW GLOVES 032216	3705	SAFETY PROGRAM & SUPPLIES
2541	**M & M EXPRESS SALES AND SERVICE**		**447.53**	**2** Transactions		
3965	**MN COUNTIES INS TRUST**					
	03-380-000-0000-6353		110.00	ADD CONT EQUIP #174 CRACK FILL	52107	LIABILITY INSURANCE
3965	**MN COUNTIES INS TRUST**		**110.00**	**1** Transactions		
900	**ZEE MEDICAL SERVICE**					
	03-380-000-0000-6520		297.60	FIRST AID SUPPLIES 032216	54032159	SAFETY PROGRAM & SUPPLIES
900	**ZEE MEDICAL SERVICE**		**297.60**	**1** Transactions		
380	**DEPT Total:**		**855.13**	**UNALLOCATED NON-HIGHWAY OPERAT**	**3 Vendors**	**4 Transactions**
3	**Fund Total:**		**90,980.45**	**ROAD AND BRIDGE FUND**		**93 Transactions**

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
420	DEPT			FINANCIAL SERVICES		
	1344 **MARCO**					
	11-420-600-0020-6411		194.02	PRINTER CHARGE MARCH 2016	3165114	OPERATING SUPPLIES
	1344 MARCO		**194.02**	**1** Transactions		
420	**DEPT Total:**		**194.02**	**FINANCIAL SERVICES**	**1 Vendors**	**1 Transactions**
430	DEPT			SOCIAL SERVICES		
	1344 **MARCO**					
	11-430-700-0020-6411		312.12	PRINTER CHARGE MARCH 2016	3165114	OPERATING SUPPLIES
	1344 MARCO		**312.12**	**1** Transactions		
430	**DEPT Total:**		**312.12**	**SOCIAL SERVICES**	**1 Vendors**	**1 Transactions**
450	DEPT			PUBLIC HEALTH SERVICES		
	1344 **MARCO**					
	11-450-430-0020-6411		120.98	PRINTER CHARGE MARCH 2016	3165114	OPERATING SUPPLIES
	11-450-473-0010-6411		91.64	PRINTER CHARGE MARCH 2016	3165114	OPERATING SUPPLIES - C&TC
	1344 MARCO		**212.62**	**2** Transactions		
450	**DEPT Total:**		**212.62**	**PUBLIC HEALTH SERVICES**	**1 Vendors**	**2 Transactions**
480	DEPT			HUMAN SERVICES UNALLOCATED		
	1349 **CORPORATE PAYMENT SYSTEMS**					
	11-480-000-0000-6899		392.76	MENARDS		HUMAN SERVICES EXP. DUMP FUND
	11-480-000-0000-6899		37.15	TOTALLY TOMATOES		HUMAN SERVICES EXP. DUMP FUND
	11-480-000-0000-6899		665.19	KOHLS.COM		HUMAN SERVICES EXP. DUMP FUND
	11-480-000-0000-6899		107.30	WALMART.COM		HUMAN SERVICES EXP. DUMP FUND
	11-480-000-0000-6899		281.89	WALMART.COM		HUMAN SERVICES EXP. DUMP FUND
	11-480-000-0000-6899		10.00	MOFAS		HUMAN SERVICES EXP. DUMP FUND
	1349 CORPORATE PAYMENT SYSTEMS		**1,494.29**	**6** Transactions		
480	**DEPT Total:**		**1,494.29**	**HUMAN SERVICES UNALLOCATED**	**1 Vendors**	**6 Transactions**
11	**Fund Total:**		**2,213.05**	**HUMAN SERVICES FUND**		**10 Transactions**

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
393	DEPT			S.C.O.R.E.		
5818	**MN DEPARTMENT OF LABOR & INDUSTRY**					
	20-393-000-0000-6801		20.00	REGISTRATION FEE	ABR01368771	MISCELLANEOUS EXPENSE
5818	**MN DEPARTMENT OF LABOR & INDUSTRY**		**20.00**	**1** Transactions		
1862	**STOCKHOLM TOWNSHIP**					
	20-393-000-0000-6801	6	382.20	2015 4TH QTR RECYCLING		MISCELLANEOUS EXPENSE
1862	**STOCKHOLM TOWNSHIP**		**382.20**	**1** Transactions		
2487	**WINDSTREAM**					
	20-393-000-0000-6801		116.34	320 963 3784	091134395	MISCELLANEOUS EXPENSE
	20-393-000-0000-6801		104.98	320 963 5797	091135146	MISCELLANEOUS EXPENSE
2487	**WINDSTREAM**		**221.32**	**2** Transactions		
1535	**WRIGHT HENNEPIN ELECTRIC**					
	20-393-000-0000-6801		792.00	107 101 73800		MISCELLANEOUS EXPENSE
1535	**WRIGHT HENNEPIN ELECTRIC**		**792.00**	**1** Transactions		
393	**DEPT Total:**		**1,415.52**	**S.C.O.R.E.**	**4 Vendors**	**5 Transactions**
20	**Fund Total:**		**1,415.52**	**WASTE MANAGEMENT FUND**		**5 Transactions**

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	Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
150	DEPT				LEVY STABILIZATION FUND		
	2731	**SGA GROUP INC**					
		34-150-000-0000-6605		3,211.00	SITE DESIGN CONTRACT PHASE 1	160310	SITE IMPROVEMENTS
	2731	**SGA GROUP INC**		**3,211.00**	**1** Transactions		
	1857	**ST MICHAEL/CITY OF**					
		34-150-000-0000-6605		922.16	BUILDING PERMIT FEES		SITE IMPROVEMENTS
	1857	**ST MICHAEL/CITY OF**		**922.16**	**1** Transactions		
	2827	**STEARNS COUNTY ENVIRONMENTAL SER'**					
		34-150-000-0000-6605		400.00	FEE SHORELAND PERMIT APP		SITE IMPROVEMENTS
	2827	**STEARNS COUNTY ENVIRONMENTAL SER'**		**400.00**	**1** Transactions		
150	**DEPT Total:**			**4,533.16**	**LEVY STABILIZATION FUND**	**3 Vendors**	**3 Transactions**
161	DEPT				HIGHWAY BUILDING BOND PROCEEDS		
	1075	**BUFFALO/CITY OF**					
		34-161-000-0000-6605		3,555.80	27 009020 00		HIGHWAY BUILDING
	1075	**BUFFALO/CITY OF**		**3,555.80**	**1** Transactions		
	5974	**CENTER POINT ENERGY**					
		34-161-000-0000-6605		14,581.61	10557862 9		HIGHWAY BUILDING
		34-161-000-0000-6605		22,988.86	10557862 9		HIGHWAY BUILDING
	5974	**CENTER POINT ENERGY**		**37,570.47**	**2** Transactions		
161	**DEPT Total:**			**41,126.27**	**HIGHWAY BUILDING BOND PROCEEDS**	**2 Vendors**	**3 Transactions**
165	DEPT				COMPLIANCE FUNDS		
	3417	**DATABANK IMX LLC**					
		34-165-000-0000-6622	6	22,446.00	SS REMOTE EDMS DEC 2015	45002484	EQUIPMENT PURCHASED
		34-165-000-0000-6622		5,118.75	SS REMOTE EDMS FEB 2016	45002627	EQUIPMENT PURCHASED
	3417	**DATABANK IMX LLC**		**27,564.75**	**2** Transactions		
165	**DEPT Total:**			**27,564.75**	**COMPLIANCE FUNDS**	**1 Vendors**	**2 Transactions**
170	DEPT				CAPITAL TECHNOLOGY		
	3498	**MERITIDE INC**					
		34-170-000-0000-6266		24,528.00	NINTEX WORKFLOW/FORMS STAND	8518	WEB SITE DEVELOPMENT

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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
3498	**MERITIDE INC**		**24,528.00**	**1** Transactions		
170	**DEPT Total:**		**24,528.00**	**CAPITAL TECHNOLOGY**	**1 Vendors**	**1 Transactions**
34	**Fund Total:**		**97,752.18**	**CAPITAL IMPROVEMENTS FUND**		**9 Transactions**

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
610	DEPT			GENERAL DITCH		
1004	**RINKE-NOONAN**					
	41-610-000-0000-6261		200.00	FEB 2016 MONTHLY RETAINER	251540	PROFESSIONAL SERVICES
1004	**RINKE-NOONAN**		**200.00**	**1** Transactions		
3699	**YOUNG/MIKE**					
	41-610-000-0000-6261		467.50	GENERAL DITCH INSP EXP	02292016	PROFESSIONAL SERVICES
3699	**YOUNG/MIKE**		**467.50**	**1** Transactions		
610	**DEPT Total:**		**667.50**	**GENERAL DITCH**	**2 Vendors**	**2 Transactions**
665	DEPT			COUNTY DITCH NO 18		
3699	**YOUNG/MIKE**					
	41-665-000-0000-6261		255.00	CD #18 DITCH INSPECTOR EXP	02292016	PROFESSIONAL SERVICES
3699	**YOUNG/MIKE**		**255.00**	**1** Transactions		
665	**DEPT Total:**		**255.00**	**COUNTY DITCH NO 18**	**1 Vendors**	**1 Transactions**
677	DEPT			COUNTY DITCH NO 31		
3699	**YOUNG/MIKE**					
	41-677-000-0000-6261		510.00	CD #31 DITCH INSPECTOR EXP	02292016	PROFESSIONAL SERVICES
3699	**YOUNG/MIKE**		**510.00**	**1** Transactions		
677	**DEPT Total:**		**510.00**	**COUNTY DITCH NO 31**	**1 Vendors**	**1 Transactions**
687	DEPT			JOINT DITCH NO 4		
1098	**CARVER COUNTY TAXPAYER SERVICES D**					
	41-687-000-0000-6261		1,371.32	JOINT DITCH 4 REPAIRS	20160301	PROFESSIONAL SERVICES
1098	**CARVER COUNTY TAXPAYER SERVICES D**		**1,371.32**	**1** Transactions		
687	**DEPT Total:**		**1,371.32**	**JOINT DITCH NO 4**	**1 Vendors**	**1 Transactions**
689	DEPT			JOINT DITCH NO 14		
3699	**YOUNG/MIKE**					
	41-689-000-0000-6261		297.50	JD #14 DITCH INSPECTOR EXP	02292016	PROFESSIONAL SERVICES
3699	**YOUNG/MIKE**		**297.50**	**1** Transactions		

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
689	**DEPT Total:**		**297.50**	**JOINT DITCH NO 14**	**1 Vendors**	**1 Transactions**
41	**Fund Total:**		**3,101.32**	**DITCH FUND**		**6 Transactions**
	Final Total:		**527,073.96**	**283 Vendors**	**466 Transactions**	

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Recap by Fund

Fund	Amount	Name
1	328,159.33	GENERAL REVENUE FUND
2	3,452.11	RESERVES FUND
3	90,980.45	ROAD AND BRIDGE FUND
11	2,213.05	HUMAN SERVICES FUND
20	1,415.52	WASTE MANAGEMENT FUND
34	97,752.18	CAPITAL IMPROVEMENTS FUND
41	3,101.32	DITCH FUND
All Funds	527,073.96	Total

Approved by, ...

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