WRIGHT COUNTY BOARD
AGENDA
JUNE 14, 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 6-07-16**

Documents: 2016-06-07 WRIGHT COUNTY BOARD MINUTES (INFO).DOCX.PDF

III. **REVIEW & APPROVAL OF AGENDA**

IV. **CONSENT AGENDA**

A. **ADMINISTRATION**
1. Authorize Attendance At Meeting With Enel Green Power, 7-18-16 @ 1:30 PM, Buffalo Township Hall

B. **ADMINISTRATION**
1. Position Replacement:
   A. Custodian

Documents: REQUEST FOR BOARD ACTION - HIRING.PDF

C. **ASSESSOR**
1. Approve Abatement, PID #114-137-003010, Robert Carrillo

Documents: BA - ABATEMENT - 114-137-003010.PDF

D. **ASSESSOR**
1. Approve Abatement, PID #116-031-005010, Gary Brummer

Documents: BA - ABATEMENT - 116-031-005010.PDF

E. **ATTORNEY**
1. Approve Signatures On Agreement With LaPlant Demo, Inc.

Documents: AGENDA ITEM - JUNE 14, 2016.PDF, AGREEMENT WITH LAPLANT FOR ABATEMENT.PDF, ESTIMATE 3659 40TH ST NE CLEAN-UP.PDF

F. **AUDITOR/TREASURER**
1. Approve Claims As Listed In The Abstract, Subject To Audit, For A Total Of $683,125.49 With 166 Vendors And 240 Transactions.

Documents: AGENDA 6-14 CONSENT CLAIMS.PDF

G. **HEALTH & HUMAN SERVICES**
1. Position Replacement
   A. Social Worker

Documents: 2016-06-14 WC REQUEST FOR BOARD ACTION - SW.PDF

H. INFORMATION TECHNOLOGY

1. Refer To Technology Committee:
   A. AGC Support Contract
   B. IT Projects Discussion

I. PARKS & RECREATION

1. Approve 2016 Capital Improvement Plan As Funding Source For The Purchase Of 3 Acre Parcel Near Bertram Chain Of Lakes Regional Park. The $18,000 Cost Will Be Split Equally Between The County And City Of Monticello. Purchase Approved At The 5-24-16 County Board Meeting.

   Documents: 6-14-16 AGENDA ITEM.PDF

V. TIMED AGENDA ITEMS

A. 9:05 A.M. VIRGIL HAWKINS, HIGHWAY ENGINEER

1. Approve 5-24-16 Transportation Committee Of The Whole Minutes & Act On Recommendations
2. Approve 6-02-16 Owners Committee Minutes

   Documents: 06-14-16 APPROVE TCOTW 05-24-16.PDF, 06-14-16 APPROVE OWNERS COMMITTEE 06-02-16.PDF

B. 9:10 A.M. LEE KELLY, COUNTY COORDINATOR

1. Board Video Retention

C. 9:20 A.M. GREG KRYZER, ASSISTANT COUNTY ATTORNEY

1. Approve Funding For Abatement Of Public Health Nuisance In Montrose
2. Approve Funding For Abatement Of Public Health Nuisance In Maple Lake

   Documents: AGENDA ITEM (PUBLIC HEALTH NUISANCE) - JUNE 14, 2016.PDF, 400 CENTER AVE S (UNITS 1920)-2.PDF, JUNE 14, 2016 - AGENDA ITEM.PDF

D. 9:30 A.M. PUBLIC HEARING - AMENDMENTS TO THE NO WAKE ORDINANCE

1. Public Hearing For Amendments To The No Wake Ordinance

   Documents: AGENDA ITEM - JUNE 14, 2016.PDF, 300 FT NO WAKE MAPS.PDF, AFFIDAVIT OF PUBLICATION.PDF, CORINNA TOWNSHIP RESPONSE.PDF, EAST LAKE SYLVIA WATER LEVELS.PDF, JOINT POWERS AGREEMENT.PDF, POSTING UNDER COUNTY WEB PAGE NOTIFICATIONS.PDF, STAFF PROPOSED AMENDMENT TO LAKE SYLVIA AMENDMENT 16-3A.PDF, WRIGHT COUNTY VERSION OF STEARNS-WRIGHT NO WAKE ORDINANCE AMENDMENT 16-3.PDF

E. 9:45 A.M. LEE KELLY, COUNTY COORDINATOR

1. Courts Feasibility Study

   Documents: WOLD DOCUMENTS 5-24-16.PDF

VI. ITEMS FOR CONSIDERATION

A. COMMITTEE MINUTES

1. Building

   Documents: 6-08-16 BUILDING MINUTES AND ATTACHMENTS.PDF

B. RESCHEDULE 7-05-16 COMMITTEE OF THE WHOLE MEETING RE:

STRATEGIC PLANNING

VII. ADVISORY COMMITTEE / ADVISORY BOARD UPDATES

VIII. ADJOURNMENT

IX. CLAIMS LISTING

Documents: AUDIT LIST FOR BOARD 6-14-2016.PDF

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

INFORMATIONAL

WRIGHT COUNTY BOARD
MINUTES
JUNE 7, 2016

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

MINUTES
Husom moved to approve the 5-24-16 County Board Minutes, seconded by Borrell. The motion carried 4-0.

AGENDA
Petitions were accepted to the Agenda as follows under Auditor/Treasurer: Item 2, "Audit Exit Meeting" (Kelly). Daleiden moved to approve the Agenda as amended, seconded by Husom, and carried 4-0.

CONSENT AGENDA
Borrell moved to approve the Consent Agenda, seconded by Husom. Daleiden referenced Consent Item C authorizing attendance at the AMC District 5 Meeting on 6-13-16. He questioned whether Board members would be back in time for the Health & Human Services Board Meeting at 1:30 PM. Kelly was directed to inform the Human Services Director that the HHS Board Meeting will start at 2:00 P.M on 6-13-16. The motion carried 4-0 to approve the Consent Agenda:

A. ADMINISTRATION
   1. Refer To Personnel Committee (6-22-16) Request For Reclassification Resulting In New Salary Range

B. ADMINISTRATION
   1. Reappoint Stephen Michel To A Three (3) Year Term On Wright County Personnel Board Of Appeals Eff. 7-01-16

C. ADMINISTRATION
   1. Authorize Attendance, AMC District 5 Meeting, 6-13-16, 8:00 AM - 12:00 PM, Meeker County Courthouse, Litchfield, MN

D. ASSESSOR
   1. Approve Abatement, PID #155-999-444100 + Parcels listed, BNSF Railway Company. 107-999-444100, 205-999-444100, 208-999-444100, 109-999-444100, 212-999-444100, 101-999-444100, 105-999-444100, 101-999-444200, 213-999-444200, 219-999-444100, 211-999-444100, 114-999-444200, 220-999-444100, 112-999-444100, 116-999-444100, 208-999-444200, 211-999-444200, 118-999-444200, 114-999-444100, 118-999-444100, 213-999-444100, 218-999-444100.

E. AUDITOR/TREASURER
   1. Approve Renewal of Annual On Sale 3.2 Malt Liquor License for NOSLO, Inc. DBA Albion Ridges Golf Course
   2. Approve Renewal of Annual On Sale (including Sunday) and Off Sale Liquor License for Up the Creek Grill & Bar, Inc.
   3. Position Replacement
      A. Office Tech I

F. AUDITOR/TREASURER
   1. Approve Claims as Listed in the Abstract, Subject to Audit, for a Total of $459,126.97 with 268 Vendors and 382 Transactions

G. HEALTH & HUMAN SERVICES
   1. Position Replacements:
      A. Two Social Workers
      B. Office Technician I

H. HIGHWAY DEPARTMENT
   1. Position Replacements:
      A. Two Highway Engineering Technicians

I. PLANNING & ZONING
   1. Position Replacement:
      A. Office Technician II - Position to be vacant after 6-03-16

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J. PLANNING & ZONING

1. ALFRED NELSON - (Monticello Twp.) Planning Commission recommends on a 4/2 vote that the property be rezoned from AG General Agriculture and S-2 Residential-Recreational Shoreland to R-1 Urban-Rural Transitional and S-2.

K. SHERIFF'S OFFICE/JAIL

1. Authorize Signatures On MN DOC Release Violator Housing Contract, Eff. 7-01-16 TO 6-30-18

TIMED AGENDA ITEMS

BOB HIIVALA, AUDITOR/TREASURER

Approve Resolution Supporting Request by Riverwood National Townhomes Association, Inc. to Repurchase Two Parcels of Tax Forfeited Land (City of Otsego)

Brian Asleson, Chief Deputy Attorney, said two outlots were deeded by the developer to the Homeowners Association but they failed to pay taxes. The full amount of taxes, penalties and interest have since been paid. Daleiden moved to adopt Resolution #16-33 authorizing the request by Riverwood National Townhomes Association, Inc. to repurchase two parcels of tax forfeited land in the City of Otsego, PID #118-190-000080 and PID #118-190-000400. The motion was seconded by Borrell and carried 4-0 on a roll call vote.

AUDIT EXIT MEETING

Lee Kelly, County Coordinator, said the State Auditor's Office has asked to schedule an Audit Exit meeting. After discussing possible date options, it was the consensus that Kelly check to see if morning of 6-17-16 will work and to place that on the next Board Agenda if it does.

BRIAN ASLESON, CHIEF DEPUTY COUNTY ATTORNEY

Sale Of Property At 4030 Naber Avenue NE (Informational)

The Board previously approved Lampi Auction of Annandale to sell this County-owned property. It involves two parcels being sold together. The bid process opened yesterday and closes at 4:00 PM on 6-20-16. Asleson said Lampi has been asked to contact a couple of property owners who have expressed interest in the property. At the request of Daleiden, Asleson will research whether the two parcels can be combined into one as they are located in different sections. This was provided as an informational item.

CAPT. TODD HOFFMAN, SHERIFF'S OFFICE

Approve Resolution Allowing Sheriff Joseph Hagerty To Enter Into The Master Subscriber Agreement for MN Court Data Services With The Minnesota Office Of State Court Administration

The State Court Administrator's Office has implemented a new Court Data Service which provides remote electronic access to court records and documents. Entering into the Agreement will allow continued access to Court data by the Sheriff's Office.

Daleiden moved to adopt Resolution #16-34 authorizing Sheriff Joseph Hagerty to enter into the Master Subscriber Agreement for MN Court Data Services with the Minnesota Office of State Court Administration. The motion was seconded by Husom and carried 4-0 on a roll call vote.

VIRGIL HAWKINS, HIGHWAY ENGINEER

Approve Agreement with MnDOT for CSAH 35 Roundabout Project Funds

This will allow the County to pre-purchase street lighting poles and luminaires with reimbursement with federal funds. Daleiden moved to adopt Resolution #16-35, seconded by Borrell, and carried 4-0 on a roll call vote.

Approve Hwy 25 Corridor Coalition Agreement (Revised)

The Joint Powers Agreement is between Wright County, Sherburne County, the Cities of Monticello and Big Lake, and Big Lake Township relating to the TH 25 Corridor between I-94 and TH 10. The Agreement was presented to the Wright County Board on 4-05-16 and no action was taken, pending revision of Item 9 of the Agreement. The revised Agreement has been signed by the other involved agencies. Daleiden moved to approve the JPA, seconded by Husom, and carried 4-0.

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ITEMS FOR CONSIDERATION

5-25-16 BUILDING COMMITTEE MINUTES

On a motion by Daleiden, second by Borrell, all voted to approve the 5-25-16 Building Committee Minutes. The Building Committee Minutes follow:

I. Annex Restroom

Wilczek provided updates on the project status since last discussed at the May 10, 2016 building committee meeting. In that meeting it was recommended to proceed with obtaining prices from architects to create bid documents and obtain pricing from general contractors. Along with HCM (who completed the initial fit plan concept drawings), Larson Associates and Nelson Architects were also contacted to obtain proposals. Larson Associates provided response that they are too busy to take on more work and the quote from Nelson is not yet completed. Nelson will be submitting their proposal for consideration the week of May 30th.

Recommendation:

Daleiden and Potter recommended continuing to pursue the architect proposals for discussion and consideration at a future date.

II. IT Expansion

Tagarro provided an overview on the IT Expansion process. The department is planned to be moved out of the old space and into the expansion space with temporary furniture setup by 5/26/16. Custodial staff has been disassembling old furniture pieces as staff members leave their workstations. Wright Hennepin Security will be adding the security components to the new space on 5/27/16 with cabling and electrical services already completed. Ernst Construction will be on site by 5/31/16 to begin construction work in the old space. Phase 1 furniture will be installed by June 15th and the final furniture will be complete by July 12th.

Recommendation:

Daleiden and Potter recommended continuing to move forward and continuing to provide updates on progress.

III. Elevator Repairs

Wilczek provided an update related to the Courts Elevator proposal from Minnesota Elevator (MEI) discussed on 5/10/16. The proposal for $79,965 was communicated as a required set of updates, but after researching further, there were no documents found tying the updates to a code violation. MEI said in a follow up discussion that they are making the recommendation to update the cab and components to bring the system to a modern status as the system is very old and outdated. A second opinion was recommended at the 5/10/16 meeting and ThyssenKrupp Elevator was contacted by Wilczek to provide a proposal. ThyssenKrupp has reviewed the cab & machine room, and their proposal for consideration is expected by 5/27/16.

Recommendation:

Daleiden and Potter recommended to continue working to obtain a second opinion and proposal with ThyssenKrupp so that the price will be available for further consideration and discussion at the next building committee meeting.

IV. Public Works Deferred Maintenance & Remodel

Wilczek provided an update on the status of the project since the building committee meeting on 5/17/16. At the recommendation of Potter and Daleiden, Larson Associates were contacted for a price quote to create drawings for the public works building interior remodel. They declined the work stating they were too busy right now to take on more, so Nelson architects were approached for a proposal which will be submitted the week of May 30th. Marc Mattice itemized a list of project items to consider and they were presented by both Wilczek and R. Borell. It was noted that the document was an all-encompassing list of items for consideration.

Recommendation:

It was recommended by Daleiden and Potter to move forward with having the overhead crane tested as noted in item 6 and having the drains cut/jetted as noted in item 4 of the "items to note" on the 3rd page. It was also recommended to continue working to obtain pricing on the itemized list of projects for consideration and to obtain a quote from an architect for the development of bid documents.

(End of 5-25-16 Building Committee Minutes)

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TIMED AGENDA ITEMS

MARC MATTICE, PARKS & RECREATION

Authorization Of Signatures On All Documents Related To Phase 9 & 10 Acquisitions at the Bertram Chain Of Lakes Regional Park Including:

A. Phase 9 Purchase Agreement

B. Phase 10 Purchase Agreement

C. Seventh Addendum To The Memorandum Of Understanding Between Wright County, City Of Monticello, & The YMCA

On 5-12-15 the County Board authorized the local cash match of $200,090 for Phase 9 acquisition and the City of Monticello committed to an equal share on 7-13-15. On 10-20-15, the County Board authorized the local cash match of $345,000 for Phase 10 acquisition and the City of Monticello committed to an equal share on 12-14-15. Mattice would like to close by the end of June. After this acquisition, 41 acres of athletic fields remain for final purchase in 2017. Funding for the purchase and closing costs are allocated in the 2016 CIP budget.

Daleiden moved to authorize signatures for Phase 9 and Phase 10 acquisitions and for the Seventh Addendum to the Memorandum of Understanding between Wright County, the City of Monticello, and the YMCA. The motion was seconded by Borrell and carried 4-0.

ITEMS FOR CONSIDERATION

5-16-16 COMMITTEE OF THE WHOLE (COTW) MINUTES

A COTW Meeting was held on 5-16-16 with Enel Green Power relating to the Geronimo Energy solar project at the Lake Pulaski location. At today's County Board Meeting, Sawatzke said that representatives of Enel Green Power indicated they would respond within 10 days relating to issues involving township roads, roads built on site, and alteration of the site. Enel Green Power said they would reach out to Xcel on the power pole issue. Sawatzke said the 10 days passed without response other than Enel Green Power indicating the County should contact Xcel directly. An email has been sent to Enel Green Power on the other topics listed.

Discussion followed on the location of power poles in the road right of way. It was suggested that Kelly and Greg Kryzer, Assistant County Attorney, draft a letter to Xcel Energy asking about the power poles and whether they can be moved. Discussion led to right of way permits. Daleiden suggested that townships be informed that they should address right of way in their ordinances. Sawatzke said as it pertains to solar, right of way will be addressed in the new ordinance. However, those solar projects approved by the State will not be covered by such an ordinance. Sawatzke said the next Solar group meeting will be held on 6-10-16 where discussion will include power poles and interconnection. Daleiden said Xcel Energy should be invited to that meeting.

Husom moved to direct Kelly and Kryzer to draft a letter to Xcel Energy, seconded by Daleiden. The motion includes staff contacting Don Schmidt of Buffalo Township to find out whether Buffalo Township's Attorney has sent correspondence to Xcel Energy, which can be referenced in the letter. The motion carried 4-0.

On a motion by Daleiden, second by Husom, all voted to approve the 5-16-16 COTW Minutes and recommendations:

I. Informational Meeting with Enel Green Power

McGee Provided an overview of the development history of the solar project at the Lake Pulaski location. This project was developed by Geronimo Energy and then purchased by Enel Green Power. He noted inconsistencies can arise in the transition from developer to final owner of a solar project. McGee expressed that Enel Green plans to be in the area a long time in wants to be a good neighbor. They are willing to listen to concerns and take action to keep residents happy.

Kleist discussed the Township's understanding of this project as it was explained to them initially by Tena Rytel of Geronimo Energy. There have been discrepancies between the township's understanding of the project and what has taken place to date. Specific concerns relate to removal of topsoil, removal of trees, creation of gravel roads on the site and utility poles placed in the right of way.

McGee stated he would revisit the site plans with the project engineers to see if the proposed roads could be

5-16-16 COTW Minutes (cont.):

built without hauling in gravel to the site. He noted it is planned that 4 inches of topsoil will be moved to level the site, but no soils will leave the site. They will try to minimize the amount of soil moved, however a berm is to be built and trees planted to provide screening to the neighbors. Vegetation will be planted on the site using a seed mix approved by the DNR. Maintenance of the site will be handled by local crews.

Of the 16 sites in Minnesota owned by Enel Green, the Lake Pulaski site required the removal of the largest area of trees. McGee clarified that the utility poles placed near the site were put in place by Xcel Energy rather than Enel Green. McGee will address this concern with Xcel and request the transmission lines be moved underground.

There was discussion on the siting and permitting process of solar projects noting the Public Utilities Commission permitted this project, rather than the County or Township. The energy generated by this site will be sold to utility companies. The Lake Pulaski site is designed to generate 7.5 megawatts and will consist of 34,728 three foot by eight foot solar panels. Enel Green has paid to upgrade the substation as part of this project.

Sawatzke inquired about the conditional requirements set for this project as part of the PUC permits. McGee stated they are numerous and address such topics as fencing, length of access road, as well as PCA and DNR requirements. All materials related to the project can be found at the Department of Commerce eDocket: http://mn.gov/commerce/energyfacilities/Docket.html?Id=33924

Concerns regarding truck traffic near the site were discussed. Kleist cautioned that road weight restrictions must be followed on township roads.
Future questions, issues, or complaints should be addressed to Harrison as per the PUC Complaint reporting procedure.

Mc Gee will follow up with Xcel regarding the power poles in the right of way and review the site plan to minimize the moving of soils onsite. He suggested a meeting every other month for updates on the project.

Recommendation: Meet again on July 18th 1:30PM at Buffalo Township Hall
(End of 5-16-16 COTW Minutes)

TIMED AGENDA ITEMS

GREG KRYZER, ASSISTANT COUNTY ATTORNEY
Adopt Ordinance Creating the Code of Ordinances of Wright County, Minnesota
Action will create a new revised and restated Code of Ordinances, which will be effective 7-01-16. The Planning Commission held a Public Hearing on the codification on 5-12-16. Daleiden moved to adopt the revised and restated Code of Ordinances for Wright County, seconded by Borrell. The motion carried 4-0. The Ordinance language follows:

AN ORDINANCE ENACTING A CODE OF ORDINANCES FOR THE COUNTY OF WRIGHT, STATE OF MINNESOTA, REVISING, AMENDING, RESTATING, CODIFYING AND COMPILING CERTAIN EXISTING GENERAL ORDINANCES OF THE POLITICAL SUBDIVISION DEALING WITH SUBJECTS EMBRACED IN SUCH CODE OF ORDINANCES.

WHEREAS, the present general and permanent ordinance of the political subdivision are inadequately arranged and classified and are insufficient in form and substance for the complete preservation of the public peace, health, safety and general welfare of the County and for the propose conduct of its affairs; and

WHEREAS, the Acts of the Legislature of the State of Minnesota empower and authorize the County of Wright to revise, amend, restate, codify and compile any existing ordinances and all new ordinances not heretofore adopted or published and to incorporate such ordinances into one ordinance in book form; and

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WHEREAS, the Board of Commissioners for the County of Wright has previously authorized a general compilation, revision and codification of the ordinances of the County of Wright of a general and permanent nature and publication of such ordinance in book form; and

NOW THEREFORE, THE COUNTY OF WRIGHT HEREBY ORDAINS:

Section 1. The general ordinances of the County of Wright as revised, amended, restated, codified, and compiles in book form are hereby adopted as and shall constitute the "Code of Ordinance of Wright County, Minnesota."

Section 2. Such Code of Ordinances as adopted in Section 1 shall consist of the following Titles:

Chapter

TITLE I: GENERAL PROVISIONS

10. Rules of Construction; General Penalty

TITLE III: ADMINISTRATION

30. County Policies

TITLE V: PUBLIC WORKS

50. Highways
51. Right-of-Way Management

TITLE VII: TRAFFIC CODE

[Reserved]

TITLE IX: GENERAL REGULATIONS

90. Dangerous Dogs
91. Large Assemblies
92. Parks and Recreation
93. Public Health; Nuisances
94. Explosives
95. Zero Phosphorous

TITLE XI: BUSINESS REGULATIONS

110. Tobacco Regulations

TITLE XIII: GENERAL OFFENSES

130. Social Hosts; Responsibilities
131. Water Surface Use

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TITLE XV: LAND USAGE AND ZONING

150. General Provisions
151. Building Code and Construction Standards
152. Feedlots
153. (Reserved)
154. Subdivisions
155. Zoning
156. Solid Waste
157. Point of Sale Septic Certification

TABLE OF SPECIAL ORDINANCES

[Reserved]

PARALLEL REFERENCES

References to Minnesota Statutes
References to Minnesota Rules
References to Minnesota Regulations
References to Resolutions
References to Ordinances

INDEX

Section 3. Effective July 1, 2016, all prior ordinances pertaining to the subjects treated in such Code of Ordinances shall be deemed repealed from and after the effective date of this ordinance except as they are included and reordained in whole or in part in such Code; provided, such repeal shall not affect any offense committed or penalty incurred or any right established prior to the effect date of this ordinance, nor shall such repeal affect the provisions of ordinances levying taxes, imposing a moratorium, appropriating money, establishing franchises, or granting special rights of certain persons, authorizing public improvements, authorizing the issuance of bonds or borrowing of money, authorized the purchase or sale of real property or personal property, granting or accepting easements, plat or dedication of land to public use, vacating or setting boundaries of street or other public places, nor shall such repeal affect any other ordinance of a temporary or special nature pertaining to subjects not contained in or covered by the Code.

Section 4. Such Code shall be deemed effective on July 1, 2016 and the Clerk of the Wright County Board of Commissioners is hereby authorized and ordered to file a copy of such Code of Ordinance in the Office of the Clerk, the Office of the Wright County Recorder, and in the Wright County Law Library.

Section 5. Such Code shall be in force and effect on July 1, 2016 and all dates thereafter, and such Code shall be presumptive evidence in all courts and places of the ordinance and all provisions, sections, penalties and regulations therein contained and of the state of passage, and that the same is properly signed, attested, recorded, and approved and that any public hearings and notices thereof as required by law have been given.

(End of Ordinance Enacting a Code Of Ordinances For The County Of Wright, State Of Minnesota)

Kryzer stated that staff is recommending that the new Code of Ordinances be amended because of outdated information, stylistic changes, and cross references that need update. The proposed amendment also includes the

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Commercial Outdoor Tourism changes approved by the County Board on 5-03-16. Kryzer stated that the Public Hearing held by the Planning Commission on 5-12-16 includes these amendments. Daleiden moved to adopt Ordinance Amendment 16-2, seconded by Husom, and carried 4-0. Ordinance Amendment 16-2 follows:

Ordinance Amendment Number 16-2

The County Board of Wright County Hereby Ordains:

AMENDMENTS TO THE WRIGHT COUNTY RESTATED AND REVISED CODE

Article I – Amendments to the Building Code

Sec. 1.

§ 151.01 BUILDING CODE ADOPTED.

The Minnesota State Building Code, hereinafter referred to as "the Code", as adopted by the state's Department of Labor and Industry pursuant to Minnesota Chapter 326B M.S. §§ 16B.59 to 16B.75, including all of the amendments, rules and regulations established, adopted and published from time to time by the state's Department of Labor and Industry, through the Building Codes and Standards Division is hereby adopted by reference with the exception of the optional chapters, unless specifically adopted in this subchapter. The Code is hereby incorporated in this subchapter as if fully set out herein.
(Ord. 99-02, passed 6-10-2008)

Article II - Amendments to the Subdivision Ordinance

Sec. 1.

§ 154.36 DATA REQUIRED ON FINAL PLATS.

(2) Notarized certification by owner and by a registered land surveyor, to be worded as follows:

I, (*surveyor's name),* do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____ day of _____ , 20___ .

_____
(Print name of surveyor), Licensed Land Surveyor
Minnesota License No. _____

I do hereby certify that I have surveyed and platted the property described in the dedication of this plat as _____ Addition; that this plat is a correct representation of said survey; that all distances are correctly shown on said plat in feet and nearest hundredth of a foot; that all monuments have been correctly placed in the ground as shown on the plat; that the

outside boundary lines are correctly designated on the plat; and that there are no wetlands or other public highways to be designated on said plat other than shown thereon.

Surveyor
MN Registration No.

(3) Certification showing that all taxes due on the property have has been paid in full:

(a) County Auditor/Treasurer:

Wright County Auditor/Treasurer

Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable in the year 20___ on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this __day of _____, 20___.

_____ By:_____
Wright County Auditor/Treasurer Deputy

Taxes paid for all years through _____ year and transfer entered this _____ day of , A.D., 20_____ .

County Auditor/Treasurer _____

(b) County Auditor/Treasurer:

I hereby certify that taxes payable in the year _____ on lands herein described are paid, this day of _____ , A.D., 20_____.

County Treasurer _____

(4) County Planning Commission:

WRIGHT COUNTY PLANNING COMMISSION

Be it known that at a meeting held on this _____ day of _____, 20____, the Planning Commission of the County of Wright, Minnesota, did hereby approve this plat of NAME OF PLAT.

_____
Chairperson

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The plat of _____ was approved by the Wright County Planning Commission at a meeting held this _____ day of _____ , A.D., 20_____ .

Planning Commission Chairperson

(5) County Board of Commissioners:

WRIGHT COUNTY BOARD OF COMMISSIONERS

This plat of NAME OF PLAT was approved and accepted by the Board of County Commissioners of Wright County, Minnesota, at a meeting held this _____ day of _____, 20____.

_____ _____

Chairperson County Coordinator

The plat of _____ was accepted and approved by resolution of the Board of County Commissioners of Wright County, Minnesota, at a _____ meeting of said Board held this _____ day of _____ , A.D., 20_____ .

Chairperson of the County Board

County Auditor/Treasurer

(6) County Surveyor:

WRIGHT COUNTY SURVEYOR

I hereby certify that in accordance with Minnesota Statutes, Section 505.021, Subd. 11, this plat has been reviewed and approved this _____ day of _____, 20____.

_____

Wright County Surveyor

Examined and recommended for approval this _____ day of _____ , 20____ .

Wright County Surveyor

(7) County Highway Engineer:

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WRIGHT COUNTY HIGHWAY ENGINEER

This plat was reviewed and recommended for approval this _____ day of _____, 20____.

_____
Wright County Highway Engineer

(8) County Recorder:

WRIGHT COUNTY RECORDER

I hereby certify that this instrument was filed in the office of the County Recorder for record on this _____ day of _____, 20_____, at _____o'clock ___.M. and was duly recorded in Cabinet No. _____, Sleeve _____, as Document No. _____.

_____
Wright County Recorder

I hereby certify that the instrument on this plat was filed in this office for record on the _____ day of _____ , A.D., 20_____, at _____ o=clock ____.M., and duly recorded in Cabinet No. _____ , Document No. _____ .

Wright County Recorder

(Amended June 7, 2016)

Article III – Amendments to the Zoning Ordinance

Sec. 1.

§ 155.056 FLOODPLAIN OVERLAY DISTRICT (FP).

(C) *Floodway area.*

(3) *Conditional uses.*

(a) Structures accessory to the uses listed in division (C)(2) above and the uses listed below;

(b) Extraction and storage of sand, gravel and other material;

(c) Marinas, boat rentals, docks, piers, wharves and water control structures;

(d) Railroads, streets, bridges, utility transmission lines and pipelines;

(e) Storage yards for equipment, machinery or materials;

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(f) Placement of fill;

(g) Travel trailers and travel vehicles either on individual lots of record or in existing or new subdivisions or commercial or condominium type campgrounds, subject to the exemptions and provisions of § 155.056 (H) below; and

(h) Structural works for flood control such as levees, dikes and flood walls constructed to any height where the intent is to protect individual structures and levees or dikes where the intent is to protect agricultural crops for a frequency flood event equal to or less than the ten-year frequency flood event.

Sec. 2.

§ 155.058 WILD AND SCENIC RIVER DISTRICT (W).

(E) *Performance standards.*

(1) *Lot area regulations.*

(a) The minimum lot size shall be two acres;

(b) Lot width at building line: 200 feet; and

(c) Lot width at ordinary high water mark: 200 feet.

(2) *Setback requirements.*

(a) (Also apply to tributaries designated in NR 24000.)

(b) Building setbacks:

(a)1. From ordinary high water mark: 100 feet;

(b)2. From bluffline: 30 feet;

(c)3. From side yard: 30 feet for principal use and accessory uses over 800 square feet;

(d)4. Other accessory uses: ten feet;

(e)5. From roads: county or state highway130 feet from centerline;

(f)6. Township or other road: 65 feet from centerline;

(g)7. From rear yard (non-riparian): 50 feet;

(3) *General setbacks and standards:*

(a) On-site sewage treatment system setback from ordinary high water mark: 75 feet;

(b) Maximum structure height: 35;

(c) Controlled vegetative cutting area setback from ordinary high water mark: 100 feet.

(d) No structure shall be placed on any slope greater than 13% (13 feet vertical rise in 100 feet horizontal distance) unless such structure can be screened and sewage disposal system facilities can be installed.

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(e) No structures shall be placed in any floodway. Structures proposed within a floodplain shall be consistent with the Floodplain District of this chapter.

(f) For substandard lots of record, setback standards may be reduced to coincide with the Urban/Rural Transition (R-1) District (' 155.049(F)(7) of this chapter).

(4)(g) *Substandard Lots* Substandard lots: lots of record in the office of the County Recorder on the effective day of enactment of this chapter which do not meet the dimensional requirements of this chapter shall be allowed as building sites, provided: such use is permitted in the land use district(s); the lot was in separate ownership on the date of enactment of this chapter; all sanitary and dimensional requirements are complied with, as practicable; and the lot is at least 20,000 square feet in area.

(5)(3) *Vegetative cutting.*

(a) Within the controlled vegetative cutting areas clear cutting, except for any authorized public services such as roads and utilities, shall not be permitted.

(b) Selective cutting of trees in excess of four inches in diameter at breast height shall be permitted providing cutting is spaced in several cutting operations and a continuous tree cover is maintained.

(c) The above cutting provisions shall not be deemed to prevent:

1. The removal of diseased or insect infested trees, or of rotten or damaged trees that present safety hazards; and

2. Pruning understory vegetation, shrubs, plants, bushes, grasses or from harvesting crops or cutting suppressed trees or trees less than four inches in diameter at breast height.

(6)(4) *Clear cutting.* Clear cutting anywhere in the designated land use district on the Mississippi River is subject to the following standards and criteria.

(a) Clear cutting shall not be used as a cutting method where soil, slope or other watershed conditions are determined by the zoning authority to be fragile and subject to severe erosion and/or sedimentation.

(b) Clear cutting shall be conducted only where clear-cut blocks, patches or strips are, in all cases, shaped and blended with the natural terrain.

(c) The size of clear-cut blocks, patches or strips shall be kept at the minimum necessary.

(d) Where feasible all clear cuts shall be conducted between September 15 and May 15. If natural regeneration will not result in adequate vegetative cover, areas in which clear cutting is conducted shall be replanted to prevent erosion and to maintain the aesthetic quality of the area. Where feasible, replanting shall be performed in the same spring or the following spring.

(7)(5) *Grading, filling, alterations of beds of public waters.* Any grading and filling work done shall require a permit and shall comply with the following.

(a) Grading and filling of the natural topography which is not accessory to a permitted or conditional use shall not be permitted.

(b) Grading and filling of the natural topography which is accessory to a permitted or conditional use shall not be conducted without a grading and filling permit from the zoning authority.

(c) Grading and filling of the natural topography which is accessory to permitted or conditional use shall be performed in a manner which minimizes earthmoving, erosion, tree clearing and the destruction of natural amenities.

DRAFT

(d) Grading and filling of the natural topography shall also met the following standards.

1. The smallest amount of bare ground is exposed for as short a time as feasible.

2. Temporary ground cover such as mulch is used and permanent ground cover such as sod is planted.

3. Methods to prevent erosion and to trap sediment are employed.

4. Fill is established to accept engineering standards.

(8)(6) *Utility transmission lines.* All utility transmission crossings of land within the Mississippi River land use district(s) shall require a conditional use permit. The construction of such transmission services shall be subject to the standards and criteria of the Minn. Regulations NR 79(i)(2).

(9)(7) *Public roads.* In addition to such permits as may be required by M.S. §§ 103G.301 through 130G.315, as it may be amended from time to time, a conditional use permit shall be required for any construction of reconstruction of new public roads within the Minnesota River land use district(s). Such construction or reconstruction shall be subject to the standards and criteria of Minn. Regulations NR 79(j)(2). A conditional use permit is not required for minor public streets which are streets intended to serve primarily as an access to abutting properties.

(10)(8) *Land suitability.* No land shall be subdivided which is determined by the governing body, or the Commissioner, to be unsuitable by reason of flooding, inadequate drainage, soil and rock formation with severe limitations for development, severe erosion potential, unfavorable topography, inadequate water supply or sewage treatment capabilities or any other feature likely to be harmful to the health, safety or welfare of the future residents of the proposed subdivision or the community.

(11)(9) *Planned cluster development.* A planned cluster development may be allowed subject to the requirements of ' 155.059 of this chapter only when the proposed clustering provides a better means of preserving agricultural land, open space, woods, scenic views, wetlands and other features of the natural environment than traditional subdivision development. Except for minimum setbacks and height limits, altered dimensional standards may be allowed as exceptions to this chapter for planned cluster developments; provided:

(a) Preliminary plans are approved by the Commissioner prior to their enactment by the governing body.

(b) Central sewage facilities are installed which meet the standards, criteria, rules or regulations of the state's Department of Health and the Pollution Control Agency.

(c) Open space is preserved. This may be accomplished through the use of restrictive deed covenants, public dedications, granting of scenic easements or other methods.

(d) There is not more than one centralized boat launching facility for each cluster.

(12)(10) *General regulations.* Requirements for signs, parking, sewage disposal and the like are set forth in §§ 155.075 through 155.108 of this chapter.

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Sec. 3.

§ 155.088 NUISANCES.

(B) *Livestock and animals.*

(1) In all zoning districts, livestock, poultry and farm animals shall not be allowed on any lots or parcels smaller than four acres. On lots larger than four acres in the A/R, R-1, R-2, R-2(a), R-3, S-1, S-2, S-3 and W Districts, animals shall be allowed at a maximum density of one-half animal unit per acre. Parcels in the A/R District and all Residential Districts are limited to less than ten animal units total regardless of acreage. These restrictions shall not apply to normal farm operations existing prior to the adoption of this chapter or to farms in the AG District on parcels over ten acres in size. Livestock shall include those animals listed in § 155.003(B)(5)(b) of this chapter, except for dogs, cats and rabbits as domestic pets.

Sec. 4.

§ 155.090 SEWAGE AND WASTEWATER TREATMENT AND DISPOSAL STANDARDS.

(B) *General provisions.*

(6) *Permit requests.* When either of the following occur EHO department will review records of the SSTS on the property to determine adequate conformance. Said review may require conformance to Minn. Rules part 7080.2450, subpart 2, and/or require a certification of compliance of the SSTS:

(a) Any time that a permit is applied for in a shoreland management area (1,000 feet of a lake, pond or flowage or 300 feet of a river or stream or the landward extent of a floodplain); or and

(b) With the addition of a bedroom on the property.

(10) *Abandonment SSTSs.* SSTS must be properly abandoned according to Minn. Rules part 7080.2500.

(a) If the individual abandoning a SSTS is not a licensed SSTS professional, the abandonment must be inspected by a licensed SSTS inspector.

(b) A state abandonment document must be submitted to the local unit of government within 90 days of abandonment.

Sec. 5.

§ 155.090 SEWAGE AND WASTEWATER TREATMENT AND DISPOSAL STANDARDS.

(C) *Site evaluation and design requirements.*

(9) *Bedroom additions; existing compliant complaint SSTS.* Bedroom additions with an existing compliant SSTS where the treatment area cannot be practically increased to the proper treatment area size, shall be time dosed.

(11) *Remediation; Permit required; operational components added.* A permit shall be required when an operational component is added, or a method employed to an SSTS to recover a failing treatment area. Required information for this permit will be a description of what is wrong with the existing SSTS, an inspection/compliance of the components of the system, a lab sample of the existing effluent to determine abnormalities, and a preliminary site evaluation of what the upgrade options will be on the property if remediation fails to correct the problem. A management plan/operating permit will also be required.

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Sec. 6

Table 3: Minimum Setback Distances (Feet)

	Sewage or Holding Tank	***Soil Treatment or Absorption Area***	***Building Sewer or Supply Pipes***
All public water wetlands as defined by M.S. ' 103G.005, subd. 15a, as it may be amended from time to time, or successor statute	50	50	-
Buildings***	10	20	-
Buried pipe distributing water under pressure*	10	10	10
Buried water suction pipe*	50	50	50**
General development lakes	50	50	-
Ordinary high water mark of the following types of lakes and rivers:			
General development lakes	50	50	-
Recreational development lakes	75	75	-
Natural environmental lakes	150	150	-
Recreational development lakes, Mississippi River, agricultural rivers and tributaries as defined in ' 155.057(D) of this chapter	75	75	-
Transitional river segments (north fork of the Crow)	150	150	-
Property lines****	10	10	-
Subsurface drainage systems such as field tile lines	50	50	-
Surface drainage systems such as open ditches	30	30	-
Water supply wells* (50 feet of continuous casing or encountering 10 feet of impervious material)	50	50	50**
Water supply wells* (less than 50 feet of continuous casing)	50	100	50**

NOTES TO TABLE:

* Setbacks from buried water pipes and water supply well as governed by Minn. Rules Ch. 4715 and 4725, respectively.

** The setback can be reduced from 50 to 20 feet if the building sewer or supply pipe is air tested by holding 5 pounds of air pressure for 15 minutes.

*** For structures other than buildings these setbacks may be reduced if necessary due to site conditions, but in no case shall any part of the individual sewage treatment system be located under or within the structure. For this provision to be employed there shall not be interior space below the structure. For the new construction of a structure without interior space below the structure no part of the absorption area shall encroach closer than 10 feet.

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Table 3: Minimum Setback Distances (Feet)			
	Sewage or Holding Tank	***Soil Treatment or Absorption Area***	***Building Sewer or Supply Pipes***
**** The setback from the treatment area to the platted road may be reduced with written approval from the road authority. The Board of Adjustment shall review variance requests, including those from common property lines, per ' 155.026 in this chapter.			

Sec. 7

§ 155.097 SIGN REGULATIONS.

(H) *Exempt signs.* Unless prohibited in division (I) following signs shall be authorized in all zoning districts and shall not require a permit. These exemptions, however, shall not be construed as relieving the owner of the sign from the responsibility of its erection and maintenance, and its compliance with the provisions of this chapter or any other law or ordinance regulation the same.

(1) *Governmental entity owned signs.*Any signed owned or maintained by a governmental entity.

(2) *Changing displays.* The changing of the display surface on a previously approved painted or printed sign.

(3) *One sign; specific size.* One sign six square feet or less in size and no more than five feet in height per property.

(4) *Non-commercial signs.* Non-commercial signs beginning 46 days before the state primary in a state general election year until ten days following the state general election.

(5) *Elections.* When the date of a local, municipal, county, township, or school election does not correspond with the state primary or state general election, non-commercial signs may be erected, within the jurisdiction conducting the election, and maintained beginning 46 days before any scheduled primary or general election until ten days following the general election.

(6) *Newly platted subdivision or development.* Each newly platted subdivision or development shall be allowed one sign, at each entrance of the subdivision or plat. Each sign shall not exceed 96 square feet in surface area and no more than 15 feet in height. Each sign shall be allowed for one year after the recording of the plat, or for 30 days after the last property or parcel in the plat is sold or transferred, whichever is later.

(7) *Additional signs; size.* Every parcel of property is entitled to additional signs totaling but not exceeding 12 square feet in surface area and no more than five feet in height while the parcel of property is actively being marketed for sale or rent.

(8) *One sign permitted; size and location.* Every parcel of property shall be entitled to one sign no more than 120 square inches in surface area to be placed in all of the following locations:

(a) On the front of a residence;

(b) On each side of an authorized United States Postal Service mailbox;

(c) On one post which measures no more than 48 inches in height and four inches in width.

(9) *Additional sign for event; duration.* Every parcel of property is entitled to additional signs totaling, but not exceeding, 24 square feet in surface area and no more than 15 feet in height when there is an event at the subject property and not posted for more than 28 days.

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(10) *Additional signs; construction of building.* Every parcel of property is entitled to additional, unilluminated signs, to be used during the construction of a building, and which in total are not to exceed 12 square feet each in surface area and are no more than 15 feet in height. Said signs shall be removed within six months from the start of construction.

(11) *Traffic flow.* In the interest of safe traffic flow, every parcel of property is entitled to additional signs totaling, but not exceeding, 24 square feet in surface area and no more than 15 feet in height.

Sec. 8
(I) *Signs prohibited.*

(6) Abandoned signs shall be removed by the owner or lessee of the premises upon which the sign is located. If the owner or lessee fails to remove the sign, the Zoning Administrator shall remove it in accordance with division (K)(3)(L)(3) below. These removal provisions shall not apply where a succeeding owner or lessee has a valid conditional use permit and agrees to maintain the signs as provided in this chapter or changes copy on the signs in accord with a valid conditional use permit and provided the signs comply with the other provisions of this chapter.

Sec. 9

(I) *Signs prohibited.*

(8) Unless otherwise noted, no sign shall be placed on public street/traffic signs, utility poles or public property. Signs in violation of this division (F)(9) may be removed by county personnel at their discretion, without advance notice to the sign owner.

Sec. 10

§ 155.108 SOLAR ENERGY FARMS AND SOLAR ENERGY SYSTEMS.

(C) *Solar energy systems requirements and standards.*

(1) Solar energy systems ten kilowatts and under are a permitted accessory use in all zoning districts. Solar energy systems over ten kilowatts and not exceeding 100 kilowatts require a conditional use permit.

(2) Solar energy systems 100 kilowatts and under are a permitted accessory use in the General Agricultural (AG) Zoning District.

(a) *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.

(b) *Height.* Solar energy systems are subject to the following height requirements:

1. Building or roof-mounted roof-smounted solar energy systems shall not exceed the maximum allowed height in any zoning district.

Sec. 11

155.003 RULES AND DEFINITIONS.

(B) *Definitions.* For the purpose of this chapter, the following definitions apply unless the context clearly indicates or requires a different meaning.

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(25) ***COMMERCIAL AGRICULTURAL TOURISM.*** Commercial Agricultural Tourism is a rural commercial operation that is connected to a primary agricultural use and may include orchards, wineries, the promotion of agriculture or the natural environment, or the use of the rural outdoor environment for events such as weddings and gatherings. Commercial Agricultural Tourism may allow for the construction of accessory structures to be used for events and special gatherings of people to be held within such structures. Food catering and limited food preparation, along with limited retail that is directly associated with the Commercial Agricultural Tourism use may be allowed.

A conditional use which is ancillary to a primary agricultural use on property with a land area at least ten acres in size and has a residence or agricultural entitlement. ***COMMERCIAL AGRICULTURAL TOURISM*** can allow for accessory structures to be constructed for events and other gatherings of people to be held inside. Food catering and preparation, along with limited retail, which is associated with the ***COMMERCIAL AGRICULTURAL TOURISM*** use may be allowed.

Sec. 12.

Add Section 155.109:

§155.109 COMMERCIAL AGRICULTURAL TOURISM

(A) Purpose. This section is adopted for the purpose of:
(1) Preserving Wright County's agricultural and rural heritage and landscapes.

(2) Enhancing Wright County's appeal to visitors who are drawn to its rural and agricultural environment.

(3) Providing opportunities for new economic growth through Commercial Agricultural Tourism.

(4) Allowing for Commercial Agricultural Tourism that does not conflict with permitted agricultural operations and developed residential areas.

(B) Standards. The following standards shall apply to all Commercial Agricultural Tourism Uses.

(1) Commercial Agricultural Tourism shall be located on a parcel of at least ten acres in size which has a residence or entitlement.

(2) Commercial Agricultural Tourism shall be shown to have a unique or demonstrable relationship with Wright County and be correlated to agricultural and rural features in accordance with the above stated purposes.

(3) Large scale events and gatherings held inside a building must be associated with an outdoor agricultural or rural outdoor activity, be seasonal or part-time in nature. Any associated food must be catered. The Planning Commission may allow for limited food preparation provided it meets the underlying intent of the Commercial Agricultural Tourism Use. Alcohol must be catered.

(4) Commercial Agricultural Tourism shall require a Conditional use Permit in accord with Section 505 of the Wright County Zoning Ordinance and must comply with the Wright County Land Use Plan.

(C) *Conditions*. As part of any Conditional Use Permit the Planning Commission shall adopt conditions which address the following criteria:

(1) Must not create an excessive demand upon existing services or amenities.

(2) Must be screened or able to be screened adequately, or are sufficiently separated from adjacent residences to prevent negative impacts to nearby properties.

(3) Must have an appearance that is consistent and compatible with the surrounding area and land uses.

DRAFT

(4) Must not cause traffic hazards or undue congestion.

(5) Must not negatively impact surrounding residences and neighbors by the intrusion of noise, glare, odor, or other adverse effects.

(Originally Adopted 5-3-2016, Amended June 7, 2016)

Article IV – Solid Waste Ordinance

Sec. 1

§ 156.16 DEFINITIONS.

(P) ***SOLID WASTE.*** Waste as defined in M.S. § 116.06, subd. 22 subd. 10, as it may be amended from time to time, including garbage, refuse, sludge from a water supply treatment plant or air contaminant treatment facility, and other discarded waste materials and sludges, in solid, semi-solid liquid or contained gaseous form, resulting from industrial, commercial, mining and agricultural operations, and from community activities, but does not include hazardous waste; animal waste used as fertilizer; earthen fill, boulders, rock; sewage sludge; solid or dissolved material in domestic sewage or other common pollutants in water resources, such as silt, dissolved or suspended solids in industrial waste water effluents or discharges which are point sources subject to permits under § 402 of the Federal Water Pollution Control Act, as amended, dissolved materials in irrigation return flows; or source, special nuclear or by-product material as defined by the Atomic Energy Act of 1954, as amended.

Sec. 2.

§ 156.99 PENALTY.

(A) Any person violating any provision of this chapter for which no specific penalty is prescribed shall be subject to § 10.99 of this code of ordinances.

(B) (1) Violation of §§ 156.15 through 156.21 of this chapter shall be a misdemeanor, punishable by a fine or up to $700, imprisonment not to exceed 90 days, or both.

(2) Upon violation of §§ 156.15 through 156.21 of this chapter, the Division may suspend or revoke the license of a hauler and may establish conditions to be met in order for the reinstatement of said license. Such conditions to be met may include the payment in full of any fines, assessed under division (B)(1) above.

(C) Any person violating any provision of §§ 156.35 through 156.46 of this chapter shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not to exceed $300, or imprisonment in the county jail not to exceed 90 days, and each day that the violation continues to exist shall constitute a separate offense.

(Ord. passed 7-7-1970; Res. 96-29, passed 5-7-1996, Ord. amended 06-2016)

Enacting Clause

This ordinance shall amend the Code of Ordinance of Wright County, Minnesota. This ordinance shall be in effect on July 1, 2016.
(End of Ordinance Amendment 16-2)

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Refer Policy & Guidelines For Future Ordinance Amendments To Ways & Means Committee
Kryzer would like a standardized process and format for future amendments to the Code of Ordinances. Daleiden moved to refer the Policy and Guidelines for future Ordinance Amendments to the Ways & Means Committee. The motion was seconded by Borrell and carried 4-0.

ITEMS FOR CONSDIERATION

5-24-16 COMMITTEE OF THE WHOLE MINUTES
At today's County Board Meeting, the Committee Of The Whole (COTW) Minutes were discussed. Daleiden suggested obtaining an opinion from financial advisors on options for financing the construction of a Courts building, including refinancing Jail bonds. He would like to minimize the effects on property taxes if possible. Discussion also involved the savings that could be realized through not transporting inmates from the Jail to the Government Center for hearings. Daleiden said Sheriff Hagerty estimated a $300,000 savings (includes transport, vehicle, and employee savings). Sawatzke said Kelly should obtain from the Sheriff a breakdown of how these dollars will be saved. Sawatzke said that the financial forecast by advisors is for interest rates rising at an extremely slow rate. Daleiden made a motion to approve the 5-24-16 COTW Minutes and to request theoretical numbers from the financial advisors. The motion was seconded by Husom. The motion and second were amended to include adding the names of the three Wold representatives to the minutes. The motion carried 4-0 to approve the 5-24-16 COTW Minutes:

I. COURTS FEASIBILITY STUDY

Dunning referenced the Courthouse Remodeling Feasibility Study dated 5-24-16 for three options, including an estimate of cost and timeline for a potential remodel schedule (attached).

Option 1, Build a New Courthouse in 10 Years

Estimated Cost to Remodel Existing Space	=	$20,706,000
Design and Bidding		11 months
Construction in 3-4 Phases (Minimum)		24-30 months approx.
TOTAL IMPLEMENTATION		35 to 41 months

Option 2, Build a New Courthouse in 5 Years

Estimated Cost to Remodel Existing Space	=	$13,104,000
Design and Bidding		9 months
Construction in 3-4 Phases (Minimum)		18-24 months approx.
TOTAL IMPLEMENTATION		27 to 33 months

This option addresses space needs, functionality, and security issues. The same three sally ports will be used for in-custody transports. Space in the former Jail and outdoor recreation area would be utilized for new elevators and lobby area, holding area, and two courtrooms. Courtrooms 3 and 4 would be combined into a larger courtroom. This option would include use of the space occupied by Administration to create a new jury assembly space and allow Court Administration to grow. A new chambers would be created out of the former jury assembly area. A shortcoming is that the main Courts corridor is not being increased in size. Changes would result in 6 functional courtrooms with 4 of them having access to in-custody circulation. The former Jail gym area could be remodeled for such things as a conference room and jury deliberation space. Option 2 is a larger project so the design will be longer to work out details with occupants.

Another goal of Option 2 is to bring Court Services into the weapon screen perimeter. Court Services would be located on First Floor where Extension and Wright Choice are currently located. The corridor would be sealed just north of the Board Room. Screening would be moved to the corridor just west of the main entrance doors.

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5-24-16 COTW Minutes (cont.):

District Judge Hoffman said Option 2 would not provide for growth of the judicial area in Wright County based on statistics in the National Center for State Courts Space Needs Assessment and the State Demographers Office.

Option 3, Build a New Courthouse in 2 Years

Estimated Cost to Remodel Existing Space	=	$1,508,000
Design and Bidding		4 months
Construction in 1-2 Phases (Minimum)		5 months approx.
TOTAL IMPLEMENTATION		9 months

Timeline: Total implementation of 9 months including 4 months Design/Bidding and approximately 5 months for Construction in 1-2 Phases minimum

This Option would solve short-term functionality for three courtrooms including accessibility, staff needs, and functionality of the Jury Deliberation Room. Work would involve replacement of millwork for areas to include the benches, court reporters, witness, and jury box. It would also include replacement of power, data, etc., and potentially include working with the local Building Official on accessibility issues. Courtroom 1 would remain a 7-person jury box, and Courtrooms 2 and 5 would be 14-person jury boxes. Self-help and conferencing spaces would be added outside of Courtroom 1. Although creating a functional Jury Deliberation Room, this option does not address the path of in-custody transport to hearings. Not all three courtrooms would be taken offline at a time.

Discussion followed on what makes up the cost of the remodel. Cox stated that about half is attributed to millwork and cabinetry, and the other half to modifications to walls, technology, power, etc. When making an area ADA accessible, corridors may be elevated with ramps. Circulation areas and public spaces are challenged with Option 1, whereas Option 2 is status quo. With growth comes more difficulty in maneuvering and there are times when the building and fire code are touched upon.

Dunning estimated the cost of full replacement of the bench and millwork in each courtroom to be $25,000. With contractors, there is about a 10% penalty to phase the work. The estimates reflect a 20% contingency because of unknown items. Costs do not include interim moves for staff during remodel, furniture, audio/visual equipment to furnish courtrooms, and other equipment.

Dunning referenced Option 2 and said the costs do not include Courts expanding into other spaces, such as the outdoor recreation area of the former Jail. This would include a roof and additional structure for support and potential demolition of the sloped floor. The estimated cost is $410/s.f. Other costs will include wall movement, light fixtures, duct work reorientation, and new finishes, technology and electrical. This will include a heavy remodel gutting the space, including courts, at a cost of $175/s.f. With Option 3, more exploration could be toward finding ways to save walls or reduce the amount of remodel. Additional discussion occurred on the remodel of the outdoor recreation area and the potential of a second level, phasing of remodels, and disruption.

Dunning said the costs reflected on page 1 of the handout are based on estimates. The premise of the Feasibility Study was to define courses of action prior to building a new Courts facility. The costs are based on starting the design soon. The State publishes a table on inflation factors for construction, inflation, etc., typically reflecting a 3%-4% increase per year. The bulge of construction tends to elevate inflation. The State documents include more aggressive inflation numbers, at 7%-11% per year over the next several years. Sawatzke responded that recent County projects (road and new Highway building) have come in 20% under estimate. Potter added that the County was fortunate that construction could occur on the Highway Building during winter months.

Husom referenced the costs associated with various options to remodel the current Courts area, only to have to remodel again when the new Courts facility is constructed. The County still has the former Jail building to

DRAFT

5-24-16 COTW Minutes (cont.):

address what to do with. Dunning said the cost of remodel of the space once Courts moves was not figured into Options 1, 2, or 3. Potter shares Husom's concern on spending $13-$20 million to remodel Courts space and then remodeling it again once vacated. Sawatzke said he was disappointed that there are not better options, and it is obvious that it would not make sense to spend $13 million on remodeling for 5 years. He referenced the large amount of contingencies built in making it hard to determine what the real cost is. He supports spending $1 million to allow Courts to remain for 5-6 years at the Government Center location. It appears that is not an option. He alluded to debt taken on by the County in recent years and wonders if it is too soon to move ahead with a new Courts facility.

Discussion followed on history of the decision to delay building a Courthouse, the ability to easily add onto the Jail/Law Enforcement Building, and past remodels of the Courts area. Sawatzke said the Jail/LEC was constructed to allow for adding Courts in the future. Judge Tenney said that as a Wright County taxpayer, he appreciates taxes are lower than surrounding areas. However, it has been 26 years since the last major remodel of Courts space. Dialogue followed on bond rates and current debt, and the potential savings in staff time with a new Courts facility.

Borrell said the decision can't continue to be sent to the future, and he does not want to spend $13 million for remodeling. He thought Courts staff would be willing to defer updates where possible if it was decided to proceed with a new facility. Judge McPherson stated they will work with the County on upgrades, but Courts will need the County's support in dealing with requirements by the local building official and coming up with creative alternatives for Courtrooms and Court Administration staff. She did not support spending $1.5 million to have Courts remain in the current location for 2.5 years. Cox stated that the local Building Official will be met with to determine what is acceptable and the County will need to make those concessions.

Kelly summarized that it appears Options 1, 2, and 3 will not be pursued. The next step would be the comprehensive plan and identifying what will be done in the future. District Judge Hoffman said Courts needs to know how the County will proceed. He agreed with Judge McPherson that the $1.5 million would not be a beneficial expenditure, but it will not be acceptable for the County to delay the decision and still be talking about this in several years. As Chief Judge, he can determine calendaring in any District. If court cannot be reasonably held in this building, another location will be found. Potter agreed that the decision needs to be made and supports the County moving forward with building a new facility. A new building will address space needs for Courts, County Attorney, and Court Services for the long term. Constructing the Highway building addressed long-term space needs for four departments.

Daleiden suggested the Courts Remodel Work Group could discuss how to move forward with minimum modifications to Courtrooms. The group would attempt to reduce remodel costs and make a recommendation on whether to proceed with an RFP or to remain with Wold Architects to complete that work. Borrell stated that at the onset, it was made clear that a RFP would be completed for new construction. Kelly stated the Work Group can use the Court Study from the National Center for State Courts to develop the RFP, and continue to work with Wold on designing a remodel to make Courts work in the interim. Tschumper said in order to discuss a remodel, Courts needs to know the time frame and the County's commitment on moving forward with a new Courts facility.

RECOMMENDATION: Refer discussion to the 6-14-16 County Board Meeting.

(End of 5-24-16 COTW Minutes)

5-25-16 COMMITTEE OF THE WHOLE MINUTES

At today's County Board Meeting, Borrell moved to approve the minutes and recommendations, seconded by Daleiden. Kelly said that they hope to review the job descriptions and budget information in August. Borrell said he is still not convinced that the Nuclear Emergency Preparedness Department should be moved to the Sheriff's Office. He suggested a Deputy Director position might be able to address some of the workload issues in the Veteran Services/Nuclear Department. He supports redundancy between the two Departments in the event of an emergency. Discussion followed on how the Deputy Director position could impact the Departments based on where that position is located. The motion carried 4-0 to approve the 5-25-16 COTW Minutes:

DRAFT

I. TRANSFER OF NUCLEAR EMERGENCY PREPAREDNESS DEPARTMENT TO THE EMERGENCY MANAGER'S/SHERIFF'S DEPARTMENT

Figliuzzi said the purpose of the meeting is to discuss the transfer of Nuclear Emergency Preparedness to the Emergency Management in the Sheriff's Office. This is a result of informal discussions and of various drills this past year. Figliuzzi invited leadership of Homeland Security and Xcel to address the impacts of such a study or move.

Borrell voiced displeasure with how the request is being presented, as it appears the decision has been made without including the Commissioners. He said the Commissioners should have been brought up to speed. Figliuzzi asked the Board to consider the information being presented by individual departments. Kelly stated he directed Figliuzzi to use this forum.

Figliuzzi referenced a recent presentation to the County Board by Joe Kelly, Director of Homeland Security Emergency Management. The presentation related to the history of civil defense and regulatory requirements with FEMA and Homeland Security. She asked that the information be viewed as a backdrop to bringing this issue forward.

Figliuzzi said years ago when Civil Defense became a department, it was common for counties to combine that with a smaller office. Many times this was Veteran Services because of the size of the Department and the military experience of the Veteran Services Officer. When the Nuclear Plant came online in 1971 in Wright County, Nuclear Preparedness fell under the responsibility of the Civil Defense Director. Since that time, world events have changed the way in which threats are responded to. Counties have expanded duties to include protection in cases of hostile action or events. Nuclear response responsibilities have increased both at the State and Federal levels, including regulations and requirements.

Figliuzzi was hired 18 months ago. During the first 10 months, she estimates spending over 50% of her time on Nuclear Preparedness in addition to one staff member spending about 60% of their time. Both are accredited to do Veteran Services claims. There are times when their ability to serve veterans is affected by nuclear trainings, which they must attend to meet Federal, State and County requirements. She viewed separate Nuclear Preparedness and Emergency Management Offices as an unnecessary level of redundancy. The two sets of Plans are interfaced and require an immense amount of collaboration, and there is an overlap in execution of the Plans. Figliuzzi referenced the conflicting priorities of Nuclear Preparedness and Veterans Services.

Figliuzzi said the Veterans Administration is expanding benefits to veterans. The challenge is that each time a benefit is added or expanded, it creates a natural influx of inquiries and benefits. The Veterans Administration is also quickening their pace on the backlog of appeals. One of the proposed changes is to reduce the appeal time from 360 days to 60 days. Figliuzzi will have 60 days to develop an appeal before it goes to Washington. She is consistently booked 3 weeks out for appointment. She questioned the ability to properly and fully serve with this change. Benefits are earned by veterans and they are entitled to them. However, she cannot compromise on the nuclear aspect. Having gone through an entire nuclear exercise cycle, she said the current structure is not sustainable long term. Adding additional staff to the Veteran Services Office is still a need even if the duties of nuclear preparedness is shifted. Volunteer assistance with a trained person has been utilized as well.

Sheriff Hagerty is receptive to bringing the Nuclear Preparedness under the Sheriff's Office but said it will require an additional staff person. He agreed there is a level of redundancy. When there is an emergency, the Sheriff's Office will respond. They follow a protocol to meet mandatory requirements. Borrell feels the redundancy is good. During an emergency, there could be other things going on that the Sheriff's Office needs to address. He does not feel nuclear should be handled by one person. Sheriff Hagerty responded that the Sheriff's Office currently has backup for Emergency Management to assure systems and protocols are followed.

Borrell said many counties do not have the Veterans Services Office as a department head. When this position was vacated a few years ago, there were discussions of Human Services taking over the position. He does not support that move. Discussion included the Statute requirement for a Deputy Director for Nuclear

DRAFT

5-25-16 COTW Minutes (cont.):

Preparedness. Figliuzzi thought it may be a logical transition for that position to take on nuclear aspects and duties to help alleviate the challenges her Office is facing.

Nuclear is currently in a two-year grant cycle through Homeland Security. Unspent monies ($68,000) end on 6-30-16 and she has asked the State whether some of those dollars could be used to offset position costs. It was clarified that funds are paid through reimbursement for expenditures (i.e., the funds are not available if not used).

Representatives from Homeland Security and Emergency Management conveyed they will support the County's decision either way. Fiscally, their Office is committed to looking at how grant funds are spent and reallocated to enhance the program. Branch Director Leuer stated that discussions at the State level begin in July/August on their biennial budget. Grant funding is set up to accommodate the level of effort required under the Nuclear program. The program continues to change based on events such as 9/11 and Fukushima in Japan. Annual training is a Federal requirement. The State works to adjust budgets accordingly to assure the level of effort is recognized. Leuer said the State's biennial budget included grant funding in the amount of $222,500 for Wright County. The grant funding is through Xcel Energy. This amount fluctuates based on nuclear exercises and drills. The funds are split between personnel and equipment, and there is the ability to minimally move within categories.

Sawatzke asked Figliuzzi to estimate the number of employees required for the Nuclear program based on time spent by the three employees in the Veterans Services/Nuclear Office. Figliuzzi said historically that number would be one. However, the last State cycle included a half event. With all of the related regulatory and SOP changes, additional time was required. All meetings or drills required attendance by both Figliuzzi and Debbie Ernst. Based on review of the State's plan, the focus of these drills is expanding. With these changes, it would be more like 1.5-2 FTE's.

Daleiden questioned whether Xcel Energy works with Steve Berg, the County's Emergency Management Director. Hass stated that they work equally with Berg and Figliuzzi. Coordination meetings are held to discuss hazards and impacts on the Nuclear Plant. Hass said Xcel will support the County on its decision and will continue to fund the efforts 100% through the State's budget.

Daleiden said Figliuzzi's position will need to be discussed during budgets (points assigned). Sawatzke said the position held by Ernst is built strongly on Nuclear as well. In response to Sawatzke, Figliuzzi said that $35,000/year of the grant funding is designated for wages. Leuer said total grant funding to Wright County for this biennium is $302,000. That figure includes funding for other Wright County jurisdictions in Wright County. Wright County submits one combined bill for all jurisdictions for reimbursement. Leuer stated that funds not expended are not carried forward.

Deringer inquired as to the State-wide trend on Nuclear Preparedness and whether there are efficiencies realized with placing this responsibility under Emergency Management. Leuer stated that other counties who have radiological programs combined into Emergency Management place this under the Sheriff's Office. Statewide, they are seeing Sheriff's Offices taking a greater role. Counties with combined Nuclear and Veteran Services Office are struggling due to the demands on both sides. Sawatzke asked whether the Sheriff's Office can handle Nuclear Preparedness under Emergency Management with one additional staff member. Sheriff Hagerty thought so. Berg is currently receiving shared clerical and finance assistance. Interns are used when possible. Berg stated a Deputy Director is needed per Statute, and the person must be trained to qualify for salary reimbursement. Leuer said 120 hours of training is required to attain Deputy Director credentials. Continuing education adds about 24 hours every two years. Sawatzke noted that if Nuclear Preparedness moves to the Sheriff's Office, the County will need to fund that portion of Figliuzzi's salary.

Recommendation: Direct staff (Sheriff, Nuclear, and Human Resources) to work together to review budgets and job descriptions for Nuclear Preparedness. The job descriptions should include Deputy Director. That information will be brought to a future Committee Of The Whole Meeting.

(End of 5-25-16 COTW Minutes)

DRAFT

5-25-16 PERSONNEL COMMITTEE MINUTES

At today's County Board Meeting, Husom moved to approve the minutes and recommendations, seconded by Daleiden. The motion carried 4-0. The Personnel Committee Minutes follow:

I. Performance Review – Lee Kelly, County Coordinator

Recommendation: Based on three (3) reviews received, the Committee recommends a rating of "Meets Expectations".

II. Hire Assistant Finance Director (Auditor/Treasurer Dept.) Above 12 Percent Of Beginning Hiring Range

The hiring panel interviewed ten (10) applicants. The top candidate currently works at Anoka County performing similar responsibilities, some at a higher level. Top two (2) applicants are both asking for middle of the salary range. The top candidate has the skills and experience to hit the ground running. Other applicants would take significant time to get up to speed. Applicant is requesting $77,000 annually to start. Discussion ensued regarding salary compression issues with the Property Tax Administrator/Deputy A/T position which supervises the Assistant Finance Director. The committee recognizes the compression issues and concerns. However, due to the relevant experience this applicant brings to the Assistant Finance Director position, the Committee is willing to recommend a higher starting salary.

Recommendation: Approve offer up to 19.5% of the minimum of the Assistant Finance Director salary range. Start offer at $74,000 not to exceed $76,000.

(End of 5-25-16 Personnel Committee Minutes)

5-25-16 TECHNOLOGY COMMITTEE MINUTES

At today's County Board Meeting, discussion related to retention of County Board Minutes, including storage space and litigation. Kelly stated that retention varies among other cities and counties. Borrell stated that he would prefer a longer retention. Daleiden moved to approve the minutes and the recommendations for items II and III only, seconded by Borrell. Information Technology staff should be available at the next meeting to clarify the recommendation for retention of Board videos. The motion carried 4-0. The Committee Minutes follow:

I. Board Video Retention

The minimum recommended retention for video is one year after the written minutes have been approved by the County Board. It was not known if anyone has gone back more than a few months to look at video. The Attorney's Office will be contacted to find out how far they have gone back to look at video.

Recommendation: Retention of 1 year after approval of minutes

II. RightFax

The consensus of the Departments was to switch to RightFax and eliminate all fax machines. With RightFax you can send and receive faxes from your computer. The initial cost to add all Departments to RightFax will be approx. $30K. A yearly cost of $2,500 will be added to the existing yearly cost of $1,376 for the extra 9 channels that will be added. The yearly cost will be billed to Cost Code 100 and then charged to each Department depending on number of users.

Recommendation: Move forward with setting up all Departments with RightFax

III. Office 365

The IT Department has been working with Info-Tech Research Group gathering information on Office 365. Office 365 is a set of subscription plans that include access to Office applications plus other productivity services that are enabled over the Internet (cloud services). Instead of buying software licenses and maintaining for a period of time, Microsoft would charge Wright County a yearly fee to keep all Office 365 licensing current. Some of the benefits would be better communications, the availability of Skype for Business services and the latest version of updates always available. IT is running into a few stumbling blocks with the BCA approval of the product.

Recommendation: Keep moving forward with exploration of Office 365 – Information Only

(End of 5-24-16 Technology Committee Minutes)

DRAFT

5-25-16 WAYS & MEANS COMMITTEE MINUTES

At today's County Board Meeting, Husom moved to approve the minutes and recommendations. The motion was seconded by Borrell and carried 4-0. The minutes follow:

I. CHIPS (Children In Need Of Protective Services) Contract

Attorney Cathleen Gabriel of the CGW Law Office contracts with Wright County for Child Protection cases. She presented a report on her 2015 cases at the 5-17-16 Wright County Board meeting.

Gabriel said her current contract ends 12-31-16. She averages 24 hours per week due to the increased number of cases and court time. Her contracted rate has been $70 per hour at 20 hours per week for the last eight years.

Gabriel asked to start the new contract on 7-01-16 (instead of 1-01-17) at the current rate of $70 per hour, and also increase the number of hours she works to 24 per week. The existing expense to the County is about $72,800 annually. The additional hours would raise her compensation to $87,360 per year.

Gabriel said many of her cases are resolved via mediation versus going to trial. This benefits both her clients and the County. She believes 24 hours per week will be sufficient to address her increased work load.

Sawatzke said the contract states that if neither party renews or cancels the contract by the end date, the contract automatically renews for another year. Asleson said the contract may be canceled by either party with thirty days' notice.

Recommendation: Authorize drafting new contract between Wright County and Cathleen Gabriel for Child Protection Services for the period of 7-01-16 through 12-31-19, at a rate of $70 per hour, 24 hours per week.

(End of 5-25-16 Ways & Means Committee Minutes)

APPROVE CONTRACT WITH CATHLEEN GABRIEL FOR LEGAL SERVICES

The term of the Contract is 7-01-16 through 12-31-19. Asleson stated the major change in the Contract relates to Compensation (Page 1, paragraph 2) which clarifies that only half of the annual amount is paid in 2016. Daleiden moved to approve the contract, seconded by Husom. The motion carried 4-0.

SCHEDULE COMMITTEE OF THE WHOLE MEETING TO DISCUSS STRATEGIC PLANNING

Borrell moved to schedule a COTW for 7-05-16 at 10:30 A.M. with the caveat that the date works with Commissioner Potter's schedule. The motion was seconded by Daleiden and carried 4-0.

ADVISORY COMMITTEE / ADVISORY BOARD UPDATES

1. Fair Board. Borrell attended a meeting on 6-06-16. Discussion included road construction and cosmetic work that will be done on Fair buildings.
2. Bertram Advisory. Daleiden attended a meeting last week. Discussion included removal of the chalet and a couple of other buildings.
3. CR 39 in Otsego. Daleiden said construction of turn lanes has started on CR 39. It is hoped it will eliminate some of the crashes in that area.
4. Tour of Dairy Operation. Sawatzke and Borrell toured a modern dairy operation as part of a Planning Commission site inspection in Monticello Township two weeks ago. He estimated 75% of the cows are milked robotically.
5. Solar Work Group. Sawatzke said the first meeting was held with the next scheduled for 6-10-16. A list of ten discussion points were compiled and will be discussed at upcoming meetings. This Friday they will be talking about connectivity and placement of power poles.
6. Owners Committee. Sawatzke and Potter attended an Owners Committee Meeting on 6-02-16. The move to the new Highway building is expected on 7-07-16. He did not think there had been resolution on the size of water hoses which has been discussed previously.

The meeting adjourned at 10:46 A.M.

DRAFT

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: _____ ***BOARD MEETING DATE:*** ***6/14/16*** ***CONSENT AGENDA:*** ***X***

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

ADMINISTRATION
ORIGINATING DEPARTMENT/SERVICE

x Alan Wilczek
REQUESTOR'S SIGNATURE

_____
REVIEWED BY/DATE

BOARD ACTION REQUESTED:
Approve the hiring of a replacement for a retiring Custodian.

BACKGROUND/JUSTIFICATION:
A Government Center Custodian will be retiring as of June 17th and request approval to move forward with posting the position and hiring as soon as the best candidate is identified.

COUNTY ATTORNEY REVIEW DATE:

FINANCIAL IMPLICATIONS: $_____

COUNTY COORDINATOR/DATE:

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

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

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

COMMENTS:

COMMENTS:

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

Req. Agenda Time:		*Board Meeting Date:*	6-14-16	*Consent Agenda:*	X
Amt. of Time Required:		*Item For Consideration:*			

Assessor's Office	**Board Action Requested:**
Originating Department/Service	Approve Abatement, PID #114-137-003010, Robert Carrillo
Requestor's Signature	
Reviewed By/Date	

Background/Justification:

Upon review of the home, it was found that the home was being overvalued by 975 square feet and there were some parts of the home that were not finished which led to the reduction of value. This abatement will correct this error.

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:*	6-14-16	*Consent Agenda:*	X
Amt. of Time Required:		*Item For Consideration:*			

Assessor's Office	**Board Action Requested:**
Originating Department/Service	Approve Abatement, PID #116-031-005010, Gary Brummer.
Requestor's Signature	
Reviewed By/Date	

Background/Justification:

This abatement will correct a clerical error where the values for the lot and building were increased on the incorrect parcel.

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:*** **June 14, 2016** ***CONSENT AGENDA:*** ***X***

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

County Attorney .
ORIGINATING DEPARTMENT/SERVICE

X Greg Kryzer
REQUESTOR'S SIGNATURE

REVIEWED BY/DATE _____

BOARD ACTION REQUESTED:

Approve Signatures on Agreement with LaPlant Demo, Inc.

BACKGROUND/JUSTIFICATION:
This agreement is for the removal of all remaining junk and refuse items located at 3659 40th Street N.E., Buffalo, MN 55313. This is a Court Ordered Abatement. The County Board previously approved an agreement for the removal of vehicles with Burdas Towing. The vehicles have now been removed and this agreement will allow for abatement of the remaining junk and refuse on the property. All costs associated with this clean up will be assessed against the property pursuant to the Court's Permanent Injunction.

COUNTY ATTORNEY REVIEW DATE:

FINANCIAL IMPLICATIONS: $_____

BUDGETED: ____ ____
YES NO

FUNDING: ____ ____
LEVY OTHER

COUNTY COORDINATOR/DATE:

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

COMMENTS:

COMMENTS:

LAPLANT DEMOLITION FEE SCHEDULE

Type of Service	Per Item Cost
Demo of Mobile Home	$3,000.00
Tires (per ton)	$175.00
Waste (per ton)	$89.72
Demolition (per ton)	$48.00
Trucking (by the hour)	$95.00
Track Bobcat with Thumb (per hour)	$115.00
Tractor Backhoe (by the hour)	$105.00
Labor (Per Man Hour)	$45.00

TERMS AND CONDITIONS

1. LaPlant Demolition will ensure that all junk and refuse being removed from the property is properly disposed in accordance with Minnesota Law.
2. LaPlant Demolition is responsible for accurately accounting for all billable hours listed above and will provide Wright County with an invoice upon completion of the project.
3. Work on this Abatement Project is scheduled to start on June 15, 2016 at 9:00 a.m.
4. The property being abated is located at: 3659 40th Street N.E., Buffalo, MN 55313
5. No agricultural equipement can be removed from the property. Items stored indoors or behind a fully enclosed fence will not be removed.
6. Except as provided in number five above, LaPlant Demolition will remove all scrap materials, boats, trailers, doors, grills, pallets, signs, snow mobiles, lumber, chairs, propane tanks, plastic tubs, batteries, containers, second hand materials, waste, tires, wood, machines, tools, or other general refuse.

LAPLANT DEMO, INC.

Dave LaPlant

WRIGHT COUNTY

Lee Kelly
County Coordinator

LaPlant Demo, Inc.

P.O. Box 543
Buffalo, MN 55313
(763) 682-0520

Estimate

Date	Estimate #
6/7/16	3

Name / Address
WRIGHT COUNTY ATTORNEY ATTN: GREG KRYZER 10 2ND STREET NW BUFFALO MN 55313

Project

Description	Qty	Cost	Total
DEMO MOBILE HOMES (PER UNIT)	1	3,000.00	3,000.00
TIRES (PER TON)	1	175.00	175.00
WASTE (PER TON)	1	89.72	89.72
DEMO (PER TON)	1	48.00	48.00
TRUCKING (BY THE HOUR)	1	95.00	95.00
TRACK BOBCAT WITH THUMB (BY THE HOUR)	1	115.00	115.00
TRACTOR BACKHOE (BY THE HOUR)	1	105.00	105.00
LABOR (PER MAN HOUR)	1	45.00	45.00

Total $3,672.72

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

***Req. Agenda Time*:**		***Board Meeting Date*:**	6-14-16	***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 $683,125.49 with 166 Vendors and 240 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: 6-14-16 CONSENT AGENDA: X

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

County Board

ORIGINATING DEPARTMENT/SERVICE

X _____

REQUESTOR'S SIGNATURE

6/3/16

REVIEWED BY/DATE

BOARD ACTION REQUESTED:

Replace Social Worker

BACKGROUND/JUSTIFICATION:

Replace social worker position due to resignation

COUNTY ATTORNEY REVIEW DATE:

COUNTY COORDINATOR/DATE:

ADMINISTRATIVE RECOMMENDATION:

- ☐ **APPROVAL**
- ☐ **DENIAL**
- ☐ **NO RECOMMENDATION**

FINANCIAL IMPLICATIONS:

$_____

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

FUNDING:

COMMENTS:

COMMENTS:

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: _____ ***BOARD MEETING DATE:*** _6-14-16__ ***CONSENT AGENDA:*** _XX__

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

_____PARKS_____
ORIGINATING DEPARTMENT/SERVICE

__Marc Mattice_____
REQUESTOR'S SIGNATURE

_____
REVIEWED BY/DATE

BOARD ACTION REQUESTED:

Approve 2016 Capital Improvement Plan as funding source for the purchase of 3 acre parcel near Bertram Chain of Lakes Regional Park. The $18,000 cost will be split equally between the County and City of Monticello. Purchase approved at the 5-24-16 County Board Meeting

BACKGROUND/JUSTIFICATION:

On May 24, 2016 the Wright County Board of Commissioners agreed to move forward with the purchase of a small parcel of land (a parcel split of PID #213100172100) in partnership with the City of Monticello. As part of this discussion a funding source was to be recommended by staff. The Beebe Lake CIP projects for 2016 are coming in under budget, it is the recommendation of staff to use remaining funds from the Beebe Lake project to fund this acquisition.

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:* 06-14-16 *CONSENT AGENDA:* _____.

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

HIGHWAY.
ORIGINATING DEPARTMENT/SERVICE

_____.
REQUESTOR'S SIGNATURE

_____.
REVIEWED BY/DATE

BOARD ACTION REQUESTED:

Approve TCOTW Meeting Minutes from May 24, 2016 and Act on Recommendations.

BACKGROUND/JUSTIFICATION:

Minutes and original attachments are included.

A copy of the Five-Year Plan and suggested updates/changes from this TCOTW meeting will be distributed at the meeting.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED:

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

COMMENTS:

COMMENTS:

WRIGHT COUNTY
TRANSPORTATION COMMITTEE OF THE WHOLE

Meeting Minutes
UNAPPROVED
May 24, 2016
11:00 a.m.
Wright County Public Works Building
Meeting Room 114A

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

Others Attending:
Chad Hausmann, Assistant Highway Engineer
Steve Meyer, Hwy Maintenance Superintendent
Justin Kannas, City of Buffalo Engineer
Barb Holmquist, Wright County Highway Department
See Sign-In Sheet [Attachment 1]

1. Introductions

Chairperson Potter called the meeting to order at 11:09 a.m. Hawkins was invited to present to the committee various items for consideration/discussion.

2. Review Road Tour / Finalize Five-Year Plan

Hawkins distributed a *DRAFT* Five-Year Plan proposal [Attachment 2] that he put together based on the recent public meeting, the recent road tour taken with the commissioners and staff members, and public input regarding Wright County's highway system. Based on the money that is expected to be available, Hawkins prioritized projects that can be completed. Pavement preservation projects for both 2017 (28 miles) and 2018 (23 miles) have been specifically identified, and the goal is to complete approximately 25 miles/year after that. Pavement preservation (overlays) projects are generally grouped together from year to year so that mobilization costs are kept to a minimum. There are several safety projects included on the plan for years 2017 and 2018, a couple of which have been awarded federal safety funds; and federal funds have also been made available for construction on CSAH 3 (2018), CSAH 37 (2018), and CSAH 19 (2020).

Hawkins said that the Highway Department will be in contact with the City of Howard Lake regarding CSAH 6 for the first mile north of the fair grounds to see if the city wants to do any reconstruction utility work before the pavement preservation is completed in 2017. It would be possible at that time to make that section of roadway into an urban design (with cost participation from the city). The remainder of CSAH 6 to CSAH 37 would receive a reclaim and overlay.

There was discussion about the 'intersection conflict warning systems' that are planned for 2017 and have received federal safety funds. Husom said that she was questioned by Albion Township about the effectiveness of these systems, and she explained that the newer systems are further advanced and much better than the original ones that were installed. One of the Albion Township officials commented that he would like to see stop signs with lights around the edges, and Husom said that she would pass that request along. Hawkins said that this has been considered, but through research and

observation, they have found out that people are actually stopping at the stop signs currently in place, but they are then pulling out in front of vehicles. Flashing lights wouldn't help because the drivers have already stopped but then used poor judgment when pulling out in front of cross traffic. Part of the problem is that they misjudge the speed of a vehicle or they just don't see it.

Sawatzke questioned the necessity for wider paved shoulders on CSAH 3 that are planned for 2018, and Hawkins said that they have to be built to state aid standards with 3,000 vehicles/day. He explained that CSAH 3 is a main north/south route in that part of the county, and a minimum six-foot shoulder needs to be built if they are using state aid money. A reclaim and overlay is planned for CSAH 3 from TH 55 to CR 129 in 2018, as that is not in as dire shape as the roadway north of TH 55. He added that the road reconstructs for 2018 and 2019 (CSAH 3, CSAH 19, and CSAH 37) will all receive federal money, including specially designated federal money for the wider paved shoulders on CSAH 3 (north of TH 55). The east segment of CSAH 37 will be completed in 2018 and the west segment will be completed in 2019. This will tie in well with the Mall of Entertainment in Albertville, if that development proceeds. Either way, this new connection is needed. Microsurfacing will be completed this year on CSAH 19 between TH 241 and CSAH 35 in St. Michael, where there is a transition from a four-lane to a two-lane roadway, and this preservation treatment should last four or five years. Application for federal funds will be made to see if funding can be received to extend the four lanes on CSAH 19 between the one-way pair.

The CSAH 7 bridge will likely be eligible for federal funding in 2020, and hopefully half or more of the funds needed for reconstruction will be made available with bridge bonding money. Hawkins explained that the final page of this handout lists projects that could be considered in the following six to 20 years if and when funding becomes available.

Sawatzke asked about the concern brought up by Silver Creek Township regarding the entering/exiting of traffic near the Hasty truck stop. Hawkins said that this is a township issue, but if they want some engineering advice, Wright County will be happy to give that. However, it will still remain the township's responsibility to make any suggested changes. Morning hours are probably the most congested times of the day. Hawkins said that he will contact the township regarding possibilities; however, there is a county park immediately to the south of the truck stop property, which would prevent the building of a road south of the truck stop. A few years ago there were plans for another truck stop on the east side of CSAH 8, which would have rerouted traffic into a better flow; but these plans did not materialize.

Hawkins asked the commissioners to review the proposed plan as presented today, after which he could put this out for public comment. Sawatzke said that the public has already had the opportunity to comment and the commissioners have reviewed the requests and the proposal in addition to taking the road tour, so this plan could be presented to the County Board 'as is.' Potter said that he would like some mention in the plan for a possible bypass for TH 25 around Monticello, perhaps on the six to 20-year list. In order for this bypass to happen, federal dollars will be needed. Hawkins said that it is not on the map but it will be included on the potential list of projects. Sawatzke said that he would like a note that specific routes for pavement preservation are not shown on the plan for the years 2019, 2020, and 2021. Hawkins said that he would see that this was updated on the county website. Plans for a turnback of CSAH 60 to the City of Montrose will also be added to the plan. The city will probably be ready to take care of the utility upgrades in 2017 or 2018, after which the county can complete an overlay and then turn it over to the city.

Borrell commented that CSAH 3 north of TH 55 is ready for a new surface, and because of the agricultural area surrounding CSAH 3, wider shoulders will be a welcome addition. There was some discussion noting the cost difference between a mill and overlay ($200,000/mile) and reconstruction ($1,000,000+). Hawkins commented that back in 1995 the cost for a mill and overlay was $50,000.

Typically, the proposal for the Five-Year Plan comes to the County Board as part of the minutes of the Transportation Committee of the Whole, at which time they can vote to adopt the plan. Things not specifically listed on this plan are still pending. Hawkins will make the appropriate changes/additions, including adding CSAH 60 plans to 2018, including a footnote about the possible bypass of TH 25 sometime in the future, and various notes to the map.

RECOMMENDATION: It was the consensus of the TCOTW that Hawkins bring this Five-Year Plan to the County Board for its approval, after changes and additions are made to this plan as suggested at today's meeting and documented in the meeting minutes.

3. Request from City of Buffalo Regarding Retaining Wall Along CSAH 35

Hawkins explained that the current retaining wall built along CSAH 35 (extending from the county parking lot at 1st Street NW to 4th Street NW in Buffalo) was done under contract with the City of Buffalo in 1993/94, and the cost share was 50/50. However, there was no provision outlined at that time for future repairs or maintenance. The county's new funding policy (May 2014) allows for a 50/50 cost split if the highway were to be redone and the wall needed to be rebuilt, but the future repairs and maintenance would be the responsibility of the city. The 50/50 cost share agreement (with city ownership of the wall) was used for the construction of the retaining wall on CSAH 12 on the southeast side of the lake as it reaches the southern boundary of the city. There was an agreement for building the original wall along CSAH 35, but it is silent on ownership and maintenance. Hausmann commented that the type of block that was used for this wall in 1995 is notorious for failing because of its porous nature and is no longer being used.

Kannas said that the city had looked at the condition of the wall for a while and has done routine maintenance. There are areas that need to be replaced, and in the long term the entire wall will continue to degrade and deteriorate. City officials and Kannas have agreed that it would be prudent to take a proactive approach rather than wait for an emergency situation. This wall helps support the Wright County parking lot and several homes along CSAH 35. If the wall collapses and the hillside sloughs off, it will come down on the sidewalk and the roadway. The wall varies in height, and the city has a plan in place to take care of it this year if the county will agree to help fund the project, which would be 50/50 cost share, the same as in the original agreement. Kannas said that he doesn't like to spend money on retaining walls and would rather spend it on roads that get people from Point A to Point B, but everyone needs to realize that the wall is actually a function of the roadway, one that allows it to be there. It is not an amenity, but rather allows the roadway, the parking lane, and a sidewalk to be there. A 12-foot lane and an eight-foot shoulder would not be possible without the wall. This wall is part of the roadway, and if it weren't there, the road could not be there. Husom commented that the sidewalk adjacent to the wall is dangerous for walkers with debris that falls from the wall to both the sidewalk and the roadway. The deteriorating wall also presents a potential hazard for the county parking lot as well. Kannas said that there is currently no geo-grid behind this wall, and they wouldn't want to excavate too far back. Borrell asked if any members were opposed to a 50/50 cost share, and Hawkins said that when CSAH 35 is redone at some point in the future, the cost share would be 50/50 at that time; and he recommended that the construction of the new wall at this time be addressed with a separate agreement with a 50/50 cost share. Husom indicated her approval for a 50/50 cost share at this time for reconstruction of the wall but was unwilling to commit to additional expenses of the wall

if and when CSAH 35 is reconstructed and/or repaired. She would like to have language in the agreement that the City of Buffalo has full ownership of the wall. Since the blockwork won't be part of the reconstruction of CSAH 35, the wall can have a separate agreement. Hawkins said that there can be a separate agreement (Memo of Understanding) now addressing just the wall, stating that the city owns it and is responsible for maintaining it. Kannas said that the city would like to get this project done in 2016. He agreed that the city would own the wall, and if the county for some reason wants to widen the road in the future, cost share can be further discussed at that time. Sawatzke asked about available funding, and Hawkins said that the low bids that have come in so far this year have produced cost savings that will allow for Wright County to contribute up to $177,000 for this project in 2016.

RECOMMENDATION: It was the consensus of the TCOTW that a recommendation be made to the County Board to enter into a 50/50 cost share agreement with the City of Buffalo, not to exceed $177,000, for the reconstruction of the retaining wall along CSAH 35 from 1st Street NW to 4th Street NW in the City of Buffalo. It is further recommended that this agreement recognize that the City of Buffalo retains full ownership of this wall and is responsible for all maintenance and repairs that might be necessary in the future.

The meeting was adjourned at 11:45 a.m.

Respectfully submitted,
Barb Holmquist

ATTACHMENT 1

Wright County Highway Department
TCOTW
May 24, 2016
SIGN-IN SHEET

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	
4. Michael Potter Wright County Commissioner	District #4	
5. Charles Borrell Wright County Commissioner	District #5	
6. Lee Kelly County Coordinator	Wright County	
7. Virgil Hawkins Highway Engineer	Wright County	
8. Chad Hausmann Assistant Highway Engineer	Wright County	
9. Steve Meyer Highway Maintenance Superintendent	Wright County	
10. Mert Auger City Administrator	City of Buffalo	
11. Justin Kannas City Engineer	City of Buffalo	
12.		
13.		
13.		
13.		
16.		

Responsibilities

The Wright County Highway Department is responsible for the maintenance and administration of over 511 miles of county highways and 39 county bridges. This includes activities such as engineering design, construction management, signing, signals and routine maintenance of all kinds (snowplowing, patching potholes, crack sealing, mowing roadsides, cleaning culverts, brush cutting etc.).

Roadway Descriptions

The county roadway system is comprised of two different categories.

- County State Aid Highways (CSAH)
- County Roads (CR)

There are about 408 miles of County State Aid Highways (CSAH). These highways are supported by the Minnesota Highway Users Tax Distribution Fund, which is made up of the following:

- Gas Tax
- Vehicle License or Registration Fees
- Motor Vehicle Sales Tax

There are also 103 miles of County Roads (CR) which are supported entirely by local property taxes. This is referred to as the County Road & Bridge Levy.

In Wright County, the County State Aid Highways (CSAH) are identified by one and two digit numbers, such as CSAH 35 between Buffalo and St. Michael, or CSAH 8 from Waverly to Maple Lake. The County Roads (CR) are identified by three digit numbers such as CR 138 located near the County Public Works building.

Purpose of Capital Improvement Plan

The primary purpose of the CIP is to provide a mid-range planning document that can easily be shared with the public allowing both the residents and stakeholders of Wright County to plan for future roadway improvements. It also is intended to provide a transparent method to relay how roadway improvement priorities are established and how limited roadway funding is utilized. Each CIP also includes a yearly report on the condition of the County roadway system and its performance compared to established performance targets related to ride quality. The CIP also represents a priority listing of county, township, and municipal bridges that are in need of rehabilitation or replacement.

This plan was developed by the highway department based on fiscal restraint (expected funding levels), not necessarily to provide the minimum investment level needed to maintain the pavement quality of the county highway system. Actual projects will be dependent on Federal, State Aid, and Local funding levels. In addition, the plan may change annually as it is subject to the annual Wright County budget process.

Primary Funding Sources

- **Federal Funds**–Funds assigned to projects through the Federal Transportation Bill, Federal Safety Programs or other special federal transportation programs. A percentage of federal funds appropriated to the state of Minnesota are allocated to the Counties and Cities.

  This share of Federal funds is distributed on a competitive basis. Projects must be submitted on an annual basis (usually 2-4 years ahead of planned construction) and then they are evaluated and selected.

  Average Annual Federal Funds: **Variable $0 to $2,000,000**

  Wright County has been successful in obtaining Federal Funds to help offset funding shortfalls and typically utilizes federal funding for preservation, bridge, and reconstruction projects.

- **State Aid (SA) Funds (Regular)**–Annual allocation to the County from State gas tax and vehicle license or registration fees. Regular SA funds may be utilized for any element related to roadway construction or rehabilitation on the CSAH system. These funds may not be used on the CR system.

  Average Annual SA Allotment: **$6,000,000**

- **State Aid (SA) Funds (Municipal-under 5,000 population)**–Annual allocation to the County from State gas tax and vehicle license or registration fees. Municipal SA funds are designated to be utilized for any element related to roadway construction or rehabilitation on the CSAH system located within the established boundaries of a municipality (under 5,000 population). These funds may not be used on the CR system or in areas outside of a municipality.

  Average Annual SA (Municipal-under 5,000 population) allotment: **$500,000**

- **County Road and Bridge Levy** -Funds generated directly from Wright County tax revenue. These levy funds are primarily intended to maintain the CR system but may also be used to supplement other funding sources.

  Average Annual County Levy: **$3,500,000**

- **Bridge Bonding**–Funding allocated by State legislative action to complete specific bridge construction projects on any County, Township or Municipal roadway within the County. Bridge bonding is normally only allocated after a complete set of bridge design plans has been developed.

  Average Bridge Bonding (for past 5 years): **$200,000/year**: Case by case basis as bridge replacements are needed. We will continue to apply for a bridge bonding for eligible projects on a case-by-case basis.

Background

The 5-Year Plan is developed by the County Engineer and Highway Department staff to aid with budgeting, planning, programming, and construction of highway and bridge improvement projects.

The 5-Year Plan is presented to the Public for input and then the County Board for review and approval.

What factors go into the development of the plan?

Numerous factors are considered when developing the 5 Year Plan, below are the most essential:

- **Traffic Volume (ADT=Average Daily Traffic)** The higher traffic volume highways will typically receive higher priority, all other things being equal.

- **Pavement Condition** Pavement condition data is collected every four years. This data is used to determine current condition and analyze trends of deterioration of each highway.

- **Accident Data** Segments or spot locations with higher numbers of accidents or crashes will be analyzed and given higher consideration.

- **Sufficiency Rating (Bridges)** Bridge projects are generally prioritized based on the condition of the various elements (deck, piling, etc.). Sufficiency ratings of 50 or less are scheduled for replacement, usually with Federal and/or State Aid Bond Funding

- **Public Input** Feedback and input received from the public and elected officials at the 5 year meeting and throughout the year is considered when selecting projects for the plan.

- **Fund Availability** Many projects require local money. The plan has been developed with an understanding of a local commitment, of which the financial level each budget year will determine the viability of the projects (so some projects shown may not be funded based on the local financial commitment determined by the County Board).

Can the 5-year Plan be modified?

YES - This is only a plan; Funding levels, priorities and County Board directives change. It is the goal of the Wright County Highway Department to maintain this schedule to the best of our ability with the resources given to us. It is intended that this plan will be updated and revised on a bi-annual basis to account for changing priorities and/or funding commitments.

Questions or Comments?

Please feel free to contact the Highway Department at 763-682-7383 with any questions or comments.

Pavement Condition Ratings

In Wright County, a roadway's pavement condition is quantified using its Pavement Condition Index (PCI). The PCI takes into consideration both the roughness (Road Quality Index -RQI) and surface distresses that segment of roadway. Common surface distresses such as cracking and rutting can be closely related to the roughness on roadways.

The RQI and surface distress of each CSAH and CR is measured by MnDOT every four years as part of the overall pavement management program. Wright County then enters the ride quality and surface data into our pavement management software. Then, deterioration curves (mathematical formulas) are used to project pavement condition based on the new and historical data. Generally PCI is used to help determine when rehabilitation is needed. Understanding the type and cause of the surface distress helps determine what form of rehabilitation is needed.

A roadway's PCI, field reviews by highway department staff, and the roadway Average Daily Traffic (ADT) are the primary means in which pavement rehabilitation needs are prioritized in Wright County.

PAVEMENT CONDITION RATINGS	
CATEGORY	**PCI**
Very Good	81-100
Good	61-80
Fair	41-60
Poor	21-40
Very Poor	0-20

FAIR

POOR

VERY POOR

FIVE YEAR PLAN SUMMARY – DRAFT- 2017 to 2021

Revenue Assumptions (Based on 2016 dollars):

State-Aid	$6,000,000
Municipal SA	$500,000
Local Levy	$3,500,000
Federal	Variable
Baseline Program	**$10,000,000**

2017

Project	Estimated Cost
Overlays (28.3)	$6,000,000
CSAH 9 – Waverly to CSAH 35 (7.1 mi.)	
CR 106 – CSAH 9 to CSAH 12 (2.7 mi.)	
CR 110 (3 mi.)	
CSAH 16- CSAH 30 to Cty Line (4.8 mi.)	
CSAH 6 - US12 to CSAH 37 (10.7)	
Intersection Conflict Warning Systems	$200,000 ($180,000 2017 HSIP Fed Safety Funds)
CSAH 3 (TH55 to CSAH 2) Grading	$3,400,000
TOTAL	$9,600,000
Breakdown	$6,000,000 SA / $180,000 Federal / $3,420,000 Local Levy

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2018

Overlays (23.2 miles)	$5,200,000
CSAH 37- CSAH 3 to CSAH 5 (3.6 mi)	
CSAH 5 – CSAH 37 to CR 183 (3.6 mi)	
CSAH 3 – CR 129 to TH55 (3.9 mi)	
CR 101 – CSAH 3 to TH25 (3.4 mi)	
CSAH 4 – US12 to CSAH 35 (6.1 mi)	
CSAH 6- CSAH 37 to TH 55 (2.6 mi)	
CSAH 34-CR 134 RAB	930,000
CSAH 3 Pavement (TH55 to CSAH 2)	600,000
CSAH 3 (Pave Shldrs., TH 55 to CSAH 2)	300,000 ($270,000 HSIP 2017 Fed Safety Funds)
CSAH 3 Overlay (TH 12 to CSAH 35)	1,500,000 ($981,000 AC 2019 Fed Funds)
CSAH 37 (TH101 to Odean)	3,500,000 ($1.53 m 2017 Fed Funds)
TOTAL	$ 12,030,000
Breakdown	$6,000,000 SA / $2,781,000 Federal / $3,249,000 Local Levy

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2019

Overlays (25 miles)	$6,500,000
CSAH 37 (CSAH 19 to Maciver)	2,000,000 ($919,000 2018 Otsego Fed Funds)
Safety Project (TH25/CSAH 12 in Buffalo)	1,000,000
CSAH 19 (Mall to 70th St)	5,000,000 ($2.384 m AC 2020 Fed Funds & Alb./Otsego)
TOTAL	$14,500,000
Breakdown	$6,000,000 SA / $3,303,000 Federal / $5,197,000 Local Levy (County/City)

2020

Overlays (25 miles)	$6,500,000
Safety Project	1,000,000
CSAH 7 Bridge (#90700)	1,500,000

TOTAL		$9,000,000
Breakdown	6,000,000 SA / 3,000,000 Local Levy	

2021

Overlays (25 miles)	$6,500,000
CSAH 19 – St. Michael 4-lane expansion	$3,000,000
Safety Project	$500,000
Bridge Project	$1,000,000
TOTAL	$11,000,000
Breakdown	7,000,000 SA / 3,500,000 Local Levy / $500,000 Other

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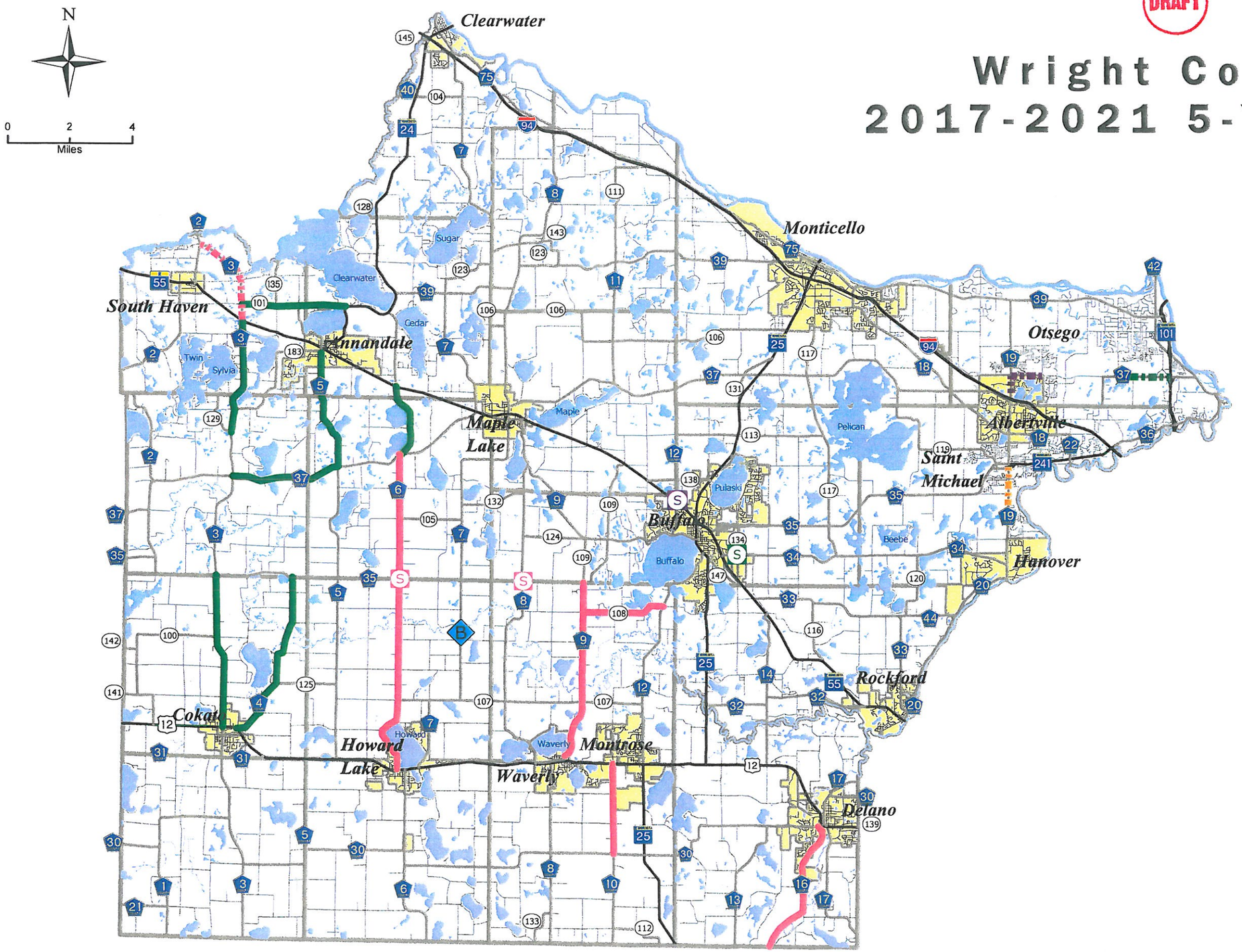
DRAFT

Wright County
2017-2021 5-Year CIP



Legend

2017

Pavement Preservation		28.3 Miles
Reconstruction		
Safety/Spot Reconstrction Traffic Control	S	

2018

Pavement Preservation		28.2 Miles
Reconstruction		
Safety/Spot Reconstrction Traffic Control	S	

2019

Pavement Preservation	TBD	25.0 Miles
Reconstruction		
Safety/Spot Reconstrction Traffic Control	S	

2020

Pavement Preservation	TBD	25.0 Miles
Bridge	B	
Safety/Spot Reconstrction Traffic Control	S	TBD

2021

Pavement Preservation	TBD	25.0 Miles
Reconstruction		
Safety/Spot Reconstrction Traffic Control	S	TBD
Bridge	B	TBD

May 21, 2016

DRAFT

APPENDIX

NE WRIGHT COUNTY SUB-AREA STUDY IMPROVEMENT PROJECTS

BRIDGE RESOLUTION

COUNTY BRIDGE & TOWNSHIP BRIDGE PRIORITY LIST

SIX (6) TO 20 YEAR PLAN

DRAFT

COUNTY BRIDGE & TOWNSHIP BRIDGE PRIORITY LIST

BRIDGE NUMBER	HIGHWAY NO./ROAD NAME	SUFFICIENCY RATING
90700	CSAH 7	51.9
90687	CR 108	52.6
7164	CSAH 5	55.0
7244	CSAH 2	62.1
L9396	Meridian Ave. (Franklin Township)	39
L8126	Keats Ave. (Middleville Township)	73
L8124	60th Street (Woodland Township)	73

SIX (6) YEAR TO 20 YEAR WORK PLAN – (2022 TO 2037)

DESCRIPTION	HIGHWAY	TRAFFIC VOLUME (2016)
RECONSTRUCTION	CSAH 37 (TH 25 TO CSAH 19)	3,000 – 6,000 ADT
RECONSTRUCT/EXPAND	CSAH 36 (I-94 TO TH 101)	7,000 ADT
RECONSTRUCT/EXPAND	CSAH 39 (CSAH 19 TO CSAH 42)	7,000 TO 10,000 ADT
RECONSTRUCT/EXPAND	CSAH 42 (85TH ST. TO TH 101)	6,500 ADT
RECONSTRUCT/EXPAND	CSAH 19 (CSAH 35 TO SO. CO. LINE)	8,000 TO 11,000 ADT
RECONSTRUCT/EXPAND	CSAH 35 (WEST OF 1-WAY PAIR)	10,000 ADT
RECONSTRUCTION	CSAH 35 (WEST OF 9/109)	3,000 ADT

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: _____ *BOARD MEETING DATE:* 06-14-16 *CONSENT AGENDA:* _____.

AMT. OF TIME REQUIRED: 2 min *ITEM FOR CONSIDERATION:* _____.

HIGHWAY
ORIGINATING DEPARTMENT/SERVICE

REQUESTOR'S SIGNATURE

_____.
REVIEWED BY/DATE

BOARD ACTION REQUESTED:

Approve Owners Committee Meeting Minutes from June 2, 2016

BACKGROUND/JUSTIFICATION:

Minutes and attachments are included.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED:

DATE/TIME RECEIVED IN ADMINISTRATION OFFICE:

COUNTY ATTORNEY REVIEW DATE:

FINANCIAL IMPLICATIONS: $_____.

BUDGETED: ___. ___.
YES NO

COUNTY COORDINATOR/DATE:

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

FUNDING: _____ . _____.
LEVY OTHER

COMMENTS:

COMMENTS:

WRIGHT COUNTY
OWNERS COMMITTEE

Meeting Minutes
UNAPPROVED
June 2, 2016
10:30 a.m.
Wright County Public Works Building
Meeting Room 114A

Members Attending:
Pat Sawatzke, County Commissioner
Michael Potter, County Commissioner
Virgil Hawkins, Highway Engineer
Lee Kelly, County Coordinator

Others Attending:
Ken Francois, Kraus-Anderson
Chris Larkin, Kraus-Anderson
Brad Hatfield, Building Maintenance
Alan Wilczek, Facilities Service Director
Bill Cordell, Senior Traffic Technician
Brian Jans, Shop/Maintenance Equipment Superintendent
Barb Holmquist, Highway Department
[Sign-In Sheet: Attachment 1]

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

1. Project Update

Francois and Larkin briefly reviewed a timeline for remaining work on the new facility. Paving should begin somewhere around June 20 and furniture installation is set to begin on June 27. Plumbing and gas work have been finalized with some electrical work still remaining. The lifts and cranes are in and the final inspection and certification of occupancy should be issued within the next two weeks. A temporary certificate will probably be issued first, and then final cleanup will begin. Francois said that the move should be able to begin right after the 4th of July, and Hawkins said that IT is scheduled to connect the ports/phones/computers around that time. There will be some room for flexibility in scheduling. Installation of racking for the Parts Room can begin as soon as the racking is available. Larkin said that he would like to coordinate the racking with the front furniture systems. Hard hats will still be required by those on the site until all construction/cleanup work is completed.

2. Change Order Update [Attachment 2]

There were a total of four change orders presented. PCO #181 ($895) was to add a waterline to the steam humidifier located on the 2nd level mezzanine. This is for the data closet, and the line was initially omitted due to an oversight. PCO #185 ($781) is for an additional handrail at the stairs to the north mezzanine to protect an opening and was directed by the City Inspector. PCO #189 ($1,814) covers the cost of adding additional outlets and data jacks in the parts shop area and in the front filing/storage area. PCO #190 ($990) is proposed to add wiring to the generator so that Wright Hennepin can monitor it. Wilczek said that this issue has been discussed, and it has been decided that the extra wiring probably is not necessary because alarms are already in place for all systems when the power goes down. If this change order has not already been executed, it should not be done. The last item reviewed was the allowance for the monument sign that will be posted at the entrance to Highway Department site. Most of the pieces were picked up in Bid Pack 2, but several items were not included, such as footings. The original allowance was $25,000, but it appears that the cost will be closer to $11,000, with a projected savings of about $14,000. Since this was not a line item, an

official change order will be needed. Both Sawatzke and Potter recommended accepting the first three and excluding PCO #190. They also agreed to move ahead with the change order for the sign monument.

3. Budget Review [Attachment 3]:

There is still some detailing to do on the roof, and Larkin said that he has been in constant communication with the roofing company to finish this job. Money owed them will be held until the job is completed. This roof comes with a 30-year warranty. Cost for the joint sealants has come down to $25,900 from $60,000 because the consensus was that most of the joints had a double seal and did not need to be crack filled. Francois said that he is ready to get quotes for the final cleaning, estimated at close to $35,000. Both Potter and Sawatzke expressed their desire to contact local companies, and Wilczek said that he would find some local contact numbers and pass them on to Francois.

4. Other:

Hawkins said that he would get a notice out about various training that will be held for different systems in the new facility. There was some discussion about the savings in the "furniture and equipment" budget line due to the decision to go with ABF and their refurbished furniture. Francois said that savings in the budget are usually set aside for a year to see what other items might have been overlooked or are found to be needed after occupancy takes place. Sawatzke commented that money saved on this project will likely be used for the changes/upgrades that need to be done on the current PWB. Kelly commented that he still has a bill from HCM Architects from September 2015 regarding additional design work necessary for the expansion space alternate bid, an issue that has been discussed at previous meetings. Potter said that Mark Daleiden had requested more information before a final decision is made, and Sawatzke said that this can be addressed by the full Board and doesn't need to be discussed here. Hawkins commented that Daleiden's request had been made a few Board meetings ago and additional information was sent to him. Kelly said that he would get in touch with Daleiden to see what his leaning is.

5. Set Meeting Date:

A tentative meeting date for the next Owners Committee was set for Thursday, July 7, 2016 at 10:30 a.m. with possible consideration given for a final meeting in August.

The meeting was adjourned at 11:57 a.m.

Respectfully submitted,

Barb Holmquist

ATTACHMENT 1

Public Meeting
Wright County Highway Department
OWNERS COMMITTEE
Highway Department Facility
June 2, 2016
SIGN-IN SHEET

Name	Representing	Initial or Sign
1. Pat Sawatzke Wright County Commissioner	District #2	PS
2. Michael Potter Wright County Commissioner	District #4	MP
3. Virgil Hawkins Highway Engineer	Wright County	VH
4. Chad Hausmann Assistant Highway Engineer	Wright County	
5. Steve Meyer Highway Maintenance Superintendent	Wright County	
6. Brian Jans Equipment Maintenance Superintendent	Wright County	BJ
7. Ken Francois Project Manager	Kraus Anderson	KF
8. Chris Larkin Construction Superintendent	Kraus Anderson	CSL
9. Dan Lind Architect	HCM	
10. Brad Hatfield Building Maintenance Superintendent	Wright County	BH
11. Adam Tagarro IT Department	Wright County	
12. Alan Wilczek Building Facilities Manager	Wright County	
13. Lee Kelly County Coordinator	Wright County	LK
14. Bill Cordell Senior Traffic Technician	Wright County	BC

ATTACHMENT 2

Wright County Highway Department Project

June 2, 2016

Change Order Review

Change Orders Presented for Approval:

1. **PCO #181 (RFI #125) – Total $895**: Add a waterline to the steam humidifier.
2. **PCO #185 (RFI #124) – Total $781:** Add an additional handrail at the stairs to the north mezzanine to protect an opening between the stair and the wall per the City Inspector.
3. **PCO #189 – Total $1,814:** Additional power and voice/data outlets in the parts shop for relocated work station and in the office file storage room as requested.
4. **PCO #190 – Total $990:** Add monitoring wiring to the generator per Wright Hennepin so the generator status can be monitored.

Total Change Orders Presented: $4,480

Monument Sign Allowance:

1. **Total $11,000:** Precast panel for the monument sign that was not part of BP#1. The overall project budget included a $25,000 allowance for the monument sign.

ATTACHMENT 3

KRAUS-ANDERSON® CONSTRUCTION COMPANY

Date: 6/2/2016

Overall Project Budget

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

Description	Budget	Remarks
Total Available Dollars		
2015 Bond Issue	$17,000,000	
TOTAL REVENUE	**$17,000,000**	
Construction Costs Budget		
Site Improvements		
Wright County Site Rough Grading Work	$99,730	
Wright County Aggregate Base	$25,000	By Wright County
Wright County Asphalt Pavement	$193,804	
New Facility		
Bid Day Contracts - BP #1 & BP#2 w/ Alternates	$11,062,191	
Future Contracts		
Joint Sealants	$25,900	
Fence and Gates	$50,605	
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	$229,585	
Parts Racking / Storage Racking	$75,000	Allowance
Welding Equipment	$100,000	Allowance
Work Benches	$95,000	Allowance
Construction Contingency		
Change Orders Written	$193,497	
Change Orders Proposed	$4,480	
Potential Change Orders	$7,652	Still under review
Contingency Remaining	**$354,718**	
Total Construction Budget	**$12,917,162**	
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	$57,938	Updated 5/25/16
Final Cleaning	$35,000	Allowance
Building Permits	$80,000	Allowance
SAC Charges / WAC Charges	$15,000	Allowance
Site Survey	$12,500	By Wright County
Total Soft Cost Budget	**$1,792,712**	
Owner Costs Budget		
Furniture Fixtures and Equipment	$250,000	Allowance
Technology / Equipment	$257,000	Allowance
Total Owner Costs Budget	**$507,000**	
TOTAL PROJECT COST	**$15,216,874**	Constr. Cost + Soft Costs + Owner Costs
Project Balance Available	**$1,783,126**	Under Budget
		10.5%

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: ***X*** ***BOARD MEETING DATE:*** **June 14, 2016** ***CONSENT AGENDA:*** ____

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

County Attorney .
ORIGINATING DEPARTMENT/SERVICE

X Greg Kryzer
REQUESTOR'S SIGNATURE

REVIEWED BY/DATE _____

BOARD ACTION REQUESTED:

Approve funding for Abatement of Public Health Nuisance

BACKGROUND/JUSTIFICATION:

Staff is requesting funding to abate a public health nuisance located at 400 Center Ave S. Montrose, MN 55363, Lots 19 and 20. The fee schedule from LaPlant Demo, Inc. is attached.

COUNTY ATTORNEY REVIEW DATE:

FINANCIAL IMPLICATIONS: $_____

COUNTY COORDINATOR/DATE:

ADMINISTRATIVE RECOMMENDATION:

- ☐ **APPROVAL**
- ☐ **DENIAL**
- ☐ **NO RECOMMENDATION**

BUDGETED: ____ ____
YES NO

FUNDING: ____ ____
LEVY OTHER

COMMENTS:

COMMENTS:

LaPlant Demo, Inc.

P.O. Box 543
Buffalo, MN 55313
(763) 682-0520

Estimate

Date	Estimate #
6/7/16	4

Name / Address
WRIGHT COUNTY ATTORNEY GREG KRYZER 10 2ND STREET NW BUFFALO MN 55313

Project

Description	Qty	Cost	Total
REMOVE CONTENTS (PER MAN HOUR)	1	55.00	55.00
DISPOSAL OF CONTENTS (PER TON)	1	89.72	89.72
DEMO MOBILE HOME (PER UNIT)	1	3,000.00	3,000.00
HAULING OF CONTENTS (PER HOUR)	1	95.00	95.00

Total $3,239.72

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: ***X*** ***BOARD MEETING DATE:*** ***June 14, 2016*** ***CONSENT AGENDA:*** ___

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

County Attorney .
ORIGINATING DEPARTMENT/SERVICE

X Greg Kryzer
REQUESTOR'S SIGNATURE

_____
REVIEWED BY/DATE

BOARD ACTION REQUESTED:

Approve funding for Abatement of Public Health Nuisance in Maple Lake

BACKGROUND/JUSTIFICATION:
Staff is requesting funding to abate a public health nuisance located at 233 Birch Avenue South, Maple Lake, MN. The abatement for this property will require a complete trash out of the facility and then securing it. Staff at this time does not believe that the property needs to be demolished.

COUNTY ATTORNEY REVIEW DATE:

FINANCIAL IMPLICATIONS: $_____

COUNTY COORDINATOR/DATE:

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

BUDGETED: ____ ____
YES NO

FUNDING: _____ _____
LEVY OTHER

COMMENTS:

COMMENTS:

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: ***X*** ***BOARD MEETING DATE:*** **June 14, 2016** ***CONSENT AGENDA:*** ____

AMT. OF TIME REQUIRED: ***15 minutes*** ***ITEM FOR CONSIDERATION:*** _____

County Attorney .
ORIGINATING DEPARTMENT/SERVICE

X Greg Kryzer
REQUESTOR'S SIGNATURE

REVIEWED BY/DATE _____

BOARD ACTION REQUESTED:

Public Hearing for Amendments to the No Wake Ordinance

BACKGROUND/JUSTIFICATION:

Staff is recommending that the County Board Adopt Ordinance Amendments 16-3 and 16-3a. Amendment 16-3 would regulate the boarder lakes Wright County shares with Stearns County. Pursuant to DNR regulations, in order to regulate no wakes on these lakes, both counties must adopt identical ordinances. Stearns County adopted their ordinance on May 17, 2016. Corinna and Southside Townships approve of these amendments.

Amendment 16-3a is a Staff proposed amendment increasing the no-wake elevation for East and West Lake Sylvia by six inches. Staff is also recommending that a seasonal 150 foot no wake be adopted for East and West Lake Sylvia. Southside Township has reviewed this proposed amendment and they have approved the proposed changes. The historic water elevations are attached

COUNTY ATTORNEY REVIEW DATE:

FINANCIAL IMPLICATIONS: $_____

COUNTY COORDINATOR/DATE:

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

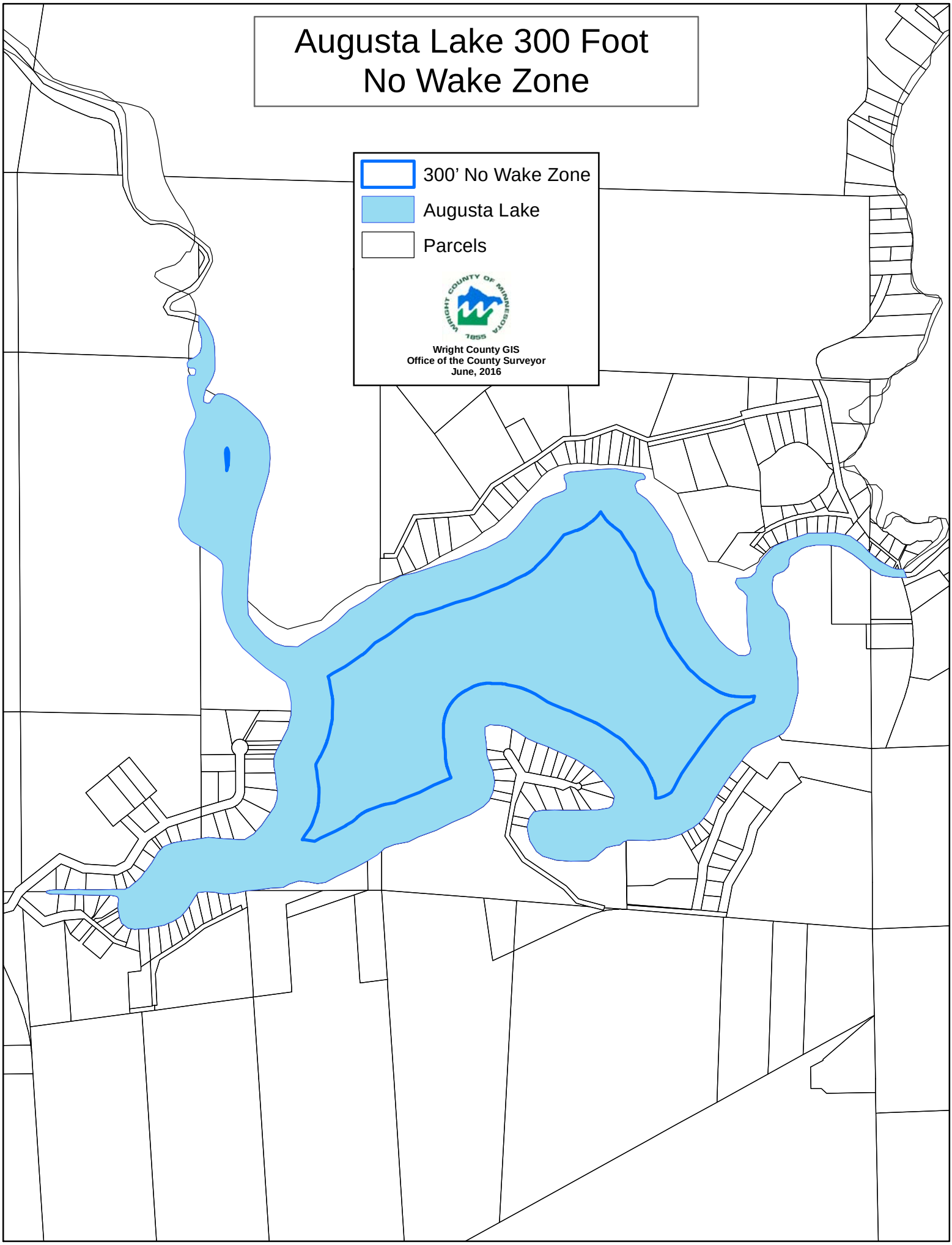
BUDGETED: ____ ____
YES NO

FUNDING: ____ ____
LEVY OTHER

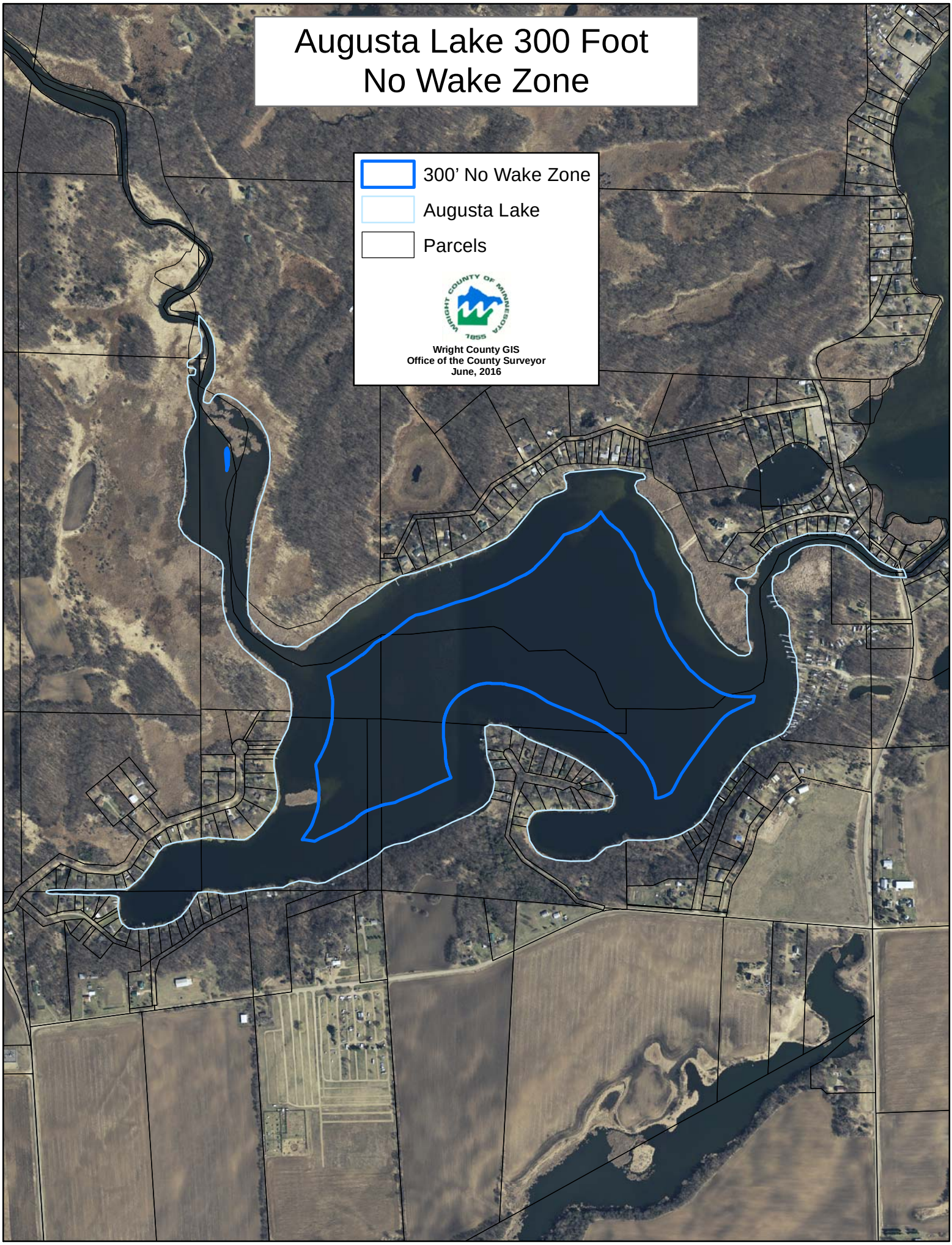
COMMENTS:

COMMENTS:

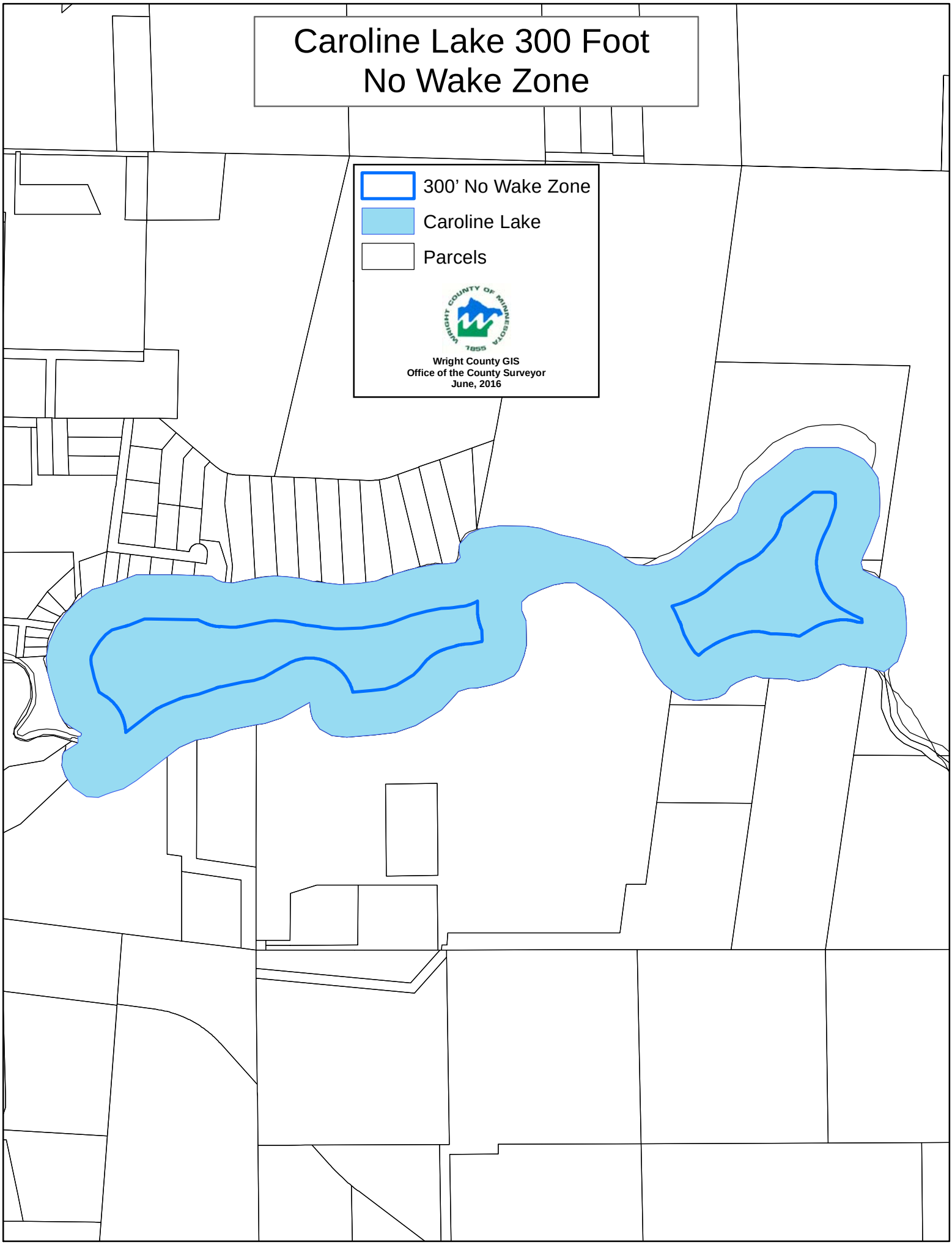
Augusta Lake 300 Foot No Wake Zone



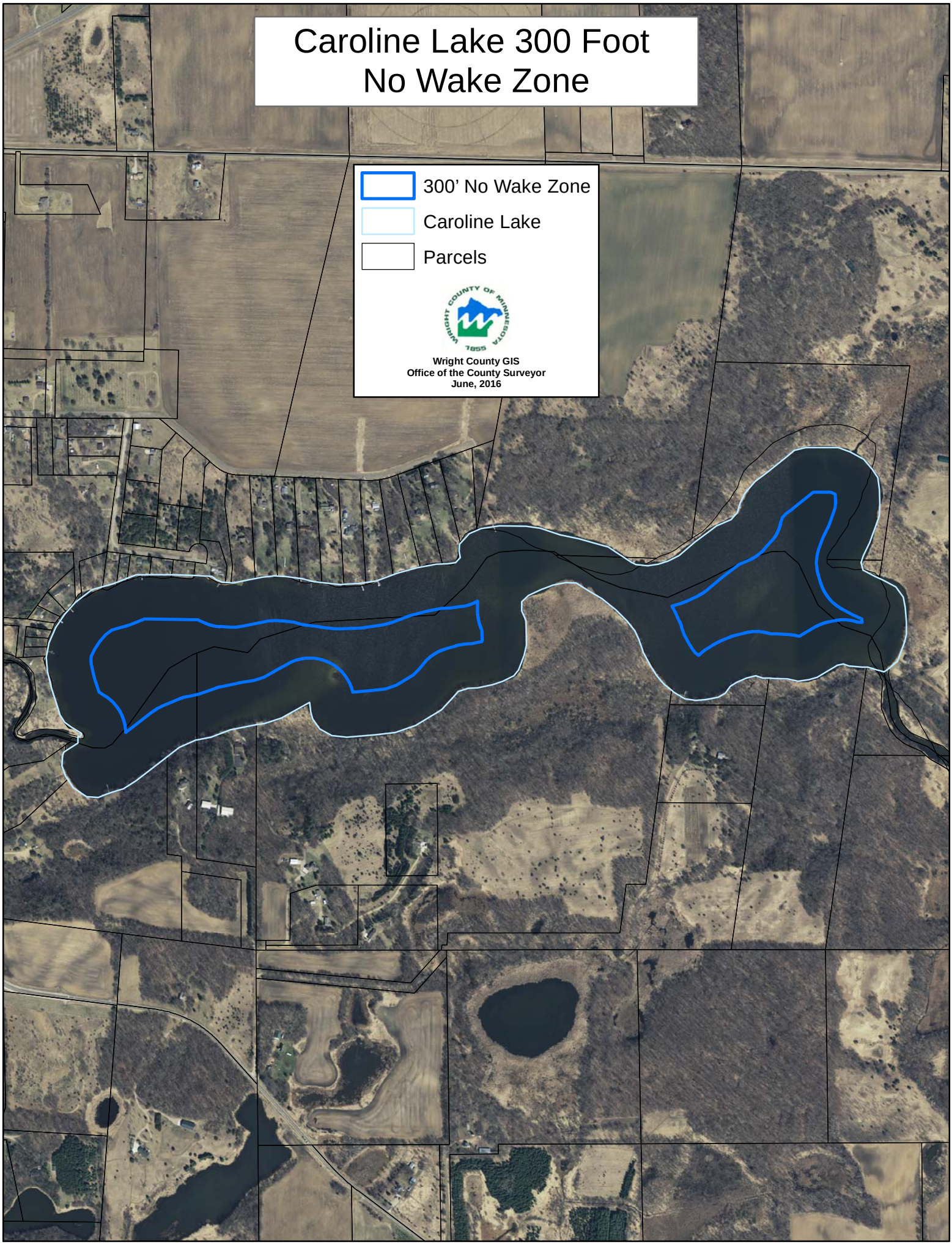
Augusta Lake 300 Foot No Wake Zone



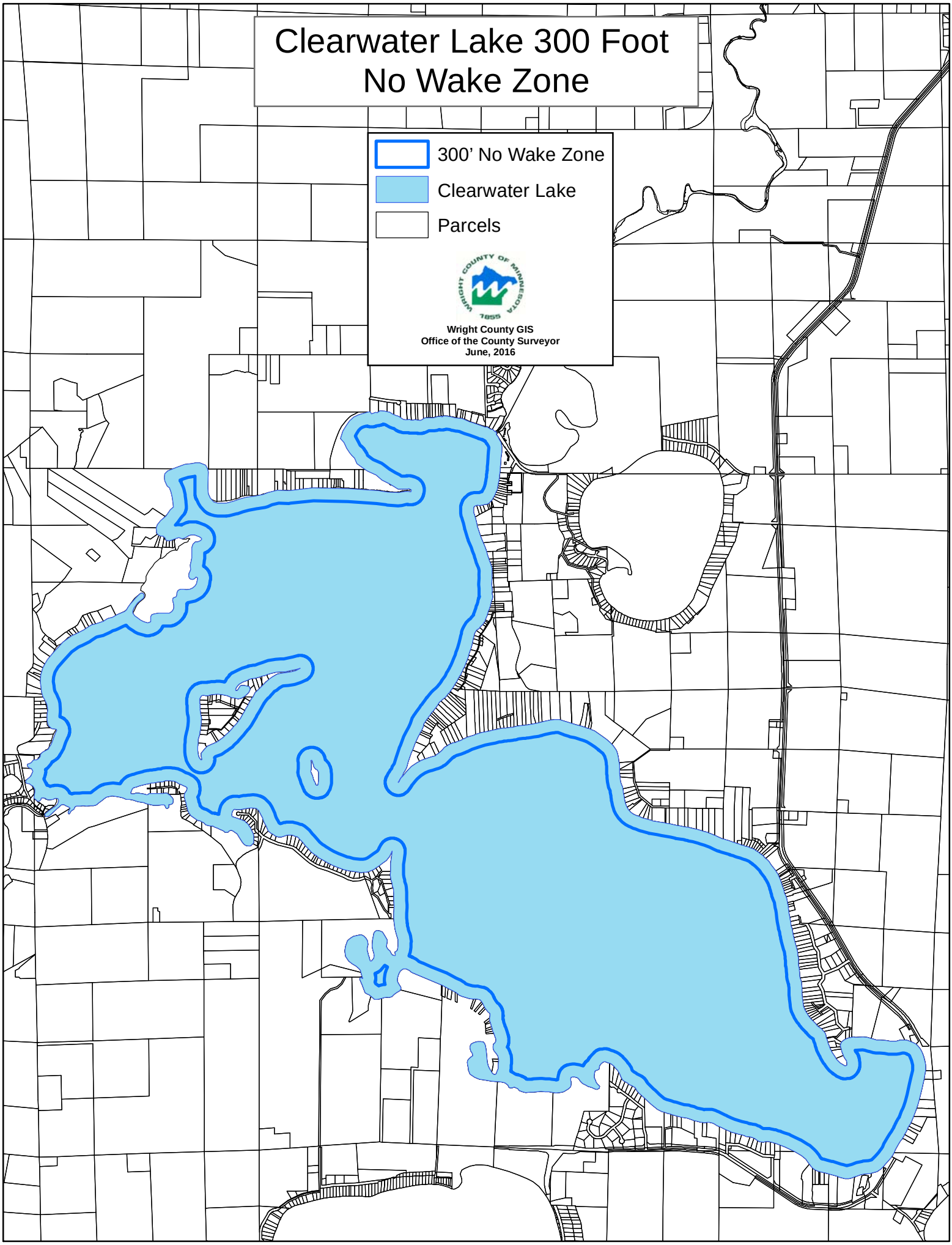
Caroline Lake 300 Foot No Wake Zone



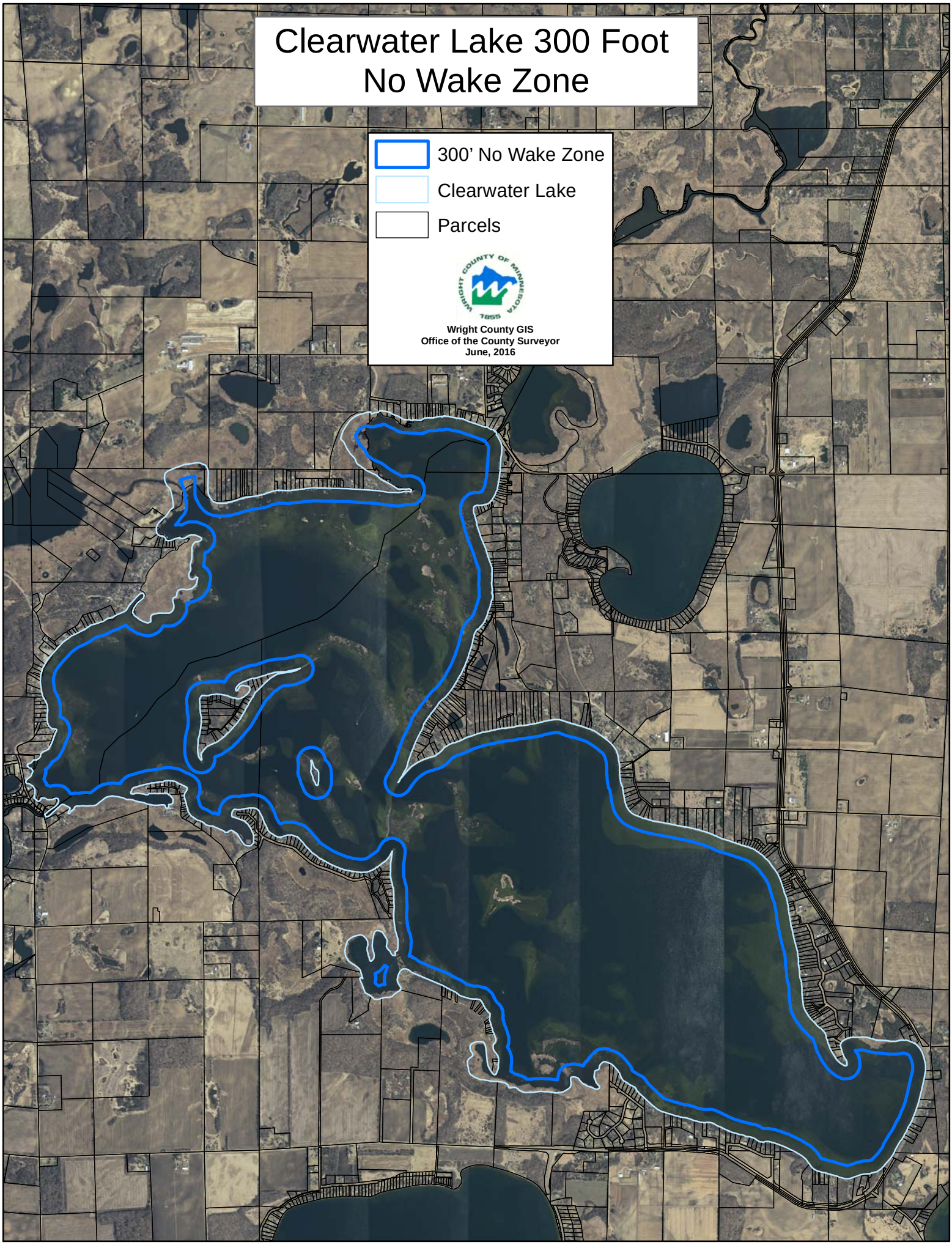
Caroline Lake 300 Foot No Wake Zone



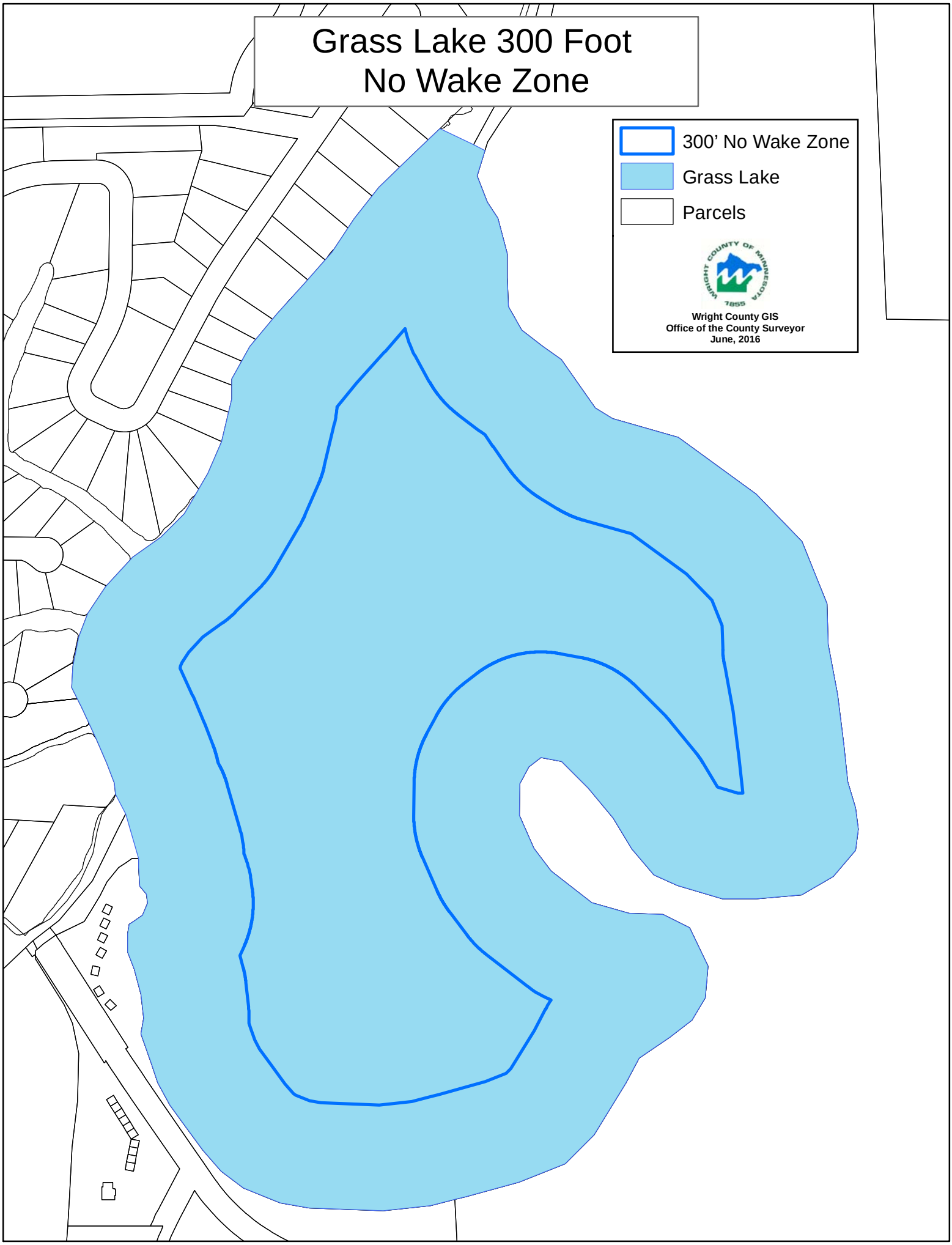
Clearwater Lake 300 Foot No Wake Zone



Clearwater Lake 300 Foot No Wake Zone

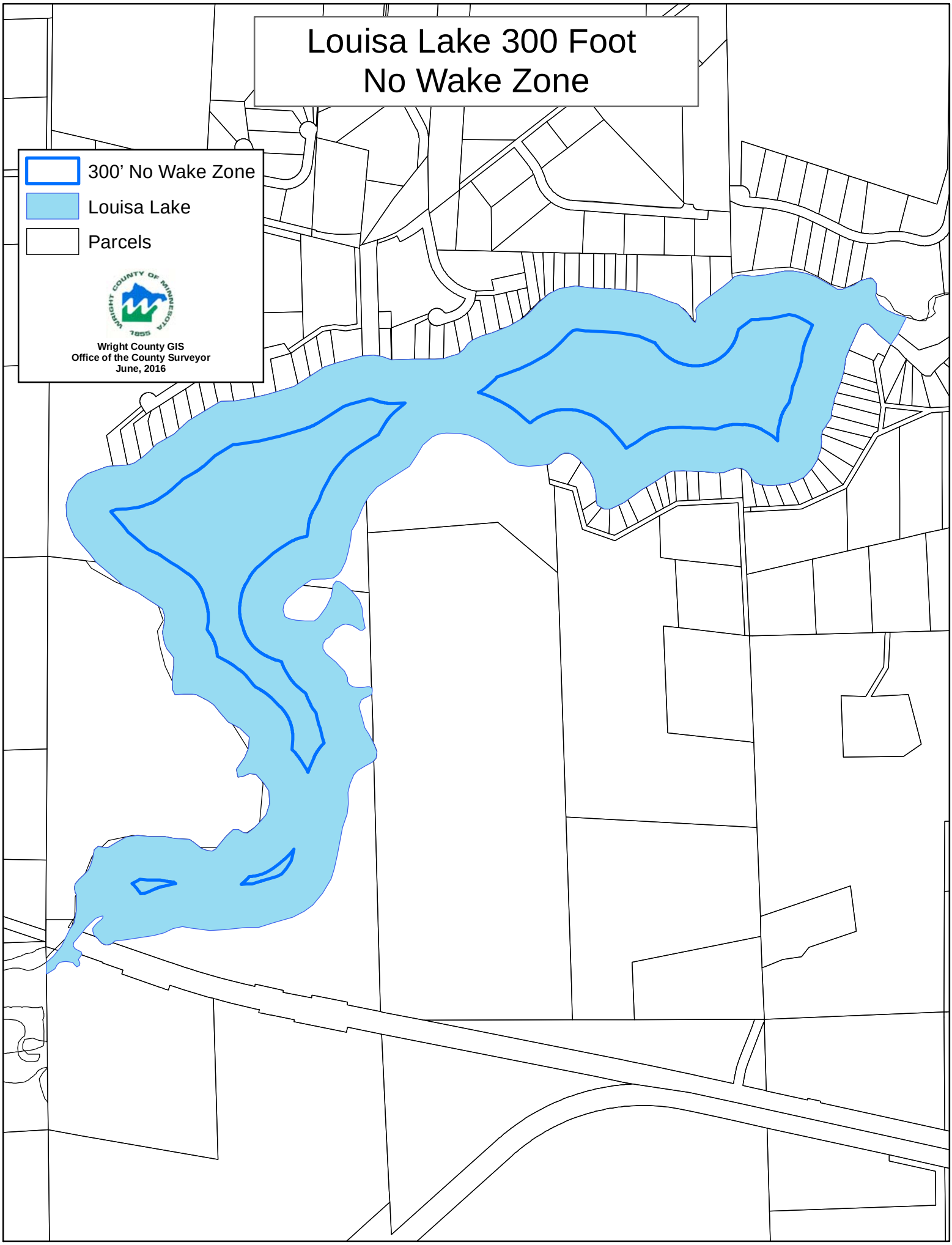


Grass Lake 300 Foot No Wake Zone

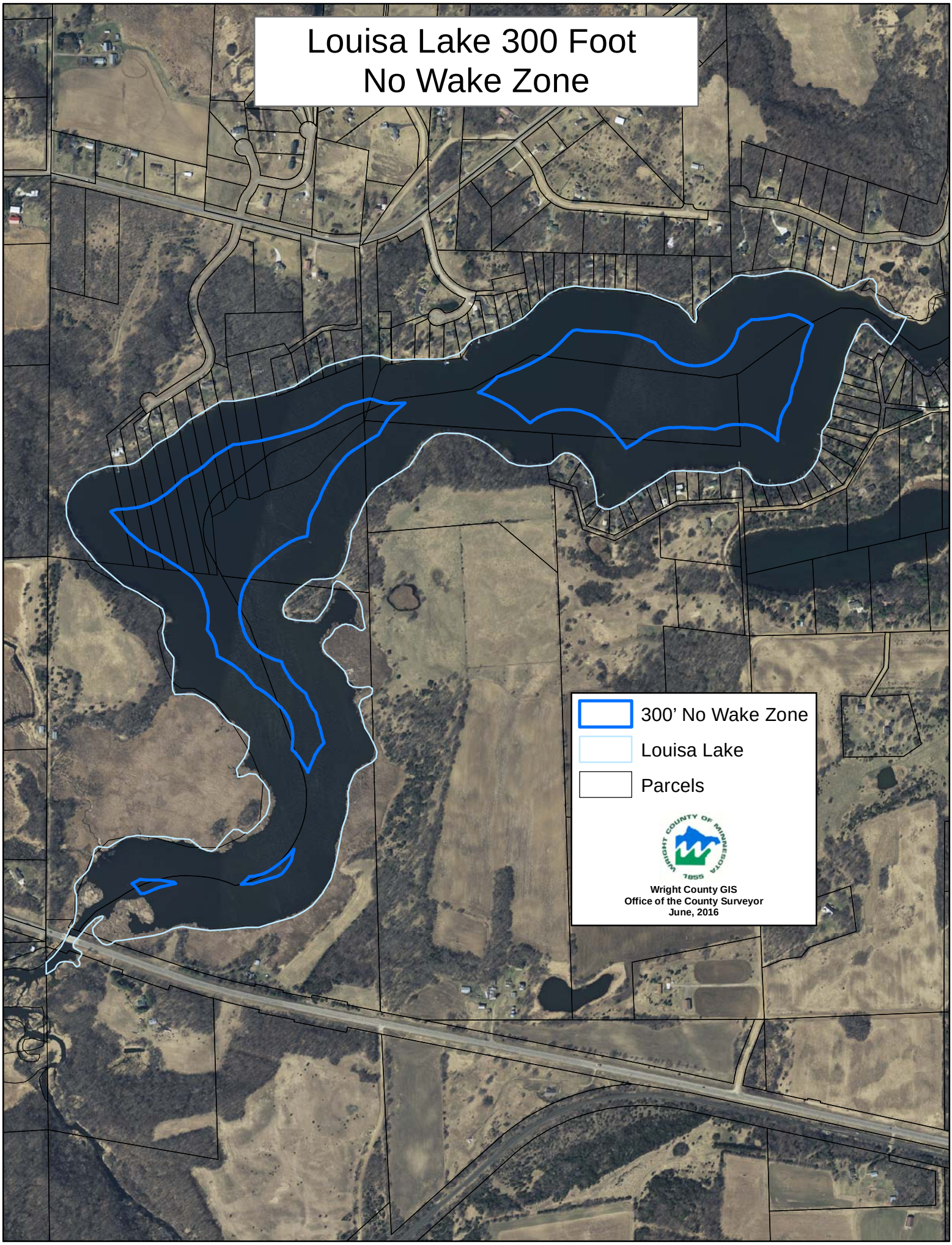


Grass Lake 300 Foot No Wake Zone

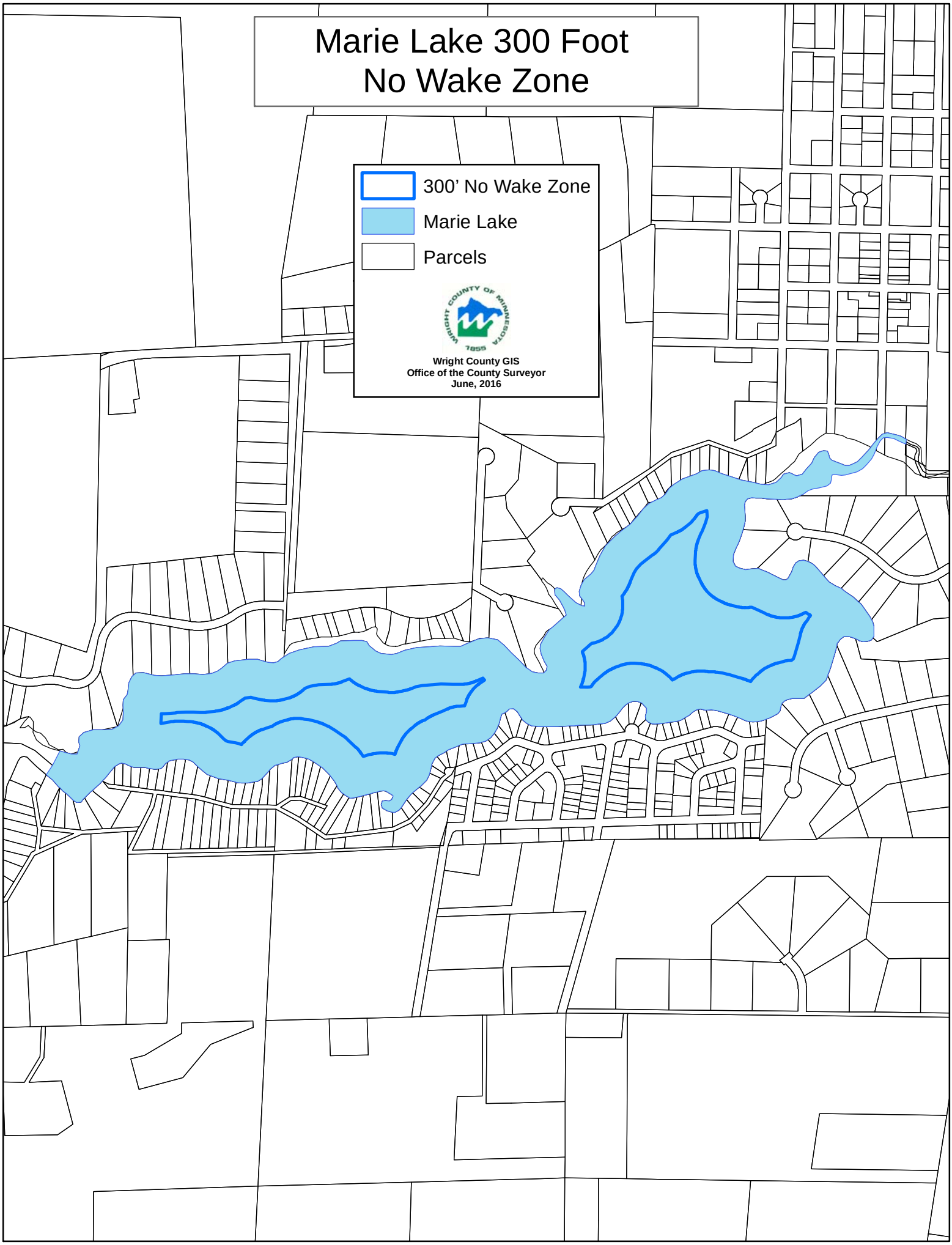
Louisa Lake 300 Foot No Wake Zone



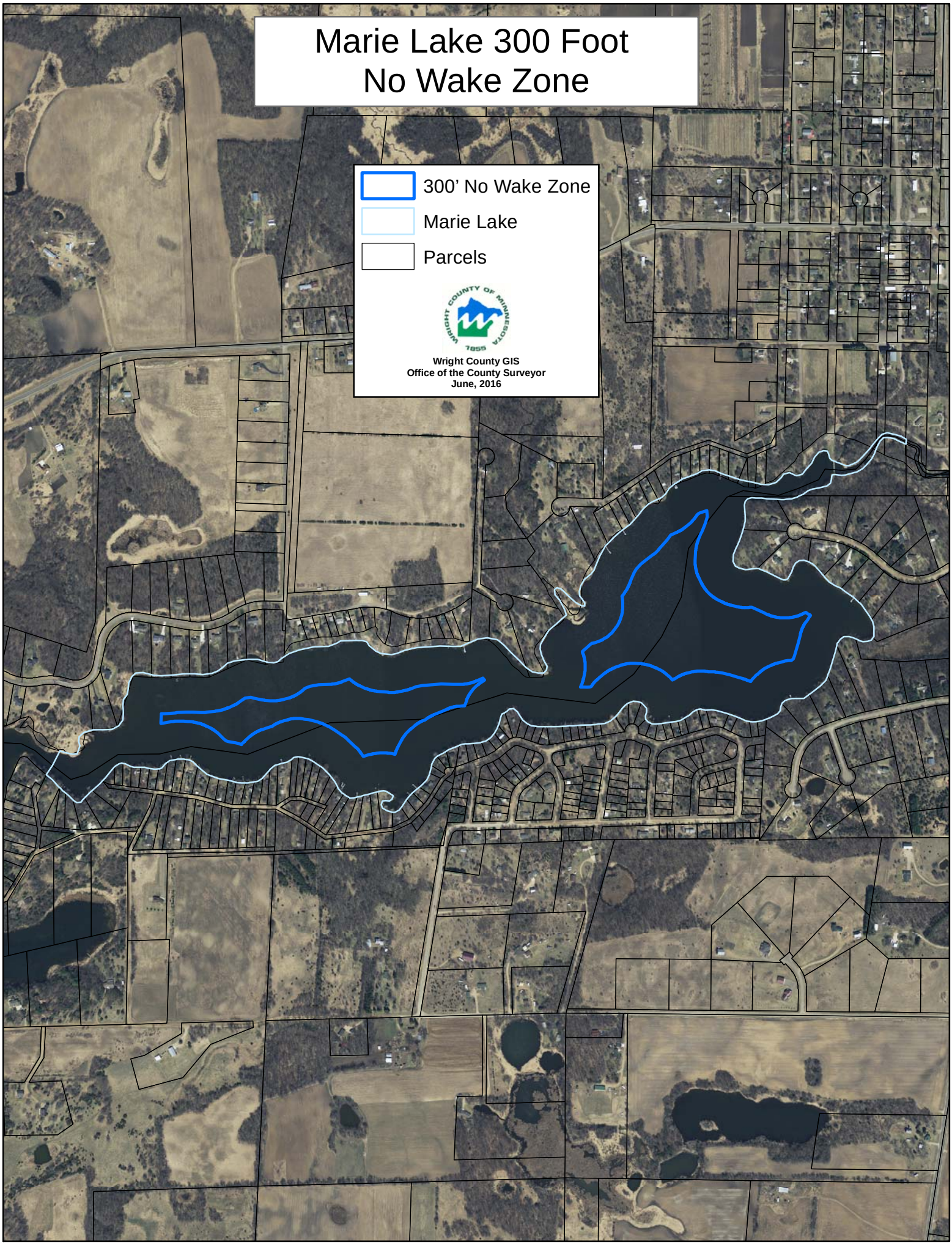
Louisa Lake 300 Foot No Wake Zone



Marie Lake 300 Foot No Wake Zone



Marie Lake 300 Foot No Wake Zone



WRIGHT COUNTY
BOARD OF COMMISSIONERS
NOTICE OF INTENT TO AMEND
THE WRIGHT COUNTY
WATER SURFACE USE ORDINANCE

NOTICE IS HEREBY GIVEN, that the Wright County Board of Commissioners, during its regular meeting on Tuesday, June 14, 2016, at 9:30 A.M., will hold a public hearing to consider amending the Wright County Water Surface Use Ordinance. This consideration and discussion will take place in the Commissioners' Board Room at the Wright County Government Center, Buffalo, Minnesota.

The Wright County Board of Commissioners will be reviewing and discussing proposed amendments of a Water Surface Use Ordinance. The proposed amendments will place restrictions on the operation of watercraft and seaplanes on lakes located in Wright County. Violation of the ordinance is a misdemeanor where the maximum penalty could be 90 days in jail and/or a $1,000 fine.

The proposed ordinance can be reviewed in person in the Office of the Wright County Attorney at the Wright County Government Center or by visiting: http://www.co.wright.mn.us/791/Proposed-Amendment-to-Wright-County-No-W

Written comments must be submitted to Greg T. Kryzer, Assistant Wright County Attorney at 10 2nd Street N.W., Rm 400, Buffalo, MN 55313 by June 13, 2016 at 4:30 p.m.

Lee R. Kelly
County Coordinator

INTERPRETIVE SERVICES FOR THE HEARING IMPAIRED WILL BE PROVIDED UPON REQUEST.

Published in the Herald Journal May 30, 2016.

AFFIDAVIT OF PUBLICATION

STATE OF MINNESOTA)

) ss.

COUNTY OF Wright)

Dale Kovar, being first duly sworn, on oath states as follows:

1. I am the publisher of the Herald Journal, or the publisher's designated agent. I have personal knowledge of the facts stated in this Affidavit, which is made pursuant to Minnesota Statutes §331A.07.

2. The newspaper has complied with all of the requirements to constitute a qualified newspaper under Minnesota law, including those requirements found in Minnesota Statutes §331A.02.

3. The dates of the month and the year and day of the week upon which the public notice attached/copied below was published in the newspaper are as follows:

Monday May 30, 2016

4. The publisher's lowest classified rate paid by commercial users for comparable space, as determined pursuant to § 331A.06, is as follows: $12.75 per column inch.

5. Mortgage Foreclosure Notices *[Effective 7/1/15]*. Pursuant to Minnesota Statutes §580.033 relating to the publication of mortgage foreclosure notices: The newspaper's known office of issue is located in Wright County. The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

6. FURTHER YOUR AFFIANT SAITH NOT.

[*Signature*]

Subscribed and sworn to before me on this 30th day of May, 2016

Notary Public
If applicable File #

LINDA JEAN KRIENKE
NOTARY PUBLIC - MINNESOTA
My Comm. Exp. Jan. 31, 2020

Greg T. Kryzer

From: Mary Brown <mary@corinnatownship.com>
Sent: Thursday, May 19, 2016 2:31 PM
To: Greg T. Kryzer
Cc: Corinna Township Clerk
Subject: RE: Amendments to the Wright County Water Surface Use Ordinance

Greg,

The following is the outcome of the May 17, 2016 Town Board Meeting Minutes:

> Greg Kryzer E-mail of 5/12/16 Regarding Proposed Ordinance Amendment to the Water Surface Use: A motion was made by Dearing, seconded by Carlson, stating that the Corinna Town Board has no objection to the proposed ordinance amendment to the water surface use. Motion carried unanimously.

Please let me know if you have any questions.

Thanks!

Mary Barkley Brown
Clerk/Treasurer
Corinna Township
(320) 274-8049
FAX (320) 274-3792

From: Greg T. Kryzer [mailto:Greg.Kryzer@co.wright.mn.us]
Sent: Thursday, May 12, 2016 11:03 AM
To: cmerrill@southsidetownship.com; Mary Brown <mary@corinnatownship.com>; clearwatertwp@frontiernet.net
Cc: Christine A. Husom <Christine.Husom@co.wright.mn.us>; Patrick Sawatzke <Patrick.Sawatzke@co.wright.mn.us>
Subject: Amendments to the Wright County Water Surface Use Ordinance

Carmen, Jean and Mary –

Attached please find a proposed ordinance amendment to the Water Surface Use Ordinance that will be presented to the County Board on June 14th. The proposed changes to the ordinance effect the Clearwater Chain of lakes. We are looking at enacting a high water no wake zone on all of the chain lakes. We will be using the dam elevations for measurements whenever possible. We are planning on conducting a public hearing with the Count Board at 9:30 a.m. on June 14th.

I am specifically reaching out to your respective townships to get your input on the attached. I realize that Clearwater will be meeting on June 13th, but i am hopeful that we can connect to get your input prior to the hearing on the 14th.

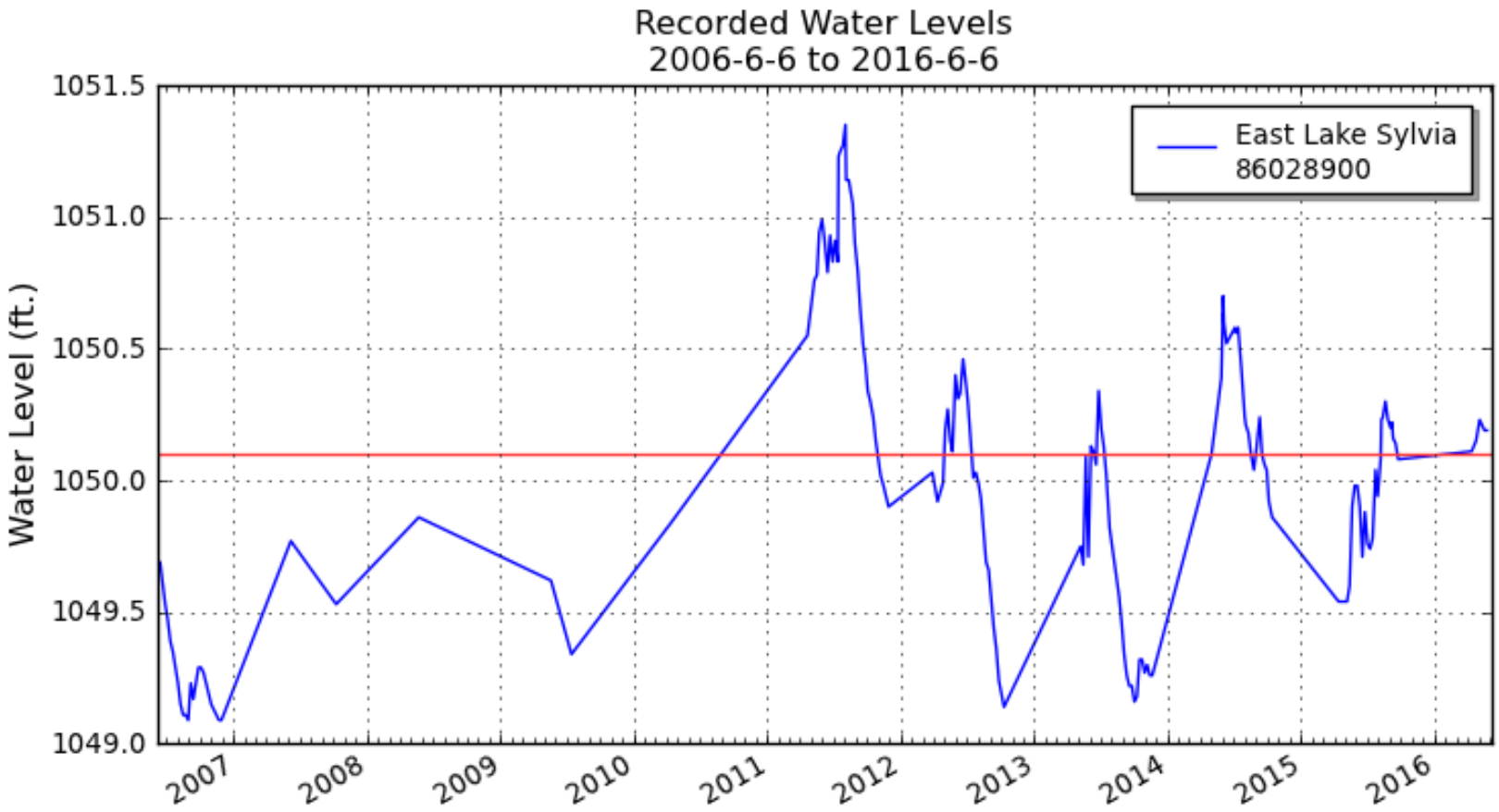
This amendment has been a long term project between Wright County and Stearns County. I think have come to a very workable solution to our common lakes. In order for this ordinance to be approved by the DNR both Counties have to adopt the same ordinance.

Thank you in advance for reviewing this proposed ordinance amendment. I know the County Board appreciates receiving your input.

If you have any questions I can be reached directly at 763-682-7344 or by email.

Greg T. Kryzer
Assistant Wright County Attorney
Wright County Government Center
10 2nd Street N.W., Room 400
Buffalo, MN 55313
Office: 763-682-7344
Fax: 763-682-7700

NOTICE: This E-mail (including attachments) is covered by the Electronic Communications Privacy Act, 18 U.S.C. 2510-2521. This E-mail may be confidential and may be legally privileged. If you are not the intended recipient, you are hereby notified that any retention, dissemination, distribution, or copying of this communication is strictly prohibited. Please reply back to the sender that you have received this message in error, then delete it. Thank you.


Recorded Water Levels
2006-6-6 to 2016-6-6
Water Level (ft.)
1051.5
1051.0
1050.5
1050.0
1049.5
1049.0
2007
2008
2009
2010
2011
2012
2013
2014
2015
2016
East Lake Sylvia
86028900

JOINT POWERS AGREEMENT FOR NO WAKE ENFORCEMENT ON LAKE AUGUSTA, LAKE CAROLINE, CLEARWATER LAKE, GRASS LAKE, LAKE LOUISA AND LAKE MARIE

THIS AGREEMENT, by and between Stearns County and Wright County is entered pursuant to Minnesota Statutes Section 471.59.

WHEREFORE, It is agreed as follows:

1. Purpose
The purpose of this agreement is to regulate the speed and wake of watercraft utilizing the border lakes of Augusta Lake (86028400), Caroline Lake (86028100), Clearwater Lake (86025200), Grass Lake (86024300), Louisa Lake (86028200), and Marie Lake (73001400) all for the safety and general welfare of the public utilizing said waters.

2. Methods The Counties of Stearns and Wright may hereafter adopt such ordinances and regulations as they deem fit to implement the general purposes referred to herein. Any such ordinance adopted by the Counties shall be identical in nature so as to provide uniformity in enforcement and regulation.

3. Enforcement
Subd. A. Both Counties shall jointly notify the public by official notification, posting and buoying all areas to be regulated as described herein.

Subd. B. The Sheriffs for Stearns and Wright County are authorized and entitled to enforce the provisions of any regulations or ordinances adopted pursuant to this agreement over the entire surface of the lakes identified in Section 1 above, regardless of County boundaries.

4. Termination of Agreement
Either party may terminated this agreement by giving 90 days of notice to the other party of its intention to do so. Furthermore, this agreement shall automatically terminate if the ordinances adopted pursuant to this agreement are modified to such a degree that they are substantially different in their terms as related to the lakes being regulated herein, or in the event State Law supersedes local authority to regulate the activates referred to herein.

5. Liability
Stearns County shall fully defend, hold harmless and indemnify Wright County, its signatory members, Board Members, agents and employees against all claims, losses, liabilities, suits, judgments, costs, attorney fees and expenses by reason of the action or inaction of the employees or agents of Stearns County. This agreement to indemnify and hold harmless does not constitute a waiver by any party/member of limitations on liability under Minnesota Statutes section 466.04.

Wright County shall fully defend, hold harmless and indemnify Stearns County, its signatory members, Board Members, agents and employees against all claims, losses, liabilities, suits, judgments, costs, attorney fees and expenses by reason of the action or inaction of the employees or agents of Wright County. This agreement to indemnify and hold harmless does not constitute a waiver by any party/member of limitations on liability under Minnesota Statutes section 466.04.

6. Severability
Should any part of this Agreement be rendered or declared invalid by a court of competent jurisdiction of the State of Minnesota, such invalidation of such part or portion of this Agreement should not invalidate the remaining portions thereof, and they shall remain in full force and effect.

7. Employment Status
Wright County shall be solely responsible for the compensation of its employees, including specifically but not exclusively worker's compensation insurance and all taxes, while performing their duties under this agreement. Stearns County shall be solely responsible for the compensation of its employees, including specifically but not exclusively worker's compensation insurance and all taxes, while performing their duties under this agreement. No employee of Wright County shall become and employee of Stearns County, and no employee of Stearns County shall become an employee of Wright County, by virtue of this agreement.

8. Insurance
The joint powers entity created herein shall not purchase separate liability insurance. Wright County shall be solely responsible to obtain insurance coverage for its activities under this agreement, and Stearns County shall be solely responsible to obtain insurance coverage for its activities under this agreement.

Dated: May 17, 2016.

COUNTY OF STEARNS, MINNESOTA

Steven L. Noll

Chair

Interim County Administrator

Dated: _____, 2015

COUNTY OF WRIGHT, MINNESOTA

_____

Chair

_____

County Coordinator

Wright County News

Posted on: May 20, 2016

Public Hearing on Proposed Amendment to Wright County Water Surface Use Ordinance

The Wright County Board will be considering amendments to the Wright County Water Surface Use Ordinance on June 14, 2016, at 9:00 a.m. Go to Document to view the proposed amendment.

document

⇐ Previous
County Requesting Proposals to Retrofit Exterior Building and Parking Lot Lighting

Next ⇒
2016 WRIGHT COUNTY SHERIFF'S AUCTION

Tools

RSS

Notify Me®

Categories

- All Categories
- Highway Department
- Parks & Recreation
- Sheriff News Releases
- Wright County News

Other News in Wright County News

SALE OF COUNTY PROPERTY - 4030 Naber Avenue NE, St. Michael MN

Posted on: May 26, 2016

County Highway 39 Turnlane Construction in Otsego

Posted on: May 26, 2016

County Requesting Proposals to Retrofit Exterior Building and Parking Lot Lighting

Posted on: May 26, 2016

2016 WRIGHT COUNTY SHERIFF'S AUCTION

Posted on: May 31, 2016

Insurance Information Required to Register Motor Vehicles

Posted on: May 4, 2016

County State Aid Highway 12 Construction Update - April 15, 2016

Posted on: April 15, 2016

Highway 20 Construction - Downtown Rockford Improvement Project

Posted on: April 15, 2016

HIGHWAY 25 CONSTRUCTION PROJECT

Posted on: April 4, 2016

ORDINANCE AMENDMENT NUMBER 16-3a

Wright County Ordinance Amendment Number 16-3 is amended as follows:

§ 131.04 Speed Restrictions is amended as follows:

(C) *East and West Lake Sylvia (86028900, 86027900).* The following surface water restrictions shall apply to East and West Lake Sylvia.

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

(2) When lake level reaches or exceeds an elevation of 1,050.58 ~~1,050.08~~ feet above sea level, motorboats shall be restricted to a slow-no wake speed within 300 feet from all shoreline unless launching or landing skiers directly to or from open water. When high water levels have subsided and have remained below an elevation of 1,050.58 ~~1,050.08~~ feet above sea level for three consecutive days, said restriction shall be promptly removed.

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

ORDINANCE AMENDMENT NUMBER 16-3

THE COUNTY BOARD OF WRIGHT COUNTY HEREBY ORDAINS:

Art. I – Amendments to Water Surface Use

Sec. 1.

Section 131.04 of the Water Surface Use Chapter is hereby amended as follows:

131.04 SPEED RESTRICTIONS.

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

(1) No person shall operate a gas powered motor on a watercraft.

(2) No person shall operate a sea plane or motor vehicle including off-road vehicles and snowmobiles.

(3) Electric motors are allowed with a maximum thrust of 100 pounds or two horsepower.

(4) The lower unit of a gas powered motor on a watercraft must be propped up out of the water.

(B) *Cedar Lake (86022700).* The following surface water restrictions shall apply to Cedar Lake. When lake level reaches or exceeds an elevation of 999.17 feet above sea level, motorboats shall be restricted to a slow-no wake speed within 300 feet from all shoreline unless launching or landing skiers directly to or from open water. When high water levels have subsided and have remained below an elevation of 999.17 feet above sea level for three consecutive days, said restriction shall be promptly removed.

(C) *East and West Lake Sylvia (86028900, 86027900).* The following surface water restrictions shall apply to East and West Lake Sylvia.

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

(2) When lake level reaches or exceeds an elevation of 1,050.08 feet above sea level, motorboats shall be restricted to a slow-no wake speed within 300 feet from all shoreline unless launching or landing skiers directly to or from open water. When high water levels have subsided

and have remained below an elevation of 1,050.08 feet above sea level for three consecutive days, said restriction shall be promptly removed.

(D) *Howard Lake (86019900).* The following surface water restrictions shall apply to Howard Lake.

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

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

(E) *Lake Ann (86019000).* The following surface water restrictions shall apply to Lake Ann.

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

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

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

(G) *Lake Charlotte (86001100).* The following surface water restrictions shall apply to Lake Charlotte. No person shall operate a motorboat, including seaplanes, in excess of slow-no-wake speed within 150 feet of the shoreline 24 hours a day, between Memorial Day weekend and Labor Day unless launching or landing skiers directly to or from open water.
(Ord. 14-01, passed 5-13-2014; Ord. passed 8-15-2015)

(H) *Lake Augusta (86028400).* The following surface water restrictions shall apply to Lake Augusta.

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

(2) No person shall operate a motorboat, including seaplane, in excess of slow-no wake speed within the channel between Augusta Lake and Clearwater Lake**.**

(I) *Lake Caroline (86028100).* The following surface water restrictions shall apply to Lake Caroline.

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

(J) *Clearwater Lake (86025200).* The following surface water restrictions shall apply to Clearwater Lake.

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

(2) No person shall operate a motorboat, including seaplane, in excess of slow-no wake speed within the channel between Augusta Lake and Clearwater Lake**.**

(K) *Grass Lake (86024300).* The following surface water restrictions shall apply to Grass Lake.

When the water level at the Grass Lake Outlet Dam (860243TW) reaches or exceeds an elevation of Nine Hundred Ninety Two feet and One inch (992.1 feet) above sea level, motorboats shall be restricted to a slow-no wake speed within Three Hundred feet (300 feet) from all shoreline unless launching or landing skiers directly to or from open water. When high water levels have subsided and have remained below an elevation of Nine Hundred Ninety-One feet and Five inches (990.9 feet) above sea level for three (3) consecutive days, said restriction shall be promptly removed.

(L) *Lake Louisa (86028200).* The following surface water restrictions shall apply to Lake Louisa.

When lake level at the Fairhaven Dam reaches or exceeds an elevation of One Thousand and Six feet and Eight inches (1006.73 feet) above sea level, motorboats shall be restricted to a slow-no wake speed within Three Hundred feet (300 feet) from all shoreline unless launching or landing skiers directly to or from open water. When high water levels have subsided and have remained below an elevation of One Thousand and Six feet and Eight inches (1006.73 feet) above sea level for three (3) consecutive days, said restriction shall be promptly removed.

(M) *Lake Marie (73001400).* The following surface water restrictions shall apply to Lake Marie.

When lake level at the Fairhaven Dam reaches or exceeds an elevation of One Thousand and Six feet and Eight inches (1006.73 feet) above sea level, motorboats shall be restricted to a slow-no wake speed within Three Hundred feet (300 feet) from all shoreline unless launching or landing skiers directly to or from open water. When high water levels have subsided and have remained below an elevation of One Thousand and Six feet and Eight inches (1006.73 feet) above sea level for three (3) consecutive days, said restriction shall be promptly removed.

Effective date: This Ordinance amendment shall be effective immediately upon adoption and publication.

_____

Pat Sawatzke
Chair, Wright County Board of Commissioners

ATTEST:

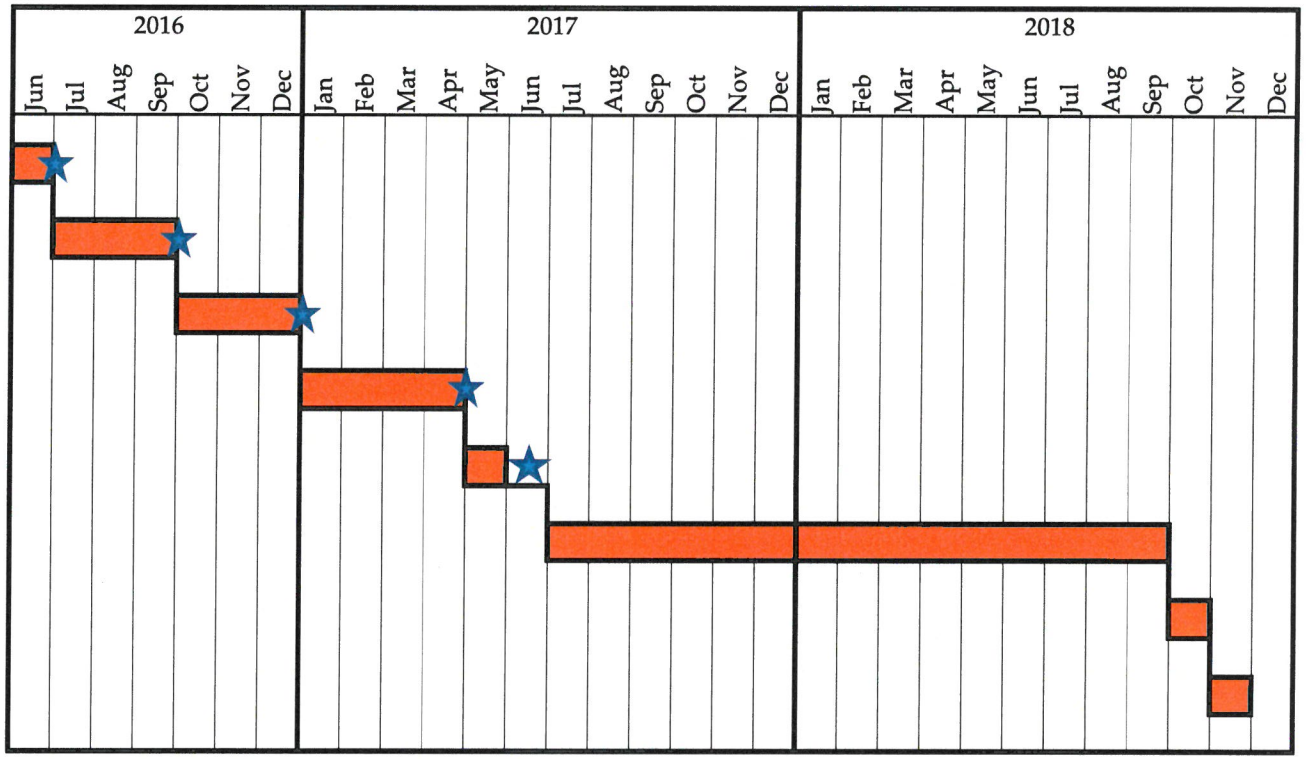
Approved: June 14, 2016

_____

Lee Kelly
Wright County Coordinator

PROBABLE COST OF CONSTRUCTION		Option 3 2 Year Plan		Option 2 5 Year Plan		Option 1 10 Year Plan	
	Unit Cost	Unit		Unit		Unit	
Courtroom Remodeling	$250,000 per	3	$750,000	3	$0	3	$0
Jail Outdoor Rec Infill	$410/sf	0 sf	$0	7,130 sf	$2,923,300	0 sf	$2,923,300
Light Remodeling	$50/sf	0 sf	$0	0 sf	$0	0 sf	$0
Medium Remodeling	$90/sf	0 sf	$0	10,400 sf	$936,000	11,200 sf	$1,008,000
Heavy Remodeling	$175/sf	0 sf	$0	14,200 sf	$2,485,000	28,000 sf	$4,900,000
Jail Remodeling / Floor Infill	$325/sf	0 sf	$0	0 sf	$0	7,600 sf	$2,470,000
Elevators	$250,000 per	0	$0	2	$500,000	2	$500,000
Sub Total Trade Costs			**$750,000**		**$6,844,300**		**$11,801,300**
Phasing Contingency			110.00%		125.00%		125.00%
Design Contingency			120.00%		120.00%		110.00%
Other							
Construction Cost			**$990,000**		**$10,270,000**		**$16,230,000**
Interim Relocation Costs			$20,000		$120,000		$150,000
Furniture Allowance			$60,000		$150,000		$360,000
Equipment Allowance			$60,000		$150,000		$180,000
Technology Allowance			$180,000		$360,000		$540,000
Project Contingency (10% of Construction)			$99,000		$1,027,000		$1,623,000
Fees, Testing, Printing (10% of Construction)			$99,000		$1,027,000		$1,623,000
Total Current Project Cost			**$1,508,000**		**$13,104,000**		**$20,706,000**

POTENTIAL SCHEDULE



★ Denotes Opportunity for County Board Update / Approval

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

BUILDING COMMITTEE
MINUTES
June 8, 2016

MEMBERS PRESENT: Sawatzke, Daleiden, and Kelly
OTHERS PRESENT: Wilczek, Jobe

I. Annex Restroom

Wilczek provided updates on the project status since the last building committee meeting in which it was recommended to obtain a price from another architect for the construction document preparation to compare with the HCM proposal they provided. The Nelson proposal was reviewed and a difference noted in that they proposed the mechanicals be design-build rather than spec'd by the architect.

Recommendation:
Daleiden and Sawatzke recommended moving forward with Nelson to create construction documents. After documents are complete, the recommended intent would be to obtain hard bids from contractors for discussion on either moving forward or placing a hold on the project, depending on the bids.

II. IT Expansion

Wilczek provided an update on the IT project in that Ernst had begun demo of the old space and Loberg Electric was beginning to work on wiring of the lighting. The roll-up service window into the hallway was discussed to possibly remove if the IT department no longer needed it.

Recommendation:
Daleiden and Sawatzke recommended moving forward with removal of the roll-up window and one hallway door that will be unnecessary with the new configuration of the space.

III. Elevator Repairs

Wilczek provided a proposal from ThyssenKrupp Elevators to compare with the MEI proposal for the upgrade of the courts elevator. The low urgency for the work was discussed and additional required work in the machine room was pointed out in the event the upgrade took place.

Recommendation:
Daleiden and Sawatzke recommended to not do the project at this time and revisit the project at a later date.

IV. Public Works Deferred Maintenance & Remodel

Wilczek provided info on a proposal from Nelson to analyze the public works space and create construction documents for the planned modifications. Discussion took place about the extension office moving to the site and future space needs of the three departments. Also discussed was if the site was a good fit for Extension and what level of collaboration they might have with Parks. Wilczek also presented a proposal from Roof Spec to analyze the current roof condition, design a new system, and oversee the replacement project. Also discussed were the windows and frost/condensation that is occurring on the interior frames.

Recommendation:
It was recommended by Sawatzke and Daleiden to discuss a full building envelope review with a contractor instead of only the roof condition to help determine the cause of the window condensation issues. Wilczek will discuss with companies to determine a scope of that service. It was recommended at a minimum to move forward with assessment of the roof condition for development of new system design. Also recommended was to move forward with the interior design of the space and construction drawings with Nelson.

MEI
TOTAL ELEVATOR SOLUTIONS

19336 607th Avenue
Mankato, MN 56001
www.minnesotaelevator.com
Phone: (507) 245-3060 Fax: (507) 245-4194

ELEVATOR REPAIR PROPOSAL

JOB LOCATION:	Wright County Government Center 10 2Nd Street Nw Buffalo, Mn, 55313	**SUBMITTED TO:** **PHONE NO:** **EMAIL:**	Brad Hatfield 763-684-2308 brad.hatfield@co.wright.mn.us
CONTACT NAME:	Annette Pulvermacher	**PHONE NO:** **FAX:**	763-682-7684
WORK TYPE:	Elevator Code Compliance Modernizatic	**EMAIL:**	annette.pulvermacher@co.wright.mn.us
ELEVATOR:	ID: State ID 1008030 / A860-1	**QUOTE #:**	162634 - Rev 1

We propose here by to furnish material and labor-complete in accordance with specifications below, for the total net sum of:

PRICE: Seventy Nine Thousand Nine Hundred Sixty Five Dollars $79,965

Payment to be made: **Initial 40% of quoted amount will be invoiced upon receipt of materials and due within 30 days; final 60% will be invoiced upon completion of elevator repair work and due within 30 days.**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications below involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. Customer agrees: (i) to submit to a credit review by our credit department as necessary and, if customer is deemed to be a risk for non-payment by our credit department, agree to alternate payment terms acceptable by both parties; (ii) to pay for all labor and materials referenced in this Proposal according to the Terms; (iii) to pay a late charge equal to twelve percent (12%) on any unpaid sums due under this Proposal which are not paid according to the Terms; (iv) to pay all costs of collecting any unpaid balance, including attorney's fees, court costs, filing fees, and all other collection related expenses incurred by MEI; (v) that all actions, claims or proceedings related to this Proposal shall be commenced and maintained exclusively in the State of Minnesota; (vi) irrevocably consents to submit to the personal jurisdiction and venue of Minnesota courts; and (vii) to pay all applicable taxes as prescribed by law. The validity, construction and performance of this Proposal shall be governed by and construed in accordance with Minnesota law.

Randy Dykhoff

Randy Dykhoff
4/1/2016

SCOPE OF WORK TO BE PERFORMED:

Minnesota Elevator, Inc. will supply all necessary labor, material, and permits needed to complete the work described below.

Scope of work for the hydraulic elevator modernization
Remove and replace with new:
Controller, Vertitron non-proprietary, with solid state motor starter system and full control features
Complete power unit with submersible pump and motor, all oil and pipe accessories and hardware
All new wiring, hoistway wire and new duct, car wiring and traveler, and machine room connections
2 new Door operators, F/R GAL MOVFR system with full on board control system
Door protection F/R safety edge full length scanner system

PROPOSAL VALID FOR 45 DAYS

MEI
TOTAL ELEVATOR SOLUTIONS

19336 607th Avenue
Mankato, MN 56001
www.minnesotaelevator.com
Phone: (507) 245-3060 Fax: (507) 245-4194

Hall fixtures surface mounted to meet ADA height at all landings
New Car operating station with code compliant fire service, ADA phone, Emergency alarm bell and light
Car door restrictor system F/R
New cartop operating station for code conformance

Retaining equipment:
Car sling and platform
Cab and Cab door
Entrance frames and sills
Rails
Pit buffers, jack, and pit equipment
Hoistway doors and frames

For more details of products used by Minnesota Elevator please check-out our web site at
www.meielevatorsolutions.com

Account Manager Contact Info
If you should find this proposal acceptable, please sign and date below, and return to me. If you have any questions about this proposal please feel free to contact me at 507-245-4191 or Randy.Dykhoff@meielevatorsolutions.com.

Acceptance of Proposal - The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified herein. Payment will be made as outlined above.

Authorized Signature to Perform: _____

Date of Acceptance: _____

Purchase Order Number: _____ MEI Quote Number: 162634 Rev 1

PROPOSAL VALID FOR 45 DAYS

HYDRAULIC MODERNIZATION

ThyssenKrupp Elevator Americas

ThyssenKrupp

ThyssenKrupp Elevator Americas

Date: May 25, 2016

Location:	Wright County Courthouse	**Bill To:**	Wright County Courthouse
Address:	10 2nd St. NW	**Address:**	10 2nd St. NW
City/State/Zip:	Buffalo, MN 55313	**City/State/Zip:**	Buffalo, MN 55313

On behalf of ThyssenKrupp Elevator, I am pleased to provide this multi-page proposal (the "Proposal") to perform certain work to modernize elevator 1 (Courthouse Elevator) at the above referenced location. This proposal is valid for 45 days.

Note this scope of work is based on the scope of work provided by Wright County with the following exceptions:

1. Controller included is a ThyssenKrupp Tac32H controller. This controller includes on-board diagnostic tool which allows the mechanic to adjust and troubleshoot the elevator. This tool is not removable. Furthermore, components and boards are available at our sister company – Vertical Express. www.verticalxpress.com.
2. Regarding hatch side door equipment: The proposed scope does not detail whether or not the hatchside door equipment is to be retained or replaced with new. After surveying the equipment, we recommend replacing the hatchside door equipment complete. Our price includes the GAL MOVFRII door operator complete as well as GAL hatchside equipment complete. We feel that installing both hoistway side and car side equipment from one vendor makes more sense than having two different systems. The cost to retain would be a wash based on having to field modify the current system.
3. Below are other recommended and/or code related items that are not specified in the scope of work provided, we have included these items:
    - Old hydraulic fluid to be removed and replaced with new. (recommended)
    - Cab fan (recommended)
    - Car position indicator (recommended)
    - Hoistway access switch (recommended)
    - Pit switch (recommended)
    - Gibs and fire retainers (code required)
    - Escape hatch switch (code required)

Lastly, I've included a memo from the Minnesota Department of Labor & Industry which outlines the work that would be triggered with the modernization of the elevator. This document is a good overview of what the Authority Having Jurisdiction would be looking for in terms of general building work. I would estimate this cost to be right around $20-30K based on past experience. If you'd like a firm proposal (for us to include this work) let me know – we use several general contractors that specialize in this sort of work.

If you have any questions or concerns, please do not hesitate to contact me at 612-588-7844. We appreciate your consideration.

Sincerely,

Tom Hromadka
Sales Representative
c/o ThyssenKrupp Elevator
2601 49th Ave N Ste 100
Minneapolis MN 55430
tom.hromadka@thyssenkrupp.com

SCOPE OF WORK

Group 1	HYDRAULIC	$68,322.00
Pump Unit		
Power Unit (Adjacent)	New - Power Unit (Adjacent)	
Oil	New - Oil	
Control System		
Controller (tank mounted)	New - Controller (tank mounted)	
Car Door Equipment		
Complete Front Door Package	New - Complete Front Door Package	
Complete Rear Door Package	New - Complete Rear Door Package	
Door Detectors	New - Infrared door detector	
Front Mechanical Restrictor Package	New - Front Car Door and Hatch Side Restrictors (vanes)	
Rear Mechanical Restrictor Package	New - Rear Car Door and Hatch Side Restrictors (vanes)	
Cab/Platform/Car Fixtures		
Fan	New - Fan	
Main Car Station	New - Main Car Station Includes: Custom finish, Applied panel, Braille Plates, Digital Position Indicators, Standard Key Switch Package, Locked Service Cabinet, ADA Phone System, Emergency Light, Swing Return (TKE Cab only), Vandal Resistant Floor Buttons	
Car Position Indicator	New - Car Position Indicator	
Car Traveling Lantern	New - Car Riding Lantern (Standard)	
Hands Free Phone	New - Hands Free Phone	
Emergency Lighting	New - Emergency Lighting	
Escape Hatch Switch	New – Escape hatch switch	
Hall and Lobby Fixtures		
Hall Stations (excluding Egress)	New - Hall Stations (excluding Egress)	
Egress Hall Stations (Lobby)	New - Egress Hall Stations (Lobby)	
Jamb Braille	New - Jamb Braille	
Hoistway Access Station	New - Hoistway Access Switch	
Hoistway Equipment		
Car Top Inspection Station	New - Car Top Inspection Station	
Leveling Unit / Landing System	New - Leveling Unit / Landing System	
Hoistway Door Equipment		
Hatch Door Equipment (complete)	New - Hatch Door Equipment (complete)	
Gibs and fire retainers	New – Gibs and fire retainers	
Hoistway Wiring		
Traveling Cable / Car Wiring	New - Traveling Cable / Car Wiring	
Hoistway Wiring	New - Hoistway Wiring Package	
Raceway / Duct / Piping	New - Hoistway Duct Kit	
Pit		
Pit Switch	New - Pit Switch	
Testing		
Adjusting and Pretest	New - Adjusting and Pretest	

Inspection	New - Inspection
Miscellaneous	
Cleaning and Painting	New - Cleaning and Painting
Rubbish Removal	New - Rubbish Removal
Material Handling	New - Material Handling
Mobilization	New - Mobilization

INSTALLATION SEQUENCE AND SCHEDULE

Preparation of submittals upon receipt of subcontract and plans: (Additional Time Required for Cab, Signal, Entrance If Applicable)	2 - 4 weeks
Approval of submittals by Purchaser	Varies
Fabrication time from receipt of all approvals, fully executed contract, and payment of pre-production and engineering invoice:	7-8 Weeks
Modernization of elevator system (Per Unit): *(After completion of all required preparatory work by others)*	3.5 Weeks

Purchaser agrees to pay the sum of: Sixty Eight Thousand Three Hundred Twenty Two Dollars (**$68,322.00**).

Price includes shipping and delivery and sales/use tax imposed on ThyssenKrupp Elevator but does not include sales or gross receipts tax that may be billed in addition to the contract price. No permits or inspections by others are included in this work, unless otherwise indicated herein.

Any schedules for completion of the work described herein must be mutually agreed to by both parties in writing before becoming effective. In the event such a schedule cannot ultimately be met because of delays outside of ThyssenKrupp Elevator's control, ThyssenKrupp Elevator shall be entitled to an increase in the contract price that reflects an increase in its union labor rate and the cost of any materials since the time the contract was first fully executed by all parties.

All work specified herein will be performed during "regular working hours of regular working days as is customary in the elevator industry" defined as 8:00 AM to 4:30 PM, except scheduled holidays.

One or more Units described in this Proposal will be out of service and unavailable to move passengers and/or property during entire duration of the performance of the work described in this Proposal until re-certified by the state and in good standing with payment schedules. Temporary elevator service is not included in this Proposal.

We will service your equipment described in this agreement on a regularly scheduled basis as described in Exhibit A. The additional cost of this coverage is included in the agreed to sum.

Prior to commencing work, ThyssenKrupp Elevator will provide Purchaser with a written work schedule. That schedule and any changes to it shall be agreed to by both parties' authorized representatives in writing before becoming effective.

WORK NOT INCLUDED

There are certain items that are not included in this Proposal, many of which must be completed by Purchaser prior to and as a condition precedent to ThyssenKrupp Elevator's performance of its work as described in this Proposal. It is Purchaser's sole responsibility to coordinate the performance of these items with ThyssenKrupp Elevator to ensure a successful completion of this project. The following is a list of those items that are not included in this Proposal:

1. Equipment Storage: the provision of a dry and secure area at the project site for storage of the elevator equipment at the time of delivery and the provision of adequate ingress and egress to this area. Any relocation of the equipment as directed by the Purchaser after its initial delivery will be at Purchaser's sole expense

2. Electrical:
   a. suitable connections from the power main to each controller and signal equipment feeders as required, including necessary circuit breakers and fused mainline disconnect switches per N.E.C. Suitable power supply capable of operating the new elevator equipment under all conditions;
   b. the wiring to the controller for car lighting per N.E.C. Articles 620-22 and 620-51;
   c. a means to automatically disconnect the main line and the emergency power supply to the elevator prior to the application of water in the elevator machine room that shall not be self-resetting;
   d. wiring and conduit from life safety panel or any other monitor station to the elevator machine room or a suitable connection point in hoistway;
   e. a bonded ground wire, properly sized, from the elevator controller(s) to the primary building ground; and all remote wiring to the outside alarm bell as requested by all applicable code provisions
   f. a dry set of contacts which close 20 seconds prior to the transfer from normal power to emergency power or from emergency power to normal power whether in test mode or normal operating conditions in the event that an emergency power supply will be provided for the elevator;
   g. automatic time delay transfer switch and auxiliary contacts with wiring to the designated elevator controller and
   h. electrical cross connections between elevator machine rooms for emergency power purposes
   i. the following emergency power provisions are not included: interface in controller, pre-testing and testing, emergency power keyswitches;

3. Machine Room: a legal machine room, adequate for the elevator equipment, including floors, trap doors, gratings, foundations, lighting and a machine room temperature maintained between 50 and 90 degrees Fahrenheit, with a relative humidity less than 95% non-condensing;

4. Heat and Smoke Sensing Devices: heat and smoke sensing devices at elevator lobbies on each floor, machine room, and hoistways with normally open dry contacts terminating at a properly marked terminal in the elevator controller;

5. Dedicated Telephone Lines: a dedicated telephone line to elevator each controller recognizing that the elevator telephone is required by code to be monitored 24 hours a day, 7 days a week; one additional telephone line per group of elevators for diagnostic capability wired to designated controller;

6. Removal of Obstructions: the cutting and patching of walls, floors, etc. and removal of such obstructions as may be necessary for proper modernization of the elevator(s);

7. Fire Rating: the furnishing, installing and maintaining of the required fire rating of elevator hoistway walls, including the penetration of firewall by elevator fixture boxes;

8. Flooring: all work relating to the flooring including, but not limited to, the provision of materials and its installation to comply with all applicable codes;

9. Painting: all painting, except as otherwise specifically included herein;

10. Waterproofing: ensuring that the elevator hoistways and pits are dewatered, cleaned and properly waterproofed;

11. If entrances are replaced: adequate bracing of entrance frames to prevent distortion during wall construction and all sill supports, steel angles, sill recesses, and the grouting of doorsills;

12. If the hydraulic jack is replaced:
    a. the excavation of the elevator cylinder well hole in the event drilling is necessary through soil that is not free from rock, sand, water, building construction members and obstructions. Should obstructions be encountered, ThyssenKrupp Elevator will proceed only after written authorization has been received from the Purchaser. The contract price shall be increased by the amount of additional labor at ThyssenKrupp Elevator's labor rates as posted in its local office along with the actual cost of any additional material plus 15%;
    b. adequate ingress and egress, including ramping, for a truck-mounted drill rig;
    c. removal of all dirt and debris from each hole location;
    d. in ground protection systems other than ThyssenKrupp Elevator's standard HDPE or PVC protection system with bottomless corrugated steel casing;
    e. any required trenching and backfilling for underground piping or casings, and conduit as well as any compaction, grouting, and waterproofing of block-out;
    f. engineering, provision and installation of methane barriers or coordination/access;
    g. access to 2" pressurized water supply within 100'-0" of the jack hole location;
    h. a safe, accessible storage area for placement of D.O.T. 55 gallon containers for the purpose of spoils containment;
    i. any spoils or water testing; and
    j. the hiring of a disposal company which MUST be discussed prior to any material being ordered or work being scheduled. ThyssenKrupp will provide environmental services ONLY if this is specifically included under the "Scope of Work" section above. ThyssenKrupp assumes no responsibility and/or liability in any way whatsoever for spoils or other contamination that may be present as a result of the cylinder breach and/or other conditions present on the work site.

PAYMENT TERMS

Fifty Percent (50%) of the price set forth on page 1 of this Proposal as modified by options selected from the Section entitled Value Engineering Opportunities & Alternates (if applicable) will be due and payable as an initial progress payment within 30 days from ThyssenKrupp Elevator's receipt of a copy of this Proposal signed by the Purchaser. This initial payment will be applied to costs and fees associated with project management, permits, submittals, and raw material procurement, and its receipt will trigger the ordering of material to complete the scope of work described on pages 2 and 3.

An additional Fifty Percent (50%) of the price set forth on page 1 of this Proposal as modified by options selected from the Section entitled Value Engineering Opportunities & Alternates (if applicable) shall be due and payable when the material described above has been furnished. Material is considered furnished when it has been received at the jobsite, ThyssenKrupp Elevator staging facility, or any other location designated by the Purchaser at its sole expense. ThyssenKrupp Elevator's receipt of payment is required prior to mobilization of its labor associated with the work described on pages 2 and 3.

Any additional amount, including change orders, is due at the time of completion and approval by the local authority having jurisdiction (if applicable), but prior to turnover of the equipment by ThyssenKrupp Elevator to the Purchaser for use. If there is more than one unit that is the subject of this Proposal, final payment shall be made separately as each unit is completed.

ThyssenKrupp Elevator shall retain exclusive ownership and control over all equipment installed and/or modernized pursuant to this Proposal until such time as Purchaser has paid ThyssenKrupp Elevator 100% of the full Proposal amount set forth on page 1 as modified by options selected from the Section entitled Value Engineering Opportunities & Alternates (if applicable) along with all applicable change orders. Purchaser agrees to waive any and all claims to the turnover and/or use of that equipment until such time as those amounts are paid in full.

ThyssenKrupp Elevator reserves the right to discontinue its work at any time until payments have been made as agreed, and ThyssenKrupp Elevator has received assurance satisfactory to it that the subsequent payments will be made as they come due. Any payments not paid when due shall bear interest at 1 1/2 % per month or the highest legal rate, whichever is less.

In the event the Purchaser defaults on any payment, or on any other provision of this Proposal, the unpaid balance of the Proposal price (including any change orders), less the cost of completing the work, as estimated by ThyssenKrupp Elevator, shall immediately become due and payable.

WARRANTY

ThyssenKrupp Elevator warrants the equipment it installs under this Proposal against defects in material and workmanship for a period of one (1) year from the date of Purchaser's execution of ThyssenKrupp Elevator's "Final Acceptance" form(s) mentioned above on the express condition that all payments made under both this Proposal and any mutually agreed-to change orders have been made in full, or two (2) years from the date material ships from the manufacturer. This warranty is in lieu of any other warranty or liability for defects. ThyssenKrupp Elevator makes no warranty of merchantability and no warranties which extend beyond the description in this Proposal, nor are there any other warranties, expressed or implied, by operation of law or otherwise. Like any piece of fine machinery, this equipment should be periodically inspected, lubricated, and adjusted by competent personnel. This warranty is not intended to supplant normal maintenance service and shall not be construed to mean that ThyssenKrupp Elevator will provide free service for periodic examination, lubrication, or adjustment, nor will ThyssenKrupp Elevator correct, without a charge, breakage, maladjustments, or other trouble arising from normal wear and tear or abuse, misuse, improper or inadequate maintenance, or any other causes other than defective material or workmanship. In order to make a warranty claim, Purchaser must give ThyssenKrupp Elevator prompt written notice at the address listed on the cover page of this Proposal and provided all payments due under the terms of this Proposal and any mutually agreed to written change orders have been made in full, ThyssenKrupp Elevator shall, at its own expense, correct any proven defect by repair or replacement. ThyssenKrupp Elevator will not, under any circumstances, reimburse Purchaser for cost of work done by others, nor shall ThyssenKrupp Elevator be responsible for the performance of any equipment that has been the subject of revisions or alterations by others. If there is more than one (1) unit which is the subject of work described in this Proposal, this section shall apply separately to each unit as accepted.

TESTS, GOVERNMENTAL APPROVAL, CLEANUP AND PURCHASER INSPECTION

All work described in this Proposal will be performed in accordance with the version of all applicable state or local codes that deal exclusively with the installation and/or modernization of elevators that are in effect at the time that this Proposal is fully executed. In the event that either (A) those codes change or (B) rulings are made by the applicable authority having jurisdiction that extend the application of those codes following the complete execution of this Proposal, the labor and materials necessary to ensure that the work described herein complies with such changes shall be performed at an additional cost to Purchaser based on ThyssenKrupp Elevator's standard billing rates as posted in its local office.

It is solely the Purchaser's responsibility to ensure that the work described in this Proposal meets all applicable Federal, state and/or local codes that do not deal exclusively with the installation and/or modernization of elevators and to secure any necessary permission and/or priority from all applicable governmental authorities to complete that work.

At the conclusion of its work described herein, ThyssenKrupp Elevator will perform safety, full load, Phase I and Phase II Fire Service tests (as applicable) to ensure that the equipment that is the subject matter of this Proposal conforms to applicable codes and will provide Purchaser with copies of reports generated in conjunction with completed tests.

ThyssenKrupp Elevator will perform all tests described herein during regular working hours of regular working days as is customary in the elevator industry. Should the Purchaser require performance of these tests outside the regular working hours of regular working days as is customary in the elevator industry, ThyssenKrupp Elevator will provide Purchaser with a separate and additional proposal to accomplish those tasks at those times at an additional cost.

ThyssenKrupp Elevator shall not be liable for any damage to the building structure or the elevator resulting from the performance of any tests it shall perform at any time under this Proposal. At the conclusion of its work, ThyssenKrupp Elevator will remove all equipment and unused or removed materials from the project site and leave its work area in a condition that, in ThyssenKrupp Elevator's sole opinion, is neat and clean.

The price of this Proposal includes one (1) inspection by the local authority having jurisdiction. Should the local authority having jurisdiction refuse to issue written approval to Purchaser to use and operate the equipment due to items that are the responsibility of the Purchaser as set forth in this Proposal or are not specifically included in this Proposal, the Purchaser shall be financially responsible for (A) addressing those items, (B) the cost of the additional inspection(s) by the local authority having jurisdiction and (C) the labor incurred by ThyssenKrupp Elevator to attend those additional inspections at ThyssenKrupp Elevator's current billing rate as posted at its local office.

Should the Purchaser or the local authority having jurisdiction require ThyssenKrupp Elevator's presence at the inspection of equipment installed by others in conjunction with the work described in this Proposal, Purchaser agrees to compensate ThyssenKrupp Elevator for its time at ThyssenKrupp Elevator's current billing rate as posted at its local office.

Upon notice from ThyssenKrupp Elevator that the work described herein has been completed, Purchaser will arrange to complete an inspection of the work with ThyssenKrupp Elevator and will provide Purchaser's final acceptance thereof in writing by Purchaser's duly authorized representative at that time if the work is acceptable. The date and time for such an inspection shall be mutually agreed upon. In no event shall that inspection occur more than ten (10) business days after the date of ThyssenKrupp Elevator's written notice to Purchaser that the work herein has been completed unless both parties agree otherwise in writing. Immediately following its inspection of the work, Purchaser's duly authorized representative shall execute ThyssenKrupp Elevator's "Final Acceptance" form(s) prior to turnover and use of the equipment described in this Proposal. Purchaser shall not unreasonably delay or withhold such final inspection or its written acceptance of the work.

Terms and Conditions

Payment:
Unless stated otherwise elsewhere in this document, the price of this Proposal includes all applicable sales and use taxes, permit fees and licenses imposed upon ThyssenKrupp Elevator as of the date that ThyssenKrupp Elevator first offers this Proposal for Purchaser's acceptance. Purchaser agrees to pay any additional taxes, fees or other charges exacted from Purchaser or ThyssenKrupp Elevator on account thereof, by any law enacted after the date that ThyssenKrupp Elevator first offered this Proposal for Purchaser's acceptance. A service charge of 1½% per month, or the highest legal rate, whichever is less, shall apply to delinquent accounts.

Acceptance:
Purchaser's acceptance of this Proposal and its approval by an authorized manager of ThyssenKrupp Elevator will constitute exclusively and entirely the agreement between the parties for the goods and services herein described. All other prior representations or regarding this work, whether written or verbal, will be deemed to be merged herein and no other changes in or additions to this Proposal will be recognized unless made in writing and properly executed by both parties as a change order. Should Purchaser's acceptance be in the form of a purchase order or other similar document, the provisions of this Proposal will exclusively govern the relationship of the parties with respect to this transaction. No agent or employee shall have the authority to waive or modify any of the terms of this Proposal without the prior written approval of an authorized ThyssenKrupp Elevator manager.

Safety:
It is agreed that ThyssenKrupp Elevator's personnel shall be given a safe place in which to work and ThyssenKrupp Elevator reserves the right to discontinue its work in the location above whenever, in its sole opinion, ThyssenKrupp Elevator believes that any aspect of the location is in any way unsafe.

Purchaser agrees that in the event asbestos material is knowingly or unknowingly removed or disturbed in any manner at the job site by parties other than employees of ThyssenKrupp Elevator or its subcontractors, the work place will be monitored, and prior to and during ThyssenKrupp Elevator's presence on the job, Purchaser will certify that asbestos in the environment does not exceed .01 fibers per cc as tested by NIOSH 7400. In the event ThyssenKrupp Elevator's employees, or those of its subcontractors, are exposed to an asbestos hazard, PCB's or other hazardous substances resulting from work of individuals other than ThyssenKrupp Elevator or its subcontractors, Purchaser agrees to indemnify, defend, and hold ThyssenKrupp Elevator harmless from any and all claims, demands, lawsuits, and proceedings brought against ThyssenKrupp Elevator or its employees or subcontractors resulting from such exposure. Purchaser recognizes that its obligation to ThyssenKrupp Elevator under this clause includes payment of all attorneys' fees, court costs, judgments, settlements, interest and any other expenses of litigation arising out of such claims or lawsuits. Removal and disposal of asbestos containing material is solely Purchaser's responsibility.

Miscellaneous:
This Proposal does not include any maintenance, service or repair of the equipment or any other work not expressly described herein. ThyssenKrupp Elevator will submit a separate proposal to Purchaser covering the maintenance and repair of this equipment to be supplied to Purchaser at an additional cost.

ThyssenKrupp Elevator's performance of this Proposal is contingent upon Purchaser furnishing ThyssenKrupp Elevator with any necessary permission or priority required under the terms and conditions of any and all government regulations affecting the acceptance of this Proposal or the manufacture, delivery or installation of any equipment described in this Proposal.

Purchaser shall bear all cost(s) for any re-inspection of ThyssenKrupp Elevator's work due to items outside the scope of this Proposal or for any inspection arising from the work of other trades requiring the assistance of ThyssenKrupp Elevator.

If any drawings, illustrations or other descriptive materials were furnished in conjunction with this Proposal, they were intended solely as approximations and to illustrate the general style and arrangement of equipment being offered and should, under no circumstances, be relied upon for their accuracy.

Unless otherwise agreed, it is understood that the work described above will be performed during regular working hours of the trades involved. If overtime is mutually agreed upon, an additional charge at ThyssenKrupp Elevator's usual rates for such work shall be added to the price of this Proposal.

In consideration of ThyssenKrupp Elevator performing the services herein specified, Purchaser, to the fullest extent permitted by law, expressly agrees to indemnify, defend, save harmless, discharge, release and forever acquit ThyssenKrupp Elevator Corporation, ThyssenKrupp Elevator Manufacturing, Inc., their respective employees, officers, agents, affiliates, and subsidiaries from and against any and all claims, demands, suits, and proceedings for loss, property damage (including damage to the equipment which is the subject matter of this Proposal), personal injury or death that are alleged to have arisen out of the presence, use, misuse, maintenance, installation, removal, repair, replacement, modernization, manufacture, design, operation or condition of the equipment that is the subject matter of this Proposal or any equipment located underground, in the elevator car/cab, in the elevator machine room and/or in the hoistways of the project location. Purchaser's duty to indemnify does not apply to the extent that the loss, property damage (including damage to the equipment which is the subject matter of this Proposal), personal injury or death is determined to be caused by or resulting from the sole negligence of ThyssenKrupp Elevator and/or its employees. Purchaser recognizes that its

obligation to ThyssenKrupp Elevator under this clause includes payment of all attorneys' fees, court costs, judgments, settlements, interest and any other expenses of litigation arising out of such claims, demands, suits or proceedings.

Purchaser further expressly agrees to name ThyssenKrupp Elevator Corporation and ThyssenKrupp Elevator Manufacturing, Inc. along with their respective officers, agents, affiliates and subsidiaries as additional insureds in Purchaser's liability and any excess (umbrella) liability insurance policy(ies). Such insurance must insure the above-referenced additional insureds for those claims and/or losses referenced in the above paragraph, and for claims and/or or losses arising from the additional insureds' sole negligence or responsibility. Such insurance must specify that its coverage is primary and non-contributory. Purchaser hereby waives its right of subrogation.

By executing this Proposal, Purchaser agrees that in no event shall ThyssenKrupp Elevator be liable for any consequential, indirect, incidental, exemplary, special or liquidated damages of any type or kind under any circumstances including any loss, damage, or delay caused by acts of government, labor troubles, strikes, lockouts, fire, explosion, theft, floods, riot, civil commotion, war, malicious mischief, acts of God or any cause beyond its control. ThyssenKrupp Elevator shall automatically receive an extension of time commensurate with any delay regarding the aforementioned. Should loss of or damage to ThyssenKrupp Elevator's material, tools or work occur at the location that is the subject of this Proposal, Purchaser shall compensate ThyssenKrupp Elevator therefor, unless such loss or damage results solely from ThyssenKrupp Elevator's own acts or omissions.

Purchaser agrees that all existing equipment removed by ThyssenKrupp Elevator in the performance of the work described above shall become the exclusive property of ThyssenKrupp Elevator. ThyssenKrupp Elevator retains title to all equipment supplied by ThyssenKrupp Elevator under this Proposal and a security interest therein, (which, it is agreed, can be removed without material injury to the real property) until all payments under the terms of both this Proposal and any mutually agreed to-change orders have been made. In the event Purchaser fails to meet any of its obligations under this Proposal, Purchaser authorizes ThyssenKrupp Elevator to take immediate possession of the equipment installed under this Proposal and enter upon the premises where it is located (without legal process) and remove such equipment or portions thereof irrespective of the manner of its attachment to the real estate or the sale, mortgage, or lease of the real estate. Pursuant to the Uniform Commercial Code, at ThyssenKrupp Elevator's request, Purchaser agrees to join with ThyssenKrupp Elevator in executing any financial or continuation statements which may be appropriate for ThyssenKrupp Elevator to file in public offices in order to perfect its security interest in such equipment.

In the event a third party is retained to enforce, construe or defend any of the terms and conditions of this Work Order or to collect any monies due hereunder, either with or without litigation, the prevailing party shall be entitled to recover all costs and reasonable attorney's fees. Purchaser agrees that this Work Order shall be construed and enforced in accordance with the laws of the state where the vertical transportation equipment that is the subject of this Work Order is located and consents to jurisdiction of the courts, both state and Federal, of that as to all matters and disputes arising out of this Work Order. Purchaser further agrees to waive trial by jury for all such matters and disputes.

The rights of ThyssenKrupp Elevator under this Proposal shall be cumulative and the failure on the part of the ThyssenKrupp Elevator to exercise any rights given hereunder shall not operate to forfeit or waive any of said rights and any extension, indulgence or change by ThyssenKrupp Elevator in the method, mode or manner of payment or any of its other rights shall not be construed as a waiver of any of its rights under this Proposal. In the event any portion of this Proposal is deemed invalid or unenforceable by a court of law, such finding shall not affect the validity or enforceability of any other portion of this Proposal.

This Proposal shall be considered as having been drafted jointly by Purchaser and ThyssenKrupp Elevator and shall not be construed or interpreted against either Purchaser or ThyssenKrupp Elevator by reason of either Purchaser or ThyssenKrupp Elevator's role in drafting same.

Certificates of Workmen's Compensation, Bodily Injury and Property Damage liability Insurance coverage will be furnished to Purchaser upon request. The premium for any bonds or insurance beyond ThyssenKrupp Elevator's standard coverage and limits will be an addition to this Proposal's price.

ThyssenKrupp Elevator complies with provisions of Executive Orders 11246, 11375, 11758, Section 503 of the Rehabilitation Act of 1993, Vietnam Era Veteran's Readjustment Act of 1974, 38 U.S.C. 4212 and 41 CFR Chapter 60. ThyssenKrupp Elevator supports Equal Employment Opportunity and Affirmative Actions Compliance programs.

ThyssenKrupp Elevator Americas

Purchaser's acceptance of this Proposal and its approval by an authorized manager of ThyssenKrupp Elevator will constitute exclusively and entirely the agreement between the parties for the goods and services herein described and full payment of the sum of Sixty Eight Thousand Three Hundred Twenty Two Dollars (**$68,322.00**).

Price includes shipping and delivery and sales/use tax imposed on TKEC but does not include sales or gross receipts tax that may be billed in addition to the contract price. Should Purchaser's acceptance be in the form of a purchase order or other similar document, the provisions of this Proposal will exclusively govern the relationship of the parties with respect to this transaction. No agent or employee shall have the authority to waive or modify any of the terms of this Proposal without the prior written approval of an authorized ThyssenKrupp Elevator manager.

ThyssenKrupp Elevator Corporation		**ThyssenKrupp Elevator Corporation Approval**
By: _____ (Signature of ThyssenKrupp Elevator Representative)	By: _____ (Signature of Authorized Individual)	By: _____ (Signature of Authorized Individual)
Tom Hromadka Sales Representative tom.hromadka@thyssenkrupp.com +1 612 3022007 5.24.16 (Date Submitted)	_____ (Print or Type Name) _____ (Print or Type Title) _____ (Date of Approval)	John Best Branch Manager _____ (Date of Approval)

Exhibit A

Preventative Maintenance Program

We will service your equipment described in this agreement on a regularly scheduled basis. These service visits will be performed during normal business working days and hours, which are defined as Monday through Friday, 8:00 AM to 4:30 PM (except scheduled holidays). All work performed before or after normal business working days and hours shall be considered "Overtime".

ThyssenKrupp Elevator will perform the following services:

- Examine your elevator equipment for optimum operation. Our examination, lubrication and adjustment will cover the following components of your elevator system:
  - Control and landing positioning systems
  - Signal fixtures
  - Machines, drives, motors, governors, sheaves, and wire ropes
  - Power units, pumps, valves, and jacks
  - Car and hoistway door operating devices and door protection equipment
  - Loadweighers, car frames and platforms, and counterweights
  - Safety mechanisms
- Lubricate equipment for smooth and efficient performance
- Adjust elevator parts and components to maximize performance and safe operation

Full Coverage Parts Repair and Replacement

ThyssenKrupp Elevator will provide full coverage parts repair and/or replacement for all components worn due to normal wear, unless specifically excluded in the "Items Not Covered" or "Other Conditions" provisions herein. We maintain a comprehensive parts inventory to support our field operations. All replacement parts used in your equipment will be new or refurbished to meet the quality standards of ThyssenKrupp Elevator. Most specialized parts are available within 24 hours, seven days a week. We will relamp all signals as required (during regularly scheduled visits).

Service Requests During Normal Working Days and Hours

Service requests are defined as any request for dispatch of our technician to the location of the equipment covered in this agreement from one or more of the following: you or your representative, the building or building's representative, emergency personnel, and/or passengers through the elevator's communication device and/or from Vista Remote Monitoring through the elevator's communication line. Service requests include minor adjustments and response to emergency entrapments that can be accomplished in two hours or less (excluding travel time) and do not include regularly scheduled maintenance visits.

We will respond to service requests during normal business working days and hours, as defined above, at no additional charge.

Overtime Service Requests

On all overtime service requests, you will be responsible for all labor costs including travel time, travel expenses, and time spent on the job. Such costs will be invoiced at our standard overtime billing rates. Overtime service requests are performed before or after normal business working days and hours.

Product Information

You agree to provide ThyssenKrupp Elevator with current wiring diagrams that reflect all changes, parts catalogs, and maintenance instructions for the equipment covered by this agreement (exception: we will supply all of the above for new ThyssenKrupp elevators at no additional cost). You agree to authorize us to produce single copies of any programmable device(s) used in the equipment for the purpose of archival back-up of the software embodied therein. These items will remain your property.

Safety

You agree to instruct or warn passengers in the proper use of the equipment and to keep the equipment under continued surveillance by competent personnel to detect irregularities between elevator examinations. You agree to immediately report any condition that may indicate the need for correction before the next regular examination. You agree to immediately shut down the equipment upon

manifestation of any irregularities in either the operation or the appearance of the equipment, to immediately notify us, and to keep the equipment shut down until the completion of any repairs. You agree to give us immediate verbal notice and written notice within ten (10) days after any occurrence or accident in or about the elevator. You agree to provide our personnel with a safe place to work. You agree to provide a suitable machine room, including secured doors, waterproofing, lighting, ventilation, and appropriate air temperature control to maintain that room at a temperature between 50°F and 90°F. You also agree to maintain the elevator pit in a dry condition at all times. Should water or other liquids become present, you will contract with others for removal and the proper handling of such liquids. We reserve the right to discontinue work in the building whenever, in our sole opinion, our personnel do not have a safe place to work. You also agree that if ThyssenKrupp Elevator's inspection of a piece of equipment serviced under this agreement reveals an operational problem which, in ThyssenKrupp Elevator's sole judgment, jeopardizes the safety of the riding public, ThyssenKrupp Elevator may shut down the equipment until such time as the operational problem is resolved. In that event, ThyssenKrupp Elevator will immediately advise you in writing of such action, the reason for such action, and whether any proposed solution is covered by the terms of this agreement.

Other

You agree not to permit others to make alterations, additions, adjustments, or repairs or replace any component or part of the equipment during the term of this agreement. You agree to accept our judgment as to the means and methods employed by us for any corrective work under this agreement. Since ThyssenKrupp Elevator's top priority is the satisfaction of its customers, if you should have any concern(s) with the means and methods used to maintain or repair the equipment covered under this agreement, you agree to provide us with written notice of that concern and give us thirty (30) days to respond either in writing or commence action to appropriately resolve it.

Not Covered

We do not cover cosmetic, construction, or ancillary components of the elevator system, including the finishing, repairing, or replacement of the cab enclosure, ceiling frames, panels, and/or fixtures, hoistway door panels, door frames, swing door hinges and closing devices, sills, car flooring, floor covering, lighting fixtures, ceiling light bulbs and tubes, main line power switches, breaker(s), feeders to controller, below ground or unexposed hydraulic elevator system, including but not limited to, jack cylinder, piston, PVC or other protective material; below ground or unexposed piping, alignment of elevator guide rails, smoke and fire sensors, fire service reports, all communication and entertainment devices, security systems not installed by us, batteries for emergency lighting and emergency lowering, air conditioners, heaters, ventilation fans, pit pumps and all other items as set forth and excluded in this agreement.

Other Conditions

With the passage of time, equipment technology and designs will change. If any part or component of your equipment covered under this agreement cannot, in our sole opinion, be safely repaired and is no longer stocked and readily available from either the original equipment manufacturer or an aftermarket source, that part or component shall be considered obsolete. You will be responsible for all charges associated with replacing that obsolete part or component as well as all charges required to ensure that the remainder of the equipment is functionally compatible with that replacement part or component. In addition, we will not be required to make any changes or recommendations in the existing design or function of the unit(s) nor will we be obligated to install new attachments or parts upon the equipment as recommended or directed by insurance companies, governmental agencies or authorities, or any other third party. Moreover, we shall not be obligated to service, renew, replace and/or repair the equipment due to any one or more of the following: anyone's abuse, misuse and/or vandalism of the equipment; anyone's negligence in connection with the use or operation of the equipment; any loss of power, power fluctuations, power failure, or power surges that in any way affect the operation of the equipment; fire, smoke, explosions, water, storms, wind, lightening, acts of civil or military authorities, strikes, lockouts, other labor disputes, theft, riot, civil commotion, war, malicious mischief, acts of God, or any other reason or cause beyond our control that affects the use or operation of the equipment. You expressly agree to release and discharge us and our employees for any and all claims and/or losses (including personal injury, death and property damage, specifically including damage to the property which is the subject matter of this agreement) associated therewith or caused thereby. ThyssenKrupp Elevator shall also automatically receive an extension of time commensurate with any delay in performance caused by or related to the aforementioned and you expressly agree to release and discharge ThyssenKrupp Elevator from any and all claims for consequential, special or indirect damages arising out of the performance of this agreement. In no event shall ThyssenKrupp Elevator's liability for damages arising out of this agreement exceed the remaining unpaid installments of the current, unexpired term of this agreement.

ThyssenKrupp Elevator Americas

SCHEDULING AND PRODUCTION
REQUEST FOR PAYMENT

Contract Number:

Please Remit To: thyssenkrupp Elevator Corporation
Attn: Accounts Receivables Dept.
2801 Network Blvd Ste 700
Frisco, TX 75034-1885

Attn:

Terms	Mod Quote No.	Customer Reference No./PO	Date	Reference Number
Immediate	2016-2-234651		May 25, 2016	ACIA-14K16G3

Total Contract Price	$68,322.00
Current Amount Due	$34,161.00

For inquiries regarding your contract or services provided by thyssenkrupp Elevator, please contact your local account manager at +1 612 3022007.

Thank you for choosing thyssenkrupp Elevator Corporation. We appreciate your business.

Please detach the below section and provide along with payment.

Remit To:
thyssenkrupp Elevator Corporation
Attn: Accounts Receivables Dept.
2801 Network Blvd Ste 700
Frisco, TX 75034-1885

Customer Number:	
Payment Reference Number:	ACIA-14K16G3
Quote Number:	2016-2-234651
Remittance Amount:	$34,161.00

Customer Name:
Location Name:

443 Lafayette Road N.
St. Paul, Minnesota 55155
www.dli.mn.gov

MINNESOTA DEPARTMENT OF
LABOR & INDUSTRY

(651) 284-5000
1-800-DIAL-DLI
TTY: (651) 297-4198

OFFICE MEMORANDUM

DATE: August 5, 2008

TO: All Elevator and General Contractors

FROM: Bill Reinke, Chief Elevator Inspector
Construction Codes & Licensing Division
Elevator Safety Section

SUBJECT: Elevator Inspection Checklist and Scheduling

The Department of Labor and Industry allows elevator contractors to schedule inspections up to two weeks in advance of the anticipated inspection date. DLI recognizes that scheduling inspections ahead of time benefits both contractors and the department. However, in many instances the elevator is not ready for a final inspection at the scheduled time, negating the intended benefit. When elevators are not ready for inspection at the scheduled time, inspection resources are not used efficiently, resulting in this and other scheduled inspections being delayed. In an effort to enable inspections to be performed in a more efficient manner and benefiting both the customer and contractor, the department has amended its inspection checklist and adopted a verification process to ensure that the elevator installation is ready for the scheduled inspection.

The new "Ready for Final Inspection" form and scheduling process includes the following:

1. Identification of the installation and responsible parties.
2. A checklist of common code compliance items that prevent the installation from passing inspection.
3. "Sign off" that the elevator installation is complete and is ready for final inspection.
4. The completed "Ready for Final Inspection" form must be faxed or e-mailed to the assigned inspector at least two working days prior to the scheduled inspection date.
5. If the "Ready for Final Inspection" is not received by the inspector at least two working days prior to the scheduled inspection date, the inspection will not be performed and will be required to be rescheduled, which may result in the inspection being delayed two weeks or more.

The department does not provide "punch-list" inspections or consulting services. Project deadlines imposed on jobsites are the contractor's responsibility. If the installation is not complete and ready for final inspection when the inspection is performed after a "Ready for Final Inspection" form is submitted, the contractor may be subject for a penalty as provided in Sections 326B.081 to 326B.085 in addition to the rescheduling delay.
Additional forms are available at www.dli.mn.gov/CCLD/Elevator.asp.

This information can be provided to you in alternative formats (Braille, large print or audio tape).

An Equal Opportunity Employer

Minnesota Department of Labor and Industry
Construction Codes and Licensing Division
Elevator Inspections
443 Lafayette Road North
St. Paul, MN 55155-4341
Phone: (651) 284-5068
www.dli.mn.gov

MINNESOTA DEPARTMENT OF LABOR & INDUSTRY
CONSTRUCTION CODES AND LICENSING

FOR NEW CONSTRUCTION ONLY: ARE YOU READY FOR AN ELEVATOR INSPECTION?

SITE NAME	STATE ID NO.	ELEVATOR NO.
ADDRESS		CITY

ELEVATOR CONTRACTOR	GENERAL CONTRACTOR	INSPECTORS NAME INSPECTOR'S NAME

The following items are most often incomplete:	Referenced Rules/Section	Completed?
1. Is two-way communication provided and working? Is there call-in and call-out capability? Does it go to a 24 hour live monitoring service capable of responding to an emergency?	ASME A17.1 Section 2.27	☐ Yes ☐ No
2. Are the smoke detectors installed at each lobby and in the elevator machine room, and are the lobby detectors zoned? Is the "flashing hat" signal provided? There is to be no built-in time delay. Verification is not permitted or allowed.	ASME A17.1 Section 2.27 NFPA 72	☐ Yes ☐ No
3. Will the smoke detector installer be at the inspection to conduct the required test for the elevator inspector? Have Phase I and II been tested to assure proper operation?	Requires that qualified personnel are available to complete the testing procedure.	☐ Yes ☐ No
4. Has all equipment and appurtenances not directly related to the use, function, or operation of the elevator been removed from the elevator equipment room/space and hoistway, (such as non-related ducts, piping, conduits, and equipment)?	ASME A17.1 Section 2.8	☐ Yes ☐ No
5. Have you provided and installed a wall-mounted fire extinguisher in the machine and/or control room/space?	ASME A17.1 Rule 8.6	☐ Yes ☐ No
6. Have you provided a machine room door closer and self-locking lockset? (Door must be normally operable from inside machine room).	ASME A17.1 Rule 2.7.3.4	☐ Yes ☐ No
7. Will your machine and/or control room/space lighting provide 19 foot candles of illumination at floor level?	ASME A17.1 Rule 2.7.9	☐ Yes ☐ No
8. Is your machine and/or control room/space door assembly properly fire rated, smoke sealed, and labeled?	MSBS 1307.0095, subp. 6	☐ Yes ☐ No ☐N/A
9. Is your machine and/or control room/space the same fire rating as your hoistway? (Required when machine room is located adjacent to hoistway)	MSBS 1307.0095, subp. 6	☐ Yes ☐ No ☐N/A
10. Hoistway venting if required must be completed prior to inspection. Completed?	MSBC 1307.0095, subp. 4	Required? ☐ Yes ☐ No Completed? ☐ Yes ☐ No
11. Have you installed fall protection in the opening of the hoistway vent? Burglar bars are to hold 250#.	MSBC 1307.0095 subp. 4	☐ Yes ☐ No ☐N/A

This material can be made available in different forms, such as large print, Braille or on a tape. To request, call 1-800-342-5354 (DIAL-DLI) Voice or TDD (651) 297-4198.

The following items are most often incomplete:	Referenced Rules/Section	Completed?
12. Have you installed an emergency key lock box on the designated floor at the elevator lobby? And, have you provided the proper keys, including: machine room key, fire service keys, vent key, and hoistway door unlocking device, floor cutout key switches, and any door that has a lockable door lock going to the machine room?	MSBC 1307.0067 subp. 9	☐ Yes ☐ No
13. Have you provided emergency fire signs (Appendix "O") with the same size colors and verbiage?	MSBC 1307.0095 subp. 2	☐ Yes ☐ No
14. Do your machine and/or control room/space venting have the proper fire dampers in penetrations?	ASME A17.1 Rule 2.7.9 IBC	☐ Yes ☐ No
15. Are smoke dampers installed in the machine and/or control room/space venting, if required by the I.B.C.? (Applicable when the room/space is adjacent to a hoistway that is required to be rated. Exceptions may apply. Consult your local Building Official)	IBC Depends on location of machine room in relation to if the hoistway is required to be rated. Consult building official.	☐ Yes ☐ No ☐N/A
16. Have you provided a clean and dry elevator pit, machine and/or control room/space?	ASME A17.1 Rule 2.1.2	☐ Yes ☐ No
17. Have you provided GFCI protected outlets in the pit and in machine and/or control room/space - all receptacle outlets? (See #26 for scavenger pumps)	NEC 620.23(C) NEC 620.4 (c) NEC 620.85	☐ Yes ☐ No
18. Does your machine and/or control room/space match the manufacturer's requirement for maintaining ambient temperature control and humidity?	ASME A17.1 Rule 2.7.9	☐ Yes ☐ No
19. Is your hoistway vent switch labeled and key operated? Hoistway vent, open/close key removable in closed position. Does it have an end line switch light? (Device must be provided with visual indicators for open and closed status. Operating device to be located adjacent to fire control panel, if provided, or the elevator lobby of the designated floor).	MSBC 1307.0095 subp. 4	☐ Yes ☐ No ☐N/A
20. Has elevator floor covering been installed with proper flame and smoke spread?	ASME A17.1 Rule 2.14.2	☐ Yes ☐ No
21. Have you provided elevator machine room door identification "Elevator Equipment Room"?	MSBC 1307.0047 subp. 7	☐ Yes ☐ No
22. Are enclosed lobbies in and completed? (When required by I.B.C.)	ASME A17.1 Rule 2.11.11.1 ASME A17.1 Rule 2.11.10.2	☐ Yes ☐ No
23. If smoke control doors are installed at the hoistway entrances operation will be verified for compliance. Have personnel on site to test operation.	MSBC 1307.0095 subp. 2	☐ Yes ☐ No
24. Sump pumps, if provided, shall not require a GFCI protected outlet. (Sump cannot be located in pit or machine room).	MSBC 1307.0067 subp. 1	☐ Yes ☐ No
25. Car lights and receptacles shall be on a separate branch circuit (15AMP) and the over current protecting device shall be located in the machine room and lockable. Must be externally operable, fused or thermally protected, lockable disconnecting means.	NEC 620.22 NEC 620.53	☐ Yes ☐ No

The following items are most often incomplete:	Referenced Rules/Section	Completed?
26. A separate branch circuit required for the machine room light and receptacles. (Lighting cannot be on load side of GFCI).	NEC 620.23	☐ Yes ☐ No
27. A separate branch circuit is required for the pit light (10 foot-candles min.) and receptacle. (Lighting can not be on load side of GFCI).	NEC 620.24 ASME 2.2.5.1	☐ Yes ☐ No

I HAVE VERIFIED THE ABOVE REQUIREMENTS:

Due to availability of inspectors and the number of repeat inspections, all contractors must fax or email this completed, signed form to the assigned inspector at least 2 days prior to the scheduled inspection date. The elevator safety section does not provide punch-list inspections or provide consulting services. Failure to provide documentation in this time period will result in cancelation of the scheduled inspection date.

GENERAL CONTRACTOR SIGNATURE (SIGN OR TYPE)	DATE

I HAVE VERIFIED THE ABOVE REQUIREMENTS:

Due to availability of inspectors and the number of repeat inspections, all contractors must fax or email this completed, signed form to the assigned inspector at least 2 days prior to the scheduled inspection date. The elevator safety section does not provide punch-list inspections or provide consulting services. Failure to provide documentation in this time period will result in cancelation of the scheduled inspection date.

ELEVATOR CONTRACTOR SIGNATURE (SIGN OR TYPE)	DATE

Email (preferred method) or fax to the inspector that has scheduled your inspection at least 2 days prior to the inspection date. (Inspector must be at their office to receive faxes).

INSPECTOR'S NAME	E-MAIL ADDRESS	PHONE NO.	AREA
Paul Andersen	Paul.R.Andersen@state.mn.us	(952) 471-2507	SW Metro Inspector
Wolfe Clark	Wolfe.R.Clark@State.mn.us	(218) 945 3010	Northwest MN Inspector
Mark Johnson	M.A.Johnson@state.mn.us	(763) 767-3848	West Metro Inspector
Todd King	Todd.King@state.mn.us	(763) 413-7221	Metro area Inspector
Steve Nelson	Steve.I.Nelson@state.mn.us	(651) 464-0956	Northeast Inspector
Matt Piper	Matt.Piper@state.mn.us	(218) 631-7727	Northwest Inspector
Gary Reeves	Gary.Reeves@state.mn.us	(507) 533-4280	Southeast MN Inspector
Tim Warren	Timothy.Warren@state.mn.us	(651) 639-4069	East Metro Inspector
Kevin Grimm	Kevin.Grimm@state.mn.us	(320) 367-2169	Southwest MN Inspector
Patrick Johnson	Patrick.F.Johnson@state.mn.us	(763) 441-7541	Bloomington Area Inspector
Brad Underdahl	Bradley.Underdahl@state.mn.us	(507) 753-2070	Southeast Periodic Inspector

For more detailed information on inspector jurisdiction areas please go to the following site: http://workplace.doli.state.mn.us/jurisdiction

NELSON

Architecture
Interior Design
Strategies
Engineering
Workplace Services
nformation Services

The NELSON Upper Midwest Operating Company, LLC
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Minneapolis, MN 55403
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F (612) 822 1006
NELSONonline.com

June 6, 2016

Alan Wilczek
Facilities Services Director
Wright County
10 2nd St. NW, RM 235
Buffalo, MN. 55313
Phone: (763) 682-7382
Email: alan.wilczek@co.wright.mn.us

RE: Professional Architectural and Interior Design Services: Wright County Government Center First Floor Restroom Remodel, Buffalo, MN.

Dear Alan,
Below is an outlined scope of work for NELSON to complete Interior Design Services for the Wright County Government Center First Floor Restroom Remodel in Buffalo, MN.

SCOPE OF WORK

A. Verification/ Information Gathering
- Meeting on site to walk though project area, discuss upgrade initiatives and review budget and schedule parameters.
- Verification of existing built conditions in relation to the existing electronic background drawings.

B. Design Development
- New material and finish selections to include ceramic floor tile, wall tile, vinyl wallcovering, paint, solid surface countertop and toilet partitions.
- New acoustical ceiling tile and grid to match building standard.
- NELSON will recommend and document modifications required to comply with ADA and the 2015 MN Building Code.

C. Construction Documentation
Execution of Construction Documents. Construction Documentation shall include:
- Title Sheet indicating symbols, abbreviations, graphic keys, sheet index and code review.
- Demolition Plan showing existing walls, openings, millwork, and other construction items to be removed as they relate to any walls, openings, millwork, and other construction items.
- Floor Plans showing type and location of interior walls, partitions, doors and openings, and other building/tenant standard construction items.
- Reflected Ceiling Plan indicating building standard light fixture layouts and noting any upgraded specialty lighting. The purpose of the plan is to communicate design intent only.
- Finish Plan specifying and locating finishes throughout.
- Elevations and sections.
- NELSON assumes Mechanical (HVAC, piping, controls, fire protection, utilities, emergency alarm systems) and Electrical is Design-Built (electrical service, distribution, lighting, panels schedules)

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Architecture
Interior Design
Strategies
Engineering
Workplace Services
Information Services

CLARIFICATIONS

- Construction Administration, review of finish submittals, shop drawing, punch list review and responding to Contractor RFI's, Addendums, field bulletins or change order requests will be additional services.
- Does not include any furniture, fixtures or equipment coordination.

COMPENSATION

A. NELSON will provide the services outlined above for a lump sum of **$5795.00**, plus reimbursable expenses. Reimbursable expenses are estimated to range 5%-7% of design fees and can lag 60 to 90 days beyond completion of professional services.

B. Hourly Rate Schedule

Interior Designer-3	$95.00
Job Captain-2	$120.00
Senior Project Architect	$145.00
Senior Project Manager	$145.00

REIMBURSABLE EXPENSES

In addition to the compensation for professional services as provided in this Agreement, we will be reimbursed for all necessary and reasonable out-of-pocket expenses incurred by us directly on this project including such items as; project presentation materials, reproduction costs, transportation (i.e. parking at downtown tenant/tenant prospect meetings), renderings, and reproductions thereof, long distance telephone, FAX, and messenger services, and other reimbursable expenses approved by you in advance. A ten percent (10%) mark-up will be applied to reimbursable expenses.

PAYMENTS

We shall invoice you monthly for all compensation earned and/or reimbursable expenses incurred by us during the previous period. Invoices submitted under the terms of this Agreement shall become due and payable thirty (30) days from the date of invoice. Amount unpaid sixty (60) days after the invoice date shall bear interest at 12% annually.

We appreciate this opportunity to provide design services to Wright County. If this proposal is satisfactory, please sign below and return one copy to our office so that we may begin work. Should you have any questions, you can reach me directly at (612) 370-1594. Thank you.

ACCEPTANCE

This Proposal is hereby accepted as set forth and the terms agreed to as stated.

Wright County		**NELSON Worldwide, Inc.**	
BY	_____	BY	Tiffany Townsend, CID, LEED AP
TITLE	_____	TITLE	Project Manager
DATE	_____	DATE	June 6, 2016

Attachment: NELSON Worldwide, Inc. Terms & Conditions

FOCUSED ON CREATION PASSION TO DELIVER

NELSON

NELSON WORLDWIDE, INC.
("ARCHITECT")
TERMS AND CONDITIONS

CONTRACT DOCUMENTS
The Agreement ("Agreement") between the ARCHITECT and the CLIENT consists solely of these Terms and Conditions and the Proposal to which they are attached. In the event that the ARCHITECT and CLIENT have not executed the Agreement, the CLIENT's authorization to ARCHITECT to proceed with the performance of the services set forth in the Proposal shall constitute acceptance by the CLIENT of these Terms and Conditions.

DUTIES AND RESPONSIBILITIES
The ARCHITECT agrees to provide only those professional services specifically set forth in the scope of service's portion of the Proposal to which these Terms and Conditions are attached. Additional services may be performed if requested, subject to an agreed upon revision in the scope of services and authorized fee. Unless specifically set forth in the Scope of Services, ARCHITECT shall not provide any construction phase services including but not limited to the construction phase observation of any contractor's work.

ARCHITECT'S COMPENSATION
The ARCHITECT's compensation and reimbursement for expenses shall be as set forth in the Proposal to which these Terms and Conditions are attached.

INVOICES, PAYMENTS
ARCHITECT will submit invoices to CLIENT monthly and a final invoice upon completion of services. Payment is due thirty (30) days from invoice date. Any objection to the content of any invoice shall be deemed waived if not made in writing within ten (10) days of receipt of the invoice. All portions of the invoice to which a good faith objection has not been made shall be paid within thirty (30) days. No deductions shall be made from any payments due ARCHITECT. CLIENT agrees to pay a service charge of one and one-half (1-1/2) percent per month or part thereof on any amount outstanding over 30 days.

Timely payment to the ARCHITECT in accordance with the Terms and Conditions of this Agreement is a material consideration of this Agreement. Therefore, the CLIENT's failure to make payments in accordance with this Agreement shall constitute substantial nonperformance and a cause for termination by ARCHITECT.

It is further agreed that in the event that ARCHITECT is required to file a lien or bring an action to enforce payment under this Agreement, the ARCHITECT will be reimbursed by the CLIENT for all court costs and reasonable attorneys' fees in addition to accrued service charges.

CLIENT'S RESPONSIBILITIES
CLIENT shall do the following in a timely manner so as not to delay the services of ARCHITECT and shall bear all costs incident thereto:

- Designate in writing a person to act as CLIENT's representative with respect to the services to be performed or furnished by ARCHITECT under this Agreement. Such person will have complete authority to transmit instructions, receive information, interpret and define CLIENT's policies and decisions with respect to ARCHITECT's services for the Project.
- Provide all criteria and full information as to CLIENT's and OWNER's requirements for the Project, including design objectives and constraints, space, capacity and performance requirements, flexibility and expendability, and any budgetary limitations; and furnish copies of all design and construction standards which CLIENT will require to be included in the Drawings and Specifications.
- Assist ARCHITECT by placing at ARCHITECT'S disposal all available information pertinent to the Project including previous reports and any other data relative to design or construction of the Project.
- Responsible for, and ARCHITECT may rely upon, the accuracy and completeness of all reports, data and other information furnished pursuant to this paragraph. ARCHITECT may use such reports, data and information in performing or furnishing services under this Agreement.
- Advise ARCHITECT of the identity and scope of services of any independent consultants employed by Owner to perform or furnish services in regard to the Project, including, but not limited to, Construction Management, Cost Estimating, Project Peer Review, Value Engineering and Constructability Review.
- Give prompt written notice to the ARCHITECT whenever CLIENT observes or otherwise becomes aware of any development that affects the scope or time of performance or furnishing of ARCHITECT'S services, or any defect or non-conformance in ARCHITECT's services or in the work of any Contractor.
- Provide the proposed language of certificates, certifications or other statements or representations requested of ARCHITECT's consultants for review and approval at least thirty (30) days prior to execution of such certificates.

STANDARD OF CARE
Any provision of this Agreement to the contrary notwithstanding, CLIENT acknowledges that in accepting this Agreement for consulting services, ARCHITECT has been retained to render only the limited and specific ARCHITECT services set forth in the Scope of Services as outlined in the attached Proposal. In performing these services, ARCHITECT shall use that degree of usual and customary professional skill and care ordinarily exercised by members of its profession under similar circumstances practicing in the same or similar locality. The standard of care shall exclusively be judged as of the time the services are rendered and not according to later standards. ARCHITECT makes no express or implied warranty beyond its commitment to conform to this standard.

RESTRICTIONS ON THE USE OF PROJECT DOCUMENTS
It is understood that the drawing(s), specifications electronic files and other documents ("Documents") prepared in connection with this Agreement are prepared specifically for use with this Project. They are not intended or represented to be suitable for reuse by CLIENT or others on any other project or for any other purpose. Use of the Documents, information or data contained therein for other purposes is at the sole risk and responsibility of the user and the CLIENT releases the ARCHITECT from all claims and causes of action arising from such uses. The CLENT further agrees to indemnify and hold harmless the ARCHITECT from all costs and expenses related to claims and causes of action asserted by any third person or entity arising from the CLIENT's use of such Documents.

The CLIENT agrees that all Documents, whether or not furnished to the CLIENT or its agents, are instruments of the ARCHITECT's service and shall remain the property of the ARCHITECT who shall retain all rights of ownership and of the copyright laws. The CLIENT shall be permitted to retain copies, including reproducible copies of Documents in connection with the CLIENT's use. The Documents shall not be used by the CLIENT on other projects, for additions to this project and, provided the ARCHITECT is not adjudged to be in default under this agreement, for completion of this project by others, except by agreement in writing with the appropriate compensation to the ARCHITECT. To the extent that the ARCHITECT has not received compensation under the Terms and Conditions of this Agreement any and all rights of the CLIENT in connection with the use of the Documents are terminated and all Documents are to be returned to the ARCHITECT immediately.

THIRD PARTY BENEFICIARIES
Nothing contained in this Agreement shall create a contractual relationship with a cause of action in favor of a third party against either the CLIENT or the ARCHITECT.

NELSON

NELSON WORLDWIDE, INC.
("ARCHITECT")
TERMS AND CONDITIONS

LIMITATION OF LIABILITY
To the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of ARCHITECT and ARCHITECT's officers, directors, partners, employees, agents and ARCHITECT's Consultants, and any of them, to CLIENT and anyone claiming by, through or under CLIENT, for any and all claims, losses, costs or damages whatsoever arising out of, resulting from or in any way related to the Project of this Agreement from any cause or causes, including but not limited to the negligence, professional errors or omissions, strict liability or breach of contract or warranty express or implied of ARCHITECT or ARCHITECT's officers, directors, partners, employees, agents or ARCHITECT's Consultants or any of them, shall not exceed the limit of liability insurance available to satisfy any such claims.

HAZARDOUS SUBSTANCES & OTHER HIDDEN CONDITIONS
The ARCHITECT and ARCHITECT's consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the Project site, including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances but shall immediately notify the Client of such findings.

FORCE MAJEURE
Neither party shall be liable to the other party for failure to meet its obligations hereunder due to an act of God, strike, lockout or other industrial disturbance, act of war, terrorist attack, epidemic, public riot, unusual delays in delivery or unavailability of equipment, failure of any government agency to act in a timely manner or any other cause, whether specifically enumerated above or otherwise, which is not reasonably within the control of such party.

TERMINATION, SUSPENSION
This Agreement may be terminated by either party upon not less than seven (7) days written notice. In the event of termination, the ARCHITECT shall be paid for all services performed prior to the later of the actual receipt of written notice of termination or the effective date of termination, plus reimbursable expenses and other reasonable termination expenses.

In the event of termination or suspension for more than three (3) months, prior to completion of all services contemplated by the Agreement, the ARCHITECT may complete such analyses and records as are necessary to complete ARCHITECT's files and may also complete a report on the services performed prior to the date of notice of termination or suspension. The expenses of termination or suspension shall include all costs of ARCHITECT in reporting, completing data, completing such analyses, records and reports.

INDEMNIFICATION
The ARCHITECT and the CLIENT each agree to indemnify, defend, and hold the other and its officers, employees, consultants, and agents harmless from and against liability for all costs, losses, damages, and expenses, including reasonable attorney fees, to the extent such are caused by the willful or negligent acts, errors, or omissions of the indemnifying party, such indemnifying party's officers, employees, affiliates, consultants, and agents, and/or third parties. In the event costs, losses, damages, or expenses are caused by the joint or concurrent negligence of the ARCHITECT and CLIENT, they shall be borne by each party in proportion to its negligence.

MEDIATION
In an effort to resolve any conflicts that arise during or following the completion of the Project, the CLIENT and the ARCHITECT agree that all disputes between them arising out of or relating to this Agreement shall be submitted to good faith non-binding mediation unless the parties mutually agree otherwise.

Mediation shall be initiated within a reasonable time after the basis for the dispute has arisen by submitting a demand for mediation which sets forth in detail the basis for the dispute and the relief sought to the party against whom the claim is brought. A single mediator shall be selected by the parties. Any dispute not resolved within ninety (90) days of the receipt of the written notice required by this paragraph may be resolved by litigation.

The CLIENT and the ARCHITECT further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the Project and to require all independent contractors and consultants to likewise include a similar mediation provision in all agreements with subcontractors, sub-consultants, suppliers or fabricators so retained, thereby providing for mediation as the primary method for dispute resolution between parties to those agreements.

WARANTY OF AUTHORITY TO SIGN
The person signing this contract warrants that he/she has authority to sign as, or on behalf of, the CLIENT for whom or for whose benefit that ARCHITECT's services are rendered. If such person does not have such authority, he agrees that he is personally liable for all breaches of this contract and that in an action against him for breach of such warranty reasonable attorney's fee shall be included in any judgment rendered.

WAIVER OF SUBROGATION
Except to the extent that such waiver would invalidate the applicable insurance coverage, the CLIENT and ARCHITECT waive all rights against each other and against the contractors, consultants, agents and employees of the other for damages but only to the extent covered by property insurance during construction, except such rights as they may have to the proceeds of such insurance. The CLIENT and ARCHITECT each shall require similar waivers from their contractors, consultants and agents.

CHOICE OF LAW
This Agreement shall be construed in accordance with the laws of the jurisdiction where the Project is located.

SEVERABILITY
In the event that any provisions herein shall be deemed invalid or unenforceable, the other provisions hereof shall remain in the full force and effect, and binding upon the parties hereto.

REFERENCE
CLIENT agrees that the ARCHITECT has authority to utilize its name as a CLIENT and general description of the Project work or service performed as references to other clients or prospective clients.

INTEGRATION
There are no understandings or agreements concerning this Project except as expressly stated herein.

SURVIVAL
All express representations, indemnifications or limitations of liability made in or given in this Agreement will survive the completion of all services of ARCHITECT under this Agreement or the termination of this Agreement for any reason.

ASSIGNMENT
The ARCHITECT may assign this Agreement to an affiliate of the ARCHITECT. No other transfer or assignment is permitted except with prior written approval of the other party

NELSON

Architecture
Interior Design
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Workplace Services
nformation Services

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1201 Marquette Ave. South, Suite 200
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F(612) 822 1006
NELSONonline.com

June 3, 2016

Alan Wilczek
Facilities Services Director
Wright County
10 2nd St. NW, RM 235
Buffalo, MN. 55313
Phone: (763) 682-7382
Email: alan.wilczek@co.wright.mn.us

RE: Professional Architectural and Interior Design Services: Schematic Design Fit Planning Services and for Public Works Project, Buffalo, MN.

Dear Alan,

Below is an outlined scope of work for NELSON to complete a fit plan for Public Works remodel in Buffalo, MN.

SCOPE OF WORK

A. Fit Plan

The scope for the fit plan is as follows:

1. Fit planning area is approximately 3,100 SF of existing office.
2. Includes one (1) fit plan with one (1) minor revision less than 15% of the overall plan.
3. Includes one (1) onsite meeting with client and travel time.
4. Fit plan will be based off program information provided to NELSON by Wright County.

B. Additional fit plans and/or requests to meet with client beyond the one meeting, will be hourly upon approval Wright County.

CLARIFICATIONS

- Any preliminary construction estimates will be coordinated by Wright County.
- Pricing is for fit plan only. Pricing narrative or plans will be additional services.
- Does not include any furniture, fixtures or equipment coordination.

COMPENSATION

A. NELSON will provide the services outlined above for a lump sum of **$1160.00**, plus reimbursable expenses. Reimbursable expenses are estimated to range 5%-7% of design fees and can lag 60 to 90 days beyond completion of professional services.

B. Hourly Rate Schedule

Interior Designer-3	$95.00
Job Captain-2	$120.00
Senior Project Architect	$145.00
Senior Project Manager	$145.00

REIMBURSABLE EXPENSES

In addition to the compensation for professional services as provided in this Agreement, we will be reimbursed for all necessary and reasonable out-of-pocket expenses incurred by us directly on this project including such items as; project presentation materials, reproduction costs, transportation (i.e. parking at downtown tenant/tenant prospect meetings), renderings, and reproductions thereof, long distance telephone, FAX, and messenger services, and other reimbursable expenses approved by you in advance. A ten percent (10%) mark-up will be applied to reimbursable expenses.

PAYMENTS

We shall invoice you monthly for all compensation earned and/or reimbursable expenses incurred by us during the previous period. Invoices submitted under the terms of this Agreement shall become due and payable thirty (30) days from the date of invoice. Amount unpaid sixty (60) days after the invoice date shall bear interest at 12% annually.

We appreciate this opportunity to provide design services to Wright County. If this proposal is satisfactory, please sign below and return one copy to our office so that we may begin work. Should you have any questions, you can reach me directly at (612) 370-1594. Thank you.

ACCEPTANCE

This Proposal is hereby accepted as set forth and the terms agreed to as stated.

Wright County		**NELSON Worldwide, Inc.**	
BY	_____	BY	Tiffany Townsend
			Tiffany Townsend, CID, LEED AP
TITLE	_____	TITLE	Project Manager
DATE	_____	DATE	June 3, 2016

Attachment: NELSON Worldwide, Inc. Terms & Conditions

NELSON

NELSON WORLDWIDE, INC.
("ARCHITECT")
TERMS AND CONDITIONS

CONTRACT DOCUMENTS
The Agreement ("Agreement") between the ARCHITECT and the CLIENT consists solely of these Terms and Conditions and the Proposal to which they are attached. In the event that the ARCHITECT and CLIENT have not executed the Agreement, the CLIENT's authorization to ARCHITECT to proceed with the performance of the services set forth in the Proposal shall constitute acceptance by the CLIENT of these Terms and Conditions.

DUTIES AND RESPONSIBILITIES
The ARCHITECT agrees to provide only those professional services specifically set forth in the scope of service's portion of the Proposal to which these Terms and Conditions are attached. Additional services may be performed if requested, subject to an agreed upon revision in the scope of services and authorized fee. Unless specifically set forth in the Scope of Services, ARCHITECT shall not provide any construction phase services including but not limited to the construction phase observation of any contractor's work.

ARCHITECT'S COMPENSATION
The ARCHITECT's compensation and reimbursement for expenses shall be as set forth in the Proposal to which these Terms and Conditions are attached.

INVOICES, PAYMENTS
ARCHITECT will submit invoices to CLIENT monthly and a final invoice upon completion of services. Payment is due thirty (30) days from invoice date. Any objection to the content of any invoice shall be deemed waived if not made in writing within ten (10) days of receipt of the invoice. All portions of the invoice to which a good faith objection has not been made shall be paid within thirty (30) days. No deductions shall be made from any payments due ARCHITECT. CLIENT agrees to pay a service charge of one and one-half (1-1/2) percent per month or part thereof on any amount outstanding over 30 days.

Timely payment to the ARCHITECT in accordance with the Terms and Conditions of this Agreement is a material consideration of this Agreement. Therefore, the CLIENT's failure to make payments in accordance with this Agreement shall constitute substantial nonperformance and a cause for termination by ARCHITECT.

It is further agreed that in the event that ARCHITECT is required to file a lien or bring an action to enforce payment under this Agreement, the ARCHITECT will be reimbursed by the CLIENT for all court costs and reasonable attorneys' fees in addition to accrued service charges.

CLIENT'S RESPONSIBILITIES
CLIENT shall do the following in a timely manner so as not to delay the services of ARCHITECT and shall bear all costs incident thereto:

- Designate in writing a person to act as CLIENT's representative with respect to the services to be performed or furnished by ARCHITECT under this Agreement. Such person will have complete authority to transmit instructions, receive information, interpret and define CLIENT's policies and decisions with respect to ARCHITECT's services for the Project.
- Provide all criteria and full information as to CLIENT's and OWNER's requirements for the Project, including design objectives and constraints, space, capacity and performance requirements, flexibility and expendability, and any budgetary limitations; and furnish copies of all design and construction standards which CLIENT will require to be included in the Drawings and Specifications.
- Assist ARCHITECT by placing at ARCHITECT'S disposal all available information pertinent to the Project including previous reports and any other data relative to design or construction of the Project.
- Responsible for, and ARCHITECT may rely upon, the accuracy and completeness of all reports, data and other information furnished pursuant to this paragraph. ARCHITECT may use such reports, data and information in performing or furnishing services under this Agreement.
- Advise ARCHITECT of the identity and scope of services of any independent consultants employed by Owner to perform or furnish services in regard to the Project, including, but not limited to, Construction Management, Cost Estimating, Project Peer Review, Value Engineering and Constructability Review.
- Give prompt written notice to the ARCHITECT whenever CLIENT observes or otherwise becomes aware of any development that affects the scope or time of performance or furnishing of ARCHITECT'S services, or any defect or non-conformance in ARCHITECT's services or in the work of any Contractor.
- Provide the proposed language of certificates, certifications or other statements or representations requested of ARCHITECT's consultants for review and approval at least thirty (30) days prior to execution of such certificates.

STANDARD OF CARE
Any provision of this Agreement to the contrary notwithstanding, CLIENT acknowledges that in accepting this Agreement for consulting services, ARCHITECT has been retained to render only the limited and specific ARCHITECT services set forth in the Scope of Services as outlined in the attached Proposal. In performing these services, ARCHITECT shall use that degree of usual and customary professional skill and care ordinarily exercised by members of its profession under similar circumstances practicing in the same or similar locality. The standard of care shall exclusively be judged as of the time the services are rendered and not according to later standards. ARCHITECT makes no express or implied warranty beyond its commitment to conform to this standard.

RESTRICTIONS ON THE USE OF PROJECT DOCUMENTS
It is understood that the drawing(s), specifications electronic files and other documents ("Documents") prepared in connection with this Agreement are prepared specifically for use with this Project. They are not intended or represented to be suitable for reuse by CLIENT or others on any other project or for any other purpose. Use of the Documents, information or data contained therein for other purposes is at the sole risk and responsibility of the user and the CLIENT releases the ARCHITECT from all claims and causes of action arising from such uses. The CLENT further agrees to indemnify and hold harmless the ARCHITECT from all costs and expenses related to claims and causes of action asserted by any third person or entity arising from the CLIENT's use of such Documents.

The CLIENT agrees that all Documents, whether or not furnished to the CLIENT or its agents, are instruments of the ARCHITECT's service and shall remain the property of the ARCHITECT who shall retain all rights of ownership and of the copyright laws. The CLIENT shall be permitted to retain copies, including reproducible copies of Documents in connection with the CLIENT's use. The Documents shall not be used by the CLIENT on other projects, for additions to this project and, provided the ARCHITECT is not adjudged to be in default under this agreement, for completion of this project by others, except by agreement in writing with the appropriate compensation to the ARCHITECT. To the extent that the ARCHITECT has not received compensation under the Terms and Conditions of this Agreement any and all rights of the CLIENT in connection with the use of the Documents are terminated and all Documents are to be returned to the ARCHITECT immediately.

THIRD PARTY BENEFICIARIES
Nothing contained in this Agreement shall create a contractual relationship with a cause of action in favor of a third party against either the CLIENT or the ARCHITECT.

NELSON

NELSON WORLDWIDE, INC.
("ARCHITECT")
TERMS AND CONDITIONS

LIMITATION OF LIABILITY
To the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of ARCHITECT and ARCHITECT's officers, directors, partners, employees, agents and ARCHITECT's Consultants, and any of them, to CLIENT and anyone claiming by, through or under CLIENT, for any and all claims, losses, costs or damages whatsoever arising out of, resulting from or in any way related to the Project of this Agreement from any cause or causes, including but not limited to the negligence, professional errors or omissions, strict liability or breach of contract or warranty express or implied of ARCHITECT or ARCHITECT's officers, directors, partners, employees, agents or ARCHITECT's Consultants or any of them, shall not exceed the limit of liability insurance available to satisfy any such claims.

HAZARDOUS SUBSTANCES & OTHER HIDDEN CONDITIONS
The ARCHITECT and ARCHITECT's consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the Project site, including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances but shall immediately notify the Client of such findings.

FORCE MAJEURE
Neither party shall be liable to the other party for failure to meet its obligations hereunder due to an act of God, strike, lockout or other industrial disturbance, act of war, terrorist attack, epidemic, public riot, unusual delays in delivery or unavailability of equipment, failure of any government agency to act in a timely manner or any other cause, whether specifically enumerated above or otherwise, which is not reasonably within the control of such party.

TERMINATION, SUSPENSION
This Agreement may be terminated by either party upon not less than seven (7) days written notice. In the event of termination, the ARCHITECT shall be paid for all services performed prior to the later of the actual receipt of written notice of termination or the effective date of termination, plus reimbursable expenses and other reasonable termination expenses.

In the event of termination or suspension for more than three (3) months, prior to completion of all services contemplated by the Agreement, the ARCHITECT may complete such analyses and records as are necessary to complete ARCHITECT's files and may also complete a report on the services performed prior to the date of notice of termination or suspension. The expenses of termination or suspension shall include all costs of ARCHITECT in reporting, completing data, completing such analyses, records and reports.

INDEMNIFICATION
The ARCHITECT and the CLIENT each agree to indemnify, defend, and hold the other and its officers, employees, consultants, and agents harmless from and against liability for all costs, losses, damages, and expenses, including reasonable attorney fees, to the extent such are caused by the willful or negligent acts, errors, or omissions of the indemnifying party, such indemnifying party's officers, employees, affiliates, consultants, and agents, and/or third parties. In the event costs, losses, damages, or expenses are caused by the joint or concurrent negligence of the ARCHITECT and CLIENT, they shall be borne by each party in proportion to its negligence.

MEDIATION
In an effort to resolve any conflicts that arise during or following the completion of the Project, the CLIENT and the ARCHITECT agree that all disputes between them arising out of or relating to this Agreement shall be submitted to good faith non-binding mediation unless the parties mutually agree otherwise.

Mediation shall be initiated within a reasonable time after the basis for the dispute has arisen by submitting a demand for mediation which sets forth in detail the basis for the dispute and the relief sought to the party against whom the claim is brought. A single mediator shall be selected by the parties. Any dispute not resolved within ninety (90) days of the receipt of the written notice required by this paragraph may be resolved by litigation.

The CLIENT and the ARCHITECT further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the Project and to require all independent contractors and consultants to likewise include a similar mediation provision in all agreements with subcontractors, sub-consultants, suppliers or fabricators so retained, thereby providing for mediation as the primary method for dispute resolution between parties to those agreements.

WARANTY OF AUTHORITY TO SIGN
The person signing this contract warrants that he/she has authority to sign as, or on behalf of, the CLIENT for whom or for whose benefit that ARCHITECT's services are rendered. If such person does not have such authority, he agrees that he is personally liable for all breaches of this contract and that in an action against him for breach of such warranty reasonable attorney's fee shall be included in any judgment rendered.

WAIVER OF SUBROGATION
Except to the extent that such waiver would invalidate the applicable insurance coverage, the CLIENT and ARCHITECT waive all rights against each other and against the contractors, consultants, agents and employees of the other for damages but only to the extent covered by property insurance during construction, except such rights as they may have to the proceeds of such insurance. The CLIENT and ARCHITECT each shall require similar waivers from their contractors, consultants and agents.

CHOICE OF LAW
This Agreement shall be construed in accordance with the laws of the jurisdiction where the Project is located.

SEVERABILITY
In the event that any provisions herein shall be deemed invalid or unenforceable, the other provisions hereof shall remain in the full force and effect, and binding upon the parties hereto.

REFERENCE
CLIENT agrees that the ARCHITECT has authority to utilize its name as a CLIENT and general description of the Project work or service performed as references to other clients or prospective clients.

INTEGRATION
There are no understandings or agreements concerning this Project except as expressly stated herein.

SURVIVAL
All express representations, indemnifications or limitations of liability made in or given in this Agreement will survive the completion of all services of ARCHITECT under this Agreement or the termination of this Agreement for any reason.

ASSIGNMENT
The ARCHITECT may assign this Agreement to an affiliate of the ARCHITECT. No other transfer or assignment is permitted except with prior written approval of the other party

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**					
	01-005-000-0000-6411		399.00	LIVESTREAM	232263	OPERATING SUPPLIES
1349	**CORPORATE PAYMENT SYSTEMS**		**399.00**	**1** Transactions		
1344	**MARCO**					
	01-005-000-0000-6301		1.02	PRINTER CHARGE JUNE 2016	3374615	REPAIRS & MAINTENANCE
1344	**MARCO**		**1.02**	**1** Transactions		
5	**DEPT Total:**		**400.02**	**COUNTY BOARD**	**2 Vendors**	**2 Transactions**
13	DEPT			COURT ADMINISTRATOR		
3782	**BENSON/SHARON**					
	01-013-000-0000-6270		100.00	JV 16 351 JV 15 4554 JV 16 60	6/2/2016	COURT APPOINTED COUNSEL
3782	**BENSON/SHARON**		**100.00**	**1** Transactions		
4274	**FEDERLE/SARAH**					
	01-013-000-0000-6270		100.00	FA 11 1802 APPEARANCE 5/26/16		COURT APPOINTED COUNSEL
4274	**FEDERLE/SARAH**		**100.00**	**1** Transactions		
1203	**GABRIEL/CATHLEEN**					
	01-013-000-0000-6270		100.00	JV 16 764 APPEARANCE 5/26/16		COURT APPOINTED COUNSEL
	01-013-000-0000-6270		100.00	FA 06 9371 APPEARANCE 5/26/16		COURT APPOINTED COUNSEL
	01-013-000-0000-6270		100.00	FA 07 4286 APPEARANCE 5/26/16		COURT APPOINTED COUNSEL
1203	**GABRIEL/CATHLEEN**		**300.00**	**3** Transactions		
2513	**PURICK/RYAN**					
	01-013-000-0000-6270		100.00	F1 04 51521 APPEARANCE 6/2/16		COURT APPOINTED COUNSEL
	01-013-000-0000-6270		100.00	FA 09 896 APPEARANCE 6/2/16		COURT APPOINTED COUNSEL
2513	**PURICK/RYAN**		**200.00**	**2** Transactions		
3142	**SETTER/RANDI**					
	01-013-000-0000-6270		100.00	FA 08 1422 APPEARANCE 5/26/16		COURT APPOINTED COUNSEL
3142	**SETTER/RANDI**		**100.00**	**1** Transactions		
3427	**SPENCE/CYNTHIA**					
	01-013-000-0000-6270		505.75	PR 16 1482 HOURLY 5/2-5/23/16		COURT APPOINTED COUNSEL
3427	**SPENCE/CYNTHIA**		**505.75**	**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
13	**DEPT Total:**		**1,305.75**	**COURT ADMINISTRATOR**	**6 Vendors**	**9 Transactions**
25	DEPT			COURT SERVICES		
1736	**BREEZY POINT RESORT INC**					
	01-025-000-0000-6338		670.02	LODGING MACPO CONFERENCE X3		CONFERENCES & MEETINGS
	01-025-000-0000-6338		390.00	LODGING MACPO CONFERENCE		CONFERENCES & MEETINGS
	01-025-000-0000-6338		1,680.00	LODGING MACPO CONFERENCE X7		CONFERENCES & MEETINGS
1736	**BREEZY POINT RESORT INC**		**2,740.02**	**3** 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		
4328	**CXTEC**					
	01-025-000-0000-6620		1,845.15	IP PHONES X17	6827357	COMPUTER OR SOFTWARE PURCHASES
4328	**CXTEC**		**1,845.15**	**1** Transactions		
4338	**HEIKKINEN/DANIEL**					
	01-025-000-0000-6331		160.00	320 MILES		TRAVEL
4338	**HEIKKINEN/DANIEL**		**160.00**	**1** Transactions		
6381	**HUEMOELLER/NEAL**					
	01-025-000-0000-6331		376.50	753 MILES		TRAVEL
6381	**HUEMOELLER/NEAL**		**376.50**	**1** Transactions		
1344	**MARCO**					
	01-025-000-0000-6301		283.42	PRINTER CHARGE JUNE 2016	3374615	REPAIRS & MAINTENANCE
1344	**MARCO**		**283.42**	**1** Transactions		
4275	**MINNESOTA MONITORING INC**					
	01-025-000-0000-6265		882.00	MAY 2016 JUV DET/CORR EHM	2698	DETENTION
4275	**MINNESOTA MONITORING INC**		**882.00**	**1** Transactions		
645	**MN CORRECTIONS ASSOCIATION**					
	01-025-000-0000-6245		35.00	ANNUAL MEMBERSHIP	03923	MEMBERSHIPS, DUES & FEES
645	**MN CORRECTIONS ASSOCIATION**		**35.00**	**1** Transactions		
4993	**STOLL/BRIAN**					
	01-025-000-0000-6331		96.00	192 MILES		TRAVEL

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
4993	**STOLL/BRIAN**		**96.00**	**1** Transactions		
74891	**ZION LUTHERAN CHURCH**					
	01-025-000-0000-6261		100.00	RENTAL FEE SAFE SCHOOLS 2016		PROFESSIONAL SERVICES
74891	**ZION LUTHERAN CHURCH**		**100.00**	**1** Transactions		
25	**DEPT Total:**		**6,533.04**	**COURT SERVICES**	**10 Vendors**	**12 Transactions**
31	DEPT			COUNTY COORDINATOR		
1349	**CORPORATE PAYMENT SYSTEMS**					
	01-031-000-0000-6620		300.00	SURVEYMONKEY.COM		COMPUTER OR SOFTWARE PURCHASES
	01-031-000-0000-6338		552.30	HILTON	3233239178	CONFERENCES & MEETINGS
1349	**CORPORATE PAYMENT SYSTEMS**		**852.30**	**2** Transactions		
1344	**MARCO**					
	01-031-000-0000-6301		12.33	PRINTER CHARGE JUNE 2016	3374615	REPAIRS & MAINTENANCE
1344	**MARCO**		**12.33**	**1** Transactions		
31	**DEPT Total:**		**864.63**	**COUNTY COORDINATOR**	**2 Vendors**	**3 Transactions**
41	DEPT			COUNTY AUDITOR-TREASURER		
1344	**MARCO**					
	01-041-000-0000-6301		171.67	PRINTER CHARGE JUNE 2016	3374615	REPAIRS & MAINTENANCE
1344	**MARCO**		**171.67**	**1** Transactions		
41	**DEPT Total:**		**171.67**	**COUNTY AUDITOR-TREASURER**	**1 Vendors**	**1 Transactions**
63	DEPT			IT (INFORMATIONAL TECHNOLOGY)		
3395	**EMERGENT NETWORKS**					
	01-063-000-0000-6260		23,445.00	COMMVAULT SOFTWARE 2016-2017	24641	SOFTWARE OR SYSTEMS SUPPORT
3395	**EMERGENT NETWORKS**		**23,445.00**	**1** Transactions		
1344	**MARCO**					
	01-063-000-0000-6301		33.00	PRINTER CHARGE JUNE 2016	3374615	EQUIPMENT MAINTENANCE
1344	**MARCO**		**33.00**	**1** Transactions		
6915	**OFFICE OF MN IT SERVICES**					
	01-063-000-0000-6261		2,100.00	NETWORK CHARGES MAY 2016	16050482	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
6915	**OFFICE OF MN IT SERVICES**		**2,100.00**	**1** Transactions		
54030	**PRECISION PRINTS OF WRIGHT CO**					
	01-063-000-0000-6411		47.00	BUSINESS CARDS MALINSKI	99616	OPERATING SUPPLIES
54030	**PRECISION PRINTS OF WRIGHT CO**		**47.00**	**1** Transactions		
63	**DEPT Total:**		**25,625.00**	**IT (INFORMATIONAL TECHNOLOGY)**	**4 Vendors**	**4 Transactions**
91	DEPT			COUNTY ATTORNEY		
88	**LECLAIRE/KIMBERLY D**					
	01-091-000-0000-6261		42.00	TRANSCRIPT STATE V REED		PROFESSIONAL SERVICES
88	**LECLAIRE/KIMBERLY D**		**42.00**	**1** Transactions		
4333	**LINDQUIST/JERILYNN**					
	01-091-000-0000-6261		55.00	TRANSCRIPT STATE V LIVINGSTON		PROFESSIONAL SERVICES
4333	**LINDQUIST/JERILYNN**		**55.00**	**1** Transactions		
1344	**MARCO**					
	01-091-000-0000-6301		203.50	PRINTER CHARGE JUNE 2016	3374615	REPAIRS & MAINTENANCE
1344	**MARCO**		**203.50**	**1** Transactions		
7394	**MN ASSOCIATION OF TOWNSHIPS**					
	01-091-000-0000-6235		15.00	SUBSCRIPTION RENEW		PUBLICATIONS & BROCHURES
7394	**MN ASSOCIATION OF TOWNSHIPS**		**15.00**	**1** Transactions		
2872	**MN SUPREME COURT**					
	01-091-000-0000-6245		258.00	ATTORNEY DUES LIBERATO		MEMBERSHIPS, DUES & FEES
2872	**MN SUPREME COURT**		**258.00**	**1** Transactions		
3921	**OFFICE DEPOT**					
	01-091-000-0000-6411		46.59	SUPPLIES 841652739001		OPERATING SUPPLIES
3921	**OFFICE DEPOT**		**46.59**	**1** Transactions		
1620	**STEARNS COUNTY SHERIFF**					
	01-091-000-0000-6261		50.00	SERVICE FEES MONTROSE MANOR	161339	PROFESSIONAL SERVICES
1620	**STEARNS COUNTY SHERIFF**		**50.00**	**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
91	**DEPT Total:**		**670.09**	**COUNTY ATTORNEY**	**7 Vendors**	**7 Transactions**
100	DEPT			OTHER GENERAL GOVERNMENT		
3301	**ALLINA HEALTH**					
	01-100-000-0000-6261		293.50	HEALTH HISTORY X3	297132975	PROFESSIONAL SERVICES
3301	**ALLINA HEALTH**		**293.50**	**1** Transactions		
3685	**AMERICAN DATABANK LLC**					
	01-100-000-0000-6261		378.35	BACKGROUND CHECK FEE HR	860422	PROFESSIONAL SERVICES
3685	**AMERICAN DATABANK LLC**		**378.35**	**1** Transactions		
4131	**AMERICAN LEGAL PUBLISHING CORPORA**					
	01-100-000-0000-6261		1,316.00	SUPPLEMENTAL PKGS ORDINANCES	110476	PROFESSIONAL SERVICES
4131	**AMERICAN LEGAL PUBLISHING CORPORA**		**1,316.00**	**1** Transactions		
321	**BRAUN INTERTEC CORPORATION**					
	01-100-000-0000-6605		10,447.75	REPAIRS LEC LEAK DETECTION	421	SITE IMPROVEMENTS-COURTHOUSE
321	**BRAUN INTERTEC CORPORATION**		**10,447.75**	**1** Transactions		
3948	**CASSERLY/KEVIN**					
	01-100-000-0000-6261		19,452.05	APPRAISAL WORK APPEALS	51916	PROFESSIONAL SERVICES
3948	**CASSERLY/KEVIN**		**19,452.05**	**1** Transactions		
1594	**ERNST GENERAL CONSTRUCTION INC**					
	01-100-000-0000-6605		3,200.00	REPAIRS IT EXPANSION GC	53116	SITE IMPROVEMENTS-COURTHOUSE
	01-100-000-0000-6605		2,450.00	REPAIRS IT EXPANSION GC	53116	SITE IMPROVEMENTS-COURTHOUSE
1594	**ERNST GENERAL CONSTRUCTION INC**		**5,650.00**	**2** Transactions		
593	**MOTOROLA INC**					
	01-100-000-0000-6305		17,504.28	800 MHZ RADIO CONTRACT 2017	16454	800MHZ MAINTENANCE EXPENSE
593	**MOTOROLA INC**		**17,504.28**	**1** Transactions		
626	**NORTH STAR AWARDS & TROPHIES**					
	01-100-000-0000-6808		109.90	RETIREMENT PLAQUES X2	6979	EMPLOYEE ENHANCEMENT PROGRAM
626	**NORTH STAR AWARDS & TROPHIES**		**109.90**	**1** Transactions		
100	**DEPT Total:**		**55,151.83**	**OTHER GENERAL GOVERNMENT**	**8 Vendors**	**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
101	DEPT			COUNTY RECORDER		
1344	**MARCO**					
	01-101-000-0000-6301		204.43	PRINTER CHARGE JUNE 2016	3374615	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		4.55	CAR WASHES		VEHICLE MAINTENANCE
607	**BUFF N GLO INC**		**4.55**	**1** Transactions		
1129	**SCHNEIDER CORPORATION**					
	01-103-000-0000-6260		4,422.00	BEACON WEB HOSTING 3RD QTR	168265	SOFTWARE OR SYSTEMS SUPPORT
1129	**SCHNEIDER CORPORATION**		**4,422.00**	**1** Transactions		
103	**DEPT Total:**		**4,426.55**	**SURVEYOR**	**2 Vendors**	**2 Transactions**
105	DEPT			ASSESSOR		
1344	**MARCO**					
	01-105-000-0000-6301		43.33	PRINTER CHARGE JUNE 2016	3374615	REPAIRS & MAINTENANCE
1344	**MARCO**		**43.33**	**1** Transactions		
3075	**MN AREA ASSOCIATION OF REALTORS**					
	01-105-000-0000-6245		1,755.00	MLS DUES 3RD QTR X15		MEMBERSHIPS, DUES & FEES
3075	**MN AREA ASSOCIATION OF REALTORS**		**1,755.00**	**1** Transactions		
105	**DEPT Total:**		**1,798.33**	**ASSESSOR**	**2 Vendors**	**2 Transactions**
107	DEPT			PLANNING AND ZONING		
19621	**ECM PUBLISHERS INC**					
	01-107-000-0000-6235		221.52	PUBLICATION NOTICES MOAA	553268	PUBLICATIONS & BROCHURES
19621	**ECM PUBLISHERS INC**		**221.52**	**1** Transactions		
1344	**MARCO**					
	01-107-000-0000-6301		9.17	PRINTER CHARGE JUNE 2016	3374615	REPAIRS & MAINTENANCE
1344	**MARCO**		**9.17**	**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
1487	**MN DEPARTMENT OF LABOR & INDUSTRY**					
	01-107-000-0000-5830		1,512.92	JUNE SURCHARGE 24928171000		MISCELLANEOUS REVENUE
1487	**MN DEPARTMENT OF LABOR & INDUSTRY**		**1,512.92**	**1** Transactions		
245	**MN ONSITE WASTEWATER ASSN**					
	01-107-000-0000-6338		135.00	WASTEWATER SEMINAR		CONFERENCES & MEETINGS
245	**MN ONSITE WASTEWATER ASSN**		**135.00**	**1** Transactions		
3921	**OFFICE DEPOT**					
	01-107-000-0000-6411		22.98	SUPPLIES 841964941001		OPERATING SUPPLIES
3921	**OFFICE DEPOT**		**22.98**	**1** Transactions		
2843	**QUIGGLE/CHARLOTTE**					
	01-107-000-0000-6114		180.00	BOARD OF ADJUSTMENT PER DIEM		PER DIEM-P & Z BOARD
	01-107-000-0000-6114		45.00	90 MILES		PER DIEM-P & Z BOARD
2843	**QUIGGLE/CHARLOTTE**		**225.00**	**2** Transactions		
2045	**SCHERMANN/ROBERT D**					
	01-107-000-0000-6114		180.00	BOARD OF ADJUSTMENT PER DIEM		PER DIEM-P & Z BOARD
	01-107-000-0000-6114		75.00	150 MILES		PER DIEM-P & Z BOARD
2045	**SCHERMANN/ROBERT D**		**255.00**	**2** Transactions		
107	**DEPT Total:**		**2,381.59**	**PLANNING AND ZONING**	**7 Vendors**	**9 Transactions**
111	DEPT			BUILDING CARE		
6156	**AMERIPRIDE SERVICES**					
	01-111-000-0000-6302		46.64-	CREDIT LEC 5/19/16	53232	JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6302		23.32-	CREDIT LEC 5/2/2016	53463	JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6301		104.78	UNIFORMS GC 5/3/16	777592	REPAIRS & MAINTENANCE
	01-111-000-0000-6302		101.87	UNIFORMS LEC 5/3/16	777611	JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6301		104.78	UNIFORMS GC 5/10/16	780268	REPAIRS & MAINTENANCE
	01-111-000-0000-6302		55.23	UNIFORMS LEC 5/10/16	780286	JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6301		104.78	UNIFORMS GC 5/17/16	782818	REPAIRS & MAINTENANCE
	01-111-000-0000-6302		55.87	UNIFORMS LEC 5/17/16	782837	JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6301		104.78	UNIFORMS GC 5/24/16	785312	REPAIRS & MAINTENANCE
	01-111-000-0000-6302		55.87	UNIFORMS LEC 5/24/2016	785329	JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6301		104.78	UNIFORMS GC 5/31/16	787861	REPAIRS & MAINTENANCE
	01-111-000-0000-6302		55.87	UNIFORMS LEC 5/31/2016	787900	JAIL/LEC REPAIRS AND MAINTENANCE

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
6156	**AMERIPRIDE SERVICES**		**778.65**	**12** Transactions		
1075	**BUFFALO/CITY OF**					
	01-111-000-0000-6251		70.24	11 059855 00		UTILITY SERVICES
	01-111-000-0000-6252		31,701.01	27 009010 01		JAIL/LEC UTILITY SERVICES
1075	**BUFFALO/CITY OF**		**31,771.25**	**2** Transactions		
5196	**CLIMATE AIR**					
	01-111-000-0000-6302		347.50	REPAIRS SOFTWARE UPGRADE LEC		JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6302		994.73	REPAIRS COMPRESSOR LEC	37424	JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6302		3,180.86	REPAIRS MISC LEC	37425	JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6302		95.00	REPAIRS LEC	37426	JAIL/LEC REPAIRS AND MAINTENANCE
5196	**CLIMATE AIR**		**4,618.09**	**4** Transactions		
7565	**ELECTRIC MOTOR SERVICE INC**					
	01-111-000-0000-6301		586.23	MOTOR REPAIR GC	216939	REPAIRS & MAINTENANCE
7565	**ELECTRIC MOTOR SERVICE INC**		**586.23**	**1** Transactions		
2812	**GRAINGER**					
	01-111-000-0000-6412		46.20	SUPPLIES	9125237199	JAIL/LEC OPERATING SUPPLIES
2812	**GRAINGER**		**46.20**	**1** Transactions		
2884	**GREEN INTERIORS**					
	01-111-000-0000-6301		450.00	MONTHLY PLANT SERVICE GC	200727	REPAIRS & MAINTENANCE
2884	**GREEN INTERIORS**		**450.00**	**1** Transactions		
2001	**HILLYARD INC - MINNEAPOLIS**					
	01-111-000-0000-6412		135.10	SUPPLIES	602091860	JAIL/LEC OPERATING SUPPLIES
	01-111-000-0000-6411		1,008.27	SUPPLIES	602095830	OPERATING SUPPLIES
2001	**HILLYARD INC - MINNEAPOLIS**		**1,143.37**	**2** Transactions		
4406	**HIRSHFIELDS DECORATING CENTER**					
	01-111-000-0000-6301		46.48	PAINT	30035596	REPAIRS & MAINTENANCE
	01-111-000-0000-6301		14.41-	CREDIT	30035981	REPAIRS & MAINTENANCE
4406	**HIRSHFIELDS DECORATING CENTER**		**32.07**	**2** Transactions		
2693	**LOBERG ELECTRIC**					
	01-111-000-0000-6301		317.08	REPAIRS CONDUITS GC	23954	REPAIRS & MAINTENANCE

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2693	**LOBERG ELECTRIC**		**317.08**	**1** Transactions		
7510	**MENARDS - BUFFALO**					
	01-111-000-0000-6301		88.42	SUPPLIES	12625	REPAIRS & MAINTENANCE
	01-111-000-0000-6301		15.66	SUPPLIES	12645	REPAIRS & MAINTENANCE
	01-111-000-0000-6301		62.00	SUPPLIES	12799	REPAIRS & MAINTENANCE
7510	**MENARDS - BUFFALO**		**166.08**	**3** Transactions		
6140	**RUSSELL SECURITY RESOURCE INC**					
	01-111-000-0000-6301		397.50	REPAIRS 4TH FLOOR ACCESS	27595	REPAIRS & MAINTENANCE
6140	**RUSSELL SECURITY RESOURCE INC**		**397.50**	**1** Transactions		
4167	**SUMMIT FIRE PROTECTION**					
	01-111-000-0000-6302		45.00	FIRE EXTINGUISHER MAINT LEC	1125308	JAIL/LEC REPAIRS AND MAINTENANCE
4167	**SUMMIT FIRE PROTECTION**		**45.00**	**1** Transactions		
3741	**WASTE MANAGEMENT OF WI-MN**					
	01-111-000-0000-6252		360.52	WASTE DISPOSAL LEC	6919379 1593 8	JAIL/LEC UTILITY SERVICES
3741	**WASTE MANAGEMENT OF WI-MN**		**360.52**	**1** Transactions		
1535	**WRIGHT HENNEPIN ELECTRIC**					
	01-111-000-0000-6251		139.35	050 1427 3200		UTILITY SERVICES
	01-111-000-0000-6251		27.95	150 1683 1028		UTILITY SERVICES
	01-111-000-0000-6251		280.00	150 1688 8215		UTILITY SERVICES
	01-111-000-0000-6251		68.85	050 1429 5800		UTILITY SERVICES
	01-111-000-0000-6252		28.00	150 1690 5904		JAIL/LEC UTILITY SERVICES
	01-111-000-0000-6252		57.51	150 1690 5805		JAIL/LEC UTILITY SERVICES
	01-111-000-0000-6252		38.96	150 1690 5805		JAIL/LEC UTILITY SERVICES
	01-111-000-0000-6252		47.95	150 1683 4363		JAIL/LEC UTILITY SERVICES
	01-111-000-0000-6252		2.95	150 1690 5904		JAIL/LEC UTILITY SERVICES
1535	**WRIGHT HENNEPIN ELECTRIC**		**691.52**	**9** Transactions		
111	**DEPT Total:**		**41,403.56**	**BUILDING CARE**	**14 Vendors**	**41 Transactions**
121	DEPT			VETERANS SERVICE		
1344	**MARCO**					
	01-121-000-0000-6301		27.51	PRINTER CHARGE JUNE 2016	3374615	REPAIRS & MAINTENANCE
1344	**MARCO**		**27.51**	**1** Transactions		

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121	**DEPT Total:**		**27.51**	**VETERANS SERVICE**	**1 Vendors**	**1 Transactions**
201	DEPT			SHERIFF		
4902	**BURDAS TOWING**					
	01-201-000-0000-6261		182.00	6014679	33796	PROFESSIONAL SERVICES
4902	**BURDAS TOWING**		**182.00**	**1** Transactions		
10734	**CENEX FLEETCARD**					
	01-201-000-0000-6451		1,094.90	FUEL	120438CL	FUEL - LUBE ETC
10734	**CENEX FLEETCARD**		**1,094.90**	**1** Transactions		
1969	**CHIEF SUPPLY**					
	01-201-000-0000-6411		388.44	MACE	135468	OPERATING SUPPLIES
1969	**CHIEF SUPPLY**		**388.44**	**1** Transactions		
3162	**GRANITE ELECTRONICS**					
	01-201-000-0000-6301		176.40	RADIO REPAIR	1530018641	REPAIRS & MAINTENANCE
3162	**GRANITE ELECTRONICS**		**176.40**	**1** Transactions		
3630	**H & H SPORT SHOP INC**					
	01-201-000-0000-6452		10.00	MAY 2016 CAR WASHES		VEHICLE MAINTENANCE
3630	**H & H SPORT SHOP INC**		**10.00**	**1** Transactions		
4817	**HERALD JOURNAL PUBLISHING INC**					
	01-201-000-0000-6261		0.74	UNCLAIMED ITEMS NOTICES	5302016	PROFESSIONAL SERVICES
4817	**HERALD JOURNAL PUBLISHING INC**		**0.74**	**1** Transactions		
7360	**HOLIDAY**					
	01-201-000-0000-6451		11,164.77	FUEL	5/28/2016	FUEL - LUBE ETC
	01-201-000-0000-6452		4.81	CAR WASH	5/28/2016	VEHICLE MAINTENANCE
7360	**HOLIDAY**		**11,169.58**	**2** Transactions		
3852	**JACK'S OF COKATO INC**					
	01-201-000-0000-6452		37.60	MAY 2016 CAR WASHES	5/31/2016	VEHICLE MAINTENANCE
3852	**JACK'S OF COKATO INC**		**37.60**	**1** Transactions		
1628	**JUNCTION TOWING & AUTO REPAIR**					
	01-201-000-0000-6261		105.00	16014701	41735	PROFESSIONAL SERVICES

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1628	**JUNCTION TOWING & AUTO REPAIR**		**105.00**	**1** Transactions		
2687	**LACOUNT SALES LLC**					
	01-201-000-0000-6411		334.36	BATTERIES	4390	OPERATING SUPPLIES
2687	**LACOUNT SALES LLC**		**334.36**	**1** Transactions		
1344	**MARCO**					
	01-201-000-0000-6343		797.92	PRINTER CHARGE JUNE 2016	3374615	MACHINERY OR EQUIPMENT LEASES
1344	**MARCO**		**797.92**	**1** Transactions		
1048	**MARTIN-MCALLISTERS CONSULTING**					
	01-201-000-0000-6261		1,500.00	EVALUATIONS	10481	PROFESSIONAL SERVICES
1048	**MARTIN-MCALLISTERS CONSULTING**		**1,500.00**	**1** Transactions		
3844	**NET TRANSCRIPTS INC**					
	01-201-000-0000-6261		384.07	TRANSCRIBE STATEMENTS	7674IN	PROFESSIONAL SERVICES
3844	**NET TRANSCRIPTS INC**		**384.07**	**1** Transactions		
3921	**OFFICE DEPOT**					
	01-201-000-0000-6411		104.48	SUPPLIES 842429808001		OPERATING SUPPLIES
	01-201-000-0000-6411		15.00-	CREDIT 841814336001		OPERATING SUPPLIES
3921	**OFFICE DEPOT**		**89.48**	**2** Transactions		
1445	**PUBLIC SAFETY PRINTING SERVICES INC**					
	01-201-000-0000-6235		152.00	K9 TRADING CARDS	903	PUBLICATIONS & BROCHURES
1445	**PUBLIC SAFETY PRINTING SERVICES INC**		**152.00**	**1** Transactions		
3235	**ROGERS AMOCO**					
	01-201-000-0000-6452		24.00	MAY 2016 CAR WASHES	5312016	VEHICLE MAINTENANCE
3235	**ROGERS AMOCO**		**24.00**	**1** Transactions		
5186	**TRANSUNION RISK AND ALTERNATIVE**					
	01-201-000-0000-6261		70.00	TLOXP SUBSCRIPTION MAY 2016		PROFESSIONAL SERVICES
5186	**TRANSUNION RISK AND ALTERNATIVE**		**70.00**	**1** Transactions		
1483	**TRUEMAN WELTERS INC.**					
	01-201-000-0000-6412		288.54	BATTERIES JET SKIS	31492	B&W OPERATING SUPPLIES
1483	**TRUEMAN WELTERS INC.**		**288.54**	**1** Transactions		

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2490	**UNITED PARCEL SERVICE**					
	01-201-000-0000-6205		24.61	SHIPPING	140177226	POSTAGE
2490	**UNITED PARCEL SERVICE**		**24.61**	**1** Transactions		
4628	**VERIZON WIRELESS**					
	01-201-000-0000-6203		5.92	780564637 00001 CELL PHONES	9765753772	TELEPHONE
4628	**VERIZON WIRELESS**		**5.92**	**1** Transactions		
201	**DEPT Total:**		**16,835.56**	**SHERIFF**	**20 Vendors**	**22 Transactions**
250	DEPT			SHERIFF-CORRECTIONS		
3199	**ALLINA HEALTH SYSTEM**					
	01-250-000-0000-6458		238.71	INMATE MEDICAL	EP20144331410	JAIL MEDICAL
3199	**ALLINA HEALTH SYSTEM**		**238.71**	**1** Transactions		
6158	**ARAMARK SERVICES INC**					
	01-250-000-0000-6459		7,866.17	INMATE MEALS 05/19-05/25/2016	723300112	LAW ENFORCE-JAIL FOOD-LAUNDRY
6158	**ARAMARK SERVICES INC**		**7,866.17**	**1** Transactions		
5406	**BUFFALO HOSPITAL**					
	01-250-000-0000-6458		59.37	MEDICAL INMATE	5679704603	JAIL MEDICAL
	01-250-000-0000-6458		95.02	MEDICAL INMATE	5807201202	JAIL MEDICAL
	01-250-000-0000-6458		60.80	MEDICAL INMATE	6075788902	JAIL MEDICAL
	01-250-000-0000-6458		333.80	MEDICAL DOC INMATE	6199459800	JAIL MEDICAL
5406	**BUFFALO HOSPITAL**		**548.99**	**4** Transactions		
2327	**CONSULTING RADIOLOGISTS LTD MN**					
	01-250-000-0000-6458		6.06	MEDICAL DOC INMATE	301012	JAIL MEDICAL
2327	**CONSULTING RADIOLOGISTS LTD MN**		**6.06**	**1** Transactions		
4263	**DATAWORKS PLUS LLC**					
	01-250-000-0000-6621		2,400.00	PRINTERS LIVESCAN FINGERPRINTS	16580	FURNITURE & EQUIPMENT
4263	**DATAWORKS PLUS LLC**		**2,400.00**	**1** Transactions		
4475	**DENTAL CARE ASSOCIATES OF BUFFALO**					
	01-250-000-0000-6458		265.00	MEDICAL DOC INMATE		JAIL MEDICAL
4475	**DENTAL CARE ASSOCIATES OF BUFFALO**		**265.00**	**1** Transactions		
1344	**MARCO**					

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	01-250-000-0000-6343		271.33	PRINTER CHARGE JUNE 2016	3374615	MACHINERY OR EQUIPMENT LEASES
1344	**MARCO**		**271.33**	**1** Transactions		
1048	**MARTIN-MCALLISTERS CONSULTING**					
	01-250-000-0000-6261		500.00	EVALUATIONS JAIL	10481	PROFESSIONAL SERVICES
1048	**MARTIN-MCALLISTERS CONSULTING**		**500.00**	**1** Transactions		
3413	**MEND CORRECTIONAL CARE LLC**					
	01-250-000-0000-6458		27,529.33	JUNE 2016 HEALTHCARE SERVICES	1329	JAIL MEDICAL
3413	**MEND CORRECTIONAL CARE LLC**		**27,529.33**	**1** Transactions		
3921	**OFFICE DEPOT**					
	01-250-000-0000-6411		32.96	SUPPLIES 841412531001		OPERATING SUPPLIES
	01-250-000-0000-6411		56.46	SUPPLIES 841412721001		OPERATING SUPPLIES
3921	**OFFICE DEPOT**		**89.42**	**2** Transactions		
4702	**STERICYCLE INC**					
	01-250-000-0000-6261		56.82	MEDICAL WASTE JUNE 2016	4006338827	PROFESSIONAL SERVICES
4702	**STERICYCLE INC**		**56.82**	**1** Transactions		
3435	**THRIFTY WHITE PHARMACY**					
	01-250-000-0000-6458		128.94-	CREDITS TO ACCOUNTS	783586	JAIL MEDICAL
	01-250-000-0000-6458		3,104.09	APRIL PRIVATE ACCOUNTS	783586	JAIL MEDICAL
	01-250-000-0000-6458		496.19	APRIL CYCLE PAYMENTS	783586	JAIL MEDICAL
3435	**THRIFTY WHITE PHARMACY**		**3,471.34**	**3** Transactions		
5041	**TRANS UNION LLC**					
	01-250-000-0000-6261		5.30	CREDIT REPORT JAIL	05610730	PROFESSIONAL SERVICES
5041	**TRANS UNION LLC**		**5.30**	**1** Transactions		
250	**DEPT Total:**		**43,248.47**	**SHERIFF-CORRECTIONS**	**13 Vendors**	**19 Transactions**
281	DEPT			CIVIL DEFENSE		
1344	**MARCO**					
	01-281-000-0000-6301		27.51	PRINTER CHARGE JUNE 2016	3374615	REPAIRS & MAINTENANCE
1344	**MARCO**		**27.51**	**1** Transactions		

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281	**DEPT Total:**		**27.51**	**CIVIL DEFENSE**	**1 Vendors**	**1 Transactions**
521	DEPT			PARKS		
3858	**ALBION ACRES BAIT**					
	01-521-000-0000-6807		36.00	BAIT FOR RESALE	001493	MATERIALS FOR RE-SALE - POP ETC.
3858	**ALBION ACRES BAIT**		**36.00**	**1** Transactions		
3665	**BRANDEL ELECTRIC LLC**					
	01-521-000-0000-6301		689.95	REPAIRS RV OUTLETS	3458	REPAIRS & MAINTENANCE
3665	**BRANDEL ELECTRIC LLC**		**689.95**	**1** Transactions		
525	**CENTURYLINK**					
	01-521-000-0000-6203		90.19	320 286 2801	314317616	TELEPHONE
525	**CENTURYLINK**		**90.19**	**1** Transactions		
924	**CROW RIVER TOOLS**					
	01-521-000-0000-6452		156.98	OIL FILTER WRENCHES/STRAPS		VEHICLE MAINTENANCE
924	**CROW RIVER TOOLS**		**156.98**	**1** Transactions		
3270	**FIRST CHOICE- ST CLOUD**					
	01-521-000-0000-6807		39.85	RESALE ITEMS	2105083415	MATERIALS FOR RE-SALE - POP ETC.
3270	**FIRST CHOICE- ST CLOUD**		**39.85**	**1** Transactions		
4148	**JOINT POWERS WATER BOARD**					
	01-521-000-0000-6251		32.58	SEWER FEES	820000078005	UTILITY SERVICES - ELECTRICITY
4148	**JOINT POWERS WATER BOARD**		**32.58**	**1** Transactions		
97	**KLATT TRUE VALUE ELECTRIC**					
	01-521-000-0000-6452		4.58	SUPPLIES	59967	VEHICLE MAINTENANCE
97	**KLATT TRUE VALUE ELECTRIC**		**4.58**	**1** Transactions		
2541	**M & M EXPRESS SALES AND SERVICE**					
	01-521-000-0000-6452		38.82	TRIMMER HEAD		VEHICLE MAINTENANCE
	01-521-000-0000-6452		59.85	MOWER BLADES	11260	VEHICLE MAINTENANCE
	01-521-000-0000-6452		38.82-	CREDIT	14115	VEHICLE MAINTENANCE
	01-521-000-0000-6698		264.00	PUSH MOWER	14124	SHOP EQUIPMENT-MINOR
	01-521-000-0000-6452		1.77	WEED WHIP PARTS	14826	VEHICLE MAINTENANCE
	01-521-000-0000-6698		296.99	LEAF BLOWER	16706	SHOP EQUIPMENT-MINOR

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2541	**M & M EXPRESS SALES AND SERVICE**		**622.61**	**6** Transactions		
1344	**MARCO**					
	01-521-000-0000-6301		126.39	PRINTER CHARGE JUNE 2016	3374615	REPAIRS & MAINTENANCE
1344	**MARCO**		**126.39**	**1** Transactions		
2614	**MIES OUTLAND INC**					
	01-521-000-0000-6452		124.99	SHIFT CABLE #662	H25273	VEHICLE MAINTENANCE
2614	**MIES OUTLAND INC**		**124.99**	**1** Transactions		
5976	**PLEASANT LAKE IMPROVEMENT ASSN**					
	01-521-000-0000-6301		1,000.00	TREATMENT CURLY LEAF PONDWEED	140731	REPAIRS & MAINTENANCE
5976	**PLEASANT LAKE IMPROVEMENT ASSN**		**1,000.00**	**1** Transactions		
4335	**QUALITY EQUIPMENT AND SERVICES INC**					
	01-521-000-0000-6452		51.75	SHARPENING #670	48387	VEHICLE MAINTENANCE
4335	**QUALITY EQUIPMENT AND SERVICES INC**		**51.75**	**1** Transactions		
1200	**WESTSIDE PEST SOLUTIONS INC**					
	01-521-000-0000-6301		149.00	INSECTICIDE TREATMENT	31972	REPAIRS & MAINTENANCE
1200	**WESTSIDE PEST SOLUTIONS INC**		**149.00**	**1** Transactions		
2487	**WINDSTREAM**					
	01-521-000-0000-6203		118.97	320 274 8870	091133123	TELEPHONE
	01-521-000-0000-6203		87.03	320 963 3881	091134470	TELEPHONE
2487	**WINDSTREAM**		**206.00**	**2** Transactions		
1537	**WRIGHT COUNTY JOURNAL PRESS**					
	01-521-000-0000-6235		131.49	DISPLAY AD	5054527	PUBLICATIONS & BROCHURES
1537	**WRIGHT COUNTY JOURNAL PRESS**		**131.49**	**1** Transactions		
521	**DEPT Total:**		**3,462.36**	**PARKS**	**15 Vendors**	**21 Transactions**
1	**Fund Total:**		**204,537.90**	**GENERAL REVENUE FUND**		**166 Transactions**

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211	DEPT			SHERIFF GUN PERMITS		
3588	**NEOPOST USA INC**					
	02-211-000-0000-6801		418.40	ANNUAL METER RENTAL 2017	53954033	MISCELLANEOUS EXPENSE
3588	**NEOPOST USA INC**		**418.40**	**1** Transactions		
211	**DEPT Total:**		**418.40**	**SHERIFF GUN PERMITS**	**1 Vendors**	**1 Transactions**
2	**Fund Total:**		**418.40**	**RESERVES FUND**		**1 Transactions**

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310	DEPT			HIGHWAY ADMINISTRATION		
5721	**CDW GOVERNMENT INC**					
	03-310-000-0000-6621		190.05	HP LASERJET PRO 3600 061416	DCW4834	FURNITURE & OFFICE EQUIPMENT
5721	**CDW GOVERNMENT INC**		**190.05**	**1** Transactions		
1264	**DELL MARKETING LP**					
	03-310-000-0000-6620		188.64	COMPUTER 061416	XJXCD5259	COMPUTER OR SOFTWARE PURCHASES
	03-310-000-0000-6620		5,101.50	COMPUTER 061416	XJXCPX5R6	COMPUTER OR SOFTWARE PURCHASES
	03-310-000-0000-6620		2,365.38	COMPUTER 061416	XJXD93TX1	COMPUTER OR SOFTWARE PURCHASES
1264	**DELL MARKETING LP**		**7,655.52**	**3** Transactions		
1344	**MARCO**					
	03-310-000-0000-6500		28.49	PRINTER CHARGE JUNE 2016	3374615	PRINTING SERVICES
1344	**MARCO**		**28.49**	**1** Transactions		
7394	**MN ASSOCIATION OF TOWNSHIPS**					
	03-310-000-0000-6245		15.00	ANNUAL RENEWAL 061416	S100107	MEMBERSHIPS, DUES & FEES
7394	**MN ASSOCIATION OF TOWNSHIPS**		**15.00**	**1** Transactions		
831	**OFFICE OF THE SECRETARY OF STATE**					
	03-310-000-0000-6245		120.00	NOTARY COMMISSION 061416	CARLSON	MEMBERSHIPS, DUES & FEES
831	**OFFICE OF THE SECRETARY OF STATE**		**120.00**	**1** Transactions		
310	**DEPT Total:**		**8,009.06**	**HIGHWAY ADMINISTRATION**	**5 Vendors**	**7 Transactions**
320	DEPT			HIGHWAY ENGINEERING		
1523	**WRIGHT COUNTY SURVEYOR**					
	03-320-000-0000-6506		230.00	MYLARS ROW 061416	20160329	APPRAISAL & AQUISITION FEES
	03-320-000-0000-6506		1,610.00	MYLARS ROW 061416	20160601	APPRAISAL & AQUISITION FEES
1523	**WRIGHT COUNTY SURVEYOR**		**1,840.00**	**2** Transactions		
3365	**WSB & ASSOCIATES INC**					
	03-320-000-0000-6505		1,851.29	PROJ 02891-000 APR 061416	#17	CONSULTANT FEES
3365	**WSB & ASSOCIATES INC**		**1,851.29**	**1** Transactions		
320	**DEPT Total:**		**3,691.29**	**HIGHWAY ENGINEERING**	**2 Vendors**	**3 Transactions**
325	DEPT			HIGHWAY CONSTRUCTION		

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1849	**ALBERTVILLE/CITY OF**					
	03-325-000-0000-6701		50,000.00	BOND PYMT 86-619-27 061416	13 OF 15	BOND PAYMENTS
1849	**ALBERTVILLE/CITY OF**		**50,000.00**	**1** Transactions		
325	**DEPT Total:**		**50,000.00**	**HIGHWAY CONSTRUCTION**	**1 Vendors**	**1 Transactions**
330	DEPT			HIGHWAY MAINTENANCE		
1317	**ANNANDALE ROCK PRODUCTS**					
	03-330-000-0000-6540		1,647.14	CULV PROJECT 061416	37816	COUNTY WIDE CULVERT PROJECTS
1317	**ANNANDALE ROCK PRODUCTS**		**1,647.14**	**1** Transactions		
4198	**BARGEN INCORPORATED**					
	03-330-000-0000-6859		514.00	STRIPING PAINT 061416	216228	MISCELLANEOUS EXPENSES
4198	**BARGEN INCORPORATED**		**514.00**	**1** Transactions		
1075	**BUFFALO/CITY OF**					
	03-330-000-0000-6543		13.34	LIGHT ON 34 061416	09190000	TRAFFIC SIGNALS
	03-330-000-0000-6543		13.34	LIGHT ON CR 35 061416	16090100	TRAFFIC SIGNALS
1075	**BUFFALO/CITY OF**		**26.68**	**2** Transactions		
4222	**GARLOCK NORTH**					
	03-330-000-0000-6536		1,621.80	CRS2 OIL 061416	266700	CUTBACK OILS
	03-330-000-0000-6536		1,205.75	CRS2 OIL 061416	266904	CUTBACK OILS
4222	**GARLOCK NORTH**		**2,827.55**	**2** Transactions		
7338	**GOPHER STATE ONE CALL**					
	03-330-000-0000-6543		267.30	LOCATES 061416	6051476	TRAFFIC SIGNALS
7338	**GOPHER STATE ONE CALL**		**267.30**	**1** Transactions		
3054	**HARD ROCK SCREENING LLC**					
	03-330-000-0000-6551		68,700.00	GRAVEL CRUSHING 061416	282	AGGREGATE STOCKPILE
3054	**HARD ROCK SCREENING LLC**		**68,700.00**	**1** Transactions		
1706	**MARTIN MARIETTA MATERIALS**					
	03-330-000-0000-6535		670.10	1/4 CHIP ROCK 061416	17691673	ROCK & RIPRAP
	03-330-000-0000-6535		396.69	1/4 CHIP ROCK 061416	17742945	ROCK & RIPRAP
1706	**MARTIN MARIETTA MATERIALS**		**1,066.79**	**2** Transactions		
7510	**MENARDS - BUFFALO**					

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
	03-330-000-0000-6539		399.75	MAILBOXES/SIGN DEPT 061416	14928	TRAFFIC CONTROL
7510	**MENARDS - BUFFALO**		**399.75**	**1** Transactions		
3515	**RCM SPECIALTIES INC**					
	03-330-000-0000-6536		507.00	CRS2 OIL 061416	5503	CUTBACK OILS
	03-330-000-0000-6536		494.00	CRS2 OIL 061416	5504	CUTBACK OILS
	03-330-000-0000-6536		2,431.00	CRS2 OIL 061416	5510	CUTBACK OILS
	03-330-000-0000-6536		257.40	CRS2 OIL 061416	5511	CUTBACK OILS
	03-330-000-0000-6536		546.00	CRS2 OIL 061416	5512	CUTBACK OILS
3515	**RCM SPECIALTIES INC**		**4,235.40**	**5** Transactions		
6966	**TRAFFIC MARKING SERVICE INC**					
	03-330-000-0000-6532		243,527.31	PVMT MARKING 061416	8366	PAVEMENT MARKING
6966	**TRAFFIC MARKING SERVICE INC**		**243,527.31**	**1** Transactions		
4433	**XCEL ENERGY**					
	03-330-000-0000-6543		20.20	LIGHT IN COKATO 061416	5100101510659	TRAFFIC SIGNALS
	03-330-000-0000-6543		0.77	LIGHT MAPLE LK 061416	5100110828515	TRAFFIC SIGNALS
4433	**XCEL ENERGY**		**20.97**	**2** Transactions		
330	**DEPT Total:**		**323,232.89**	**HIGHWAY MAINTENANCE**	**11 Vendors**	**19 Transactions**
340	DEPT			HIGHWAY SHOP MAINTENANCE		
6156	**AMERIPRIDE SERVICES**					
	03-340-000-0000-6411		49.41	SHOP SUPPLIES JUNE 7 061416	00790388	OPERATING SUPPLIES
	03-340-000-0000-6599		9.59	RUGS JUNE 7 061416	00790388	BUILDING MAINTENANCE-P.W.BLDG.
6156	**AMERIPRIDE SERVICES**		**59.00**	**2** Transactions		
1646	**BOYER TRUCK PARTS**					
	03-340-000-0000-6574		19.64-	PARTS - CRED ON STMT 061416		REPAIR PARTS
	03-340-000-0000-6574		102.99	REPAIR PARTS 061416	168930R	REPAIR PARTS
1646	**BOYER TRUCK PARTS**		**83.35**	**2** Transactions		
4858	**BUFFALO AUTO VALUE**					
	03-340-000-0000-6571		94.95	BATTERIES 061416	82108566	BATTERIES
	03-340-000-0000-6574		38.99	REPAIR PARTS 061416	82108615	REPAIR PARTS
4858	**BUFFALO AUTO VALUE**		**133.94**	**2** Transactions		
1075	**BUFFALO/CITY OF**					

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
	03-340-000-0000-6598		442.50	PWB WATER/SEWER 061416	11059850	UTILITIES-P.W. BLDG.
1075	**BUFFALO/CITY OF**		**442.50**	**1** Transactions		
5974	**CENTER POINT ENERGY**					
	03-340-000-0000-6596		90.35	OTSEGO SHOP ELEC 061416	67081588	UTILITIES-OUTLYING SHOPS
5974	**CENTER POINT ENERGY**		**90.35**	**1** Transactions		
438	**COTTENS INC**					
	03-340-000-0000-6411		76.42	SHOP SUPPLIES 061416	580095	OPERATING SUPPLIES
	03-340-000-0000-6574		1,108.95	REPAIR PARTS 061416	VAR-MAY	REPAIR PARTS
438	**COTTENS INC**		**1,185.37**	**2** Transactions		
1118	**CULLIGAN OF BUFFALO**					
	03-340-000-0000-6596		1.70	MAPLE LK SERVICE 061416	173102549511	UTILITIES-OUTLYING SHOPS
1118	**CULLIGAN OF BUFFALO**		**1.70**	**1** Transactions		
7360	**HOLIDAY**					
	03-340-000-0000-6564		55.64	FUEL H.S. 027-506-658 061416	MAY	UNLEADED GASOLINE
7360	**HOLIDAY**		**55.64**	**1** Transactions		
7510	**MENARDS - BUFFALO**					
	03-340-000-0000-6574		20.77	PARTS-ACCT 32030263 061416	14628	REPAIR PARTS
7510	**MENARDS - BUFFALO**		**20.77**	**1** Transactions		
600	**MORRIES PARTS & SERVICE GROUP**					
	03-340-000-0000-6574		288.13	MORRIES - PARTS 061416	CS754210	REPAIR PARTS
	03-340-000-0000-6575		1,432.45	MORRIES - LABOR 061416	CS754210	OUTSIDE LABOR
600	**MORRIES PARTS & SERVICE GROUP**		**1,720.58**	**2** Transactions		
3931	**R.A.M. TOOLS**					
	03-340-000-0000-6574		143.55	REPAIR PARTS 061416	0603169379	REPAIR PARTS
3931	**R.A.M. TOOLS**		**143.55**	**1** Transactions		
926	**ROYAL TIRE INC**					
	03-340-000-0000-6570		700.78	TIRES 061416	607711	TIRES
926	**ROYAL TIRE INC**		**700.78**	**1** Transactions		
270	**RYAN CHEVROLET**					
	03-340-000-0000-6574		58.70	RYAN CHEV - PARTS 061416	360384	REPAIR PARTS

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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
270	**RYAN CHEVROLET**		**58.70**	**1** Transactions		
2117	**STEPP MFG COMPANY INC**					
	03-340-000-0000-6574		217.41	REPAIR PARTS 061416	50297	REPAIR PARTS
2117	**STEPP MFG COMPANY INC**		**217.41**	**1** Transactions		
340	**DEPT Total:**		**4,913.64**	**HIGHWAY SHOP MAINTENANCE**	**14 Vendors**	**19 Transactions**
380	DEPT			UNALLOCATED NON-HIGHWAY OPERATI		
5996	**GREYSTONE CONSTRUCTION COMPANY**					
	03-380-000-0000-6615		11,963.00	COVERALL WALL REPAIR 061416	25773	BUILDING ADDITIONS & IMPROVEMENTS
5996	**GREYSTONE CONSTRUCTION COMPANY**		**11,963.00**	**1** Transactions		
1324	**MAPLE LAKE TOWNSHIP**					
	03-380-000-0000-6862		30,918.30	2016 TOWN RD DISTRIBUTI 061416		TOWN ROAD ACCOUNT
1324	**MAPLE LAKE TOWNSHIP**		**30,918.30**	**1** Transactions		
380	**DEPT Total:**		**42,881.30**	**UNALLOCATED NON-HIGHWAY OPERAT**	**2 Vendors**	**2 Transactions**
3	**Fund Total:**		**432,728.18**	**ROAD AND BRIDGE FUND**		**51 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 JUNE 2016	3374615	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 JUNE 2016	3374615	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 JUNE 2016	3374615	OPERATING SUPPLIES
	11-450-473-0010-6411		91.64	PRINTER CHARGE JUNE 2016	3374615	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		75.00	MN CHILD CARE.NET	1025	HUMAN SERVICES EXP. DUMP FUND
	11-480-000-0000-6899		4,882.16	4IMPRINT	12079238	HUMAN SERVICES EXP. DUMP FUND
	11-480-000-0000-6899		19.11	DISCOUNT SCHOOL SUPPLY	2539225	HUMAN SERVICES EXP. DUMP FUND
	11-480-000-0000-6899		332.16	WALMART.COM	39516919432	HUMAN SERVICES EXP. DUMP FUND
	11-480-000-0000-6899		443.31	WALMART.COM	41616007085636	HUMAN SERVICES EXP. DUMP FUND
	11-480-000-0000-6899		59.89	WALMART.COM	4161600714021	HUMAN SERVICES EXP. DUMP FUND
	11-480-000-0000-6899		285.89	WALMART.COM	4181600195251	HUMAN SERVICES EXP. DUMP FUND
1349	**CORPORATE PAYMENT SYSTEMS**		**6,097.52**	**7** Transactions		
480	**DEPT Total:**		**6,097.52**	**HUMAN SERVICES UNALLOCATED**	**1 Vendors**	**7 Transactions**
11	**Fund Total:**		**6,816.28**	**HUMAN SERVICES FUND**		**11 Transactions**

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
393	DEPT			S.C.O.R.E.		
5067	**BEAUDRY PROPANE INC**					
	20-393-000-0000-6801		1,867.06	PROPANE DELIVERY	409195	MISCELLANEOUS EXPENSE
5067	**BEAUDRY PROPANE INC**		**1,867.06**	**1** Transactions		
4092	**OLSON & SONS ELECTRIC**					
	20-393-000-0000-6801		146.49	REPAIRS DOOR WIRING	53361	MISCELLANEOUS EXPENSE
4092	**OLSON & SONS ELECTRIC**		**146.49**	**1** Transactions		
2487	**WINDSTREAM**					
	20-393-000-0000-6801		116.30	320 963 3784	091134395	MISCELLANEOUS EXPENSE
	20-393-000-0000-6801		105.35	320 963 5797	091135146	MISCELLANEOUS EXPENSE
2487	**WINDSTREAM**		**221.65**	**2** Transactions		
393	**DEPT Total:**		**2,235.20**	**S.C.O.R.E.**	**3 Vendors**	**4 Transactions**
20	**Fund Total:**		**2,235.20**	**WASTE MANAGEMENT FUND**		**4 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		
766	**STEVE O SEPTIC**					
	34-150-000-0000-6605		220.00	PUMP TANK	8103	SITE IMPROVEMENTS
766	**STEVE O SEPTIC**		**220.00**	**1** Transactions		
4304	**WOLD ARCHITECTS & ENGINEERS**					
	34-150-000-0000-6261		11,987.96	COURT REMODEL STUDY	49699	PROFESSIONAL SERVICES
4304	**WOLD ARCHITECTS & ENGINEERS**		**11,987.96**	**1** Transactions		
150	**DEPT Total:**		**12,207.96**	**LEVY STABILIZATION FUND**	**2 Vendors**	**2 Transactions**
161	DEPT			HIGHWAY BUILDING BOND PROCEEDS		
1168	**ALL STATE COMMUNICATIONS INC**					
	34-161-000-0000-6605		5,171.58	PANDUIT FIBER PANELS	248653	HIGHWAY BUILDING
1168	**ALL STATE COMMUNICATIONS INC**		**5,171.58**	**1** Transactions		
1075	**BUFFALO/CITY OF**					
	34-161-000-0000-6605		2,085.66	27 009020 00		HIGHWAY BUILDING
1075	**BUFFALO/CITY OF**		**2,085.66**	**1** Transactions		
838	**KENNEDY & GRAVEN**					
	34-161-000-0000-6715		16,000.00	2016A PLAN BONDS		BOND ISSUING EXPENSES
838	**KENNEDY & GRAVEN**		**16,000.00**	**1** Transactions		
4336	**MONOPRICE INC**					
	34-161-000-0000-6605		311.83	ETHERNET/FIBER OPTIC CABLES	14354987	HIGHWAY BUILDING
4336	**MONOPRICE INC**		**311.83**	**1** Transactions		
161	**DEPT Total:**		**23,569.07**	**HIGHWAY BUILDING BOND PROCEEDS**	**4 Vendors**	**4 Transactions**
165	DEPT			COMPLIANCE FUNDS		
3417	**DATABANK IMX LLC**					
	34-165-000-0000-6622		612.50	SS REMOTE EDMS MARCH 2016	45002950	EQUIPMENT PURCHASED
3417	**DATABANK IMX LLC**		**612.50**	**1** Transactions		
165	**DEPT Total:**		**612.50**	**COMPLIANCE FUNDS**	**1 Vendors**	**1 Transactions**
34	**Fund Total:**		**36,389.53**	**CAPITAL IMPROVEMENTS FUND**		**7 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
Final Total:			**683,125.49**	**166 Vendors**	**240 Transactions**	

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Recap by Fund

Fund	Amount	Name
1	204,537.90	GENERAL REVENUE FUND
2	418.40	RESERVES FUND
3	432,728.18	ROAD AND BRIDGE FUND
11	6,816.28	HUMAN SERVICES FUND
20	2,235.20	WASTE MANAGEMENT FUND
34	36,389.53	CAPITAL IMPROVEMENTS FUND
All Funds	683,125.49	Total

Approved by, ...

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