WRIGHT COUNTY BOARD
AGENDA
JUNE 28, 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 6-21-16**

Documents: 2016-06-21 WRIGHT COUNTY BOARD MINUTES (INFO).PDF

III. **REVIEW & APPROVAL OF AGENDA**

IV. **CONSENT AGENDA**

A. **ADMINISTRATION**

1. Approve Charitable Gambling Application Form LG220, Dassel Cokato FFA Alumni, Dassel Cokato High School, 4852 Reardon Ave. SW, Cokato MN 55321 (Cokato Township), Date Of Event 5-05-17

Documents: CHARITABLE GAMBLING APPLICATION DASSEL COKATO FFA ALUMNI.PDF

B. **ADMINISTRATION**

1. Appoint Tanya West As Recorder Effective July 18, 2016

Documents: 062816AGENDAFORM_APPOINTRECORDER.PDF

C. **AUDITOR/TREASURER**

1. Approve Claims As Listed In The Abstract, Subject To Audit, For A Total Of $190,152.53 With 153 Vendors And 299 Transactions

Documents: AGENDA 6-28 CONSENT CLAIMS.PDF

D. **HEALTH & HUMAN SERVICES**

1. Position Replacement:
   A. Social Worker

Documents: SHSMRS-75416062211340.PDF

E. **PLANNING & ZONING**

1. Accept The Findings And Recommendation Of The Planning Commission For The Following Rezoning:
   A. DEAN R. SPIKE (Clearwater Twp.) – On A Vote Of 6/1 Planning Commission Recommends Rezoning 11 Acres From AG General Agricultural To R-2a Suburban Residential

Documents: 06-28 COUNTY BOARD AGENDA - SPIKE.PDF, SPIKE 05-12-16 06-09-16 MIN.PDF, SPIKE 2002 REZONING - HISTORICAL RECORD.PDF

V. **TIMED AGENDA ITEMS**

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

1. Introduction Of Lindsey Meyer

2. Approve Procurement Card Transactions For The Period Ending May 25, 2016 For A Total Of $7,842.73
3. Approve A Plat "The Preserve At Sugar Lake" (Corinna Twp)
4. Approve Acquisition Of OpenGov
5. Approve May Revenue/Expenditure Budget Report

Documents: AGENDA 6-28 INTRODUCTION OF LINDSEY MEYER.PDF, AGENDA 6-28 APPROVE PROCUREMENT CARD TRANSACTIONS.PDF, AGENDA 6-28 PROCUREMENT CARD STMT ENDING 05252016.PDF, AGENDA 6-28 APPROVE THE PRESERVE AT SUGAR LAKE PLAT.PDF, AGENDA 6-28 PRESERVE AT SUGAR LAKE PLAT.PDF, AGENDA 6-28 APPROVE ACQUISITION OF OPENGOV.PDF, AGENDA 6-28 OPENGOV SLIDES-DASHBOARDS MAPS PROJECTIONS.PDF, AGENDA 6-28 OPENGOV SOFTWARE AGREEMENT ANNUAL.PDF, AGENDA 6-28 OPENGOV SOFTWARE AGREEMENT UPFRONT.PDF

B. 9:25 A.M. MARC MATTICE, PARKS AND RECREATION DIRECTOR

1. Recommend Award Of The Following Bid:

Bertram Chain Of Lakes Regional Park
Park Road And Parking Area, Grading, Aggregate Base, Culverts And Turf

Documents: 6-28-16 AGENDA ITEM.PDF

C. 9:30 A.M. BRIAN ASLESON, CHIEF DEPUTY ATTORNEY

1. Authorize Signatures On Purchase Agreement For Sale Of Property Located At 4030 Naber Avenue NE

Documents: 6-28-16 AGENDA REQ.PDF

D. 9:32 A.M. BRIAN ASLESON, CHIEF DEPUTY ATTORNEY

1. Authorize Signatures On Temporary Construction Easement Requested By BNSF Railway Company For County Fairgrounds Property

Documents: 6-28-16 AGENDA REQ - 2.PDF

E. 9:40 A.M. ALAN WILCZEK, FACILITIES SERVICES DIRECTOR

1. Award Contract For Exterior Lighting Retrofits

Documents: 2016 EXTERIOR LIGHTING AWARD REQUEST.PDF

F. 9:45 A.M. GREG KRYZER, ASSISTANT COUNTY ATTORNEY

1. Approve Signatures On Agreement With LaPlant Demo, Inc.

Documents: AGENDA ITEM - JUNE 28, 2016.PDF, AGREEMENT WITH LAPLANT FOR ABATEMENT.PDF, 3659 40TH ST NE CLEAN-UP.PDF

VI. ITEMS FOR CONSIDERATION

A. COMMITTEE MINUTES

1. Building, Personnel, Ways & Means

Documents: 6-22-16 BUILDING COMMITTEE MINUTES AND ATTACHMENTS 1.PDF, 6-22-16 PERSONNEL COMMITTEE MINUTES.DOCX, 6-22-16 WAYS AND MEANS COMMITTEE MINUTES AND ATTACHMENTS.PDF

B. APPOINT REPRESENTATIVE AND ALTERNATE TO HWY 25 CORRIDOR

COALITION

Documents: 062816 APPOINT HWY 25 COALITION REP.PDF

VII. ADVISORY COMMITTEE / ADVISORY BOARD UPDATES

VIII. ADJOURNMENT

IX. CLAIMS LISTING

Documents: AUDIT LIST FOR BOARD 6-28-2016.PDF

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

INFORMATIONAL

WRIGHT COUNTY BOARD
MINUTES
JUNE 21, 2016

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

MINUTES
Borrell moved to approve the 6-14-16 County Board Minutes, seconded by Daleiden. The motion carried 5-0.

AGENDA
Husom moved to approve the Agenda, seconded by Potter. The motion carried 5-0.

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

A. ADMINISTRATION
   1. Madden, Galanter & Hansen Claim, May 2016

B. ADMINISTRATION
   1. Refer To Building Committee Modification To The Human Service Center Room 127

C. AUDITOR/TREASURER
   1. Approve Renewal of Annual On Sale (including Sunday) and Off Sale Liquor License for Two Friends of Annandale, Inc. DBA Hitching Post at Lake Center
   2. Approve Renewal of Annual On Sale (including Sunday) Liquor License for Normano's LLC DBA Norm's Wayside
   3. Approve 6-13-16 Wright County Board of Appeal and Equalization Meeting Minutes

D. AUDITOR/TREASURER
   1. Approve Claims As Listed In The Abstract, Subject To Audit, For A Total of $315,630.83 With 168 Vendors & 232 Transactions

E. HIGHWAY
   1. Position Replacement:
      A. Highway Maintenance Worker

F. INFORMATION TECHNOLOGY
   1. Refer To Personnel Committee The Pre-Backfill Of IT Office Assistant

G. PLANNING & ZONING
   1. Accept the findings and recommendations of the Planning Commission for the following rezoning:
      A. KEVIN BUTCHER - (Franklin Twp.). Planning Commission unanimously recommends approval of the rezoning of approximately 26 acres from AG General Agricultural to A/R Agricultural-Residential

H. SHERIFF'S OFFICE/JAIL
   1. Authorize Signatures On MN DOC Work Release Contract, Eff. 7-01-16 Through 6-30-17. Renewal Of Existing Contract With No Changes.

TIMED AGENDA ITEMS

DUANE NORTHAGEN, EXECUTIVE DIRECTOR, WRIGHT COUNTY ECONOMIC DEVELOPMENT PARTNERSHIP & BARB CHAFFEE, CEO, CENTRAL MN JOBS & TRAINING PARTNERSHIP (CMJTS)
CEDS Presentation and Resolution
Northagen said the Comprehensive Economic Development Strategy (CEDS) is part of a planning process that the Federal Economic Development Authority (EDA) assists with to allow for funding. Benton, Stearns, Sherburne and Wright County do not have a Regional Development Commission (RDC) to represent them and do the CEDS on their behalf. The CEDS Strategy contributes to effective economic development in America's communities and regions through a locally based, regionally driven economic development planning process. History and background information material was provided.

Northagen said discussions have occurred for over 2 years on how to handle the CEDS and Quad County processes. The solution being brought forward is to partner with the CMJTS as the core body for the four counties for the EDA and CEDS process.

Chaffee introduced CMJTS staff including: Tricia Bigaouette-Finance Director, Leslie Wojtowicz-Workforce Development Division Manager, and Tim Zipoy-Workforce Development Coordinator. An overview was provided of the handouts, "Comprehensive Economic Development Strategy for Region 7W Counties of Benton, Sherburne, Stearns and Wright Counties" and "Minnesota Association of Development Organizations (MADO) Comprehensive Development Strategy for Greater Minnesota." The CMJTS can utilize governance structure and employ staff to develop the new CEDS. The EDA Partnership Planning Grant Program can provide short-term planning funds for CEDS. The initial grant through the Federal EDA will be for $100,000 and requires a $50,000 cash match. For the first year, contributions have been identified from Xcel Energy-$7,000 and Initiative Foundation-$10,000. This leaves a $33,000 match from the Quad Counties. Years 1 and 2 would require the cash match; Year 3 would include additional funding from CMJTS; and Year 4 the cash match would be covered by CMJTS. If the resolution is approved, Wright County would contribute the following amounts as a cash match in the event the planning grant application is approved: Year 1 = $8,250; Year 2 = $12,500; and Year 3 = $7,500. Grant expenditures would include a full-time economic development coordinator, phone service, and supplies totaling the $100,000 figure. CMJTS would cover in-kind contributions and housing the economic development coordinator on site. Stearns and Sherburne Counties have approved the Plan, and it is being presented to Wright and Benton Counties today for approval. A resolution of support was provided from the City of Monticello.

Northagen said that discussion included how best to request funding from Counties, whether on a per capita or equal share basis. The consensus of the Counties was to proceed on an equal share basis. Sawatzke provided history, stating that at one point there was discussion by the 7W group on creating a separate office for CEDS or having one of the counties include this under their EDP. From an administrative standpoint, it was too costly to have a stand-alone office. The proposal would be a means of streamlining. Borrell requested that the County Board be updated on the results to evaluate what it has done for Wright County. Chaffee will provide an annual report.

Potter moved to adopt Resolution #16-36 seconded by Husom, carried 5-0 on a roll call vote. Funding for 2016 will be from Budget 100, Professional Services.

JASON NEUERBURG, PROGRAM MANAGER, CENTRAL MN HOUSING PARTNERSHIP

Adopt Resolution Approving Central Minnesota Housing Partnership As Administrator For The Rental Rehabilitation Deferred Loan Program (RRDL) In Wright County

Central MN Housing Partnership received funding for the 2016-2017 Rental Rehabilitation Deferred Loan Program. This is the second term of applying for a grant. The first grant received for rental rehabilitation in 16 counties was $2.5 million. This year, a grant was received for $1.5 million with the possibility of additional funding from administrators who don't use the funds. Neuerburg request approval of a resolution designating Central Minnesota Housing Partnership as the administrative body for the Rental Rehabilitation Deferred Loan Program in Wright County. The Program is designed to keep a low to moderate income property in the County affordable.

Potter moved to adopt Resolution #16-37, seconded by Husom. The next time this is presented, Daleiden requested information on where the funds were used and how much rent is being charged. The motion carried 5-0 on a roll call vote.

BID OPENING - EXTERIOR LIGHTING RETROFIT RFP

At 9:30 A.M., the bid process closed for the Wright County exterior lighting retrofit project. Alan Wilczek, Facility Services Director, opened and read the bids:

	Loberg Electric, Inc.	Olson & Sons Electric, Inc.
BASE BID:		
Government Center	$69,788	$99,400
Human Services Center	$27,632	$32,074
Historical Society	$3,518	$4,770

	Loberg Electric, Inc.	Olson & Sons Electric, Inc.
ALTERNATES		
Add Alternate #1 HSC Soffit	$340	$900
Add Alternate #2 Hist. New North	$2,548	$3,350
Add Alternate #3 Hist. New Poles	$15,216	$12,586
Add Alternate #4 *GC NE	$619	**

*Add Alternate #4 was established due to the Engineer drawings misrepresenting a fixture that is not currently in place on the NE corner of the Government Center. Scope includes installation of a new fixture at the same elevation as the existing facing one.

**A representative from Olson & Sons Electric, Inc. stated that Add Alternate #4 is included in the Base Bid for the Government Center.

Wilczek requested the bids be laid over to the next Board Meeting to allow validation. Potter moved to lay the bids over for one week, seconded by Daleiden, and carried 5-0.

VIRGIL HAWKINS, HIGHWAY ENGINEER

Award Low Bid For CSAH 35/CR 134 Roundabout To New Look Contracting

The bid opening for Contract #1603, CSAH 35/CR 134 Roundabout Project (SP 086-070-010) occurred on 5-27-16. The recommendation is to award the Contract to the low bidder, New Look Contracting, Inc., of Rogers, MN, in the amount of $962,784.00. MnDOT has approved the DBE percentage. The Engineer's estimate is $835,825.85. Project funding is local levy, $450,000 in federal funding, and $85,000 from the City of Buffalo. Hawkins said an additional $100,000 in HSIP funding will be available. Potter moved to award the Contract to New Look Contracting, Inc., seconded by Daleiden, and carried 5-0.

Resolution Approving Agreement 1002560 & Amendment 01468-1 With MnDOT For Traffic Control At TH 55 & CSAH 3

The Amendment and Agreement provide for removal of the existing RICWC system (rural intersection control system) and approval of Agreement 1003560 for MnDOT to construct a traffic signal system at TH 55 and CSAH 3 with 100% State funding. Husom moved to adopt Resolution #16-38, seconded by Daleiden. Discussion followed on the crashes and fatality at this intersection. Borrell referenced the intersection of TH 55 and CSAH 6 as a comparable. Hawkins said review of that intersection would be by MnDOT. The motion carried 4-1 on a roll call vote, with Borrell casting the nay vote.

COURTS FACILITY DISCUSSION

At the last Board Meeting, the consensus was for staff to present additional information at today's meeting. Kelly referenced the requested material, including a bonding scenario and a County Court Facilities Cost Analysis. In addition, a letter was received from John Hoffman, Chief Judge Tenth Judicial District.

Wilczek stated that the data provided in the County Court Facilities Cost Analysis entails projects ranging from 2006 to 2016 and reflects costs at today's dollars. Architects contacted agreed that using a 5% compounding rate of growth would bring the projected figures close to today's dollars. Wilczek stated a 3%-6% range would be a good range to use. The figures presented include construction costs but do not include architect fees and soft costs (additional 15-20% for soft costs). Because of the time frame to compile the data, he did not provide in-depth information on potentially shared MEP's with other buildings. Crow Wing is a project that did not include a jail facility as part of the stand-alone structure.

Another factor in determining costs is whether systems are shared (HVAC, electrical, etc.). In response to Sawatzke, Wilczek said the Jail/LEC complex has its own HVAC system but there may be the potential to connect to electrical service. He would need to verify this. Wilczek said the general consensus from those contacted is that the cost for courts construction would be slightly over $300/sq. ft. Sawatzke said for a 90,000 sq. ft. building that would equate to about $33 million including soft costs.

Kelly stated the next step will be to authorize staff to finish the RFP document for architectural services. There is a meeting set up with Wold next week on costs and design for remodel of the current Courts area based on a three-

year occupancy. Sawatzke said his expectation is that the remodeling costs will be well below the $1.5 million figure discussed previously. He also would like the future Courts Facility to have matching components or be complimentary to the Jail/LEC and include some consistencies (i.e., same type of restrooms). KKE Architects was hired for construction of the Jail/LEC, and he understands they have been bought by another firm. He asked that Wilczek contact the representatives that worked on the Jail/LEC to discuss systems and whether they were built with the expectation to connect to a courts building.

Discussion led to bonding and timeline. Sawatzke referenced Scenario A which includes a 2007A refunding. Kelly stated that is to attain better rates. Sawatzke did not think the County would complete bonding in 2017 for courts. Kelly stated it will probably be the later part of 2017 with the first payment due in 2018. That will be decided as things move ahead. Sawatzke said if the expectation is a 3-year timeframe, then construction would start in the spring of 2018. Husom understands it would be the spring of 2017. Sawatzke does not want the process hurried so as to avoid errors and omissions. Kelly said in casual discussions with Wold, there would be 8 months plus of design. The absolute earliest start date will be late spring to summer of 2017.

Daleiden moved to work on the RFP for the architect for the Courts Facility, seconded by Potter. Borrell suggested a road tour of some of the other courts facilities in the State. Sawatzke thought 4-5 should be selected to visit. The motion carried 5-0.

The meeting recessed at 10:21 A.M. and reconvened at 10:28 A.M.

ERIK HEURING, WRIGHT COUNTY AG INSPECTOR & KERRY SAXTON, SWCD
Eradication/Management of Wild Parsnip

Reports were provided by Heuring and Saxton on the eradication and management of wild parsnip. Heuring spoke of his efforts to contact property owners and supply them with informational packets (flyer from MnDOT on the cultural and biological aspects of wild parsnip reflecting when to spray and mow) and a pamphlet from the SWCD. Wild Parsnip needs to be continually monitored. Those contacted have been compliant and the Railroad has been spraying as well. Areas of concern this year are the CR 7 and CR 8 corridors as well as TH 12. Heuring holds a license to spray.

Borrell spoke of efforts to eradicate Wild Parsnip from his property. He asked whether mowing at the incorrect time spreads the seeds. Heuring said Wild parsnip can be spread by mower decks. It takes a couple weeks for the plant to flower and produce viable seed. If the plants are flowering, it may not be a good time to mow. Borrell suggested potentially imposing ditch mowing restrictions similar to what is done with road restrictions.

Heuring said efforts last year were beneficial in the Goose Lake/62nd St. NW area. The area was heavily infested and this year there are only about 6 plants. Saxton said the SWCD has been in contact with the Railroad in an effort to have them complete spraying. More people are needed that are interested and willing to spray. Wild Parsnip is a biennial plant and the seed will last for 5 years. Rosettes lie below the grass the first year so it is difficult to see them while spraying. When a plant is mowed, it will send up another stalk.

Borrell asked whether there should be a coordinator or central command for management efforts. Sawatzke referenced the Wright County Cooperative Weed Management Area (CWMA) Meetings. The most recent meeting held was on 4-12-16. Saxton said one of the problems relates to a lack of funding for these efforts. They attempt to coordinate management efforts. Grants include BWSR ($15,000 until 12-3-18) and Local Weed Management Fund ($20,000). The DNR does not have a large budget to eradicate. Although spread by mowing, it can be spread by other large equipment, earth moving equipment, and 4-wheelers. Saxton had a test area along TH 55 and it took about 3 years to get it under control. It will still take further checks to make sure it hasn't returned.

Steve Meyer, Highway Maintenance Supervisor, said the Highway Departments currently has two licensed people spraying as a total package for thistle, poison ivy, wild parsnip and brush. They burn or spray up to the railroad or right-of-way line. The Highway Department, SWCD and Ag Inspector work together to identify areas. Relating to possible mowing restrictions, the Highway Department mows by driveways for safety reasons or they receive complaints. Sawatzke suggested that property owners could weed whip in the areas of their driveways.

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Heuring spoke of a volunteer who hand pulled over 10,000 plants. Husom said that person should be invited to township meetings. Those who do not spray could consider this as a means of eradication.

AIS Update

Saxton provided an overview of an AIS Budget Handout reflecting a total of about $403,000 available in 2016 (includes carry over dollars from 2015 of $163,600.76). AIS education has been targeted. Roving inspectors make up about $130,000 in the budget. No landing is inspected 24 hours. More effort is expended with Clearwater Lake and Lake John as they are infested with zebra mussels. Boaters are being instructed to decontaminate or dry out boats. A decontamination unit was purchased by the County for $18,000 and about 65 boats have been decontaminated. If a boat comes from an infested lake, it is suggested it is decontaminated. The problem lies in that zebra mussels can be in motor housings and on trailers. Discussion followed on rolling filters between Lake John and Lake Sylvia at an estimated cost of $500,000 for 2-3 filters. Lake Sylvia residents may fund half. A grant has been applied for through the Initiative Foundation, and the SWCD has contributed $50,000 toward the project. This rolling filter cleans itself and heats water. With that type of system, there will be maintenance. The DNR will be cautious about permitting and will likely want a government agency involved. Saxton said that would be the County. Saxton said $100,000 has been budgeted for weed treatment efforts with 50% cost share for up to two species. Saxton plans to provide future updates on AIS.

ADVISORY COMMITTEE / ADVISORY BOARD UPDATES

1. Howard Lake Good Neighbor Days. Good Neighbor Days will be held June 24-26. The Fairgrounds will host many of the events but the pork chop dinner will be held at the Fire Department Building. Shuttle services will be provided.
2. Daleiden said the Board discussed a property at their last meeting and provided a property owner the opportunity to clean up the parcel prior to the County hiring to have it done. Daleiden viewed the property last week and took pictures. He will do that again next Monday afternoon prior to this topic being discussed at Tuesday's Board Meeting.
3. State Audit Meeting. Sawatzke said a meeting was held with State Audit staff on 6-15-16 because of the timetable the State Auditor had to meet. Information on the Audit Exit is available for review. It was the consensus that the Board will not hold a Committee Of The Whole Audit Exit Meeting.
4. Bertram Chain Of Lakes. Sawatzke referenced an event held on 6-18-16 relating to the new YMCA Camp Manitou Open House. He understands approximately 600 people attended, in addition to those that were at the public beach.
5. River Rider. Potter attended a 7W Transportation Meeting in St. Cloud on 6-24-16. He spoke with Sue Siemers at MnDOT who indicated that the audit has been completed and the County should be receiving a report within two weeks.
6. Wright County Economic Development Partnership. Potter attended a learning luncheon in Delano. Sil-Pro is a business that had a major expansion. If this continues, they may be one of the major employers in the County. The Greater MSP helped to facilitate the expansion.
7. Bonding Conference. Potter attended the conference on 6-14-16. Discussion included the southwest light rail.
8. MEADA. Husom said a number of grants were provided to schools last year. Post cards on the Social Host Ordinance were sent to parents of middle school and high school students.
9. CRWD. AIS and targeted fertilizer projects continue. They are planning a road tour with an invitation to local governmental units. The tour will probably be held in August.

The meeting adjourned at 11:29 A.M.

DRAFT

TERNING & ROSS COMPANY
CERTIFIED PUBLIC ACCOUNTANTS

18482 202nd Circle
Hutchinson, MN 55350
Phone: (320)587-4916 • Fax: (320)396-6684
Darrel Terning, CPA, EA
Diann Ross, CPA, EA

1938 West Division Street
St Cloud, MN 56301
Phone: (320)253-1886 • Fax: (320)253-7906
Louis L. Kosiba, CPA
Cherry Pearson, CPA

June 15, 2016

Wright County Administration
% Susan Backes
10-2nd St NW Room 235
Buffalo, MN 55313

RE: Dassel-Cokato FFA Alumni Exempt Raffle Permit

Hello Susan,

Enclosed is the application for an Exempt Raffle Permit for the Dassel-Cokato FFA Alumni. The raffle proceeds will be used to offset the cost of sending 13 students to South Africa in July of 2017. The students are going on an educational experience of a lifetime to learn about agricultural practices outside of the USA on a first hand basis and world hunger issues.

Once the County has acted on the permit, please mail it back to me so I can proceed with fundraising process. I have enclosed an envelope with my Hutchinson address to mail the application back to me in.

Once again, thank you for your help.

Darrel Terning

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than $50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be $1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **$100**; otherwise the fee is **$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: DASSEL COKATO FFA ALUMNI

Previous Gambling Permit Number: X-93457-14-001

Minnesota Tax ID Number, if any:

Federal Employer ID Number (FEIN), if any: 41-1998678

Mailing Address: 14730 15TH ST SW

City: COKATO State: MN Zip: 553321 County: WRIGHT

Name of Chief Executive Officer (CEO): KEVIN DAHLMAN

Daytime Phone: 612-201-0477 Email: KEVIN@DAHLCO.COM

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☑ Fraternal ☐ Religious ☐ Veterans ☐ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☐ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

☐ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): DASSEL COKATO HIGH SCHOOL

Address (do not use P.O. box): 4852 REARDON AVE SW

City or Township: COKATO TOWNSHIP Zip: 55321 County: WRIGHT

Date(s) of activity (for raffles, indicate the date of the drawing): MAY 5, 2017

Check each type of gambling activity that your organization will conduct:

☐ Bingo* ☐ Paddlewheels* ☐ Pull-Tabs* ☐ Tipboards*

☑ Raffle **(total value of raffle prizes awarded for the calendar year: $**10,500.00**)**

* **Gambling equipment** for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to **www.mn.gov/gcb** and click on ***Distributors*** under ***List of Licensees***, or call 651-539-1900.

LG220 Application for Exempt Permit

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL
for a gambling premises located within city limits

____ The application is acknowledged with no waiting period.

____ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

____ The application is denied.

Print City Name: _____

Signature of City Personnel:

_____

Title: _____ Date: _____

The city or county must sign before submitting application to the Gambling Control Board.

COUNTY APPROVAL
for a gambling premises located in a township

____ The application is acknowledged with no waiting period.

____ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

____ The application is denied.

Print County Name: _____

Signature of County Personnel:

_____

Title: _____ Date: _____

TOWNSHIP (if required by the county)
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Kevin Dahlman Date: 6-14-16
(Signature must be CEO's signature; designee may not sign)

Print Name: Kevin Dahlman

REQUIREMENTS

Complete a separate application for:
- all gambling conducted on two or more consecutive days, or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

____ a copy of your proof of nonprofit status, and

____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **$100**; otherwise the fee is **$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

____ BOARD MEETING DATE: 06/28/16__ CONSENT AGENDA: _X___

AMT. OF TIME REQUIRED: _____ITEM FOR CONSIDERATION: _____

_ ADMINISTRATION ___ ___.
ORIGINATING DEPARTMENT/SERVICE

X_____Sunny M. Hesse_____ _____
REQUESTOR'S SIGNATURE

_____
REVIEWED BY/DATE

BOARD ACTION REQUESTED:

Appoint Tanya West as Recorder effective July 18, 2016.

BACKGROUND/JUSTIFICATION:

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

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

***Req. Agenda Time*:**		***Board Meeting Date*:**	6-28-2016	***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 $190,152.53 with 153 Vendors and 299 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:* ___ *CONSENT AGENDA:* X

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

County Board

ORIGINATING DEPARTMENT/SERVICE

X Marianne Charbonneau
REQUESTOR'S SIGNATURE

6/22/16
REVIEWED BY/DATE

BOARD ACTION REQUESTED: Replace CP ongoing position.

BACKGROUND/JUSTIFICATION: Staff moving into the position resigned before starting the position.

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

WRIGHT COUNTY

REQUEST FOR BOARD ACTION

REQ. AGENDA TIME **BOARD MEETING DATE: June 28, 2016** **CONSENT AGENDA X**

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

PLANNING & ZONING **Originating Dept.** **SEAN RILEY** **Requester's Signature** **Reviewed by/Date**	**BOARD ACTION REQUESTED:** **Accept the findings and recommendation of the Planning Commission for the following rezoning:**

BACKGROUND/JUSTIFICATION:

DEAN R. SPIKE (Clearwater Twp.) – on a vote of 6/1 Planning Commission recommends rezoning 11 acres from AG General Agricultural to R-2a Suburban Residential.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED:

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

COMMENTS:

WRIGHT COUNTY PLANNING COMMISSION
Meeting of: June 9, 2016
M I N U T E S – (Informational)

The Wright County Planning Commission met June 9, 2016 in the County Commissioners Board Room at the Wright County Government Center, Buffalo, Minnesota. Chairman, Dan Mol, called the meeting to order at 7:30 p.m. with the following Board members present: Mol, Charlie Borrell, David Pederson, Jan Thompson, Ken Felger, Dave Thompson and Dan Bravinder. Sean Riley, Planning & Zoning Administrator, represented the Planning & Zoning Office; Greg Kryzer, Assistant County Attorney, was legal counsel present.

DEAN R. SPIKE - Cont. from 5/12/16

LOCATION: 14933 Huber Avenue NW – Part NE ¼ of NE ¼, Section 22, Township 122, Range 27, Wright County, Minnesota. (Clearwater Twp.) Tax #204-100-221101

Petitions to rezone from AG General Agricultural to R-2a Suburban-Residential as regulated in Section 504 & 606.a of the Wright County Zoning Ordinance.

Present: Dean Spike

A. Riley summarized the request that was continued for a proposed motion. The maps were displayed to show the location of the property, existing zoning in the area and Land Use Plan. He noted the property is designated to remain AG in the Comprehensive Plan and that designation includes more than tillable land. A comment at the last hearing was that this was similar to the rezoning in Southside, however, he noted the difference in the two requests was the Southside property was infill a lakeshore area, had R-1 zones nearby. The location in Clearwater Township has a definite border between the Residential to the east and this area across the road. The property in Southside had a mix. A proposed motion for approval was prepared if the Commission is still going to act on the recommendation for approval.

B. Borrell pointed out that that this property is not "ideally" suited for Agricultural uses as it is a small wooded parcel.

C. Riley stated it also could be argued this part of the County is not considered suitable for agriculture without irrigation; but the County does not break up land into lots because the yield is not as high as in other parts of the County.

D. Felger noted the Town Board approves. Mol – Township Chair – reported the Town Board approves because things have changed in this area since the update of the Land Use Plan. There is a 5-6 acre lot across the road and property across the road is no longer a large parcel. He noted the old residential lots to the northeast. He had not been in support in the past but realizes things have changed.

E. Felger moved to recommend approval of the rezoning to the County Board of Commissioners of the property from AG Agricultural to R-2a Suburban Residential because the Commission determined the request meets the definition for the rare and unique circumstances exception under 4.4 Agricultural of the NWQ Land Use Plan, specifically to the language where it provides protection for agricultural uses and preserving of productive farmland, which restricts it from further development and is determined that this area is not well suited to agricultural activities; but, is suited for residential subdivision based on the intent of the Land Use Plan. Borrell seconded the motion.

VOTE: CARRIED, J. Thompson opposed

WRIGHT COUNTY PLANNING COMMISSION
Meeting of: May 12, 2016
M I N U T E S – (Informational)

The Wright County Planning Commission met May 12, 2016 in the County Commissioners Board Room at the Wright County Government Center, Buffalo, Minnesota. Vice-Chair, Ken Felger, called the meeting to order at 7:30 p.m. with the following Board members present: Felger, Dave Pederson, Jan Thompson, Charlie Borrell, Dave Thompson and Dan Bravinder. Absent was Dan Mol. Sean Riley, Planning & Zoning Administrator, represented the Planning & Zoning Office; Greg Kryzer, Assistant County Attorney, present as legal counsel.

DEAN R. SPIKE – New Item

LOCATION: 14933 Huber Avenue NW – Part NE ¼ of NE ¼, Section 22, Township 122, Range 27, Wright County, Minnesota. (Clearwater Twp.) Tax #204-100-221101

Petitions to rezone from AG General Agricultural to R-2a Suburban-Residential as regulated in Section 504 & 606.4 of the Wright County Zoning Ordinance.

Present: Dean & Kathy Spike

A. Riley reviewed the maps to show the location of the 11-acre homestead in Clearwater Township. The current zoning is AG and in the Plan for AG. The history of the property was detailed in the Commission's Staff Report and includes the outcome of the 2002 rezoning request. The applicant is proposing a rezoning to R-2a; and if granted, a potential subdivision was shown. Riley noted Huber Avenue was used as the dividing point between an area designated for Rural Residential (A/R) and AG to the west of Huber. Noted two AG "entitlement" lots that came off a nearby property and rest was zoned A/R. An old subdivision developed in the 1970's was pointed out to the northeast. Land Use Plan was displayed and pictometry to show the area. The decision before the Commission is rezoning.

B. Felger confirmed it is in the Plan as AG. Riley – correct. D. Spike – stated since 2002 there has been substantial change in the neighborhood since. Using an air photo, he noted a 160 acres to the east and south is owned by two parties and has been split up. Decided to re-apply because there are two six-acre lots across the road from him. He has lived here 32 years and wants to build a new house here because he likes his property, the neighborhood and wants to stay. He has approached most of the neighbors who have signed that they are in agreement. Town Board approves. This fits the neighborhood and one more house would have little impact. Felger asked is there a road on the south and east? D. Spike – yes. The existing house would be on the north end. He would sell that house or rent it out.

C. Elsie Knutson – lives at 7742 153rd Street NW– to the northeast of this property. Her concern is establishing an R-2a, what does that mean. Her property has been secluded and they want to keep the neighborhood that way. She asked more about the classification and asked if they would have small lots or high buildings. Hearing that it will be one house, she is not as concerned. Asked about restrictions and wondered about the solar farms.

D. Riley explained the 11 acres now is only entitled to one home. Noted the ag land, wetlands and permitted ag uses. A rezoning would allow him to split the property in two. The two lots would allow two homes and maybe outbuildings. E. Knutson – hearing the use would be similar to what is out here, had no concerns.

E. Scott Serbus – 15104 Clever – lives to the north and east of the property – He is one of the neighbors that signed the petition in support. He has watched the progression out here. This site has no agricultural use and he would support his neighbor's request.

F. Barry Kukowski – 8373 148th Street – pointed out his home location. He noted the land is wooded and supports the request for one more home.

G. Hearing no further comment from the public, Felger closed the public hearing.

H. Borrell – with what the Town Board has said, he does not see a problem.

I. Felger – referred to a site that was very similar they approved a rezoning. It was next to a gravel pit in French Lake Township and he felt this is very similar to those elements.

J. Riley explained the designation of AG includes more than tillable land. It includes the woods, wetland and pastures. Always have boundaries in a land use plan. The neighbor who rezoned land east of this road that was in the Plan. Figured out how to break off two smaller lots that are zoned AG and came back to rezone the balance to A/R. Wanted to make it clear those smaller lots were not rezoned, but are "entitlement" divisions. The pre-existing development to the northeast, would not have been allowed under the current Ordinance unless developed as a PUD.

K. Borrell felt this fits the neighborhood. Felger noted Town Board approval was given.

L. J. Thompson –noted the Land Use Plan designates AG and allowing this rezoning they would be going against what Ordinance says. Riley if a parcel is rezoned, that is a change to the Land Use Plan. That piece is then guided by the standards of the new zoning district. The issue is the Land Use Plan.

M. Borrell in 2002 had also approved the request; both times have been on board. J. Thompson was hesitant because it would be precedent setting and it also affects other Townships if they rezone this. Riley explained the one referenced by Felger on CR 3 in French Lake Township was in an area made up of small lots and across from a lakeshore area where they had many small lots. There are situations where you might have a 20-acre parcel where they could ask for A/R, this is a step down to go to an R-2a zone. J. Thompson asked if they can meet frontage requirements. Riley – from what he can tell it will meet the lot standards; but the owner has not provided all the supporting information. J. Thompson was it 2009 when the Land Use Plan was updated. Riley – yes, there has been no changes to the plan since 2009, it is the piece to the east that is in the Plan where they used "entitlement" divisions and rezoned to A/R which was consistent with the Land Use Plan.

N. Borrell moved to continue to June 9, 2016 and direct Staff to come up with language consistent with approval because this fits the neighborhood and Town Board approves. Bravinder seconded the motion.

VOTE: CARRIED, J. Thompson voting nay

WRIGHT COUNTY BOARD OF COMMISSIONERS

In the Matter of Dean & Kathleen Spike File #024022

Petition for Rezoning on Property Located in

Clearwater Township, Wright County.

NOTICE AND ORDER OF DENIAL

Please be on notice that your request based on your petition dated May 23, 2002 is denied (or) partly denied.

The reasons for the denial are as indicated on the record during this Board meeting and the prior Planning Commission hearing.

✓ Upon review of the record, this Board adopts the reasons of the Planning Commission as its reasons for the denial of rezoning. These are the reasons stated in the Planning Commission minutes at its final hearing (and/or) as stated in the formal Findings of Fact.

NA See attachments

NA Other (additional comments/findings)

Date of final Board of Commissioners vote: July 16, 2002

I certify that a majority of the Wright County Board of Commissioners approved the above action, and that a copy of the Notice/Order was (will be) provided to the applicant (or his representative - circle if applicable) along with all indicated attachments on:

Date Notice was provided: _____ or mailed: 7/16/02

Richard W. Norman

County Coordinator ~~or Board Chair~~

10. **DEAN & KATHLEEN SPIKE** - New Item

LOCATION: 14933 Huber Avenue NW - Part of the NE 1/4 of NE 1/4, Section 22, Township 122, Range 27, Wright County, Minnesota. (Clearwater Twp.) Tax # 204-100-221101

Petitions to rezone from AG General Agricultural to R-2a Suburban Residential and a Conditional Use Permit to subdivide 11.6 acres into two residential lots (each a minimum of five acres) as regulated in Section 606.a of the Wright County Zoning Ordinance and Subdivision Regulations.

Present: Dean Spike

A. Spike presented an air photo of the 11.6 acres. The existing house was noted and the rezoning will allow him to build a new home. He has talked to his neighbors and they have no objection. He noted two homes on lots that were "grandfathered" lie to the west. He noted other residences to the northeast. He has been looking for a place to build in the township for a few years to no avail.

B. Russek stated the first question to address is how this fits into the Land Use Plan?
Salkowski stated it is the Plan and future Plan to stay zoned AG. The plat referred to was developed in the 1970's and there is land to the southeast that is A/R, but not rezoned yet. There are three or four smaller lots that are zoned AG. Spike stated his house was built in 1973. Salkowski noted the Spike lot was created in 1968.

C. Town Board recommendation was unanimous to approve the rezoning.
Salkowski read written response from the Town Board that indicated it is woods and there is plenty of road access. Salkowski noted the upcoming hearing on the amended Land Use Plan has no changes for this area.
Spike felt that vote was very controversial (2-1) and after the Land Use hearing, the Town Board gave his proposal a unanimous vote in favor.
Russek noted this makes it difficult for this Commission because they have to uphold the Plan.

D. Spike felt the Commission needs to address the individual site and potential use. Another home in his woods would not hurt anything.
Salkowski stated the concern is that it will set a precedent and everyone who is sitting on ten acres will expect the same treatment which will double the density. Properties split thirty years ag, there was little that could be said about it.

E. Bruce Sobotta - Town Board Supervisor - he stated this property did come up during the discussion on the Land Use Plan. Planning Committee did not include this or a few other properties discussed at the Land Use Plan hearing. It was brought up again after the Land Use Plan hearing and no one on the Board felt this proposal was a problem. He urged the Commission to consider rezoning this. A neighbor had no problem. The Township is recommending this change. They are looking at other properties and will make a decision on those individually rather than put them in the Plan. He felt there are too many variations and it is

too difficult to address everything in one Plan.

F. Russek noted this is not even in the Plan for A/R and the request is for R-2a.
Denn noted the Commission has not even had the hearing on the Land Use Plan; and yet, they are already talking about changes.
Salkowski pointed out Sobotta was the minority vote on the Plan. Although the vote was controversial, the Town Clerk forward a formal recommendation to approve the Plan as submitted and as recommended by the Land Use Committee. Salkowski noted there is a difference having a Land Use Plan, and dealing with each one on a case by case basis. No one knows what the criteria is. Bakeberg questioned the other hearing on the agenda for three lots not in the Plan. Salkowski noted that property is lakeshore and Ordinance does make exception for.

G. John Rausch - stated he was at the meeting at the Township when the Plan was approved by Clearwater Township. He supports the Land Use Plan as adopted by the Town Board and felt one of the reasons for the Plan is to encourage growth near the cities because municipal sewer would some day be available. He did not feel it was wise to place individual sewers and wells on every five acres in the township. The Plan coming before the Commission next week was approved by the Township. He felt if the Commission approves this tonight it will open development up. He was confused with the Township adopting a Plan and the next week asking to change it.

H. Van Heel moved to recommend denial of the rezoning to the County Board, because it conflicts with the Land Use Plan map and policies in the Plan, would constitute spot zoning and set an improper precedent for such zoning in the rural area. Russek seconded the motion.

VOTE: CARRIED UNANIMOUSLY

The following motion was made at the end of agenda:

I. Salkowski noted the CUP should be tabled for County Board action on the rezoning.

J. Russek moved to continue the Conditional Use Permit to July 18, 2002. If the County Board denies the rezoning the CUP can be dismissed. Bakeberg seconded the motion.

VOTE: CARRIED UNANIMOUSLY

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

***Req. Agenda Time*:**	9:05	***Board Meeting Date*:**	6-28-2016	***Consent Agenda*:**	
Amt. of Time Required:	2 min.	***Item For Consideration*:**			

Auditor-Treasurer's Office	**Board Action Requested:**
Originating Department/Service	Introduction of Lindsey Meyer.
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**
County Coordinator/Date	**Administrative Recommendation:** **Approval** **Denial** **No Recommendation**	**Funding:** **Levy** **Other**
Comments:		**Comments:**

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

***Req. Agenda Time*:**	9:05	***Board Meeting Date*:**	6-28-2016	***Consent Agenda*:**	
Amt. of Time Required:	5 min.	***Item For Consideration*:**			

Auditor-Treasurer's Office	**Board Action Requested:**
Originating Department/Service	Approve Procurement Card Transactions for the Period Ending May 25, 2015 for a Total of $7,842.73.
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, MN
Report Date: 06/10/2016

ATTORNEY'S OFFICE

Transaction Detail - Summary

Trans Date	Posting Date	MCCG Code	MCC	Merchant Category Code Description	Merchant Name	Merchant State/Province	Taxpayer ID Number (TIN)	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed Status
Name: JENNIFER PARIPOVICH **Account Number:** **1143 **Optional 1:** 02391 **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**												
05/12/2016	05/13/2016	295011	7399	BUSINESS SERVICES -OTHER	ACT*MN OFFICE OF JUSTI	TX		$ 150.00	Memo	phzldNjQ73405703	Not Reviewed	No
05/13/2016	05/16/2016	295006	7011	OTHER HOTELS	CRAGUNS LODGE AND GOLF RE	MN	410809115	150.18	Memo	6515231	Not Reviewed	No

Total Number of Records: 2

Total

$ 300.18

End of Report

BUILDING MAINTENANCE

Wright County, MN
Report Date: 06/10/2016

Transaction Detail - Summary

Trans Date	Posting Date	MCCG Code	MCC	Merchant Category Code Description	Merchant Name	Merchant State/Province	Taxpayer ID Number (TIN)	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed Status
Name: PETER CZECH **Account Number:** **2445 **Optional 1:** 02963 **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**												
05/03/2016	05/05/2016	295020	5200	HOME SUPPLY WAREHOUSE STORES	MENARDS BUFFALO MN	MN	390989248	$ 88.25	Memo	pete	Not Reviewed	No
Allocation Accounting Code Amount: $88.25 **Allocation Accounting Code Value:** 01 111 000 0000 6302												
Allocation Source: USER **Allocation Last Changed By:** EDMONSON,JANICE												
05/18/2016	05/20/2016	295020	5200	HOME SUPPLY WAREHOUSE STORES	MENARDS BUFFALO MN	MN	390989248	54.13	Memo	pete	Not Reviewed	No
Allocation Accounting Code Amount: $54.13 **Allocation Accounting Code Value:** 01 111 000 0000 6302												
Allocation Source: USER **Allocation Last Changed By:** EDMONSON,JANICE												
05/23/2016	05/25/2016	295020	5200	HOME SUPPLY WAREHOUSE STORES	MENARDS BUFFALO MN	MN	390989248	87.61	Memo	pete	Not Reviewed	No
Allocation Accounting Code Amount: $87.61 **Allocation Accounting Code Value:** 01 111 000 0000 6302												
Allocation Source: USER **Allocation Last Changed By:** EDMONSON,JANICE												
Name: BRADLEY HATFIELD **Account Number:** **6971 **Optional 1:** 02918 **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**												
05/18/2016	05/20/2016	295020	5200	HOME SUPPLY WAREHOUSE STORES	MENARDS BUFFALO MN	MN	390989248	(15.91)	Memo		Not Reviewed	No
Allocation Accounting Code Amount: ($15.91) **Allocation Accounting Code Value:** 01 111 000 0000 6302												
Allocation Source: USER **Allocation Last Changed By:** EDMONSON,JANICE												
05/18/2016	05/20/2016	295020	5200	HOME SUPPLY WAREHOUSE STORES	MENARDS BUFFALO MN	MN	390989248	15.91	Memo	0	Not Reviewed	No
Allocation Accounting Code Amount: $15.91 **Allocation Accounting Code Value:** 01 111 000 0000 6302												
Allocation Source: USER **Allocation Last Changed By:** EDMONSON,JANICE												

Transaction Detail - Summary

Trans Date	Posting Date	MCCG Code	MCC	Merchant Category Code Description	Merchant Name	Merchant State/Province	Taxpayer ID Number (TIN)	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed Status
05/19/2016	05/23/2016	295020	5200	HOME SUPPLY WAREHOUSE STORES	MENARDS BUFFALO MN	MN	390989248	$ 2.98	Memo	0	Not Reviewed	No
Allocation Accounting Code Amount: $2.98 **Allocation Accounting Code Value:** 01 111 000 0000 6302 **Allocation Source:** USER **Allocation Last Changed By:** EDMONSON,JANICE												
05/19/2016	05/23/2016	295020	5200	HOME SUPPLY WAREHOUSE STORES	MENARDS BUFFALO MN	MN	390989248	14.89	Memo	0	Not Reviewed	No
Allocation Accounting Code Amount: $14.89 **Allocation Accounting Code Value:** 01 111 000 0000 6302 **Allocation Source:** USER **Allocation Last Changed By:** EDMONSON,JANICE												
05/20/2016	05/23/2016	295020	5200	HOME SUPPLY WAREHOUSE STORES	MENARDS BUFFALO MN	MN	390989248	20.47	Memo	0	Not Reviewed	No
Allocation Accounting Code Amount: $20.47 **Allocation Accounting Code Value:** 01 111 000 0000 6302 **Allocation Source:** USER **Allocation Last Changed By:** EDMONSON,JANICE												

Total Number of Records: 8

Total

$ 268.33

End of Report

Transaction Detail - Summary

Court Services

Trans Date	Posting Date	MCCG Code	MCC	Merchant Category Code Description	Merchant Name	Merchant State/Province	Taxpayer ID Number (TIN)	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed Status
Name: COURT SERVICES DEPT **Account Number:** **0155 **Optional 1:** XXXXX **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**												
05/04/2016	05/06/2016	295020	5111	WHOLESALE OFFICE SUP	OFFICE DEPOT #1099	FL	592663954	$ 33.70	Memo	JESS ERICKSON	Not Reviewed	No
Allocation Accounting Code Amount: $33.70 **Allocation Accounting Code Value:** 01 025 000 0000 6411												
Allocation Source: USER **Allocation Last Changed By:** EDMONSON,JANICE												
05/04/2016	05/06/2016	295020	5111	WHOLESALE OFFICE SUP	OFFICE DEPOT #1099	FL	592663954	83.89	Memo	JESS ERICKSON	Not Reviewed	No
Allocation Accounting Code Amount: $83.89 **Allocation Accounting Code Value:** 01 025 000 0000 6411												
Allocation Source: USER **Allocation Last Changed By:** EDMONSON,JANICE												
05/04/2016	05/06/2016	295020	5111	WHOLESALE OFFICE SUP	OFFICE DEPOT #1099	FL	592663954	265.67	Memo	JESS ERICKSON	Not Reviewed	No
Allocation Accounting Code Amount: $265.67 **Allocation Accounting Code Value:** 01 025 000 0000 6411												
Allocation Source: USER **Allocation Last Changed By:** EDMONSON,JANICE												
05/20/2016	05/23/2016	295007	5965	COMBINED MAIL/PHONE	OFFICE DEPOT #1090	MN	592663954	107.32	Memo	JESS ERICKSON	Not Reviewed	No
Allocation Accounting Code Amount: $107.32 **Allocation Accounting Code Value:** 01 025 000 0000 6411												
Allocation Source: USER **Allocation Last Changed By:** EDMONSON,JANICE												

Total Number of Records: 4

Total

$ 490.58

End of Report

Transaction Detail - Summary

Road and Bridge

Trans Date	Posting Date	MCCG Code	MCC	Merchant Category Code Description	Merchant Name	Merchant State/Province	Taxpayer ID Number (TIN)	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed Status
Name: BRUCE BERSIE **Account Number:** **9607 **Optional 1:** 01261 **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**												
05/10/2016	05/12/2016	295019	5541	SERVICE STATIONS	MARK'S SERVICE	MN	950862768	$ 38.71	Memo	P89004769	Not Reviewed	No
Allocation Accounting Code Amount: $38.71 **Allocation Accounting Code Value:** 03 340 000 0000 6564 **Allocation Source:** USER **Allocation Last Changed By:** EDMONSON,JANICE												
Name: CHAD HAUSMANN **Account Number:** **6590 **Optional 1:** 03132 **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**												
04/28/2016	05/02/2016	295019	5542	AUTOMATED FUEL DISPENSERS	SHELL OIL 57444032601	WA	522074528	14.30	Memo	6590	Not Reviewed	No
Allocation Accounting Code Amount: $14.30 **Allocation Accounting Code Value:** 03 310 000 0000 6331 **Allocation Source:** USER **Allocation Last Changed By:** EDMONSON,JANICE												
04/28/2016	05/02/2016	295006	7011	OTHER HOTELS	HOTEL MURANO	WA	205876697	975.60	Memo	00455270	Not Reviewed	No
Allocation Accounting Code Amount: $975.60 **Allocation Accounting Code Value:** 03 310 000 0000 6331 **Allocation Source:** USER **Allocation Last Changed By:** EDMONSON,JANICE												
04/29/2016	05/02/2016	295015	3357	HERTZ	DOLLAR RENT A CAR	WA	911391309	237.48	Memo	U12641764	Not Reviewed	No
Allocation Accounting Code Amount: $237.48 **Allocation Accounting Code Value:** 03 310 000 0000 6331 **Allocation Source:** USER **Allocation Last Changed By:** EDMONSON,JANICE												
Name: STEVEN MEYER **Account Number:** **2665 **Optional 1:** 01649 **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**												
05/08/2016	05/09/2016	295020	5411	GROCERY STORES,SUPERMARK	THE MARKET PLAC	MN	411749120	21.64	Memo	06144450001VPRY7024689343	Not Reviewed	No
Allocation Accounting Code Amount: $21.64 **Allocation Accounting Code Value:** **Allocation Source:** DAC **Allocation Last Changed By:** System												

Returned on next page

ROAD AND BRIDGE CONTINUED

Transaction Detail - Summary

Trans Date	Posting Date	MCCG Code	MCC	Merchant Category Code Description	Merchant Name	Merchant State/Province	Taxpayer ID Number (TIN)	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed Status
05/08/2016	05/10/2016	295020	5411	GROCERY STORES,SUPERMARK	THE MARKET PLAC SSS	MN		$ (21.64)	Memo	06144450001 RP1 024689344	Not Reviewed	No

Allocation Accounting Code Amount: ($21.64) **Allocation Accounting Code Value:**
Allocation Source: DAC **Allocation Last Changed By:** System

Name: ROAD & BRIDGE DEPT **Account Number:** **8211 **Optional 1:** XXXXX **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**

05/13/2016	05/16/2016	295020	5310	DISCOUNT STORES	WALMART.COM 8009666546	AR	481279130	138.68	Memo	30195530	Not Reviewed	No

Allocation Accounting Code Amount: $138.68 **Allocation Accounting Code Value:** 03 320 000 0000 6502
Allocation Source: USER **Allocation Last Changed By:** EDMONSON,JANICE

05/24/2016	05/25/2016	295020	5411	GROCERY STORES,SUPERMARK	WAL-MART #1577	MN	710415188	18.98	Memo	0524161577	Not Reviewed	No

Allocation Accounting Code Amount: $18.98 **Allocation Accounting Code Value:** 03 320 000 0000 6502
Allocation Source: USER **Allocation Last Changed By:** EDMONSON,JANICE

Camera and batteries for Sign Dept

Total Number of Records: 8

Total **$1,423.75**

End of Report

Wright County, MN
Report Date: 06/10/2016

Human Services

Transaction Detail - Summary

Trans Date	Posting Date	MCCG Code	MCC	Merchant Category Code Description	Merchant Name	Merchant State/Province	Taxpayer ID Number (TIN)	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed Status
Name: LINDA ANDERSON **Account Number:** **5284 **Optional 1:** 02944 **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**												
										HS Misc.		
05/13/2016	05/16/2016	295012	9402	POSTAGE STAMPS	USPS 26131003133405945	MN	941308560	$ 16.39	Memo	00000000000000000	Not Reviewed	No
Allocation Accounting Code Amount: $16.39 **Allocation Accounting Code Value:** 11-430-700-0010-6205												
Allocation Source: USER **Allocation Last Changed By:** Anderson,Linda J												
05/17/2016	05/18/2016	295012	9402	POSTAGE STAMPS	USPS 26131003133405945	MN	941308560	15.29	Memo	00000000000000000	Not Reviewed	No
Allocation Accounting Code Amount: $15.29 **Allocation Accounting Code Value:**												
Allocation Source: DAC **Allocation Last Changed By:** System												
Name: KIMBERLY JOHNSON **Account Number:** **4213 **Optional 1:** 02819 **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**												
										HS Income Maintenance		
05/02/2016	05/04/2016	295006	7011	OTHER HOTELS	CHASE ON THE LAKE	MN	203050623	255.00	Memo	0001095357	Not Reviewed	No
Allocation Accounting Code Amount: $255.00 **Allocation Accounting Code Value:**												
Allocation Source: DAC **Allocation Last Changed By:** System												
Name: ALISSA TESMER **Account Number:** **3932 **Optional 1:** 03223 **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**												
										HS Social Services		
05/10/2016	05/11/2016	295020	5411	GROCERY STORES,SUPERMARK	TARGET 00008615	MN	410215170	133.97	Memo	00000000000000000	Not Reviewed	No
Allocation Accounting Code Amount: $133.97 **Allocation Accounting Code Value:**												
Allocation Source: DAC **Allocation Last Changed By:** System												
05/13/2016	05/16/2016	295020	5411	GROCERY STORES,SUPERMARK	COBORN'S SUPERSTORE	MN	410880595	41.50	Memo	00611390084VPRY702 3224979	Not Reviewed	No
Allocation Accounting Code Amount: $41.50 **Allocation Accounting Code Value:**												
Allocation Source: DAC **Allocation Last Changed By:** System												

HUMAN SERVICES CONTINUED
SOCIAL SERVICES

Transaction Detail - Summary

Trans Date	Posting Date	MCCG Code	MCC	Merchant Category Code Description	Merchant Name	Merchant State/Province	Taxpayer ID Number (TIN)	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed Status
05/19/2016	05/20/2016	295020	5411	GROCERY STORES,SUPERMARK	WM SUPERCENTER #1577	MN	710415188	$ 271.40	Memo		Not Reviewed	No
Allocation Accounting Code Amount: $271.40 **Allocation Accounting Code Value:**												
Allocation Source: DAC **Allocation Last Changed By:** System												
05/20/2016	05/23/2016	295008	5912	DRUG STORES & PHARMACIES	WALGREENS #15124	MN	361924025	39.49	Memo	00000000000000000	Not Reviewed	No
Allocation Accounting Code Amount: $39.49 **Allocation Accounting Code Value:**												
Allocation Source: DAC **Allocation Last Changed By:** System												

Total Number of Records: 7

Total

$ 773.04

End of Report

PARKS DEPARTMENT

Wright County, MN
Report Date: 06/10/2016

Transaction Detail - Summary

Trans Date	Posting Date	MCCG Code	MCC	Merchant Category Code Description	Merchant Name	Merchant State/Province	Taxpayer ID Number (TIN)	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed Status
Name: RALPH BORELL **Account Number:** **8715 **Optional 1:** 01030 **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**												
04/26/2016	04/27/2016	295019	5542	AUTOMATED FUEL DISPENSERS	BP#6978662ROGER'S BP	MN	362440313	$ 94.94	Memo	00000000000000000	Not Reviewed	No
Allocation Accounting Code Amount: $94.94 **Allocation Accounting Code Value:** **Allocation Source:** DAC **Allocation Last Changed By:** System												
04/26/2016	04/27/2016	295020	5251	HARDWARE STORES	FASTENAL COMPANY01	MN	410948415	29.99	Memo	Ralph	Not Reviewed	No
Allocation Accounting Code Amount: $29.99 **Allocation Accounting Code Value:** **Allocation Source:** DAC **Allocation Last Changed By:** System												
04/26/2016	04/28/2016	295020	5200	HOME SUPPLY WAREHOUSE STORES	MENARDS BUFFALO MN	MN	390989248	54.36	Memo	7694	Not Reviewed	No
Allocation Accounting Code Amount: $54.36 **Allocation Accounting Code Value:** **Allocation Source:** DAC **Allocation Last Changed By:** System												
04/27/2016	04/28/2016	295020	5251	HARDWARE STORES	FASTENAL COMPANY01	MN	410948415	89.96	Memo	Ralph	Not Reviewed	No
Allocation Accounting Code Amount: $89.96 **Allocation Accounting Code Value:** **Allocation Source:** DAC **Allocation Last Changed By:** System												
04/27/2016	04/28/2016	295020	5099	WHOLESALE DURABLE GO	SIGN MAN	MN	770510487	140.00	Memo	4UN222YFY29MU	Not Reviewed	No
Allocation Accounting Code Amount: $140.00 **Allocation Accounting Code Value:** **Allocation Source:** DAC **Allocation Last Changed By:** System												
04/28/2016	05/02/2016	295020	5200	HOME SUPPLY WAREHOUSE STORES	MENARDS BUFFALO MN	MN	390989248	5.89	Memo	7694	Not Reviewed	No
Allocation Accounting Code Amount: $5.89 **Allocation Accounting Code Value:** **Allocation Source:** DAC **Allocation Last Changed By:** System												
04/28/2016	05/02/2016	295020	5251	HARDWARE STORES	NORTHERN TOOL EQUIPMNT	MN	411405311	216.34	Memo	01903082367	Not Reviewed	No
Allocation Accounting Code Amount: $216.34 **Allocation Accounting Code Value:** **Allocation Source:** DAC **Allocation Last Changed By:** System												

PARKS DEPT. CONTINUED

Transaction Detail - Summary

Trans Date	Posting Date	MCCG Code	MCC	Merchant Category Code Description	Merchant Name	Merchant State/Province	Taxpayer ID Number (TIN)	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed Status
05/02/2016	05/03/2016	295020	5251	HARDWARE STORES	KAZ HARDWARE 2568	MN	411246618	$ 24.76	Memo		Not Reviewed	No
Allocation Accounting Code Amount: $24.76 **Allocation Accounting Code Value:**												
Allocation Source: DAC **Allocation Last Changed By:** System												
05/02/2016	05/04/2016	295019	5533	AUTOMOTIVE PARTS,ACCESSO	M&M EXPRESS BUFFALO	MN	411568398	15.96	Memo	5717	Not Reviewed	No
Allocation Accounting Code Amount: $15.96 **Allocation Accounting Code Value:**												
Allocation Source: DAC **Allocation Last Changed By:** System												
05/03/2016	05/05/2016	295020	5200	HOME SUPPLY WAREHOUSE STORES	MENARDS BUFFALO MN	MN	390989248	40.95	Memo	7694	Not Reviewed	No
Allocation Accounting Code Amount: $40.95 **Allocation Accounting Code Value:**												
Allocation Source: DAC **Allocation Last Changed By:** System												
05/05/2016	05/06/2016	295013	5999	MISCELLANEOUS AND SPECIAL	RUNNINGS OF MONTICELLO	MN	411000882	42.97	Memo	48820235	Not Reviewed	No
Allocation Accounting Code Amount: $42.97 **Allocation Accounting Code Value:**												
Allocation Source: DAC **Allocation Last Changed By:** System												
05/05/2016	05/06/2016	295019	5542	AUTOMATED FUEL DISPENSERS	BP#6978662ROGER'S BP	MN	362440313	96.19	Memo	00000000000000000	Not Reviewed	No
Allocation Accounting Code Amount: $96.19 **Allocation Accounting Code Value:**												
Allocation Source: DAC **Allocation Last Changed By:** System												
05/05/2016	05/09/2016	295020	5200	HOME SUPPLY WAREHOUSE STORES	MENARDS BUFFALO MN	MN	390989248	69.90	Memo	7694	Not Reviewed	No
Allocation Accounting Code Amount: $69.90 **Allocation Accounting Code Value:**												
Allocation Source: DAC **Allocation Last Changed By:** System												
05/06/2016	05/09/2016	295020	5411	GROCERY STORES,SUPERMARK	WM SUPERCENTER #1577	MN	710415188	28.76	Memo		Not Reviewed	No
Allocation Accounting Code Amount: $28.76 **Allocation Accounting Code Value:**												
Allocation Source: DAC **Allocation Last Changed By:** System												

PARKS DEPT. CONTINUED

Transaction Detail - Summary

Trans Date	Posting Date	MCCG Code	MCC	Merchant Category Code Description	Merchant Name	Merchant State/Province	Taxpayer ID Number (TIN)	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed Status
05/09/2016	05/10/2016	295013	5999	MISCELLANEOUS AND SPECIAL	RUNNINGS OF MONTICELLO	MN	411000882	$ (25.99)	Memo	48820030	Not Reviewed	No
Allocation Accounting Code Amount: ($25.99) **Allocation Accounting Code Value:** **Allocation Source:** DAC **Allocation Last Changed By:** System												
05/09/2016	05/10/2016	295020	5411	GROCERY STORES,SUPERMARK	WM SUPERCENTER #1577	MN	710415188	4.67	Memo		Not Reviewed	No
Allocation Accounting Code Amount: $4.67 **Allocation Accounting Code Value:** **Allocation Source:** DAC **Allocation Last Changed By:** System												
05/09/2016	05/10/2016	295003	1520	GENERAL CONTRACTORS - RES	SQ *HEGLE DOOR SALES, INC	MN	800429876	30.00	Memo	00023058430107007270 64	Not Reviewed	No
Allocation Accounting Code Amount: $30.00 **Allocation Accounting Code Value:** **Allocation Source:** DAC **Allocation Last Changed By:** System												
05/09/2016	05/11/2016	295020	5200	HOME SUPPLY WAREHOUSE STORES	MENARDS BUFFALO MN	MN	390989248	12.06	Memo	7694	Not Reviewed	No
Allocation Accounting Code Amount: $12.06 **Allocation Accounting Code Value:** **Allocation Source:** DAC **Allocation Last Changed By:** System												
05/10/2016	05/12/2016	295020	5231	GLASS,PAINT,AND WALLPA	SHERWIN WILLIAMS 703442	MN	340526850	383.68	Memo	00034421966127985	Not Reviewed	No
Allocation Accounting Code Amount: $383.68 **Allocation Accounting Code Value:** **Allocation Source:** DAC **Allocation Last Changed By:** System												
05/10/2016	05/12/2016	295020	5200	HOME SUPPLY WAREHOUSE STORES	MENARDS BUFFALO MN	MN	390989248	20.82	Memo	7694	Not Reviewed	No
Allocation Accounting Code Amount: $20.82 **Allocation Accounting Code Value:** **Allocation Source:** DAC **Allocation Last Changed By:** System												
05/16/2016	05/17/2016	295019	5542	AUTOMATED FUEL DISPENSERS	BP#6978662ROGER'S BP	MN	362440313	75.02	Memo	00000000000000000	Not Reviewed	No
Allocation Accounting Code Amount: $75.02 **Allocation Accounting Code Value:** **Allocation Source:** DAC **Allocation Last Changed By:** System												

PARKS DEPT. CONTINUED

Transaction Detail - Summary

Trans Date	Posting Date	MCCG Code	MCC	Merchant Category Code Description	Merchant Name	Merchant State/Province	Taxpayer ID Number (TIN)	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed Status
05/16/2016	05/18/2016	295020	5200	HOME SUPPLY WAREHOUSE STORES	MENARDS BUFFALO MN	MN	390989248	$ 14.94	Memo	7694	Not Reviewed	No
Allocation Accounting Code Amount: $14.94 **Allocation Accounting Code Value:**												
Allocation Source: DAC **Allocation Last Changed By:** System												
05/16/2016	05/18/2016	295020	5200	HOME SUPPLY WAREHOUSE STORES	MENARDS BUFFALO MN	MN	390989248	2.95	Memo	7694	Not Reviewed	No
Allocation Accounting Code Amount: $2.95 **Allocation Accounting Code Value:**												
Allocation Source: DAC **Allocation Last Changed By:** System												
05/17/2016	05/18/2016	295020	5251	HARDWARE STORES	FASTENAL COMPANY01	MN	410948415	26.80	Memo	Ralph	Not Reviewed	No
Allocation Accounting Code Amount: $26.80 **Allocation Accounting Code Value:**												
Allocation Source: DAC **Allocation Last Changed By:** System												
05/17/2016	05/18/2016	295020	5099	WHOLESALE DURABLE GO	SIGN MAN	MN	770510487	781.45	Memo	53828121	Not Reviewed	No
Allocation Accounting Code Amount: $781.45 **Allocation Accounting Code Value:**												
Allocation Source: DAC **Allocation Last Changed By:** System												
05/17/2016	05/19/2016	295020	5200	HOME SUPPLY WAREHOUSE STORES	MENARDS BUFFALO MN	MN	390989248	21.97	Memo	7694	Not Reviewed	No
Allocation Accounting Code Amount: $21.97 **Allocation Accounting Code Value:**												
Allocation Source: DAC **Allocation Last Changed By:** System												
05/23/2016	05/24/2016	295019	5542	AUTOMATED FUEL DISPENSERS	BP#6978662ROGER'S BP	MN	362440313	84.11	Memo	00000000000000000	Not Reviewed	No
Allocation Accounting Code Amount: $84.11 **Allocation Accounting Code Value:**												
Allocation Source: DAC **Allocation Last Changed By:** System												
05/24/2016	05/25/2016	295020	5099	WHOLESALE DURABLE	SIGN MAN	MN	770510487	60.00	Memo	70454686	Not Reviewed	No

PARKS DEPT. CONTINUED

Transaction Detail - Summary

Trans Date	Posting Date	MCCG Code	MCC	Merchant Category Code Description	Merchant Name	Merchant State/Province	Taxpayer ID Number (TIN)	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed Status

GO

Allocation Accounting Code Amount: $60.00 **Allocation Accounting Code Value:**
Allocation Source: DAC **Allocation Last Changed By:** System

Name: BRADLEY HARRINGTON **Account Number:** **7202 **Optional 1:** 03336 **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**

04/29/2016	05/02/2016	295020	5411	GROCERY STORES,SUPERMARK	WAL-MART #1577	MN	710415188	26.24	Memo	0429161577	Not Reviewed	No

Allocation Accounting Code Amount: $4.88 **Allocation Accounting Code Value:** 01 521 000 0000 6411
Allocation Source: USER **Allocation Last Changed By:** Harrington,Brad

Allocation Accounting Code Amount: $13.44 **Allocation Accounting Code Value:** 01 521 000 0000 6450
Allocation Source: USER **Allocation Last Changed By:** Harrington,Brad

Allocation Accounting Code Amount: $7.92 **Allocation Accounting Code Value:** 01 521 000 0000 6807
Allocation Source: USER **Allocation Last Changed By:** Harrington,Brad

05/19/2016	05/20/2016	295020	5411	GROCERY STORES,SUPERMARK	WM SUPERCENTER #1577	MN	710415188	19.52	Memo		Not Reviewed	No

Allocation Accounting Code Amount: $14.64 **Allocation Accounting Code Value:** 01 521 000 0000 6807
Allocation Source: USER **Allocation Last Changed By:** Harrington,Brad

Allocation Accounting Code Amount: $4.88 **Allocation Accounting Code Value:** 01 521 000 0000 6411
Allocation Source: USER **Allocation Last Changed By:** Harrington,Brad

Transaction Detail - Summary

Trans Date	Posting Date	MCCG Code	MCC	Merchant Category Code Description	Merchant Name	Merchant State/Province	Taxpayer ID Number (TIN)	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed Status
Name: DEBORA HELMBRECHT **Account Number:** **5886 **Optional 1:** 03263 **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**												
05/04/2016	05/05/2016	295005	5499	MISC. FOOD STORES/SPECIAL	SCHWANS HOME SERVICE	MN	410879087	$ 72.12	Memo	127895522	Not Reviewed	No
Allocation Accounting Code Amount: $72.12 **Allocation Accounting Code Value:** 01 521 6807												
Allocation Source: USER **Allocation Last Changed By:** Helmbrecth,Debbie												
05/18/2016	05/20/2016	295005	5499	MISC. FOOD STORES/SPECIAL	SCHWANS HOME SERVICE	MN	410879087	94.49	Memo	128549978	Not Reviewed	No
Allocation Accounting Code Amount: $94.49 **Allocation Accounting Code Value:** 01 521 6807												
Allocation Source: USER **Allocation Last Changed By:** Helmbrecth,Debbie												
Name: MARC MATTICE **Account Number:** **2715 **Optional 1:** 01848 **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**												
05/19/2016	05/20/2016	295020	5310	DISCOUNT STORES	WALMART.COM 8009666546	AR	481279130	128.12	Memo	31306383	Not Reviewed	No
Allocation Accounting Code Amount: $128.12 **Allocation Accounting Code Value:** 01 521 6411												
Allocation Source: USER **Allocation Last Changed By:** Mattce,Marc A												
05/20/2016	05/23/2016	295013	5999	MISCELLANEOUS AND SPECIAL	RUNNINGS OF MONTICELLO	MN	411000882	137.56	Memo	48820044	Not Reviewed	No
Allocation Accounting Code Amount: $109.36 **Allocation Accounting Code Value:** 01 521 6452												
Allocation Source: USER **Allocation Last Changed By:** Mattce,Marc A												
Allocation Accounting Code Amount: $19.99 **Allocation Accounting Code Value:** 01 521 6550												
Allocation Source: USER **Allocation Last Changed By:** Mattce,Marc A												
Allocation Accounting Code Amount: $8.21 **Allocation Accounting Code Value:** 01 521 6301												
Allocation Source: USER **Allocation Last Changed By:** Mattce,Marc A												

Transaction Detail - Summary

Trans Date	Posting Date	MCCG Code	MCC	Merchant Category Code Description	Merchant Name	Merchant State/Province	Taxpayer ID Number (TIN)	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed Status
Name: DONALD MINGO **Account Number:** **2168 **Optional 1:** 03107 **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**												
04/28/2016	04/29/2016	295005	5499	MISC. FOOD STORES/SPECIAL	SCHWANS HOME SERVICE	MN	410879087	$ 104.42	Memo	359720	Not Reviewed	No
Allocation Accounting Code Amount: $104.42 **Allocation Accounting Code Value:** 01 521 6807												
Allocation Source: USER **Allocation Last Changed By:** Mingo,Don												

Total Number of Records: 35

Total **$3,025.92**

End of Report

SHERIFF ADMIN. DEPARTMENT

Wright County, MN
Report Date: 06/10/2016

Transaction Detail - Summary

Name: SHERIFF ADMIN DEPT **Account Number:** **7824 **Optional 1:** 01201 **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**

Trans Date	Posting Date	MCCG Code	MCC	Merchant Category Code Description	Merchant Name	Merchant State/Province	Taxpayer ID Number (TIN)	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed Status
05/09/2016	05/10/2016	295020	5411	GROCERY STORES,SUPERMARK	WAL-MART #1577	MN	710415188	$ 19.07	Memo	0509161577	Not Reviewed	No
Allocation Accounting Code Amount: $19.07 **Allocation Accounting Code Value:**												
Allocation Source: DAC **Allocation Last Changed By:** System												
05/12/2016	05/16/2016	295020	5200	HOME SUPPLY WAREHOUSE STORES	MENARDS BUFFALO MN	MN	390989248	391.45	Memo	0	Not Reviewed	No
Allocation Accounting Code Amount: $391.45 **Allocation Accounting Code Value:**												
Allocation Source: DAC **Allocation Last Changed By:** System												
05/13/2016	05/16/2016	295011	7399	BUSINESS SERVICES -OTHER	ACT*MN OFFICE OF JUSTI	TX		150.00	Memo	ph93yA2y70089971	Not Reviewed	No
Allocation Accounting Code Amount: $150.00 **Allocation Accounting Code Value:**												
Allocation Source: DAC **Allocation Last Changed By:** System												
05/13/2016	05/16/2016	295006	7011	OTHER HOTELS	CRAGUNS LODGE AND GOLF RE	MN	410809115	150.18	Memo	6515131	Not Reviewed	No
Allocation Accounting Code Amount: $150.18 **Allocation Accounting Code Value:**												
Allocation Source: DAC **Allocation Last Changed By:** System												
05/16/2016	05/17/2016	295020	5411	GROCERY STORES,SUPERMARK	WAL-MART #1577	MN	710415188	47.03	Memo	0516161577	Not Reviewed	No
Allocation Accounting Code Amount: $47.03 **Allocation Accounting Code Value:**												
Allocation Source: DAC **Allocation Last Changed By:** System												

SHERIFF ADMIN. CONTINUED

Transaction Detail - Summary

Trans Date	Posting Date	MCCG Code	MCC	Merchant Category Code Description	Merchant Name	Merchant State/Province	Taxpayer ID Number (TIN)	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed Status
05/23/2016	05/24/2016	295020	5411	GROCERY STORES,SUPERMARK	WAL-MART #1577	MN	710415188	$ 198.00	Memo	0523161577	Not Reviewed	No

Allocation Accounting Code Amount: $198.00 **Allocation Accounting Code Value:**
Allocation Source: DAC **Allocation Last Changed By:** System

Total Number of Records: 6

Total **$ 955.73**

End of Report

Transaction Detail - Summary

SHERIFF JAIL/CORRECTIONS

Trans Date	Posting Date	MCCG Code	MCC	Merchant Category Code Description	Merchant Name	Merchant State/Province	Taxpayer ID Number (TIN)	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed Status
Name: SHERIFF JAIL - A DEPT **Account Number:** **7534 **Optional 1:** 01250A **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**												
05/19/2016	05/20/2016	295020	5411	GROCERY STORES,SUPERMARK	WM SUPERCENTER #1577	MN	710415188	$ 19.77	Memo		Not Reviewed	No
Allocation Accounting Code Amount: $19.77 **Allocation Accounting Code Value:** **Allocation Source:** DAC **Allocation Last Changed By:** System												
Name: SHERIFF JAIL - B DEPT **Account Number:** **7210 **Optional 1:** 01250B **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**												
04/29/2016	05/02/2016	295003	763	AGRICULTURAL CO-OPERATIVE	CENTRA SOTA COOPERATIVE	MN	410488480	91.13	Memo	00074484	Not Reviewed	No
Allocation Accounting Code Amount: $91.13 **Allocation Accounting Code Value:** 02 230 000 0000 6801 **Allocation Source:** USER **Allocation Last Changed By:** O'Malley,Patrick												
05/04/2016	05/05/2016	295020	5411	GROCERY STORES,SUPERMARK	WM SUPERCENTER #1577	MN	710415188	25.92	Memo		Not Reviewed	No
Allocation Accounting Code Amount: $25.92 **Allocation Accounting Code Value:** 02 230 000 0000 6801 **Allocation Source:** USER **Allocation Last Changed By:** O'Malley,Patrick												
05/05/2016	05/06/2016	295003	763	AGRICULTURAL CO-OPERATIVE	CENTRA SOTA COOPERATIVE	MN	410488480	176.29	Memo	00073522	Not Reviewed	No
Allocation Accounting Code Amount: $176.29 **Allocation Accounting Code Value:** 02 230 000 0000 6801 **Allocation Source:** USER **Allocation Last Changed By:** O'Malley,Patrick												
05/18/2016	05/20/2016	295019	5533	AUTOMOTIVE PARTS,ACCESSO	M&M EXPRESS BUFFALO	MN	411568398	255.94	Memo	4285	Not Reviewed	No
Allocation Accounting Code Amount: $255.94 **Allocation Accounting Code Value:** 02 230 000 0000 6801 **Allocation Source:** USER **Allocation Last Changed By:** O'Malley,Patrick												

SHERIFF JAIL/CORRECTIONS CONTINUED

Transaction Detail - Summary

Trans Date	Posting Date	MCCG Code	MCC	Merchant Category Code Description	Merchant Name	Merchant State/Province	Taxpayer ID Number (TIN)	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed Status
05/19/2016	05/20/2016	295003	763	AGRICULTURAL CO-OPERATIVE	CENTRA SOTA COOPERATIVE	MN	410488480	$ 16.32	Memo	00082505	Not Reviewed	No

Allocation Accounting Code Amount: $16.32 **Allocation Accounting Code Value:** 02 230 000 0000 6801
Allocation Source: USER **Allocation Last Changed By:** O'Malley,Patrick

Total Number of Records: 6

Total **$ 585.37**

End of Report

DIVISION TOTAL = $1,541.10

Surveyor's Office

Wright County, MN
Report Date: 06/10/2016

Transaction Detail - Summary

Trans Date	Posting Date	MCCG Code	MCC	Merchant Category Code Description	Merchant Name	Merchant State/Province	Taxpayer ID Number (TIN)	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed Status
Name: ANTHONY EDELBROCK **Account Number:** **6100 **Optional 1:** 3418 **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**												
05/16/2016	05/17/2016	295020	5411	GROCERY STORES,SUPERMARK	WM SUPERCENTER #1577	MN	710415188	$ 5.31	Memo		Not Reviewed	No
Allocation Accounting Code Amount: $5.31 **Allocation Accounting Code Value:** 01-103-000-0000-6411 **Allocation Source:** USER **Allocation Last Changed By:** HALVERSON,ALEK												
Name: STEVEN JOBE **Account Number:** **0407 **Optional 1:** 2611 **Optional 2:** **Lost/Stolen Account:** **Replacement Account:**												
05/16/2016	05/17/2016	295019	5533	AUTOMOTIVE PARTS,ACCESSO	OREILLY AUTO 00037994	MN	440618012	7.71	Memo	STEVE	Not Reviewed	No
Allocation Accounting Code Amount: $7.71 **Allocation Accounting Code Value:** 01-103-000-0000-6411 **Allocation Source:** USER **Allocation Last Changed By:** HALVERSON,ALEK												
05/16/2016	05/17/2016	295020	5411	GROCERY STORES,SUPERMARK	WM SUPERCENTER #1577	MN	710415188	6.81	Memo		Not Reviewed	No
Allocation Accounting Code Amount: $6.81 **Allocation Accounting Code Value:** 01-103-000-0000-6411 **Allocation Source:** USER **Allocation Last Changed By:** HALVERSON,ALEK												

Total Number of Records: 3

Total

$ 19.83

End of Report

Wright County Procurement Card Transactions

For period ending: 25-May-15

DEPARTMENT	TOTAL TRANSACTIONS	
ATTORNEY'S OFFICE	$	300.18
BUILDING CARE	$	268.33
COURT SERVICES	$	490.58
ROAD & BRIDGE	$	1,423.75
HUMAN SERVICES	$	773.04
PARKS DEPARTMENT	$	3,025.92
SHERIFF/CORRECTIONS	$	1,541.10
SURVEYOR'S OFFICE	$	19.83
TOTAL	**$**	**7,842.73**

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

***Req. Agenda Time*:**	9:05 a.m.	***Board Meeting Date*:**	6-28-2016	***Consent Agenda*:**	
Amt. of Time Required:	2 min.	***Item For Consideration*:**			

Auditor-Treasurer's Office	**Board Action Requested:**
Originating Department/Service	Approve a Plat "The Preserve at Sugar Lake" (Corinna Twp).
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:**

OFFICE OF
WRIGHT COUNTY ATTORNEY
Thomas N. Kelly

Wright County Government Center
10 2nd Street NW, Room 400
Buffalo, Minnesota 55313-1189

Phone: (763) 682-7340
Toll Free: 1-800-362-3667 Fax: (763) 682-7700

Assistants
Terry D. Frazier
Scott M. Sandberg
Mark A. Erickson
Elizabeth M. Larson
Aaron D. Duis
Karen L. Wolff
Shane E. Simonds
Thomera R. Karvel
Kari L. Willis
Greg T. Kryzer
John Bowen
Christos Jensen

Chief Deputy Attorney
Brian J. Asleson
Chief of Criminal Division
Brian A. Lutes
Victim/Witness Assistance Coordinator
Jenny Paripovich
Paralegal
Michelle Sandquist
Office Manager
Cindy Hohl

June 22, 2016

Mr. Robert Hiivala
Wright County Auditor/Treasurer
Wright County Government Center
Buffalo, MN 55313

Mr. Steve Jobe
Wright County Surveyor
Wright County Government Center
Buffalo, MN 55313

RE: Plat and Mylars of The Preserve at Sugar Lake

Gentlemen:

I have examined the mylars for The Preserve at Sugar Lake, as well as the title opinion submitted from Mr. David J. Lenhardt with an effective date of June 17, 2016.

The Title Opinion reports that the property being platted is owned in fee by Rachel Properties, LLC. The opinion further indicates that the property is encumbered by a mortgage. Our office is of the understanding that consent to plat has been filed with the Wright County Recorder by First American Bank National Association for the mortgage recorded on August 18, 2015 as document number A1295590.

Subject to the aforementioned consent to plat being recorded, I am of the opinion that The Preserve at Sugar Lake is ready for recording, and I recommend to the Wright County Board of Commissioners that it approve this plat.

Sincerely,

Greg T. Kryzer
Assistant Wright County Attorney

Cc: Mr. David J. Lenhardt, Esq.
Ms. Kelly Day, Interim County Recorder
Ms. Tanya West, Deputy Wright County Auditor

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

***Req. Agenda Time*:**	9:05	***Board Meeting Date*:**	6-28-2016	***Consent Agenda*:**	
Amt. of Time Required:	15 min.	***Item For Consideration*:**			

Auditor-Treasurer's Office	**Board Action Requested:**
Originating Department/Service	Approve Acquisition of OpenGov.
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:**

OpenGov Dashboards

Monitor and Manage Performance for Any Area of Responsibility

Coming Soon!

- Build highly-customized dashboards based on Open Data standards
- Enable key stakeholders to get instant awareness of key metrics and performance
  - Mayors
  - Council
  - Governors
  - Public Safety Officials / Police
  - Fire Chiefs
  - etc.

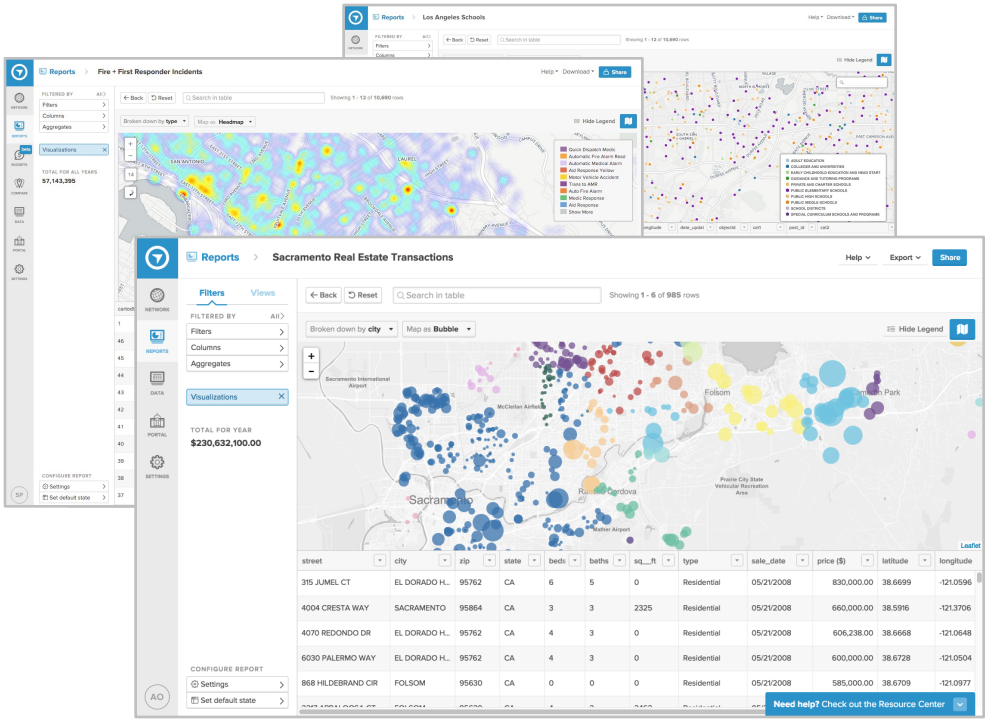
OPENGOV

OpenGov Maps

Add Geographic Context, Explore Capital Projects and more

Coming Soon!

- **Simple**
  - Get new insights into Capital Projects, 311 Requests, Crime Data, Election Results, and more
  - Easily drag and drop files with geospatial data to create a map visualization. In another click, share this map internally or with the world.
- **Integrated**
  - Users can easily toggle between Map visualizations and any other OpenGov visualization.
- **Flexible**
  - One upload, a multitude of data exploration capabilities
  - Supports GIS data files, Shapefiles (e.g. ESRI ARC) GeoJSON, or create new GIS data with Geocoding.
- **Beautiful**
  - OpenGov's award-winning design and beautiful visualizations are polished and presentation-ready.



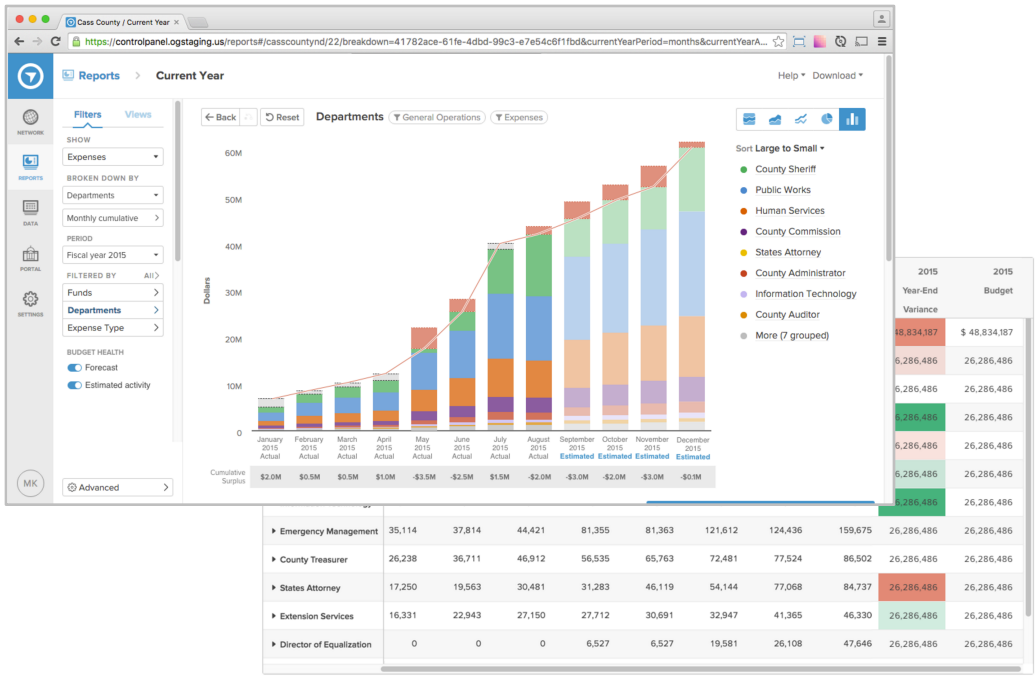
OPENGOV

OpenGov Projections

Look Forward to Better Decisions

Coming Soon!

- **Proactive**
  - Gain visibility and update year-end estimates vs. the annual budget on a real-time basis
  - Quickly identify cost overruns and underutilized resources
- **Intelligent**
  - Powered by the OpenGov Network and our team of industry-leading data scientists
  - Automatically account for seasonality and outliers from historical transactions
  - Automatically detect variances to budget
- **Customizable**
  - Choose from advanced projection algorithms
  - Easily enter line-item adjustments



OPENGOV

OPENGOV, INC. SOFTWARE AGREEMENT

OpenGov, Inc.
955 Charter Street
Redwood City, CA 94063
United States

Quote Number:	OG-00002516	Prepared By:	Sara Wise-Martinez
Created Date:	05/26/2016	Phone:	650-629-8283
Expiration Date:	06/30/2016	Email:	swise@opengov.com
		Contract Dates:	Effective: 07/01/2016 Ends on: 07/01/2021

Customer Information

Contact Name	Bob Hiivala	Bill To Name	Wright County
Title	County Auditor	Bill To	102nd Street NW County Government Center Wright, MN 31530 United States
Phone	763-682-7578		
Email	bob.hiivala@co.wright.mn.us		

Order Details

Description

Bundled OpenGov Transparency, OpenGov Intelligence, and OpenGov Comparisons package.

Engage citizens and tell your story with OpenGov Transparency™. Enable the public to access data and understand how their tax dollars are spent. Reduce compliance costs for transparency mandates and decide what information to share with the public by clicking a button. Powered by advanced data science, OpenGov's patented and patent-pending technology makes engaging and informing the public easier than ever before. Make the budget process more transparent: Allow citizens to track the annual budget milestones at every step. Quickly publish budget reports with visualizations that foster understanding and engagement throughout the process. Explore financial and performance data: Unite non-financial and financial data to give citizens a holistic view. Share goals and performance measures from across the organization. Invite citizens to partner in your innovation. Inspire trust: The push for transparency with taxpayers' money is good for governments, citizens and the democratic process.

OpenGov Intelligence™ accelerates report generation and expands the range of knowledge and analysis you can obtain, then deliver to anyone inside your organization. OpenGov's patented and patent-pending technology empowers governments to share up-to-date insights with key decision makers — staff, department heads, managers, and elected officials — to better communicate ongoing government operations and performance, make better, data-driven decisions, and ultimately improve the annual budget process. Control the clock: Reduce interruptions and focus on strategic tasks by empowering any employee to easily access the information they need. Eliminate backlogs by reducing turnaround time on reports. Users can drill down to the object or project level, filter data by fund, department or object code, and instantly compare operations to budget. Start from anywhere in the Chart of Accounts, explore down to the transaction level, and obtain a holistic view of the organization's performance by uniting financial and non-financial data. Embrace the network: compare your plans and results with other governments' information. Discover what other governments are doing to cut costs, innovate, and bring these insights to your budget.

Includes OpenGov Comparisons™: Gain immediate insights, benchmark, and compare with other governments in the OpenGov Network™. Powered by advanced data science, OpenGov's patented and patent-pending technology enables unprecedented and normalized financial and non-financial comparisons between governments nationwide. OpenGov Comparisons™ automatically incorporates a wide variety of performance, demographic, and other data from sources like the FBI Crime in the US Survey, the US Census American Community Survey, and more. Spend less time compiling data, and more time learning from other governments and applying these insights to improve your own

operations. The era of manually ensuring that comparisons are consistent across Charts of Accounts is over.

Fees

Billing Date	Product	Sales Price	Discount	Total Price
07/01/2016	OpenGov Transparency, Comparisons & Intelligence – Annual Subscription	$19,290.28	0%	$19,290.28
07/01/2016	OpenGov Budget Builder EAP – Annual Subscription	$22,345.56	50%	$11,172.78
07/01/2016	OpenGov – Deployment Fee	$2,700.00	0%	$2,700.00
07/01/2017	OpenGov Transparency, Comparisons, Intelligence & Budget Builder Bundle – Annual Subscription	$38,386.00	0%	$38,386.00
07/01/2018	OpenGov Transparency, Comparisons, Intelligence & Budget Builder Bundle – Annual Subscription	$38,386.00	0%	$38,386.00
07/01/2019	OpenGov Transparency, Comparisons, Intelligence & Budget Builder Bundle – Annual Subscription	$38,386.00	0%	$38,386.00
07/01/2020	OpenGov Transparency, Comparisons, Intelligence & Budget Builder Bundle – Annual Subscription	$38,386.00	0%	$38,386.00

Billing Frequency: Annually

Total Price **$186,707.06**

Welcome to OpenGov! Thanks for using our software. This Software Agreement ("**Agreement**") is entered into between OpenGov, Inc., with its principal place of business at 955 Charter Street, Redwood City, 94063 ("**OpenGov**"), and you, the entity identified above ("**Customer**"), as of the Effective Date. This Agreement includes and incorporates the OpenGov Terms and Conditions attached as Appendix A, B and C. By signing this Agreement, Customer acknowledges that it has reviewed, and agrees to be legally bound by, the OpenGov Terms and Conditions. Each party's acceptance of this Agreement is conditional upon the other's acceptance of the terms in the Agreement to the exclusion of all other terms.

Signature

Customer		OpenGov, Inc.	
Signature:	_____	Signature:	_____
Name:	_____	Name:	_____
Title:	_____	Title:	_____
Date:	_____	Date:	_____

Terms and Conditions

Appendix A

OpenGov Terms and Conditions

1. SOFTWARE SERVICES

1.1 Subject to the terms and conditions of these OpenGov Terms and Conditions (the "Agreement"), OpenGov will use commercially reasonable efforts to perform the software services (the "Software Services") identified in the applicable Software Agreement entered into by OpenGov and Customer ("Software Agreement").

1.2 Customer understands that OpenGov's performance depends on Customer timely providing OpenGov with a copy of the Customer's chart of accounts in .csv or .xls format. In addition, Customer agrees to provide OpenGov with five or more years of general ledger data, also in .csv or .xls format, including budget data for the current year and actual expense and revenue data for past years. Any dates or time periods relevant to OpenGov's performance will be extended appropriately and equitably to reflect any delays caused by Customer's failure to timely deliver any such materials. OpenGov shall not be liable for any delays in performance under this Agreement resulting from Customer's failure to meet these obligations.

2. RESTRICTIONS AND RESPONSIBILITIES

2.1 This is a contract for access to the Software Services and Customer agrees not to, directly or indirectly: reverse engineer, decompile, disassemble, or otherwise attempt to discover the source code, object code, or underlying structure, ideas, or algorithms of the Software Services, documentation or data related to the Software Services, except to the extent such a restriction is limited by applicable law; modify, translate, or create derivative works based on the Software Services; or copy, rent, lease, distribute, assign, sell, or otherwise commercially exploit, transfer, or encumber rights to the Software Services; or remove any proprietary notices.

2.2 Customer will use the Software Services only in compliance with all applicable laws and regulations (including, but not limited to, any export restrictions).

2.3 Customer shall be responsible for obtaining and maintaining any equipment and other services needed to connect to, access or otherwise use the Software Services and Customer shall also be responsible for (a) ensuring that such equipment is compatible with the Software Services, (b) maintaining the security of such equipment, user accounts, passwords and files, and (c) for all uses of Customer user accounts with or without Customer's knowledge or consent.

3. OWNERSHIP. OpenGov retains all right, title, and interest in the Software Services and all intellectual property rights (including all past, present, and future rights associated with works of authorship, including exclusive exploitation rights, copyrights, and moral rights, trademark and trade name rights and similar rights, trade secret rights, patent rights, and any other proprietary rights in intellectual property of every kind and nature) therein.

4. CONFIDENTIALITY. Each party (the "Receiving Party") agrees not to disclose (except as permitted herein) any Confidential Information of the other party (the "Disclosing Party") without the Disclosing Party's prior written consent. "Confidential Information" means all confidential business, technical, and financial information of the disclosing party that is marked as "Confidential" or an equivalent designation or that should reasonably be understood to be confidential given the nature of the information and/or the circumstances surrounding the disclosure (including the terms of the applicable Software Agreement). OpenGov's Confidential Information includes, without limitation, the software underlying the Software Services and all documentation relating to the Software Services. "Confidential Information" does not include "Public Data," which is data that the Customer has previously released or would be required to release according to applicable federal, state, or local public records laws. The Receiving Party agrees: (i) to use and disclose the Confidential Information only in connection with this Agreement; and (ii) to protect such Confidential Information using the measures that Receiving Party employs with respect to its own Confidential Information of a similar nature, but in no event with less than reasonable care. Notwithstanding the foregoing, Confidential Information does not include information that: (i) has become publicly known through no breach by the receiving party; (ii) was rightfully received by the receiving party from a third party without restriction on use or disclosure; or (iii) is independently developed by the Receiving Party without access to such Confidential Information. Notwithstanding the above, the Receiving Party may disclose Confidential Information to the extent required by law or court order, provided that prior written notice of such required disclosure and an opportunity to oppose or limit disclosure is given to the Disclosing Party.

5. DATA LICENSE. Customer grants OpenGov a non-exclusive, transferable, perpetual, worldwide, and royalty-free license to use any data or information submitted by Customer to OpenGov for the development of new software or the provision of the Software Services.

6. PAYMENT OF FEES. The fees for the Software Services ("Fees") are set forth in the applicable Software Agreement. Customer shall pay all Fees within thirty (30) days after the date of OpenGov's invoice, which shall be billed as of the effective date.

7. TERM & TERMINATION

7.1 Subject to compliance with all terms and conditions, the term of this Agreement shall be from the Effective Date and shall continue until the End date specified on page one (1) of the Agreement. The Customer will be billed according to the Billing Frequency as specified above. If either party materially breaches any term of this Agreement and fails to cure such breach within thirty (30) days after notice by the non-breaching party (ten (10) days in the case of non-payment), the non-breaching party may terminate this Agreement immediately upon notice.

7.2 Upon termination, Customer will pay in full for all Software Services performed up to and including the effective date of termination. Upon any termination of this Agreement: (a) all Software Services provided to Customer hereunder shall immediately terminate; and (b) each party shall return to the other party or, at the other party's option, destroy all Confidential Information of the other party in its possession.

7.3 All sections of this Agreement which by their nature should survive termination will survive termination, including, without limitation, accrued rights to payment, confidentiality obligations, warranty disclaimers, and limitations of liability.

8. WARRANTY AND DISCLAIMER

8.1 OpenGov represents and warrants that: (i) it has all right and authority necessary to enter into and perform this Agreement; and (ii) the Software Services shall be performed in a professional and workmanlike manner in accordance with generally prevailing industry standards.

8.2 Customer represents and warrants that (i) it has all right and authority necessary to enter into and perform this Agreement; (ii) it owns all right, title, and interest in and to all data provided to OpenGov for use in and in connection with this Agreement, or possesses the necessary authorization thereto; and (iii) OpenGov's use of such materials in connection with the Software Services will not violate the rights of any third party.

8.3 OPENGOV DOES NOT WARRANT THAT THE SOFTWARE SERVICES WILL BE UNINTERRUPTED OR ERROR FREE; NOR DOES IT MAKE ANY WARRANTY AS TO THE RESULTS THAT MAY BE OBTAINED FROM USE OF THE SOFTWARE SERVICES. EXCEPT AS SET FORTH IN THIS SECTION 8, THE SOFTWARE SERVICES ARE PROVIDED "AS IS" AND OPENGOV DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY, TITLE, FITNESS FOR A PARTICULAR PURPOSE, AND NON-INFRINGEMENT.

9. LIMITATION OF LIABILITY. NEITHER PARTY, NOR ITS SUPPLIERS, OFFICERS, AFFILIATES, REPRESENTATIVES, CONTRACTORS AND EMPLOYEES, SHALL BE RESPONSIBLE OR LIABLE WITH RESPECT TO ANY SUBJECT MATTER OF THIS AGREEMENT OR RELATED TERMS AND CONDITIONS UNDER ANY CONTRACT, NEGLIGENCE, STRICT LIABILITY, OR OTHER THEORY: (A) FOR ERROR OR INTERRUPTION OF USE OR FOR LOSS OR INACCURACY OF DATA OR COST OF PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES OR LOSS OF BUSINESS; (B) FOR ANY INDIRECT, EXEMPLARY, PUNITIVE, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES; OR (C) FOR ANY MATTER BEYOND SUCH PARTY'S REASONABLE CONTROL, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH LOSS OR DAMAGE. IN NO EVENT SHALL EITHER PARTY'S AGGREGATE, CUMULATIVE LIABILITY FOR ANY CLAIMS ARISING OUT OF OR IN ANY WAY RELATED TO THIS AGREEMENT EXCEED THE FEES PAID BY CUSTOMER TO OPENGOV (OR, IN THE CASE OF CUSTOMER, PAYABLE) FOR THE SOFTWARE SERVICES UNDER THIS AGREEMENT IN THE 12 MONTHS PRIOR TO THE ACT THAT GAVE RISE TO THE LIABILITY.

10. MISCELLANEOUS. Capitalized terms not otherwise defined in these Terms and Conditions have the meaning set forth in the applicable Software Agreement. Neither party shall be held responsible or liable for any losses arising out of any delay or failure in performance of any part of this Agreement, other than payment obligations, due to any act of god, act of governmental authority, or due to war, riot, labor difficulty, failure of performance by any third party service, utilities, or equipment provider, or any other cause beyond the reasonable control of the party delayed or prevented from performing. OpenGov shall have the right to use and display Customer's logos and trade names for marketing and promotional purposes in connection with OpenGov's website and marketing materials, subject to Customer's trademark usage guidelines (as provided to OpenGov). If any provision of this Agreement is found to be unenforceable or invalid, that provision will be limited or eliminated to the minimum extent necessary so that this Agreement will otherwise remain in full force and effect and enforceable. This Agreement is not assignable or

transferable by either party without the other party's prior written consent, provided however that either party may assign this Agreement to a successor to all or substantially all of its business or assets. This Agreement (including the Software Agreement) is the complete and exclusive statement of the mutual understanding of the parties and supersedes and cancels all previous written and oral agreements, communications, and other understandings relating to the subject matter of this Agreement, and that all waivers and modifications must be in a writing signed by both parties. No agency, partnership, joint venture, or employment is created as a result of this Agreement and neither party has any authority of any kind to bind the other party in any respect. In any action or proceeding to enforce rights under this Agreement, the prevailing party will be entitled to recover costs and attorneys' fees. All notices under this Agreement will be in writing and will be deemed to have been duly given when received, if personally delivered; when receipt is electronically confirmed, if transmitted by facsimile or e-mail; the day after it is sent, if sent for next day delivery by recognized overnight delivery service; and upon receipt, if sent by certified or registered mail, return receipt requested. This Agreement shall be governed by the laws of the State of California without regard to its conflict of laws provisions.

10.1 Wright County will receive 5% off the upcoming year subscription cost, for each government it refers to OpenGov. The referral must be documented in writing, electronic or physical copy will suffice.

OPENGOV, INC. SOFTWARE AGREEMENT

OpenGov, Inc.
955 Charter Street
Redwood City, CA 94063
United States

Quote Number:	OG-00002516	Prepared By:	Sara Wise-Martinez
Created Date:	05/26/2016	Phone:	650-629-8283
Expiration Date:	06/30/2016	Email:	swise@opengov.com
		Contract Dates:	Effective: 07/01/2016 Ends on: 07/01/2021

Customer Information

Contact Name	Bob Hiivala	Bill To Name	Wright County
Title	County Auditor	Bill To	102nd Street NW County Government Center Wright, MN 31530 United States
Phone	763-682-7578		
Email	bob.hiivala@co.wright.mn.us		

Order Details

Description

Bundled OpenGov Transparency, OpenGov Intelligence, and OpenGov Comparisons package.

Engage citizens and tell your story with OpenGov Transparency™. Enable the public to access data and understand how their tax dollars are spent. Reduce compliance costs for transparency mandates and decide what information to share with the public by clicking a button. Powered by advanced data science, OpenGov's patented and patent-pending technology makes engaging and informing the public easier than ever before. Make the budget process more transparent: Allow citizens to track the annual budget milestones at every step. Quickly publish budget reports with visualizations that foster understanding and engagement throughout the process. Explore financial and performance data: Unite non-financial and financial data to give citizens a holistic view. Share goals and performance measures from across the organization. Invite citizens to partner in your innovation. Inspire trust: The push for transparency with taxpayers' money is good for governments, citizens and the democratic process.

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operations. The era of manually ensuring that comparisons are consistent across Charts of Accounts is over.

Fees

Billing Date	Product	Sales Price	Discount	Total Price
07/01/2016	Year 1 - OpenGov Transparency, Comparisons & Intelligence – Annual Subscription	$19,290.28	2.5%	$18,808.02
	Year 1 - OpenGov Budget Builder EAP – Annual Subscription	$22,345.56	52.5%	$10,614.14
	Year 1 - OpenGov – Deployment Fee	$2,700.00	2.5%	$2,632.50
	Year 2 - OpenGov Transparency, Comparisons, Intelligence & Budget Builder Bundle – Annual Subscription	$38,386.00	2.5%	$37,426.35
	Year 3 - OpenGov Transparency, Comparisons, Intelligence & Budget Builder Bundle – Annual Subscription	$38,386.00	2.5%	$37,426.35
	Year 4 - OpenGov Transparency, Comparisons, Intelligence & Budget Builder Bundle – Annual Subscription	$38,386.00	2.5%	$37,426.35
	Year 5 - OpenGov Transparency, Comparisons, Intelligence & Budget Builder Bundle – Annual Subscription	$38,386.00	2.5%	$37,426.35

Billing Frequency: Upfront

Total Price **$181,760.06**

Welcome to OpenGov! Thanks for using our software. This Software Agreement ("**Agreement**") is entered into between OpenGov, Inc., with its principal place of business at 955 Charter Street, Redwood City, 94063 ("**OpenGov**"), and you, the entity identified above ("**Customer**"), as of the Effective Date. This Agreement includes and incorporates the OpenGov Terms and Conditions attached as Appendix A, B and C. By signing this Agreement, Customer acknowledges that it has reviewed, and agrees to be legally bound by, the OpenGov Terms and Conditions. Each party's acceptance of this Agreement is conditional upon the other's acceptance of the terms in the Agreement to the exclusion of all other terms.

Signature

Customer		OpenGov, Inc.	
Signature:	_____	Signature:	_____
Name:	_____	Name:	_____
Title:	_____	Title:	_____
Date:	_____	Date:	_____

Terms and Conditions

Appendix A

OpenGov Terms and Conditions

1. SOFTWARE SERVICES

1.1 Subject to the terms and conditions of these OpenGov Terms and Conditions (the "Agreement"), OpenGov will use commercially reasonable efforts to perform the software services (the "Software Services") identified in the applicable Software Agreement entered into by OpenGov and Customer ("Software Agreement").

1.2 Customer understands that OpenGov's performance depends on Customer timely providing OpenGov with a copy of the Customer's chart of accounts in .csv or .xls format. In addition, Customer agrees to provide OpenGov with five or more years of general ledger data, also in .csv or .xls format, including budget data for the current year and actual expense and revenue data for past years. Any dates or time periods relevant to OpenGov's performance will be extended appropriately and equitably to reflect any delays caused by Customer's failure to timely deliver any such materials. OpenGov shall not be liable for any delays in performance under this Agreement resulting from Customer's failure to meet these obligations.

2. RESTRICTIONS AND RESPONSIBILITIES

2.1 This is a contract for access to the Software Services and Customer agrees not to, directly or indirectly: reverse engineer, decompile, disassemble, or otherwise attempt to discover the source code, object code, or underlying structure, ideas, or algorithms of the Software Services, documentation or data related to the Software Services, except to the extent such a restriction is limited by applicable law; modify, translate, or create derivative works based on the Software Services; or copy, rent, lease, distribute, assign, sell, or otherwise commercially exploit, transfer, or encumber rights to the Software Services; or remove any proprietary notices.

2.2 Customer will use the Software Services only in compliance with all applicable laws and regulations (including, but not limited to, any export restrictions).

2.3 Customer shall be responsible for obtaining and maintaining any equipment and other services needed to connect to, access or otherwise use the Software Services and Customer shall also be responsible for (a) ensuring that such equipment is compatible with the Software Services, (b) maintaining the security of such equipment, user accounts, passwords and files, and (c) for all uses of Customer user accounts with or without Customer's knowledge or consent.

3. OWNERSHIP. OpenGov retains all right, title, and interest in the Software Services and all intellectual property rights (including all past, present, and future rights associated with works of authorship, including exclusive exploitation rights, copyrights, and moral rights, trademark and trade name rights and similar rights, trade secret rights, patent rights, and any other proprietary rights in intellectual property of every kind and nature) therein.

4. CONFIDENTIALITY. Each party (the "Receiving Party") agrees not to disclose (except as permitted herein) any Confidential Information of the other party (the "Disclosing Party") without the Disclosing Party's prior written consent. "Confidential Information" means all confidential business, technical, and financial information of the disclosing party that is marked as "Confidential" or an equivalent designation or that should reasonably be understood to be confidential given the nature of the information and/or the circumstances surrounding the disclosure (including the terms of the applicable Software Agreement). OpenGov's Confidential Information includes, without limitation, the software underlying the Software Services and all documentation relating to the Software Services. "Confidential Information" does not include "Public Data," which is data that the Customer has previously released or would be required to release according to applicable federal, state, or local public records laws. The Receiving Party agrees: (i) to use and disclose the Confidential Information only in connection with this Agreement; and (ii) to protect such Confidential Information using the measures that Receiving Party employs with respect to its own Confidential Information of a similar nature, but in no event with less than reasonable care. Notwithstanding the foregoing, Confidential Information does not include information that: (i) has become publicly known through no breach by the receiving party; (ii) was rightfully received by the receiving party from a third party without restriction on use or disclosure; or (iii) is independently developed by the Receiving Party without access to such Confidential Information. Notwithstanding the above, the Receiving Party may disclose Confidential Information to the extent required by law or court order, provided that prior written notice of such required disclosure and an opportunity to oppose or limit disclosure is given to the Disclosing Party.

5. DATA LICENSE. Customer grants OpenGov a non-exclusive, transferable, perpetual, worldwide, and royalty-free license to use any data or information submitted by Customer to OpenGov for the development of new software or the provision of the Software Services.

6. PAYMENT OF FEES. The fees for the Software Services ("Fees") are set forth in the applicable Software Agreement. Customer shall pay all Fees within thirty (30) days after the date of OpenGov's invoice, which shall be billed as of the effective date.

7. TERM & TERMINATION

7.1 Subject to compliance with all terms and conditions, the term of this Agreement shall be from the Effective Date and shall continue until the End date specified on page one (1) of the Agreement. The Customer will be billed according to the Billing Frequency as specified above. If either party materially breaches any term of this Agreement and fails to cure such breach within thirty (30) days after notice by the non-breaching party (ten (10) days in the case of non-payment), the non-breaching party may terminate this Agreement immediately upon notice.

7.2 Upon termination, Customer will pay in full for all Software Services performed up to and including the effective date of termination. Upon any termination of this Agreement: (a) all Software Services provided to Customer hereunder shall immediately terminate; and (b) each party shall return to the other party or, at the other party's option, destroy all Confidential Information of the other party in its possession.

7.3 All sections of this Agreement which by their nature should survive termination will survive termination, including, without limitation, accrued rights to payment, confidentiality obligations, warranty disclaimers, and limitations of liability.

8. WARRANTY AND DISCLAIMER

8.1 OpenGov represents and warrants that: (i) it has all right and authority necessary to enter into and perform this Agreement; and (ii) the Software Services shall be performed in a professional and workmanlike manner in accordance with generally prevailing industry standards.

8.2 Customer represents and warrants that (i) it has all right and authority necessary to enter into and perform this Agreement; (ii) it owns all right, title, and interest in and to all data provided to OpenGov for use in and in connection with this Agreement, or possesses the necessary authorization thereto; and (iii) OpenGov's use of such materials in connection with the Software Services will not violate the rights of any third party.

8.3 OPENGOV DOES NOT WARRANT THAT THE SOFTWARE SERVICES WILL BE UNINTERRUPTED OR ERROR FREE; NOR DOES IT MAKE ANY WARRANTY AS TO THE RESULTS THAT MAY BE OBTAINED FROM USE OF THE SOFTWARE SERVICES. EXCEPT AS SET FORTH IN THIS SECTION 8, THE SOFTWARE SERVICES ARE PROVIDED "AS IS" AND OPENGOV DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY, TITLE, FITNESS FOR A PARTICULAR PURPOSE, AND NON-INFRINGEMENT.

9. LIMITATION OF LIABILITY. NEITHER PARTY, NOR ITS SUPPLIERS, OFFICERS, AFFILIATES, REPRESENTATIVES, CONTRACTORS AND EMPLOYEES, SHALL BE RESPONSIBLE OR LIABLE WITH RESPECT TO ANY SUBJECT MATTER OF THIS AGREEMENT OR RELATED TERMS AND CONDITIONS UNDER ANY CONTRACT, NEGLIGENCE, STRICT LIABILITY, OR OTHER THEORY: (A) FOR ERROR OR INTERRUPTION OF USE OR FOR LOSS OR INACCURACY OF DATA OR COST OF PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES OR LOSS OF BUSINESS; (B) FOR ANY INDIRECT, EXEMPLARY, PUNITIVE, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES; OR (C) FOR ANY MATTER BEYOND SUCH PARTY'S REASONABLE CONTROL, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH LOSS OR DAMAGE. IN NO EVENT SHALL EITHER PARTY'S AGGREGATE, CUMULATIVE LIABILITY FOR ANY CLAIMS ARISING OUT OF OR IN ANY WAY RELATED TO THIS AGREEMENT EXCEED THE FEES PAID BY CUSTOMER TO OPENGOV (OR, IN THE CASE OF CUSTOMER, PAYABLE) FOR THE SOFTWARE SERVICES UNDER THIS AGREEMENT IN THE 12 MONTHS PRIOR TO THE ACT THAT GAVE RISE TO THE LIABILITY.

10. MISCELLANEOUS. Capitalized terms not otherwise defined in these Terms and Conditions have the meaning set forth in the applicable Software Agreement. Neither party shall be held responsible or liable for any losses arising out of any delay or failure in performance of any part of this Agreement, other than payment obligations, due to any act of god, act of governmental authority, or due to war, riot, labor difficulty, failure of performance by any third party service, utilities, or equipment provider, or any other cause beyond the reasonable control of the party delayed or prevented from performing. OpenGov shall have the right to use and display Customer's logos and trade names for marketing and promotional purposes in connection with OpenGov's website and marketing materials, subject to

Customer's trademark usage guidelines (as provided to OpenGov). If any provision of this Agreement is found to be unenforceable or invalid, that provision will be limited or eliminated to the minimum extent necessary so that this Agreement will otherwise remain in full force and effect and enforceable. This Agreement is not assignable or transferable by either party without the other party's prior written consent, provided however that either party may assign this Agreement to a successor to all or substantially all of its business or assets. This Agreement (including the Software Agreement) is the complete and exclusive statement of the mutual understanding of the parties and supersedes and cancels all previous written and oral agreements, communications, and other understandings relating to the subject matter of this Agreement, and that all waivers and modifications must be in a writing signed by both parties. No agency, partnership, joint venture, or employment is created as a result of this Agreement and neither party has any authority of any kind to bind the other party in any respect. In any action or proceeding to enforce rights under this Agreement, the prevailing party will be entitled to recover costs and attorneys' fees. All notices under this Agreement will be in writing and will be deemed to have been duly given when received, if personally delivered; when receipt is electronically confirmed, if transmitted by facsimile or e-mail; the day after it is sent, if sent for next day delivery by recognized overnight delivery service; and upon receipt, if sent by certified or registered mail, return receipt requested. This Agreement shall be governed by the laws of the State of California without regard to its conflict of laws provisions.

10.1 Wright County will receive 5% off the upcoming year subscription cost, for each government it refers to OpenGov. The referral must be documented in writing, electronic or physical copy will suffice.

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: _____ ***BOARD MEETING DATE:*** 6-28-16 ***CONSENT AGENDA:*** _____

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

PARKS
ORIGINATING DEPARTMENT/SERVICE

Marc Mattice
REQUESTOR'S SIGNATURE

_____
REVIEWED BY/DATE

BOARD ACTION REQUESTED:

Recommend Award of the Following Bid:

Bertram Chain of Lakes Regional Park
Park road and parking Area, grading, aggregate base, culverts and turf.

BACKGROUND/JUSTIFICATION:
The bid opening was held on Friday, June 17, 2016 the tabulation of bids include:

Bidder	Base Bid	Alternative	Items 9 and 10 deduct	Total Bid
Ramsey Excavating	$264,853.75	$13,262	($8,272)	$269,843.75
Fehn Companies	$271,943.86	$13,092	($6,860.16)	$278,175.70
Northern Lines Contracting	$283,537.60	$23,993.60	($13,150)	$294,381.20
New Look Contracting	$305,867.25	$21,400	($9,490)	$317,777.25

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: N/A ***BOARD MEETING DATE:*** 6/28/16 ***CONSENT AGENDA:*** N/A

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

COUNTY ATTORNEY
ORIGINATING DEPARTMENT/SERVICE

X _____
REQUESTOR'S SIGNATURE

6/21/16
REVIEWED BY/DATE

BOARD ACTION REQUESTED:

Authorize Signatures On Purchase Agreement For Sale Of Property Located at 4030 Naber Avenue NE.

BACKGROUND/JUSTIFICATION:

The Board previously authorized using Lampi Auction, Inc. to try and sell this County-owned property. An online auction was held, closing on 6/20/16. The high bid was Omann Properties II at $185,000. The purchase agreement 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:**

PURCHASE AGREEMENT: LAND (NON-RESIDENTIAL)

This form approved by the Minnesota Association of REALTORS®, which disclaims any liability arising out of use or misuse of this form.
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1. Date 06/20/2016

2. Page 1 of

3. BUYER (S): Omann Properties II

4.

5. Buyer's earnest money in the amount of Ten Thousand

6. Dollars ($ 10,000.00) shall
7. be delivered to listing broker no later than two (2) Business Days after Final Acceptance Date of this Purchase
8. Agreement. Buyer and Seller Agree that listing broker shall deposit any earnest money in the listing broker's trust
9. account within three (3) Business Days of receipt of the earnest money or Final Acceptance Date of this Purchase
10. Agreement, whichever is later.

11. Said earnest money is part payment for the purchase of the property legally described as

12. Section/Township/Range SECT-08 TWP-120 RANGE-023 UNPLATTED LAND ST MICHAEL

13.

14. Street Address 4030 Naber Avenue NE

15. PID # (s) 114800083300 AND 114800172200

16. , City of Saint Michael

17. County of Wright State of Minnesota, including all fixtures, if any,
18. ☑ INCLUDING ☐ EXCLUDING all emblements within the Property at the time of this Purchase Agreement, if any,
(Check one.)
19. (collectively the "Property") and ☐ INCLUDING ☐ EXCLUDING the following personal property, if any, which shall
(Check one.)
20. be transferred with no additional monetary value, and free and clear of all liens and encumbrances:

21.

22.

23. ,

24. all of which Property Seller has this day agreed to sell to Buyer for the sum of ($ 199,800.00)
25. one hundred ninty-nine thousand eight hundred
26. Dollars,
27. which Buyer agrees to pay in the following manner:

28. **CASH** of $ 10,000.00 or more in Buyer's sole discretion, which includes the earnest
29. money and the balance to be paid at the time of closing.

30. **The date of closing shall be** August 4th , **20** 16 .

31. **DUE DILIGENCE:** This Purchase Agreement ☐ **IS** ☑ **IS NOT** subject to a due diligence contingency. (If answer is
(Check one.)
32. **IS**, see attached *Addendum to Commercial Purchase Agreement: Due Diligence.*)

33. This Purchase Agreement ☐ **IS** ☑ **IS NOT** subject to cancellation of a previously written purchase agreement dated
(Check one.)

34. , 20 . (If answer is **IS**, said cancellation shall be obtained

35. no later than , 20 .

36. If said cancellation is not obtained by said date, this Purchase Agreement is canceled. Buyer and Seller shall
37. immediately sign a *Cancellation of Purchase Agreement* confirming said cancellation and directing all earnest money
38. paid hereunder to be refunded to Buyer.)

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Property located at 4030 Naber Avenue NE Saint Michael MN 55376

OTHER CONTINGENCIES: This Purchase Agreement is subject to the following contingencies, and if the checked contingencies specified below, if any, are not satisfied or waived, in writing, by Buyer by _____, 20 _____, this Purchase Agreement is canceled as of said date. Buyer and Seller shall immediately sign a *Cancellation of Purchase Agreement* confirming said cancellation and directing all earnest money paid hereunder to be refunded to Buyer. *(Check all that apply.)*

☐ **FINANCING CONTINGENCY:** Buyer shall provide Seller, or licensee representing or assisting Seller, with the Written Statement, on or before the date specified on line 43.

For purposes of this Contingency, "**Written Statement**" means a Written Statement prepared by Buyer's mortgage originator(s) or lender(s) after the Final Acceptance Date that Buyer is approved for the loan(s) specified in this Purchase Agreement, including both the first mortgage and any subordinate financing, if any, and stating that an appraisal, satisfactory to the lender(s), has been completed and stating conditions required by lender(s) to close the loan.

Upon delivery of the Written Statement to Seller, or licensee representing or assisting Seller, the responsibility for satisfying all conditions, except work orders, required by mortgage originator(s) or lender(s) are deemed accepted by Buyer. Upon delivery of the Written Statement, if this Purchase Agreement does not close on the stated closing date for ANY REASON relating to financing, other than Seller's failure to complete work orders to the extent required by this Purchase Agreement, including but not limited to interest rate and discount points, if any, Seller may, at Seller's option, declare this Purchase Agreement canceled, in which case this Purchase Agreement is canceled. If Seller declares this Purchase Agreement canceled, Buyer and Seller shall immediately sign a *Cancellation of Purchase Agreement* confirming said cancellation and directing all earnest money paid hereunder to be forfeited to Seller as liquidated damages. In the alternative, Seller may seek all other remedies allowed by law.

If the Written Statement is not provided by the date specified on line 43, Seller may, at Seller's option, declare this Purchase Agreement canceled by written notice to Buyer at any time prior to Seller receiving the Written Statement, in which case this Purchase Agreement is canceled. In the event Seller declares this Purchase Agreement canceled, Buyer and Seller shall immediately sign a *Cancellation of Purchase Agreement* confirming said cancellation and directing all earnest money paid hereunder to be refunded to Buyer.

If the Written Statement is not provided, and Seller has not previously canceled this Purchase Agreement, this Purchase Agreement is canceled as of the closing date specified in this Purchase Agreement. Buyer and Seller shall immediately sign a *Cancellation of Purchase Agreement* confirming said cancellation and directing all earnest money paid hereunder to be refunded to Buyer.

☐ **OTHER CONTINGENCIES:** _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Seller's expenses for these contingencies, if any, shall not exceed $ _____.

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85. Property located at 4030 Naber Avenue NE Saint Michael MN 55376 .

86. **DEED/MARKETABLE TITLE:** Upon performance by Buyer, Seller shall deliver a *(check one)*:
87. ☑ **Warranty Deed,** ☐ **Personal Representative's Deed,** ☐ **Contract for Deed,** ☐ **Trustee's Deed,** or
88. ☐ **Other:** _____ **Deed** joined in by spouse, if any, conveying marketable title, subject to
89. (a) building and zoning laws, ordinances, state and federal regulations;
90. (b) restrictions relating to use or improvement of the Property without effective forfeiture provisions;
91. (c) reservation of any mineral rights by the State of Minnesota;
92. (d) utility and drainage easements which do not interfere with existing improvements;
93. (e) **rights of tenants as follows** (unless specified, not subject to tenancies): _____
94. _____ ; and
95. (f) others (must be specified in writing): _____
96. _____
97. _____ .

98. **REAL ESTATE TAXES:** Seller shall pay on the date of closing all real estate taxes due and payable in all prior years
99. including all penalties and interest.

100. Buyer shall pay ☑ **PRORATED FROM DAY OF CLOSING** ☐ _____ **12ths OF** ☐ **ALL** ☐ **NO** real estate
(Check one.)
101. taxes due and payable in the year 20 16 .

102. Seller shall pay, ☑ **PRORATED TO DAY OF CLOSING** ☐ _____ **12ths OF** ☐ **ALL** ☐ **NO** real estate taxes
(Check one.)
103. due and payable in the year 20 16 . If the closing date is changed, the real estate taxes paid shall, if prorated,
104. be adjusted to the new closing date.

105. Buyer shall pay real estate taxes due and payable in the year following closing and thereafter, the payment of which
106. is not otherwise herein provided. No representations are made concerning the amount of subsequent real estate
107. taxes.

108. **DEFERRED TAXES/SPECIAL ASSESSMENTS:**

109. ☐ **BUYER SHALL PAY** ☑ **SELLER SHALL PAY** on date of closing any deferred real estate taxes
(Check one.)
110. (e.g. Green Acres) or special assessments, payment of which is required as a result of the closing of this sale.

111. ☑ **BUYER AND SELLER SHALL PRORATE AS OF THE DATE OF CLOSING** ☐ **SELLER SHALL PAY ON**
(Check one.)
112. **DATE OF CLOSING** all installments of special assessments certified for payment, with the real estate taxes due and
113. payable in the year or closing.

114. ☐ **BUYER SHALL ASSUME** ☑ **SELLER SHALL PAY** on date of closing all other special assessments levied as
(Check one.)
115. of the date of this Purchase Agreement.

116. ☐ **BUYER SHALL ASSUME** ☑ **SELLER SHALL PROVIDE FOR PAYMENT OF** special assessments pending as
(Check one.)
117. of the date of this Purchase Agreement for improvements that have been ordered by any assessing authorities.
118. (Seller's provision for payment shall be by payment into escrow of two (2) times the estimated amount of the
119. assessments or less, as required by Buyer's lender.)

120. Buyer shall pay any unpaid special assessments payable in the year following closing and thereafter, the payment of
121. which is not otherwise herein provided.

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Property located at 4030 Naber Avenue NE Saint Michael MN 55376

As of the date of this Purchase Agreement, Seller represents that Seller ☐ **HAS** ☑ **HAS NOT** received a notice
(Check one.)
regarding any new improvement project from any assessing authorities, the costs of which project may be assessed against the Property. Any such notice received by Seller after the date of this Purchase Agreement and before closing shall be provided to Buyer immediately. If such notice is issued after the date of this Purchase Agreement and on or before the date of closing, then the parties may agree in writing, on or before the date of closing, to pay, provide for the payment of or assume the special assessments. In the absence of such agreement, either party may declare this Purchase Agreement canceled by written notice to the other party, or licensee representing or assisting the other party, in which case this Purchase Agreement is canceled. If either party declares this Purchase Agreement canceled, Buyer and Seller shall immediately sign a *Cancellation of Purchase Agreement* confirming said cancellation and directing all earnest money paid hereunder to be refunded to Buyer.

POSSESSION: Seller shall deliver possession of the Property on the date of closing, unless otherwise agreed to in writing. Seller agrees to remove ALL DEBRIS AND ALL PERSONAL PROPERTY NOT INCLUDED HEREIN from the Property by possession date.

PRORATIONS: All interest and rents shall be prorated between the parties as of date of closing, unless otherwise agreed to in writing. Buyer shall pay Seller for remaining gallons of fuel oil or liquid petroleum gas on the day of closing, at the rate of the last fill by Seller.

TITLE AND EXAMINATION: Within a reasonable time period after Final Acceptance Date of this Purchase Agreement, Seller shall provide one of the following title evidence options, at Seller's selection, which shall include proper searches covering bankruptcies, state and federal judgments and liens, and levied and pending special assessments to Buyer or Buyer's designated title service provider:

(1) A commitment for an owner's policy of title insurance on a current ALTA form issued by an insurer licensed to write title insurance in Minnesota as selected by Buyer. Seller shall be responsible for the title search and exam costs related to the commitment. Buyer shall be responsible for all additional costs related to the issuance of the title insurance policy(ies), including but not limited to the premium(s), Buyer's name search and plat drawing, if any. Seller shall deliver any abstract of title and a copy of any owner's title insurance policy for the Property, if in Seller's possession or control, to Buyer or Buyer's designated title service provider. Any abstract of title or owner's title insurance policy provided shall be immediately returned to Seller, or licensee representing or assisting Seller, upon cancellation of this Purchase Agreement.

(2) An abstract of title certified to date if Abstract Property or a Registered Property Abstract (RPA) certified to date if Registered (Torrens) Property. Seller shall pay for the abstracting or RPA costs and deliver any abstract for this Property in Seller's possession or control to Buyer or Buyer's designated title service provider. Any abstract shall be immediately returned to Seller, or licensee representing or assisting Seller, upon cancellation of this Purchase Agreement. If Property is abstract and Seller does not have an abstract of title, Option (1) will automatically apply.

Seller shall use Seller's best efforts to provide marketable title by the date of closing. In the event that Seller has not provided marketable title by the date of closing, Seller shall have an additional 30 days to make title marketable or, in the alternative, Buyer may waive title defects by written notice to Seller. In addition to the 30-day extension, Buyer and Seller may by mutual agreement further extend the closing date. Lacking such extension, either party may declare this Purchase Agreement canceled by written notice to the other party, or licensee representing or assisting the other party, in which case this Purchase Agreement is canceled. If either party declares this Purchase Agreement canceled, Buyer and Seller shall immediately sign a *Cancellation of Purchase Agreement* confirming said cancellation and directing all earnest money paid hereunder to be refunded to Buyer.

SUBDIVISION OF LAND, BOUNDARIES, AND ACCESS: If this sale constitutes or requires a subdivision of land owned by Seller, Seller shall pay all subdivision expenses and obtain all necessary governmental approvals. Seller warrants the legal description of the real Property to be conveyed has been or shall be approved for recording as of the date of closing. Seller warrants that there is a right of access to the Property from a public right of way.

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Property located at 4030 Naber Avenue NE Saint Michael MN 55376

MECHANIC'S LIENS: Seller warrants that prior to the closing, payment in full will have been made for all labor, materials, machinery, fixtures, or tools furnished within the 120 days immediately preceding the closing in connection with construction, alteration, or repair of any structure on, or improvement to, the Property.

NOTICES: Seller warrants that Seller has not received any notice from any governmental authority as to condemnation proceedings or violation of any law, ordinance or regulation. If the Property is subject to restrictive covenants, Seller warrants that Seller has not received any notice from any person or authority as to a breach of the covenants. Any such notices received by Seller shall be provided to Buyer immediately.

DIMENSIONS: Buyer acknowledges any dimensions or acreage of land or improvements provided by Seller, third party, or broker representing or assisting Seller are approximate. Buyer shall verify the accuracy of information to Buyer's satisfaction, if material, at Buyer's sole cost and expense.

ACCESS AGREEMENT: Seller agrees to allow Buyer reasonable access to the Property for performance of any surveys, inspections or tests as agreed to herein. Buyer shall restore the premises to the same condition it was in prior to the surveys, inspections or tests and pay for any restoration costs relative thereto.

RISK OF LOSS: If there is any loss or damage to the Property between the date hereof and the date of closing for any reason, including fire, vandalism, flood, earthquake or act of God, the risk of loss shall be on Seller. If the Property is destroyed or substantially damaged before the closing date, this Purchase Agreement is canceled, at Buyer's option, by written notice to Seller or licensee representing or assisting Seller. If Buyer cancels this Purchase Agreement, Buyer and Seller shall immediately sign a *Cancellation of Purchase Agreement* confirming said cancellation and directing all earnest money paid hereunder to be refunded to Buyer.

TIME OF ESSENCE: Time is of the essence in this Purchase Agreement.

CALCULATION OF DAYS: Any calculation of days begins on the first day (calendar or Business Days as specified) following the occurrence of the event specified and includes subsequent days (calendar or Business Days as specified) ending at 11:59 P.M. on the last day.

BUSINESS DAYS: "Business Days" are days which are not Saturdays, Sundays or state or federal holidays unless stated elsewhere by the parties in writing.

DEFAULT: If Buyer defaults in any of the agreements herein, Seller may cancel this Purchase Agreement, and any payments made hereunder, including earnest money, shall be retained by Seller as liquidated damages and Buyer and Seller shall affirm the same by a written cancellation agreement.

If Buyer defaults in any of the agreements hereunder, Seller may terminate this Purchase Agreement under the provisions of MN Statute 559.21.

If this Purchase Agreement is not canceled or terminated as provided hereunder, Buyer or Seller may seek actual damages for breach of this Purchase Agreement or specific performance of this Purchase Agreement; and, as to specific performance, such action must be commenced within six (6) months after such right of action arises.

METHAMPHETAMINE PRODUCTION DISCLOSURE:
(A Methamphetamine Production Disclosure is required by MN Statute 152.0275, Subd. 2 (m).)

☑ Seller is not aware of any methamphetamine production that has occurred on the Property.

☐ Seller is aware that methamphetamine production has occurred on the Property.
(See Disclosure Statement: Methamphetamine Production.)

NOTICE REGARDING AIRPORT ZONING REGULATIONS: The Property may be in or near an airport safety zone with zoning regulations adopted by the governing body that may affect the Property. Such zoning regulations are filed with the county recorder in each county where the zoned area is located. If you would like to determine if such zoning regulations affect the Property, you should contact the county recorder where the zoned area is located.

NOTICE REGARDING PREDATORY OFFENDER INFORMATION: Information regarding the predatory offender registry and persons registered with the predatory offender registry under MN Statute 243.166 may be obtained by contacting the local law enforcement offices in the community where the Property is located or the Minnesota Department of Corrections at (651) 361-7200, or from the Department of Corrections web site at www.corr.state.mn.us.

Property located at 4030 Naber Avenue NE Saint Michael MN 55376

SUBJECT TO RIGHTS OF TENANTS, IF ANY, BUYER HAS THE RIGHT TO VIEW THE PROPERTY PRIOR TO CLOSING TO ESTABLISH THAT THE PROPERTY IS IN SUBSTANTIALLY THE SAME CONDITION AS OF THE DATE OF THIS PURCHASE AGREEMENT.

BUYER IS NOT RELYING ON ANY ORAL REPRESENTATIONS REGARDING THE CONDITION OF THE PROPERTY.

SPECIAL DISCLOSURES: Seller discloses, to the best of Seller's knowledge, that the Property described in this Purchase Agreement consists of approximately 3 acres and is currently zoned Business B4

Seller discloses, to the best of Seller's knowledge, that the Property ☐ **IS** ☑ **IS NOT** in a designated flood plain area. (Check one.)

Seller discloses, to the best of Seller's knowledge, that the Property ☑ **DOES** ☐ **DOES NOT** currently receive preferential tax treatment (e.g. Green Acres). (Check one.)

Seller discloses, to the best of Seller's knowledge, that the Property ☐ **IS** ☑ **IS NOT** enrolled in any Federal, State, or local governmental programs (e.g., CREP, CRP, EQIP, WRP, Conservation programs, riparian buffers, Sustainable Forest Incentive Act, etc.). (Check one.)

ENVIRONMENTAL CONCERNS: To the best of the Seller's knowledge there are no hazardous substances or underground storage tanks, except where herein noted.

(Check appropriate boxes.)

SELLER WARRANTS THAT THE PROPERTY IS EITHER DIRECTLY OR INDIRECTLY CONNECTED TO:

CITY SEWER ☐ **YES** ☑ **NO / CITY WATER** ☐ **YES** ☑ **NO**

SUBSURFACE SEWAGE TREATMENT SYSTEM

SELLER ☐ **DOES** ☑ **DOES NOT** KNOW OF A SUBSURFACE SEWAGE TREATMENT SYSTEM ON OR SERVING THE PROPERTY. (If answer is **DOES**, and the system does not require a state permit, see *Subsurface Sewage Treatment System Disclosure Statement.*) (Check one.)

PRIVATE WELL

SELLER ☑ **DOES** ☐ **DOES NOT** KNOW OF A WELL ON OR SERVING THE PROPERTY. (If answer is **DOES** and well is located on the Property, see *Well Disclosure Statement.*) (Check one.)

THIS PURCHASE AGREEMENT ☐ **IS** ☑ **IS NOT** SUBJECT TO AN *ADDENDUM TO PURCHASE AGREEMENT: SUBSURFACE SEWAGE TREATMENT SYSTEM AND WELL INSPECTION CONTINGENCY.* (If answer is **IS**, see attached *Addendum.*) (Check one.)

IF A WELL OR SUBSURFACE SEWAGE TREATMENT SYSTEM EXISTS ON THE PROPERTY, BUYER HAS RECEIVED A *DISCLOSURE STATEMENT: WELL* AND/OR A *DISCLOSURE STATEMENT : SUBSURFACE SEWAGE TREATMENT SYSTEM*.

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Property located at 4030 Naber Avenue NE Saint Michael MN 55376

NOTICE

Mark Lampi (Licensee) is ☐ Seller's Agent ☐ Buyer's Agent ☐ Dual Agent ☑ Facilitator. (Check one.)

Lampi Auctioneers Inc (Real Estate Company Name)

_____ (Licensee) is ☐ Seller's Agent ☐ Buyer's Agent ☐ Dual Agent ☐ Facilitator. (Check one.)

_____ (Real Estate Company Name)

DUAL AGENCY DISCLOSURE: Dual agency occurs when one broker or salesperson represents both parties to a transaction, or when two salespersons licensed to the same broker each represent a party to the transaction. Dual agency requires the informed consent of all parties, and means that the broker or salesperson owes the same fiduciary duties to both parties to the transaction. This role limits the level of representation the broker and salespersons can provide, and prohibits them from acting exclusively for either party. In dual agency, confidential information about price, terms and motivation for pursuing a transaction will be kept confidential unless one party instructs the broker or salesperson in writing to disclose specific information about him or her. Other information will be shared. Dual agents may not advocate for one party to the detriment of the other.

CONSENT TO DUAL AGENCY

Broker represents both parties involved in the transaction, which creates a dual agency. This means that Broker and its salespersons owe fiduciary duties to both parties. Because the parties may have conflicting interests, Broker and its salespersons are prohibited from advocating exclusively for either party. Broker cannot act as a dual agent in this transaction without the consent of both parties. Both parties acknowledge that

(1) confidential information communicated to Broker which regards price, terms or motivation to buy, sell or lease will remain confidential unless the parties instruct Broker in writing to disclose this information. Other information will be shared;

(2) Broker and its salespersons will not represent the interest of either party to the detriment of the other; and

(3) within the limits of dual agency, Broker and its salesperson will work diligently to facilitate the mechanics of the sale.

With the knowledge and understanding of the explanation above, the parties authorize and instruct Broker and its salespersons to act as dual agents in this transaction.

SELLER: _____ **BUYER:** _____

_____ (Date) _____ (Date)

SELLER: _____ **BUYER:** _____

_____ (Date) _____ (Date)

CLOSING COSTS: Buyer or Seller may be required to pay certain closing costs, which may effectively increase the cash outlay at closing or reduce the proceeds from the sale.

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Property located at 4030 Naber Avenue NE Saint Michael MN 55376

FOREIGN INVESTMENT IN REAL PROPERTY TAX ACT ("FIRPTA"): Section 1445 of the Internal Revenue Code provides that a transferee ("Buyer") of a United States real property interest must be notified in writing and must withhold tax if the transferor ("Seller") is a foreign person and no exceptions from FIRPTA withholding apply. Buyer and Seller agree to comply with FIRPTA requirements under Section 1445 of the Internal Revenue Code.

Seller shall represent and warrant, under the penalties of perjury, whether Seller is a "foreign person" (as the same is defined within FIRPTA), prior to closing. Any representations made by Seller with respect to this issue shall survive the closing and delivery of the deed.

Buyer and Seller shall complete, execute, and deliver, on or before closing, any instrument, affidavit, or statement reasonably necessary to comply with the FIRPTA requirements, including delivery of their respective federal taxpayer identification numbers or Social Security numbers.

Due to the complexity and potential risks of failing to comply with FIRPTA, including the Buyer's responsibility for withholding the applicable tax, Buyer and Seller should **seek appropriate legal and tax advice regarding FIRPTA compliance, as the respective licensees representing or assisting either party will be unable to assure either party whether the transaction is exempt from FIRPTA withholding requirements.**

ENTIRE AGREEMENT: This Purchase Agreement and any addenda or amendments signed by the parties shall constitute the entire agreement between Buyer and Seller. Any other written or oral communication between Buyer and Seller, including, but not limited to, e-mails, text messages, or other electronic communications are not part of this Purchase Agreement. This Purchase Agreement can be modified or canceled only in writing by Buyer and Seller or by operation of law. All monetary sums are deemed to be United States currency for purposes of this Purchase Agreement.

ELECTRONIC SIGNATURES: The parties agree the electronic signature of any party on any document related to this transaction constitute valid, binding signatures.

FINAL ACCEPTANCE: To be binding, this Purchase Agreement must be fully executed by both parties and a copy must be delivered.

SURVIVAL: All warranties specified in this Purchase Agreement shall survive the delivery of the deed or contract for deed.

OTHER: _____

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PURCHASE AGREEMENT: LAND (NON-RESIDENTIAL)

331. Page 9 Date 06/20/2016

332. Property located at 4030 Naber Avenue NE Saint Michael MN 55376

333. **ADDENDA AND PAGE NUMBERING: Attached addenda are a part of this Purchase Agreement.**
334. **Enter total number of pages of this Purchase Agreement, including addenda, on line two (2) of page one (1).**

335. **NOTE: Disclosures and optional Arbitration Agreement are not part of this Purchase Agreement and should**
336. **not be part of the page numbering.**

337. I, the owner of the Property, accept this Purchase
338. Agreement and authorize the listing broker to withdraw
339. said Property from the market, unless instructed otherwise
340. in writing.

341. **I have reviewed all pages of this Purchase Agreement.**

342. ☐ **If checked, this Agreement is subject to attached**
343. ***Addendum to Purchase Agreement: Counteroffer.***

344. **FIRPTA:** Seller represents and warrants, under penalty
345. of perjury, that Seller ☐ **IS** ☑ **IS NOT** a foreign person (i.e., a
-------(Check one.)-------
346. non-resident alien individual, foreign corporation, foreign
347. partnership, foreign trust, or foreign estate for purposes of
348. income taxation. (*See lines 294-307.*)) This representation
349. and warranty shall survive the closing of the transaction
350. and the delivery of the deed.

I agree to purchase the Property for the price and on the terms and conditions set forth above.
I have reviewed all pages of this Purchase Agreement.

351. **SELLER**

352. _____

353. By: _____

354. Its: _____ (Title)

355. _____ (Date)

BUYER

Omann Properties II

By: _____

Its: Manager Partner (Title)

6/21/16 (Date)

356. **SELLER**

357. _____

358. By: _____

359. Its: _____ (Title)

360. _____ (Date)

BUYER

_____

By: _____

Its: _____ (Title)

_____ (Date)

361. **FINAL ACCEPTANCE DATE:** _____ The Final Acceptance Date
362. is the date on which the fully executed Purchase Agreement is delivered.

363. **THIS IS A LEGALLY BINDING CONTRACT BETWEEN BUYER(S) AND SELLER(S).**
364. **IF YOU DESIRE LEGAL OR TAX ADVICE, CONSULT AN APPROPRIATE PROFESSIONAL.**

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DISCLOSURE STATEMENT: WELL

This form approved by the Minnesota Association of REALTORS®, which disclaims any liability arising out of use or misuse of this form.
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1. Date 06/20/2016

2. Page 1 of _____ pages: THE REQUIRED MAP IS
3. ATTACHED HERETO AND MADE A PART HEREOF.

4. Minnesota Statute 103I.235 requires that, before signing an agreement to sell or transfer real property, Seller must
5. disclose information in writing to Buyer about the status and location of all known wells on the property. This requirement
6. is satisfied by delivering to Buyer either a statement by Seller that Seller does not know of any wells on the property,
7. or a disclosure statement indicating the legal description and county, and a map showing the location of each well. In
8. the disclosure statement Seller must indicate, for each well, whether the well is in use, not in use or sealed.

9. Unless Buyer and Seller agree to the contrary in writing, before the closing of the sale, a Seller who fails to disclose
10. the existence or known status of a well at the time of sale, and knew or had reason to know of the existence or known
11. status of the well, is liable to Buyer for costs relating to sealing of the well and reasonable attorneys' fees for collection
12. of costs from Seller, if the action is commenced within six years after the date Buyer closed the purchase of the real
13. property where the well is located.

14. Legal requirements exist relating to various aspects of location and status of wells. Buyer is advised to contact the
15. local unit(s) of government, state agency or qualified professional which regulates wells for further information about
16. these issues.

17. **Instructions for completion of this form are on page three (3).**

18. **PROPERTY DESCRIPTION:** Street Address: 4030 Naber Avenue NE

19. Saint Michael (City) 55376 (Zip) Wright (County)

20. **LEGAL DESCRIPTION:**
21. SECT-08 TWP-120 RANGE-023 UNPLATTED LAND ST

22.

23. **WELL DISCLOSURE STATEMENT:** *(Check appropriate boxes.)*

24. Seller certifies that the following wells are located on the above described real property.

25./26.	MN Unique Well No.	Well Depth	Year of Const.	Well Type	IN USE	NOT IN USE	SHARED	SEALED
27. Well 1				4"	☐	☒	☐	☐
28. Well 2					☐	☐	☐	☐
29. Well 3					☐	☐	☐	☐

30. Is this property served by a well not located on the property? ☐ Yes ☐ No

31. If "Yes," please explain: _____

32. _____

33. **NOTE: See definition of terms "IN USE," "NOT IN USE," and "SEALED" on lines 102-113. If a well is not in use, it**
34. **must be sealed by a licensed well contractor or a well owner must obtain a maintenance permit from**
35. **the Minnesota Department of Health and pay an annual maintenance fee. Maintenance permits are not**
36. **transferable. If a well is operable and properly maintained, a maintenance permit is not required.**

37. If the well is, "Shared":
38. (1) How many properties or residences does the shared well serve? _____
39. (2) Who manages the shared well? _____
40. (3) Is there a maintenance agreement for the shared well? ☐ Yes ☐ No
41. If "Yes," what is the annual maintenance fee? $ _____

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Property located at 4030 Naber Avenue NE Saint Michael MN 55376

OTHER WELL INFORMATION:

Date well water last tested for contaminants: _____ Test results attached? ☐ Yes ☐ No

Contaminated Well: Is there a well on the property containing contaminated water? ☐ Yes ☐ No

Comments: _____

SEALED WELL INFORMATION: For each well designated as sealed above, complete this section.

When was the well sealed? _____

Who sealed the well? _____

Was a Sealed Well Report filed with the Minnesota Department of Health? ☐ Yes ☐ No

MAP: Complete the attached *Location Map* showing the location of each well on the real property.

This disclosure is not a warranty of any kind by Seller(s) or any licensee(s) representing or assisting any part(/ies) in this transaction and is not a substitute for any inspections or warranties the party(ies) may wish to obtain.

SELLER'S STATEMENT: *(To be signed at time of listing.)*

Seller(s) hereby states that the facts as stated above are true and accurate and authorizes any licensee(s) representing or assisting any party(ies) in this transaction to provide a copy of this Disclosure Statement to any person or entity in connection with any actual or anticipated sale of the property. A seller may provide this Disclosure Statement to a real estate licensee representing or assisting a prospective buyer. The Disclosure Statement provided to the real estate licensee representing or assisting a prospective buyer is considered to have been provided to the prospective buyer. If this Disclosure Statement is provided to the real estate licensee representing or assisting the prospective buyer, the real estate licensee must provide a copy to the prospective buyer.

Seller is obligated to continue to notify Buyer in writing of any facts that differ from the facts disclosed herein (new or changed) of which Seller is aware that could adversely and significantly affect the Buyer's use or enjoyment of the property or any intended use of the property that occur up to the time of closing. To disclose new or changed facts, please use the *Amendment to Disclosure Statement* form.

_____ _____ _____ _____

(Seller) (Date) (Seller) (Date)

BUYER'S ACKNOWLEDGEMENT: *(To be signed at time of purchase agreement.)*

I/We, the Buyer(s) of the property, acknowledge receipt of this *Disclosure Statement: Well* and *Location Map* and agree that no representations regarding facts have been made other than those made above.

_____ 6/21/16 _____ _____

(Buyer) (Date) (Buyer) (Date)

LISTING BROKER AND LICENSEES MAKE NO REPRESENTATIONS HEREIN AND ARE NOT RESPONSIBLE FOR ANY CONDITIONS EXISTING ON THE PROPERTY.

INSTRUCTIONS FOR COMPLETING THE WELL DISCLOSURE STATEMENT

DEFINITION: A "well" means an excavation that is drilled, cored, bored, washed, driven, dug, jetted or otherwise constructed if the excavation is intended for the location, diversion, artificial recharge or acquisition of groundwater.

MINNESOTA UNIQUE WELL NUMBER: All new wells constructed AFTER January 1, 1975, should have been assigned a Minnesota unique well number by the person constructing the well. If the well was constructed after this date, you should have the unique well number in your property records. If you are unable to locate your unique well number and the well was constructed AFTER January 1, 1975, contact your well contractor. If no unique well number is available, please indicate the depth and year of construction for each well.

WELL TYPE: Use one of the following terms to describe the well type.

WATER WELL: A water well is any type of well used to extract groundwater for private or public use. Examples of water wells are: domestic wells, drive-point wells, dug wells, remedial wells and municipal wells.

IRRIGATION WELL: An irrigation well is a well used to irrigate agricultural lands. These are typically large-diameter wells connected to a large pressure distribution system.

MONITORING WELL: A monitoring well is a well used to monitor groundwater contamination. The well is typically used to access groundwater for the extraction of samples.

DEWATERING WELL: A dewatering well is a well used to lower groundwater levels to allow for construction or use of underground spaces.

INDUSTRIAL/COMMERCIAL WELL: An industrial/commercial well is a nonpotable well used to extract groundwater for any nonpotable use, including groundwater thermal exchange wells (heat pumps and heat loops).

WELL USE STATUS: Indicate the use status of each well. CHECK ONLY ONE (1) BOX PER WELL.

IN USE: A well is "in use" if the well is operated on a daily, regular or seasonal basis. A well in use includes a well that operates for the purpose of irrigation, fire protection or emergency pumping.

NOT IN USE: A well is "not in use" if the well does not meet the definition of "in use" above and has not been sealed by a licensed well contractor.

SEALED: A well is "sealed" if a licensed contractor has completely filled a well by pumping grout material throughout the entire bore hole after removal of any obstructions from the well. A well is "capped" if it has a metal or plastic cap or cover which is threaded, bolted or welded into the top of the well to prevent entry into the well. A "capped" well is not a "sealed" well.

If the well has been sealed by someone other than a licensed well contractor or a licensed well sealing contractor, check the well status as "not in use."

If you have any questions, please contact the Minnesota Department of Health, Well Management Section, at (651) 201-4587 (metropolitan Minneapolis–St. Paul) or 1-800-383-9808 (greater Minnesota).

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AGENCY RELATIONSHIPS IN REAL ESTATE TRANSACTIONS

MINNESOTA LAW REQUIRES that early in any relationship, real estate brokers or salespersons discuss with consumers what type of agency representation or relationship they desire.[1] The available options are listed below. This is **not** a contract. **This is an agency disclosure form only. If you desire representation you must enter into a written contract, according to state law** (a listing contract or a buyer/tenant representation contract). Until such time as you choose to enter into a written contract for representation, you will be treated as a customer and will not receive any representation from the broker or salesperson. The broker or salesperson will be acting as a Facilitator (see paragraph IV on page two (2)), unless the broker or salesperson is representing another party, as described below.

ACKNOWLEDGMENT: I/We acknowledge that I/we have been presented with the below-described options. I/We understand that until I/we have signed a representation contract, I/we am/are not represented by the broker/salesperson. I/We understand that written consent is required for a dual agency relationship.

THIS IS A DISCLOSURE ONLY, NOT A CONTRACT FOR REPRESENTATION.

(Signature) (Date) (Signature) (Date)

I. **Seller's/Landlord's Broker:** A broker who lists a property, or a salesperson who is licensed to the listing broker, represents the Seller/Landlord and acts on behalf of the Seller/Landlord. A Seller's/Landlord's broker owes to the Seller/Landlord the fiduciary duties described on page two (2).[2] The broker must also disclose to the Buyer material facts as defined in MN Statute 82.68, Subd. 3, of which the broker is aware that could adversely and significantly affect the Buyer's use or enjoyment of the property. (MN Statute 82.68, Subd. 3 does not apply to rental/lease transactions.) If a broker or salesperson working with a Buyer/Tenant as a customer is representing the Seller/Landlord, he or she must act in the Seller's/Landlord's best interest and must tell the Seller/Landlord any information disclosed to him or her, except confidential information acquired in a facilitator relationship (see paragraph IV on page two (2)). In that case, the Buyer/Tenant will not be represented and will not receive advice and counsel from the broker or salesperson.

II. **Buyer's/Tenant's Broker:** A Buyer/Tenant may enter into an agreement for the broker or salesperson to represent and act on behalf of the Buyer/Tenant. The broker may represent the Buyer/Tenant only, and not the Seller/Landlord, even if he or she is being paid in whole or in part by the Seller/Landlord. A Buyer's/Tenant's broker owes to the Buyer/Tenant the fiduciary duties described on page two (2).[2] The broker must disclose to the Buyer material facts as defined in MN Statute 82.68, Subd. 3, of which the broker is aware that could adversely and significantly affect the Buyer's use or enjoyment of the property. (MN Statute 82.68, Subd. 3 does not apply to rental/lease transactions.) If a broker or salesperson working with a Seller/Landlord as a customer is representing the Buyer/Tenant, he or she must act in the Buyer's/Tenant's best interest and must tell the Buyer/Tenant any information disclosed to him or her, except confidential information acquired in a facilitator relationship (see paragraph IV on page two (2)). In that case, the Seller/Landlord will not be represented and will not receive advice and counsel from the broker or salesperson.

III. **Dual Agency - Broker Representing both Seller/Landlord and Buyer/Tenant:** Dual agency occurs when one broker or salesperson represents both parties to a transaction, or when two salespersons licensed to the same broker each represent a party to the transaction. Dual agency requires the informed consent of all parties, and means that the broker and salesperson owe the same duties to the Seller/Landlord and the Buyer/Tenant. This role limits the level of representation the broker and salesperson can provide, and prohibits them from acting exclusively for either party. In a dual agency, confidential information about price, terms and motivation for pursuing a transaction will be kept confidential unless one party instructs the broker or salesperson in writing to disclose specific information about him or her. Other information will be shared. Dual agents may not advocate for one party to the detriment of the other.[3]

Within the limitations described above, dual agents owe to both Seller/Landlord and Buyer/Tenant the fiduciary duties described below.[2] Dual agents must disclose to Buyers material facts as defined in MN Statute 82.68, Subd. 3, of which the broker is aware that could adversely and significantly affect the Buyer's use or enjoyment of the property. (MN Statute 82.68, Subd. 3 does not apply to rental/lease transactions.)

(initial) (initial) *I have had the opportunity to review the "Notice Regarding Predatory Offender Information" on page two. (2)*

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IV. **Facilitator:** A broker or salesperson who performs services for a Buyer/Tenant, a Seller/Landlord or both but does not represent either in a fiduciary capacity as a Buyer's/Tenant's Broker, Seller's/Landlord's Broker or Dual Agent. **THE FACILITATOR BROKER OR SALESPERSON DOES NOT OWE ANY PARTY ANY OF THE FIDUCIARY DUTIES LISTED BELOW, EXCEPT CONFIDENTIALITY, UNLESS THOSE DUTIES ARE INCLUDED IN A WRITTEN FACILITATOR SERVICES AGREEMENT.** The facilitator broker or salesperson owes the duty of confidentiality to the party but owes no other duty to the party except those duties required by law or contained in a written facilitator services agreement, if any. In the event a facilitator broker or salesperson working with a Buyer/Tenant shows a property listed by the facilitator broker or salesperson, then the facilitator broker or salesperson must act as a Seller's/Landlord's Broker (see paragraph I on page one (1)). In the event a facilitator broker or salesperson, working with a Seller/Landlord, accepts a showing of the property by a Buyer/Tenant being represented by the facilitator broker or salesperson, then the facilitator broker or salesperson must act as a Buyer's/Tenant's Broker (see paragraph III on page one (1)).

---

(1) This disclosure is required by law in any transaction involving property occupied or intended to be occupied by one to four families as their residence.

(2) The fiduciary duties mentioned above are listed below and have the following meanings:
Loyalty - broker/salesperson will act only in client(s)' best interest.
Obedience - broker/salesperson will carry out all client(s)' lawful instructions.
Disclosure - broker/salesperson will disclose to client(s) all material facts of which broker/salesperson has knowledge which might reasonably affect the client(s)' use and enjoyment of the property.
Confidentiality - broker/salesperson will keep client(s)' confidences unless required by law to disclose specific information (such as disclosure of material facts to Buyers).
Reasonable Care - broker/salesperson will use reasonable care in performing duties as an agent.
Accounting - broker/salesperson will account to client(s) for all client(s)' money and property received as agent.

(3) If Seller(s)/Landlord(s) elect(s) not to agree to a dual agency relationship, Seller(s)/Landlord(s) may give up the opportunity to sell/lease the property to Buyer(s)/Tenant(s) represented by the broker/salesperson. If Buyer(s)/Tenant(s) elect(s) not to agree to a dual agency relationship, Buyer(s)/Tenant(s) may give up the opportunity to purchase/lease properties listed by the broker.

NOTICE REGARDING PREDATORY OFFENDER INFORMATION: Information regarding the predatory offender registry and persons registered with the predatory offender registry under MN Statute 243.166 may be obtained by contacting the local law enforcement offices in the community where the property is located, or the Minnesota Department of Corrections at (651) 361-7200, or from the Department of Corrections Web site at www.corr.state.mn.us.

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WRIGHT COUNTY
REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: N/A ***BOARD MEETING DATE:*** 6/28/16 ***CONSENT AGENDA:*** N/A

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

COUNTY ATTORNEY
ORIGINATING DEPARTMENT/SERVICE

X Brian J Anderlik
REQUESTOR'S SIGNATURE

6/22/16
REVIEWED BY/DATE

BOARD ACTION REQUESTED:

Authorize Signatures On Temporary Construction Easement Requested By BNSF Railway Company For County Fairgrounds Property.

BACKGROUND/JUSTIFICATION:

BNSF Railway Company is requesting the use of a small portion of county-owned property near the County Fairgrounds to get access to an area where they will be replacing a culvert under their tracks. The project will likely take 30 days or less, but the exact schedule has not been determined at this point. A copy of the proposed temporary easement 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:**

TEMPORARY EASEMENT FOR CONSTRUCTION-RELATED ACTIVITIES

KNOW ALL MEN BY THESE PRESENTS, that County of Wright, referred to hereinafter as "**Grantor**", for Two Hundred Fifty and No/100 Dollars $250.00 to it paid by **BNSF RAILWAY COMPANY,** a Delaware corporation, whose address for purposes of this instrument is 2301 Lou Menk Drive, GOB-3W, Fort Worth, Texas 76131-2830, the "**Grantee**", and for the promises of the Grantee hereinafter specified, does hereby grant, bargain, sell, and convey unto the Grantee and its employees, officers, affiliates, contractors, agents and/or assigns (the "**BNSF Parties**"), subject to the terms and conditions hereinafter set forth, an exclusive **TEMPORARY EASEMENT FOR CONSTRUCTION-RELATED ACTIVITIES** (the "**Temporary Easement**") for construction-related activities, including but not limited to surface grading, removal of surface vegetation and staging of construction materials and equipment (all such construction-related activities being referred to hereinafter collectively as the "**Easement Work**") on those certain premises (the "**Easement Area**"), situated in Wright County, State of Minnesota, to-wit:

> See **Exhibit "A"**, attached hereto and made a part hereof, for the description of the Easement Area.

The Easement Work is being performed in connection with Grantee's construction and installation of that certain culvert and related equipment and facilities (collectively, the "**Project**") on Grantee's adjacent property. The foregoing Temporary Easement is made subject to and upon the following express conditions:

1. The Grantor on behalf of itself, its successors, and assigns hereby agrees that, as of the Commencement Date (defined below), Grantee and the BNSF Parties shall enjoy the Temporary Easement in, on, over, under, and through the Easement Area and may use the Easement Area in any way they see fit in order to perform the Easement Work in connection with the construction of the Project on Grantee's adjacent property.

2. The Temporary Easement shall be binding upon and inure to the benefit of the heirs, executors, administrators, assigns, and successors of Grantor, Grantee, and the BNSF Parties.

3. The Temporary Easement shall be exclusive in favor of Grantee and the BNSF Parties. Grantor shall not occupy, undertake any work on, or interfere with Grantee's and/or the BNSF Parties' use of the Easement Area for the Easement Work. Further, Grantor shall use its best reasonable efforts to ensure that third parties do not interfere with use of the Easement Area by Grantee and/or the BNSF Parties.

4. In connection with the Easement Work, Grantee and/or the BNSF Parties shall have the right, but not the obligation, to remove all trees, brush, and other vegetation from the above-described Easement Area and to reconfigure the Easement Area in any way they deem necessary or beneficial. All refuse from such cutting, trimming or removal shall be removed from the Easement Area by Grantee. Grantee also agrees to undertake best efforts to repair damages caused to the Easement Area, particularly the existing roadway, by the use of heavy machinery.

The Temporary Easement shall commence in favor of Grantee and the BNSF Parties on the 1st day of September, 2016 (the "**Commencement Date**") and shall continue for a period of six months thereafter (the "**Initial Term**"). Upon the expiration of the Initial Term, the Temporary Easement shall automatically be renewed and continue uninterrupted for two (2) additional, successive six (6) month term(s) (each an "**Additional Term**") beyond the Initial Term unless Grantee terminates the Temporary Easement prior to the expiration of the Initial Term or the first Additional Term, as applicable, by delivering a written notice of early termination to Grantor. Grantee shall be restricted from use of the Easement Area during the period from July 24, 2017 through August 8, 2017.

TO HAVE AND TO HOLD THE SAME, together with all the hereditaments and appurtenances thereunto belonging to Grantee and the BNSF Parties for their use and enjoyment for the purposes aforesaid and for no other purpose whatsoever subject to the terms and conditions hereinbefore stated.

EXECUTED to be effective as of the ___ day of _____, 2016.

GRANTOR:

County of Wright

By: _____

Name: Pat Sawatzke

Title: Chair, County Board

By: _____

Name: Lee R. Kelly

Title: County Coordinator

GRANTEE:

BNSF RAILWAY COMPANY, a Delaware corporation

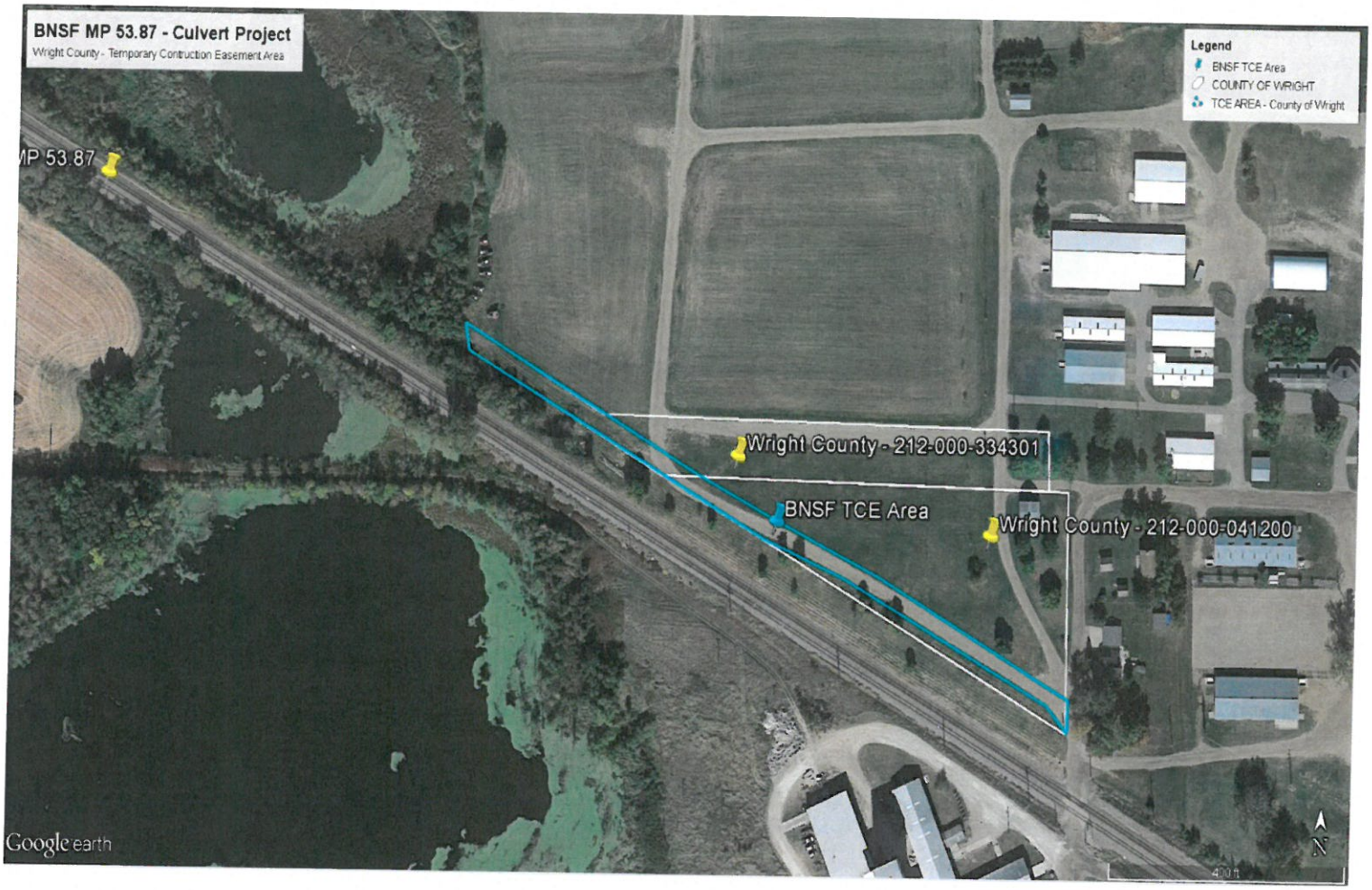
By: _____

Name: _____

Title: _____

EXHIBIT "A"
TO THE TEMPORARY EASEMENT INSTRUMENT TO BNSF

A portion of tax parcels 212000334301 and 212000334301 being situated in the County of Wright, Howard Lake, Minnesota.



WRIGHT COUNTY
REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: _____ ***BOARD MEETING DATE:*** ***6/28/16*** ***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:
Schedule contract award for exterior lighting retrofits on June 28, 2016.

BACKGROUND/JUSTIFICATION:
A recommended vendor will be presented to award the contract for exterior building & parking lot lighting retrofits. Sites include the Government Center, Human Services Center, and Historical Society site. Bids were opened at the June 21st board meeting.

	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 28, 2016*** ***CONSENT AGENDA: ___***

AMT. OF TIME REQUIRED: 10 min. ***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 Burda's 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.

The County Board on June 14, 2016 tabled this agreement for 14 days. Staff will be conducting an inspection of the property on June 27, 2016 and will provide the Board with an update on June 28, 2016.

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

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

BUILDING COMMITTEE
MINUTES
June 22, 2016

MEMBERS PRESENT: Potter, Daleiden
OTHERS PRESENT: Wilczek, Hatfield, Tagarro

I. Annex Restroom

Wilczek provided an update on scheduling work with the architect selected for the project. A meeting is set to walk through the site on Monday, June 27th with Tiffany Townsend of Nelson.

Recommendation:
Daleiden recommended the site be looked at initially from a full fit plan approach rather than just converting and certifying the plan that was drawn internally. If the architect agrees it makes the most sense, then move forward with drawings.

II. IT Expansion

Tagarro provided an update on the IT expansion project and that Ernst Construction had removed the hallway door and the rollup window. They are in the process of completing the taping of the openings. Once the walls are sanded, the painting will be ready for completion by the Custodial staff. The flooring contractor misunderstood the type of flooring required for the anti-static application so there was discussion between Tagarro, Ernst, and the contractor to work through it. Tagarro said there will be an approximate $1200 increase in flooring cost to get the correct material, but that Ernst believed he was trending under his anticipated cost on the project and the net cost add would be minimal if any. All IT staff will be temporarily relocated to a conference room or IT training room on July 8th to allow for the furniture installation on July 11th & 12th. Full operational occupancy is expected by Monday, July 18th.

Recommendation:
No recommendation from Daleiden or Potter except to continue progress and look forward to completion.

III. Public Works Deferred Maintenance & Remodel

Wilczek provided info and proposals from Roof Spec and Inspec for roof & building envelope conditions assessment services. At the time of the last building committee meeting, only a proposal for roof consulting services was in hand. In conversations with Wilczek, Inspec has shown great interest in the project and also requested a site meeting with Wilczek & Brian Jans prior to submitting their proposal (occurred June 10th). They reviewed the original design & building system plans to better understand the scope and site conditions prior to submittal. Depending on the results of the assessment, the replacement design services scope would be formed. Wilczek noted in follow up to the last building committee meeting, that Southern Minnesota Inspections completed the inspection of the Crane equipment in the shop. With the exception of needing to purchase a trolley, the inspection passed certification. A proposal is being sought after, but is expected to be minimal in cost.

Recommendation:
It was recommended by Daleiden and Potter to move forward with Inspec to complete the assessment of the existing roof system and building envelope. Their report on the system & conditions will determine the scope for their design services proposal. The report and design proposal will be discussed for consideration at a future meeting when completed.

INSPEC

Smart engineering of

roofs, walls, windows,

pavements

and waterproofing

June 16, 2016

Mr. Alan Wilczek
Facilities Service Director
Wright County Administration Department
Government Center
10 Second Street Northwest, Room 235
Buffalo, MN 55313-1193

RE: Proposal for Roof Consultation Services for Initial Design Assessment
Wright County Public Service Building
Buffalo, Minnesota

Dear Mr. Wilczek:

We are grateful to have been given the opportunity to submit this proposal on the above-referenced services. We have based this proposal on our recent conversations along with our site visit on June 10, 2016.

A. PROJECT INFORMATION

1. Scope of Work

   The roofs on the facility consist of a 6/12 sloped shingle roof over the offices/conference/entry areas and a larger low-sloped roof that has a fully-adhered EPDM membrane over the shops area.

   It is our understanding that you intend to reroof the roofs on the facility this year or next year. We also understand that the windows on the building may also need replacing in the near future.

   A rough estimate of roof area is 8,400 square feet for the shingle roof and 29,000 square feet for the low-slope roof. A ballpark roofing construction cost range is $350,000 - $450,000. This range is due to the unknown salvageability of existing roof system components along with initial roof system options of asphalt shingles or pre-engineered sheet metal standing seam roofing on the steep-slopped roof.

   A ballpark window construction cost is unknown at this time (too early to speculate).

2. Problem or Needs

   The shingled roof is reportedly experiencing water entry due to condensation at certain times during the winter. The low-sloped roof is reportedly leaking during rain events; however leakage is minimal and has been repaired by a roofing contractor.

   The windows are reportedly severely frosting up predominantly on the inside sill during the winter months.

5801 Duluth Street
Minneapolis, MN 55422
Ph. 763-546-3434
Fax 763-546-8669

Chicago

Milwaukee

Minneapolis

www.inspec.com

Inspec understands that Wright County would like an Initial Design Assessment Service to be conducted prior to final design, construction document preparation, and bidding assistance services to better understand the replacement options, construction costs for the roofs and windows, and further consultation service fees.

Typically the Initial Design Assessment Service effort represents about 33% of the total design through bidding services effort.

B. BASIC SERVICES

1. Initial Design Assessment

   a. Field Verification consisting of:

      1. Review of original and addition construction documents. Review window shop drawings, if available. Obtain past roof construction information from roofing contractors.
      2. Perform field verification of the existing roof system construction and roof detail construction conditions with the assistance of a roofing contractor to perform/repair strategic openings of the roof system. Existing conditions at the opened and non-opened details will be documented, sketched, and photographed.
      3. Perform evaluation of window systems and of the existing window construction, and water test one of the typical window units. Findings will be documented, sketched, and photographed.

   b. Analysis:

      1. Review original drawings, shop drawings of windows, as-built roof conditions, past roofing contractor information, sketches, and photographs.
      2. Identify/review/analyze roofing-related project issues such as insulation replacement/upgrade, vapor control, code implications, structural load capacities of the existing roofs system options, potential sliding snow control, and roof drainage.
      3. Identify/review/analyze window-related project issues such as condensation and/or leakage sources and options to repair or replace the windows.
      4. Prepare an Initial Design Assessment Report which will discuss field information, product/system evaluations, constructability, replacement options, life expectancy, preliminary construction costs, and schedules. Further Roof Consultant Services will be presented as well.
      5. Two meetings are included, one miscellaneous and one to present the Initial Design Assessment Report.

C. COMPENSATION – BASIC SERVICES

Initial Design Assessment Services

Roof Consultation Services	$8,100
Window Consultation Services	$4,200
Total	$12,300

D. REIMBURSABLES

1. Reimbursable expenses will be charged in addition to the compensation for Basic Services. The extent of these expenses is not known at this time, but may be necessary to perform the Basic Services indicated.

2. Reimbursable expenses may include, but not be limited to, the following items:

   a. Contractor assistance (estimated cost range of $1,000 to $2,000).
   b. Purchasing of electronically archived documents.
   c. Structural engineering (estimated cost range of $1,000 to $2,000).

E. COMPENSATION – REIMBURSABLES

1. All reimbursables will be charged at actual cost times 1.1.

F. ADDITIONAL SERVICES

1. Based on our current knowledge of the existing conditions, we have, to the best of our ability, matched our Basic Services to the needs of your project. However, should the need arise for us to expand our services in response to conditions or events outside our control, we would, under your direction, submit a separate proposal covering such Additional Services. Additional Services are not included under Basic Services nor are they covered by the compensation thereof.

2. Additional Services may include, but are not necessarily limited to, the following:

   a. Services/costs necessary, due to adjustments in the Scope of Work submitted for this project.
   b. Design services other than what has been included. This would include items intended for the next phase of the design process, such as design development, development of final construction documents, technical specifications and bidding documents, etc.
   c. Mechanical or electrical engineering design, final drawing technical sections and bidding documents.
   d. Further structural engineering services.
   e. Out-sourced services (professional or otherwise) hired by Inspec but not included under Basic Services or Reimbursables.
   f. Preparation work and/or meetings related to arbitration, legal, or other conflict resolution proceedings of which Inspec is not a party.
   g. Any service resulting from the discovery of asbestos, mold, or any other existing hazardous materials.
   h. Additional meetings.
   i. Destructive test opening of windows.

G. COMPENSATION – ADDITIONAL SERVICES

1. Compensation for Additional Services shall be established by separate Additional Services proposal(s) unless indicated otherwise herein.

2. Compensation for Additional Services that are provided by others but retained by Inspec shall be based on the amount billed to Inspec times a factor of 1.1.

H. CLIENT'S RESPONSIBILITIES

1. Client shall return a signed proposal to Inspec prior to the commencement of services.

2. The Client shall allow Inspec access to roof areas and interior spaces necessary.

3. Client shall provide original and addition construction documents.

I. PAYMENT PROVISIONS

1. Progress payment invoices for Inspec services shall generally be submitted monthly and are payable upon receipt. Invoices shall be considered past due if not paid within thirty-five (35) days of invoice date.

J. SUSPENSION OR TERMINATION OF SERVICES

1. This Agreement may be terminated by either party in the event of substantial failure to perform in accordance with the terms of this Agreement through no fault of the terminating party, but only after written notice of the specific nature of the failure to perform has been submitted and after seven days opportunity to cure such failure. If this Agreement is terminated, Inspec shall be paid for services performed to the termination notice date including reimbursable expenses due.

K. RISK ALLOCATION/DISPUTE RESOLUTION

1. All claims, disputes, and controversies arising out of or in relation to the performance, interpretation, application, or enforcement of this Agreement, including, but not limited to, breach thereof, shall be referred for mediation under the then current Construction Industry Mediation Rules of the American Arbitration Association prior to any recourse to arbitration or litigation.

2. The Owner agrees to compensate Inspec for reasonable expenses incurred if Inspec is required to respond to legal processes which are related to Inspec's services, but that arise out of a lawsuit or proceeding to which Inspec is not a party.

3. If the Owner brings a lawsuit against Inspec that is dismissed or to which a verdict is rendered for Inspec, the Owner will reimburse Inspec for costs of defense, including but not limited to reasonable attorney's fees.

4. In recognition of the relative risks and benefits of the project to both the Client and to Inspec, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit Inspec's total liability to the Client for any and all claims, losses, costs, damages of any nature whatsoever, or claims expenses from any cause or causes, including attorneys' fees and costs and expert witness fees and costs, so that the total aggregate liability of Inspec to the Client shall not exceed $20,000 or the total amount actually paid by Client to Inspec

under this proposal, whichever is greater. It is intended that limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

L. REMARKS

This proposal is valid for thirty (30) days, after which time Inspec reserves the right to modify and resubmit.

This Agreement represents the entire and integrated agreement between Client and Inspec and supersedes all prior negotiation, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Inspec and Client. Nothing herein shall be construed to give any rights or benefits to anyone other than Client and Inspec.

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

For Client	**For Inspec**
Signature	*Signature*
Printed Name	Gary Patrick, AIA, RRC *Printed Name*
Printed Title	Executive Vice President *Printed Title*
Wright County	INSPEC, INC.

GP/bap

June 7, 2016

Roof Spec Inc.

2400 Prior Avenue North
St. Paul, MN 55113
(651) 639-0644
(651) 639-1828 (fax)
800-494-4085
www.roofspec.com

Mr. Alan M. Wilczek
Facilities Services Director
Wright County
10 2nd Street NW, Room 235
Buffalo, MN 55313

Phone: 763-682-7382
E-mail: alan.wilczek@co.wright.mn.us

SUBJECT: WRIGHT COUNTY PUBLIC WORKS
1901 HWY. 25 NORTH
BUFFALO, MN 55313
PROPOSAL #P16-12333-01, 02 & 03

Dear Mr. Wilczek:

Enclosed please find our proposal for Roof System Evaluation, Specification Preparation and Construction Administration /Observations services for the above-referenced facility.

This proposal includes the following documents:

- Scope of Services/Fee Schedule
- Proposal and Contract Agreement
- Indemnification and Waiver Relating to Asbestos

If you find this proposal acceptable, please sign, date and return the attached Proposal and Contract Agreement to our office at your earliest convenience.

If you should have any questions or require further information, please contact our office.

Respectfully,

ROOF SPEC, INC.

William F. Waugh

William F. Waugh, PE, RWC
Senior Engineer

WFW/fj

Enclosures

All information is submitted as the confidential property of our clients. Any copies or extractions are reserved pending our written approval.

June 7, 2016

Wright County
MINNESOTA

Proposal #P16-12333-01, 02 & 03

Roof System Evaluation, Specification Preparation & Construction Administration/Observation Services For:

Wright County Public Works
1901 Hwy. 25 North
Buffalo, MN 55313

Prepared for:

Mr. Alan M. Wilczek
Facilities Services Director
Wright County
10 2nd Street NW, Room 235
Buffalo, MN 55313

Prepared By:

Mr. William F. Waugh, PE, RWC
Senior Engineer
Roof Spec, Inc.
2400 Prior Avenue North
St. Paul, MN 55113

651-639-0644
Fax 651-639-1828

Roof Spec, Inc.
2400 Prior Avenue North
St. Paul, MN 55113

www.roofspec.com

All information is submitted as the confidential property of our clients. Any copies or extractions are reserved pending our written approval.

SCOPE OF SERVICES

ROOF SYSTEM EVALUATION

This phase involves the physical review of the roof areas, and the development of a report containing the information obtained.

Prior to performing the review, the owner provides Roof Spec, Inc. with the history of the subject roof areas to the best of their knowledge, and any additional documents and reports relative to the subject roof sections.

Based on this information, and that obtained during the review, Roof Spec, Inc. will provide a written report outlining the following:

A) Historical data or background information as supplied by the owner or obtained via the physical review of the roof assemblies by Roof Spec, Inc. personnel.

B) Field observations of anomalous conditions within the roof assemblies with photographs highlighting deficiencies observed; roof plans and pertinent details relative to the distress and/or locations of moisture infiltration.

C) Conclusions as to the causes of distress within the roof assembly in combination with appropriate recommendations for cost effective maintenance procedures and/or replacement.

D) Projected budget costs and prioritization schedules pertaining to those areas having the greatest need for repair and/or replacement.

TOTAL COST: $2,000.00

Additional services such as meetings and follow-up visits will be billed per our attached Fee Schedule.

2016 ROOF SPEC FEE SCHEDULE

I	Principal:	$160.00/hour
II	Professional Engineer:	$150.00/hour
III	Litigation Services:	
	Preparation:	$170.00/hour
	Testimony:	$220.00/hour
IV	Senior Wall/Roof/Waterproofing Systems Consultant/RRC/RWC	$130.00/hour
V	Project Manager/RRO: (Portal to Portal) Consulting, Review & Report	$95.00/hour
VI	Project Designer	$95.00/hour
VII	Field Technician: Full Time/Part Time (Portal to Portal)	$75.00/hour
VIII	CAD/ Design Draftsperson:	$75.00/hour
IX	Administration/Clerical Staff	$65.00/hour
X	Mileage (Portal to Portal):	$0.505/mile
XI	Per Diem:	$39.00/day
	Laboratory Analysis	
I	New Construction Built-up Roof Samples - ASTM:D3617	
	Without Surfacing	$300.00
	With Glaze/Surface Coat	$350.00
	With Flood Coat and Gravel	$450.00
II	Existing Built-up Roof Sample (Asphalt/Coal Tar Pitch) (ASTM:D2829)	$450.00
III	Softening Point of Bitumen (Asphalt/Coal Tar Pitch) (ASTM:D2398 & ASTM:D36)	$200.00
IV	ASTM:D312 Asphalt Analysis	$400.00
V	ASTM:D1863 Gradation	$150.00
VI	Moisture Tests:	
	Thermal Insulation by Weight	$ 85.00
	Felt - ASTM:D95	$170.00
VII	Pick Up Charge	$150.00

SCOPE OF SERVICES

SPECIFICATION PREPARATION

Prepare re-roofing specifications and drawings that define the scope of demolition work, identify the appropriate materials and quality control procedures, and address details.

Roof Spec, Inc. will verify the scope of work through our field verification process where access is available. A drafting team will make test openings at various locations to verify the existing conditions. This allows for accurate detailing of the existing conditions and enables us to provide a design package for the new roof system obtaining bids on an apples to apples basis. We will then attempt to verify our findings with any existing documentation available. Whenever possible, the existing insulation and roof system components are re-used to minimize both the impact of re-roofing on the interior operations of the facility and to reduce the overall project costs.

Samples of the existing roof system and flashings are submitted by a Minnesota Certified Asbestos Inspector for laboratory analysis. The removal of any asbestos containing roofing materials is then addressed in the project specifications.

Roof Spec, Inc. will design the new roof system by preparing a project manual with job specific references to the roof areas. A set of detail drawings consisting of a site plan, roof plan, general notes and pages of project specific details will also be provided.

Once construction documents are complete, Roof Spec, Inc. will solicit bids from preapproved contractors and coordinate the scheduling of a pre-bid meeting. The purpose of a pre-bid meeting is to conduct a guided walk-through of the facility roof and familiarize prospective bidders with the project. Roof Spec, Inc. will then attend the bid opening, review the bid results and provide a bid tabulation and recommendation of award. We then prepare a contract on AIA Document A101-2007 standard form of agreement between Owner and Contractor where the basis of payment is a stipulated sum. If the owner requests a different contract, we will adapt whatever version is required.

TOTAL COST: $16,000.00

SCOPE OF SERVICES

CONSTRUCTION ADMINISTRATION/OBSERVATION

Construction administration services begin once the bid has been awarded. At this time, a pre-construction meeting is conducted to familiarize all team members with their respective roles and any additional concerns the Owner may have. Scheduling, clean-up, invoicing and permits are also discussed to ensure they are secured and followed.

Throughout the entire project, the Quality Assurance Observer conducts **part-time** observations to document whether the work is proceeding according to the contract documents. The Quality Assurance Observer acts as the Owner's liaison to the contractor to field any questions, address proposed additions and/or deletions to the contract, and obtain resolutions to any problems which may be encountered.

The primary objectives for such observations are to document:

- quality of workmanship
- use of proper installation techniques
- conformance to specifications
- proper material storage
- adequate manpower and progress
- proper daily clean-up

Written reports are provided to the owner summarizing the daily activities, and any situations encountered throughout the project. Photographic illustrations of the construction process are included as part of the reports.

FEE SCHEDULE
CONSTRUCTION ADMINISTRATION/OBSERVATION SERVICES

ITEM	DESCRIPTION	
I	Services of **Quality Assurance Observer** to perform observation services of re-roofing/repair procedures, review all contractor's invoice and submittals: Estimated 120 hrs @ $55.00/hour =	$11,400.00
II	**Senior Roof Consultant** to attend meetings prepare final report of membrane condition and punch list: Estimated 12 hours @ $130.00/hour =	$1,560.00
III	**Clerical Staff** to prepare and assemble final reports for distribution: Estimated 20 hours @ $65.00/hour =	$1,300.00
IV	**Mileage:** Estimated 2200 miles @ $0.505/mile =	$1,111.00
V	**Miscellaneous Expenses:** (photos, copies, etc.) Estimated Cost =	$129.00
	TOTAL ESTIMATED COST:	**$15,500.00***
* Due to unforeseen construction progress with the project and schedule extensions or reductions, the estimated total may have to be adjusted accordingly.		

Roof Spec Inc.

2400 Prior Avenue North
St. Paul, MN 55113
(651) 639-0644
(651) 639-1828 (fax)
800-494-4085
www.roofspec.com

PROPOSAL AND CONTRACT AGREEMENT

This agreement is made this 7th day June, 2016, between Roof Spec, Inc., 2400 Prior Avenue North, St. Paul, MN 55113, and Wright County (hereinafter referred to as the "Owner/Client").

In consideration of this Contract Agreement ("Contract"), and other valuable consideration, the receipt of which is acknowledged, the parties agree to the following terms and conditions.

ARTICLE I – Project and Scope of Work

This Contract covers the labor and services to be performed and/or supplied by Roof Spec, Inc. to the Owner/Client for the following Project ("Project"):

RSI Project No.: P16-12333-01, 02 & 03

Project Name: Wright County Public Works

Project Location: 1901 Hwy. 25 North, Buffalo, MN 55313

The Owner/Client agrees to pay Roof Spec, Inc. for all labor, material, and services provided on the Project, as stated below.

The scope of work for this Project is incorporated by this reference ("Scope of Services").

ARTICLE II – Contract Documents

The Contract documents, which constitute the entire agreement between Owner/Client and Roof Spec, Inc., consist of the following:

- This Contract
- Scope of Services
- Indemnification and Waiver Relating to Asbestos
- Change orders and modifications to this Contract executed after date hereof.
- Any Written Amendments to this Contract.

ARTICLE III – The Owner/Client's Duties and Representations

1. Owner/Client will provide Roof Spec, Inc. immediate access to the building and roof area for review purposes at all times during regular business hours.
2. Owner/Client agrees to pay Roof Spec, Inc. all amounts due under this Contract.

All information is submitted as the confidential property of our clients. Any copies or extractions are reserved pending our written approval.

3. Owner/Client agrees that the balance of all sums due under this Contract shall be immediately due and payable upon completion of services by Roof Spec, Inc., and Roof Spec, Inc. may charge the maximum legal rate of interest upon any sum due under this agreement which is not paid within 15 days of its due date. Owner/Client agrees to pay reasonable attorney fees and costs incurred in collecting overdue accounts.
4. Owner/Client may make any changes or additions to the Scope of Services in this Contract without invalidating the Contract, as long as the changes are agreed to by all parties and are made in writing. When the Owner/Client makes changes or additions to the Scope of Services, the parties shall create a written Change Order that details the additional work and costs associated with the addition or change to the Contract. The Change Order shall also specify the amount of time that shall be given to Roof Spec, Inc. to perform this additional or changed work. This Change Order shall be agreed upon, in writing, and signed by the parties before the work is started by Roof Spec, Inc.

ARTICLE IV – Roof Spec, Inc.'s Duties and Representations

1. Roof Spec, Inc. agrees to perform all work described in the Scope of Services.
2. Roof Spec, Inc. represents that data as to roof surface conditions provided to Owner/Client in an Investigative Report or Roof Survey Report will be valid for 60 days only from the date of such report, unless otherwise stated or confirmed in writing.
3. Roof Spec, Inc. makes no representation as to the structural adequacy of the building to support the roofing repairs or replacement recommended, except upon the basis of written opinion of an independent structural engineer, provided by Owner/Client.

ARTICLE V – Indemnification

Roof Spec, Inc. agrees to indemnify and hold the Owner/Client harmless from claims for damages, losses, and expenses arising out of or resulting from Roof Spec, Inc.'s performance of the work provided for in this Contract, provided that any such claim, damage, loss or expense (1) is attributable to body injury, sickness, disease or death or to injury to or destruction of tangible property including the loss of use thereof, and (2) is caused in whole or in part by any negligent act or omission of Roof Spec, Inc. anyone directly or indirectly employed by any of Roof Spec, Inc., or (3) is attributable to injuries sustained by any employee of Roof Spec, Inc. during the performance of work under this Contract, for any cause whatsoever.

Roof Spec, Inc., however, is not liable to the Owner/Client for damages, losses, expenses, or claims which arise out of the Owner/Client's acts or omissions, negligent or otherwise. Roof Spec, Inc. is also not liable to the Owner/Client, or any other person or entity, for damages, losses, expenses, or claims which arise out of this Project and that are caused by the acts or omissions, negligent or otherwise of parties not under the direct control of Roof Spec, Inc.

Owner/Client is responsible for indemnifying Roof Spec, Inc. from all damages and circumstances involving asbestos or asbestos containing materials ("ACM"), as specifically described in the attached "Indemnification and Waiver Relating to Asbestos".

ARTICLE VI – Warranties and Disclaimers

Roof Spec, Inc. will exercise reasonable skill and judgment in providing its consulting services. Roof Spec, Inc. will not be a guarantor of the Project to which its services are directed, and its responsibility shall be limited to work specifically performed by Roof Spec, Inc. for the Owner/Client. Roof Spec, Inc. shall not be responsible for acts or omissions of the Owner/Client or contractors, subcontractors, or third parties not under the direct control of Roof Spec, Inc.

Roof Spec, Inc. makes no other representations or warranties, express or implied.

ARTICLE VII – Limitation of Damages

In no event shall Roof Spec, Inc., or its agents or employees, be liable to the Owner/Client, or anybody else, for any special, punitive, incidental, indirect or consequential damages of any kind, whatsoever, including, without limitations, those resulting from the Project, whether or not Roof Spec, Inc. has been advised of the possibility of such damages, and regardless of the theory of liability, arising out of or in connection with the Project.

Roof Spec, Inc.'s maximum liability for damages arising from the Project, under any legal theory, shall not exceed the amount paid by the Owner/Client to Roof Spec, Inc. for the work it provided on this Project. The existence of one or more claims or suits or parties will not enlarge this limit. Each party acknowledges that this is the sole remedy that the Owner/Client may obtain from Roof Spec, Inc. Each party also acknowledges that this is an appropriate allocation of risks for the Project.

ARTICLE VIII – Miscellaneous

1. This Contract shall be governed and constructed in accordance with the laws of the State of Minnesota.
2. If one or more paragraphs of this Contract are found to be unenforceable, illegal, or contrary to public policy, or are in some other manner declared to be unenforceable by a court of competent jurisdiction, then the remainder of the Contract shall remain in full force and effect to the extent possible.
3. This Contract represents the entire agreement of the parties and supersedes all prior oral or written agreements.
4. This Contract may not be amended, unless the amendment is agreed to by both parties in writing.
5. Execution of this Contract by Owner/Client, or issuance of a purchase order by Owner/Client will constitute acceptance of each and every term and condition of this Contract. Any additional terms or conditions stated in Owner/Client's purchase order, or other written communication accepting this Contract, or contained in any general or special conditions issued by Owner/Client, or by alteration by Owner/Client of this contract form, shall not be valid under any circumstances unless specifically adopted or proved by written response of Roof Spec, Inc. Failure to respond by Roof Spec, Inc. shall be deemed a denial of any additional terms or conditions stated in Owner/Client's acceptance or counter-proposal of Owner/Client.

Accepted and agreed to:

_____	_____
By (Signature)	By: William F. Waugh (Signature)
_____	Senior Engineer
Title	Title
_____	Roof Spec, Inc.
Company	Company
_____	_____
Date	Date

INDEMNIFICATION AND WAIVER RELATING TO ASBESTOS

In engaging Roof Spec, Inc. to consult on the project which is the subject of the Contract between the parties, the Owner/Client, acknowledges that Roof Spec, Inc. is not contracting to discover, contain, or clean up asbestos or asbestos containing materials ("ACM"). The Owner/Client also agrees that, although asbestos or ACM may be encountered in the roof system or parts of the roof system and areas adjacent thereto, and although activities by Roof Spec, Inc., its employees, agents, or subcontractors (including but not limited to, sampling, and corrective work) may disturb asbestos in the roof system or in other parts of the building of which the roof system is a part and cause such asbestos or ACM to be a hazard, the Owner/Client (i) will not hold Roof Spec, Inc. liable under any legal theory including those based upon any failure to discover or to attempt to discover the presence of asbestos or ACM, failure to contain, remove, or clean up asbestos or ACM or any other act of omission arising from the presence of asbestos or ACM (including disturbing any such presently existing materials); and (ii) will defend and indemnify, to the greatest extent allowable under the law, Roof Spec, Inc., its director, officers, employees, agents, successors and assigns against, and hold them harmless from and in respect of, any claim, demand, loss, liability, cost, or exposure, including, but not limited to, reasonable attorney's fees and property damage related to the presence of asbestos or ACM in the building, or any disturbance of the same, excepting only claims by employees, agents, or subcontractors of Roof Spec, Inc.

In the event Roof Spec, Inc., learns of the existence of asbestos or ACM in connection with its work, Roof Spec, Inc.'s sole obligation is to use diligent efforts to notify Owner/Client of the existence of materials. Roof Spec, Inc. shall have the right to discontinue its work and remove its employees from the project (or that portion of the project in which such materials were encountered), without any monetary or time penalty, until those materials (or any hazards related thereto) are abated, encapsulated or removed, and/or it is determined that no hazard exists.

This indemnification and waiver shall govern over conflicting or inconsistent clauses of the General Contract, general conditions of the contract, special or supplementary conditions, technical conditions, plans and specifications.

June 8, 2016

Roof Spec Inc.

2400 Prior Avenue North
St. Paul, MN 55113
(651) 639-0644
(651) 639-1828 (fax)
800-494-4085
www.roofspec.com

Mr. Alan M. Wilczek
Facilities Services Director
Wright County
10 2nd Street NW, Room 235
Buffalo, MN 55313

Phone: 763-682-7382
E-mail: alan.wilczek@co.wright.mn.us

SUBJECT: WRIGHT COUNTY PUBLIC WORKS
1901 HWY. 25 NORTH
BUFFALO, MN 55313
PROPOSAL #P16-12333-01, 02 & 03 - REVISED

Dear Mr. Wilczek:

Enclosed please find our proposal for Roof System Evaluation, Specification Preparation and Construction Administration /Observations services for the above-referenced facility.

This proposal includes the following documents:

- Scope of Services/Fee Schedule
- Proposal and Contract Agreement
- Indemnification and Waiver Relating to Asbestos

If you find this proposal acceptable, please sign, date and return the attached Proposal and Contract Agreement to our office at your earliest convenience.

If you should have any questions or require further information, please contact our office.

Respectfully,

ROOF SPEC, INC.

William F. Waugh, PE, RWC
Senior Engineer

WFW/fj

Enclosures

All information is submitted as the confidential property of our clients. Any copies or extractions are reserved pending our written approval.

June 8, 2016

Wright County
MINNESOTA

Proposal #P16-12333-01, 02 & 03 - Revised

Roof System Evaluation, Specification Preparation & Construction Administration/Observation Services For:

Wright County Public Works
1901 Hwy. 25 North
Buffalo, MN 55313

Prepared for:

Mr. Alan M. Wilczek
Facilities Services Director
Wright County
10 2nd Street NW, Room 235
Buffalo, MN 55313

Prepared By:

Mr. William F. Waugh, PE, RWC
Senior Engineer
Roof Spec, Inc.
2400 Prior Avenue North
St. Paul, MN 55113

651-639-0644
Fax 651-639-1828

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SCOPE OF SERVICES

ROOF SYSTEM EVALUATION – 29,500 S.F. OF FLAT ROOF AND 8,500 S.F. OF SHINGLE ROOF

This phase involves the physical review of the roof areas, and the development of a report containing the information obtained.

Prior to performing the review, the owner provides Roof Spec, Inc. with the history of the subject roof areas to the best of their knowledge, and any additional documents and reports relative to the subject roof sections.

Based on this information, and that obtained during the review, Roof Spec, Inc. will provide a written report outlining the following:

A) Historical data or background information as supplied by the owner or obtained via the physical review of the roof assemblies by Roof Spec, Inc. personnel.

B) Field observations of anomalous conditions within the roof assemblies with photographs highlighting deficiencies observed; roof plans and pertinent details relative to the distress and/or locations of moisture infiltration.

C) Conclusions as to the causes of distress within the roof assembly in combination with appropriate recommendations for cost effective maintenance procedures and/or replacement.

D) Projected budget costs and prioritization schedules pertaining to those areas having the greatest need for repair and/or replacement.

TOTAL COST: $2,000.00

Additional services such as meetings and follow-up visits will be billed per our attached Fee Schedule.

2016 ROOF SPEC FEE SCHEDULE

I	Principal:	$160.00/hour
II	Professional Engineer:	$150.00/hour
III	Litigation Services:	
	Preparation:	$170.00/hour
	Testimony:	$220.00/hour
IV	Senior Wall/Roof/Waterproofing Systems Consultant/RRC/RWC	$130.00/hour
V	Project Manager/RRO: (Portal to Portal) Consulting, Review & Report	$95.00/hour
VI	Project Designer	$95.00/hour
VII	Field Technician: Full Time/Part Time (Portal to Portal)	$75.00/hour
VIII	CAD/ Design Draftsperson:	$75.00/hour
IX	Administration/Clerical Staff	$65.00/hour
X	Mileage (Portal to Portal):	$0.505/mile
XI	Per Diem:	$39.00/day
	Laboratory Analysis	
I	New Construction Built-up Roof Samples - ASTM:D3617	
	Without Surfacing	$300.00
	With Glaze/Surface Coat	$350.00
	With Flood Coat and Gravel	$450.00
II	Existing Built-up Roof Sample (Asphalt/Coal Tar Pitch) (ASTM:D2829)	$450.00
III	Softening Point of Bitumen (Asphalt/Coal Tar Pitch) (ASTM:D2398 & ASTM:D36)	$200.00
IV	ASTM:D312 Asphalt Analysis	$400.00
V	ASTM:D1863 Gradation	$150.00
VI	Moisture Tests:	
	Thermal Insulation by Weight	$ 85.00
	Felt - ASTM:D95	$170.00
VII	Pick Up Charge	$150.00

SCOPE OF SERVICES

SPECIFICATION PREPARATION – 8,500 S.F. OF SHINGLE ROOF

Prepare re-roofing specifications and drawings that define the scope of demolition work, identify the appropriate materials and quality control procedures, and address details.

Roof Spec, Inc. will verify the scope of work through our field verification process where access is available. A drafting team will make test openings at various locations to verify the existing conditions. This allows for accurate detailing of the existing conditions and enables us to provide a design package for the new roof system obtaining bids on an apples to apples basis. We will then attempt to verify our findings with any existing documentation available. Whenever possible, the existing insulation and roof system components are re-used to minimize both the impact of re-roofing on the interior operations of the facility and to reduce the overall project costs.

Samples of the existing roof system and flashings are submitted by a Minnesota Certified Asbestos Inspector for laboratory analysis. The removal of any asbestos containing roofing materials is then addressed in the project specifications.

Roof Spec, Inc. will design the new roof system by preparing a project manual with job specific references to the roof areas. A set of detail drawings consisting of a site plan, roof plan, general notes and pages of project specific details will also be provided.

Once construction documents are complete, Roof Spec, Inc. will solicit bids from preapproved contractors and coordinate the scheduling of a pre-bid meeting. The purpose of a pre-bid meeting is to conduct a guided walk-through of the facility roof and familiarize prospective bidders with the project. Roof Spec, Inc. will then attend the bid opening, review the bid results and provide a bid tabulation and recommendation of award. We then prepare a contract on AIA Document A101-2007 standard form of agreement between Owner and Contractor where the basis of payment is a stipulated sum. If the owner requests a different contract, we will adapt whatever version is required.

TOTAL COST: $9,000.00

SCOPE OF SERVICES

CONSTRUCTION ADMINISTRATION/OBSERVATION – 8,500 S.F. OF SHINGLE ROOF

Construction administration services begin once the bid has been awarded. At this time, a pre-construction meeting is conducted to familiarize all team members with their respective roles and any additional concerns the Owner may have. Scheduling, clean-up, invoicing and permits are also discussed to ensure they are secured and followed.

Throughout the entire project, the Quality Assurance Observer conducts **part-time** observations to document whether the work is proceeding according to the contract documents. The Quality Assurance Observer acts as the Owner's liaison to the contractor to field any questions, address proposed additions and/or deletions to the contract, and obtain resolutions to any problems which may be encountered.

The primary objectives for such observations are to document:

- quality of workmanship
- use of proper installation techniques
- conformance to specifications
- proper material storage
- adequate manpower and progress
- proper daily clean-up

Written reports are provided to the owner summarizing the daily activities, and any situations encountered throughout the project. Photographic illustrations of the construction process are included as part of the reports.

FEE SCHEDULE
CONSTRUCTION ADMINISTRATION/OBSERVATION SERVICES
8,500 S.F. OF SHINGLE ROOF

ITEM	DESCRIPTION	
I	Services of **Quality Assurance Observer** to perform observation services of re-roofing/repair procedures, review all contractor's invoice and submittals: Estimated 60 hrs @ $95.00/hour =	$5,700.00
II	**Senior Roof Consultant** to attend meetings prepare final report of membrane condition and punch list: Estimated 12 hours @ $130.00/hour =	$1,560.00
III	**Clerical Staff** to prepare and assemble final reports for distribution: Estimated 15 hours @ $65.00/hour =	$975..00
IV	**Mileage:** Estimated 1200 miles @ $0.505/mile =	$606.00
V	**Miscellaneous Expenses:** (photos, copies, etc.) Estimated Cost =	$59.00
	TOTAL ESTIMATED COST:	**$8,900.00***
* Due to unforeseen construction progress with the project and schedule extensions or reductions, the estimated total may have to be adjusted accordingly.		

Roof Spec Inc.

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St. Paul, MN 55113
(651) 639-0644
(651) 639-1828 (fax)
800-494-4085
www.roofspec.com

PROPOSAL AND CONTRACT AGREEMENT

This agreement is made this 8th day June, 2016, between Roof Spec, Inc., 2400 Prior Avenue North, St. Paul, MN 55113, and Wright County (hereinafter referred to as the "Owner/Client").

In consideration of this Contract Agreement ("Contract"), and other valuable consideration, the receipt of which is acknowledged, the parties agree to the following terms and conditions.

ARTICLE I – Project and Scope of Work

This Contract covers the labor and services to be performed and/or supplied by Roof Spec, Inc. to the Owner/Client for the following Project ("Project"):

RSI Project No.: P16-12333-01, 02 & 03 - Revised

Project Name: Wright County Public Works

Project Location: 1901 Hwy. 25 North, Buffalo, MN 55313

The Owner/Client agrees to pay Roof Spec, Inc. for all labor, material, and services provided on the Project, as stated below.

The scope of work for this Project is incorporated by this reference ("Scope of Services").

ARTICLE II – Contract Documents

The Contract documents, which constitute the entire agreement between Owner/Client and Roof Spec, Inc., consist of the following:

- This Contract
- Scope of Services
- Indemnification and Waiver Relating to Asbestos
- Change orders and modifications to this Contract executed after date hereof.
- Any Written Amendments to this Contract.

ARTICLE III – The Owner/Client's Duties and Representations

1. Owner/Client will provide Roof Spec, Inc. immediate access to the building and roof area for review purposes at all times during regular business hours.
2. Owner/Client agrees to pay Roof Spec, Inc. all amounts due under this Contract.

All information is submitted as the confidential property of our clients. Any copies or extractions are reserved pending our written approval.

3. Owner/Client agrees that the balance of all sums due under this Contract shall be immediately due and payable upon completion of services by Roof Spec, Inc., and Roof Spec, Inc. may charge the maximum legal rate of interest upon any sum due under this agreement which is not paid within 15 days of its due date. Owner/Client agrees to pay reasonable attorney fees and costs incurred in collecting overdue accounts.
4. Owner/Client may make any changes or additions to the Scope of Services in this Contract without invalidating the Contract, as long as the changes are agreed to by all parties and are made in writing. When the Owner/Client makes changes or additions to the Scope of Services, the parties shall create a written Change Order that details the additional work and costs associated with the addition or change to the Contract. The Change Order shall also specify the amount of time that shall be given to Roof Spec, Inc. to perform this additional or changed work. This Change Order shall be agreed upon, in writing, and signed by the parties before the work is started by Roof Spec, Inc.

ARTICLE IV – Roof Spec, Inc.'s Duties and Representations

1. Roof Spec, Inc. agrees to perform all work described in the Scope of Services.
2. Roof Spec, Inc. represents that data as to roof surface conditions provided to Owner/Client in an Investigative Report or Roof Survey Report will be valid for 60 days only from the date of such report, unless otherwise stated or confirmed in writing.
3. Roof Spec, Inc. makes no representation as to the structural adequacy of the building to support the roofing repairs or replacement recommended, except upon the basis of written opinion of an independent structural engineer, provided by Owner/Client.

ARTICLE V – Indemnification

Roof Spec, Inc. agrees to indemnify and hold the Owner/Client harmless from claims for damages, losses, and expenses arising out of or resulting from Roof Spec, Inc.'s performance of the work provided for in this Contract, provided that any such claim, damage, loss or expense (1) is attributable to body injury, sickness, disease or death or to injury to or destruction of tangible property including the loss of use thereof, and (2) is caused in whole or in part by any negligent act or omission of Roof Spec, Inc. anyone directly or indirectly employed by any of Roof Spec, Inc., or (3) is attributable to injuries sustained by any employee of Roof Spec, Inc. during the performance of work under this Contract, for any cause whatsoever.

Roof Spec, Inc., however, is not liable to the Owner/Client for damages, losses, expenses, or claims which arise out of the Owner/Client's acts or omissions, negligent or otherwise. Roof Spec, Inc. is also not liable to the Owner/Client, or any other person or entity, for damages, losses, expenses, or claims which arise out of this Project and that are caused by the acts or omissions, negligent or otherwise of parties not under the direct control of Roof Spec, Inc.

Owner/Client is responsible for indemnifying Roof Spec, Inc. from all damages and circumstances involving asbestos or asbestos containing materials ("ACM"), as specifically described in the attached "Indemnification and Waiver Relating to Asbestos".

ARTICLE VI – Warranties and Disclaimers

Roof Spec, Inc. will exercise reasonable skill and judgment in providing its consulting services. Roof Spec, Inc. will not be a guarantor of the Project to which its services are directed, and its responsibility shall be limited to work specifically performed by Roof Spec, Inc. for the Owner/Client. Roof Spec, Inc. shall not be responsible for acts or omissions of the Owner/Client or contractors, subcontractors, or third parties not under the direct control of Roof Spec, Inc.

Roof Spec, Inc. makes no other representations or warranties, express or implied.

ARTICLE VII – Limitation of Damages

In no event shall Roof Spec, Inc., or its agents or employees, be liable to the Owner/Client, or anybody else, for any special, punitive, incidental, indirect or consequential damages of any kind, whatsoever, including, without limitations, those resulting from the Project, whether or not Roof Spec, Inc. has been advised of the possibility of such damages, and regardless of the theory of liability, arising out of or in connection with the Project.

Roof Spec, Inc.'s maximum liability for damages arising from the Project, under any legal theory, shall not exceed the amount paid by the Owner/Client to Roof Spec, Inc. for the work it provided on this Project. The existence of one or more claims or suits or parties will not enlarge this limit. Each party acknowledges that this is the sole remedy that the Owner/Client may obtain from Roof Spec, Inc. Each party also acknowledges that this is an appropriate allocation of risks for the Project.

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Accepted and agreed to:

_____	_____
By (Signature)	By: William F. Waugh (Signature)
_____	Senior Engineer
Title	Title
_____	Roof Spec, Inc.
Company	Company
_____	_____
Date	Date

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June 8, 2016

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Mr. Alan M. Wilczek
Facilities Services Director
Wright County
10 2nd Street NW, Room 235
Buffalo, MN 55313

Phone: 763-682-7382
E-mail: alan.wilczek@co.wright.mn.us

SUBJECT: WRIGHT COUNTY PUBLIC WORKS – 29,500 S.F. OF FLAT ROOF
1901 HWY. 25 NORTH
BUFFALO, MN 55313
PROPOSAL #P16-12333A-02 & 03

Dear Mr. Wilczek:

Enclosed please find our proposal for Roof System Evaluation, Specification Preparation and Construction Administration /Observations services for the above-referenced facility.

This proposal includes the following documents:

- Scope of Services/Fee Schedule
- Proposal and Contract Agreement
- Indemnification and Waiver Relating to Asbestos

If you find this proposal acceptable, please sign, date and return the attached Proposal and Contract Agreement to our office at your earliest convenience.

If you should have any questions or require further information, please contact our office.

Respectfully,

ROOF SPEC, INC.

William F. Waugh

William F. Waugh, PE, RWC
Senior Engineer

WFW/fj

Enclosures

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June 8, 2016

Wright County
MINNESOTA

Proposal #P16-12333A-02 & 03

Specification Preparation & Construction Administration/Observation Services For:

Wright County Public Works
29,500 S.F. of Flat Roof
1901 Hwy. 25 North
Buffalo, MN 55313

Prepared for:

Mr. Alan M. Wilczek
Facilities Services Director
Wright County
10 2nd Street NW, Room 235
Buffalo, MN 55313

Prepared By:

Mr. William F. Waugh, PE, RWC
Senior Engineer
Roof Spec, Inc.
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SCOPE OF SERVICES

SPECIFICATION PREPARATION – 29,500 S.F. OF FLAT ROOF

Prepare re-roofing specifications and drawings that define the scope of demolition work, identify the appropriate materials and quality control procedures, and address details.

Roof Spec, Inc. will verify the scope of work through our field verification process where access is available. A drafting team will make test openings at various locations to verify the existing conditions. This allows for accurate detailing of the existing conditions and enables us to provide a design package for the new roof system obtaining bids on an apples to apples basis. We will then attempt to verify our findings with any existing documentation available. Whenever possible, the existing insulation and roof system components are re-used to minimize both the impact of re-roofing on the interior operations of the facility and to reduce the overall project costs.

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Roof Spec, Inc. will design the new roof system by preparing a project manual with job specific references to the roof areas. A set of detail drawings consisting of a site plan, roof plan, general notes and pages of project specific details will also be provided.

Once construction documents are complete, Roof Spec, Inc. will solicit bids from preapproved contractors and coordinate the scheduling of a pre-bid meeting. The purpose of a pre-bid meeting is to conduct a guided walk-through of the facility roof and familiarize prospective bidders with the project. Roof Spec, Inc. will then attend the bid opening, review the bid results and provide a bid tabulation and recommendation of award. We then prepare a contract on AIA Document A101-2007 standard form of agreement between Owner and Contractor where the basis of payment is a stipulated sum. If the owner requests a different contract, we will adapt whatever version is required.

TOTAL COST: $9,000.00

SCOPE OF SERVICES

CONSTRUCTION ADMINISTRATION/OBSERVATION – 29,500 S.F. OF FLAT ROOF

Construction administration services begin once the bid has been awarded. At this time, a pre-construction meeting is conducted to familiarize all team members with their respective roles and any additional concerns the Owner may have. Scheduling, clean-up, invoicing and permits are also discussed to ensure they are secured and followed.

Throughout the entire project, the Quality Assurance Observer conducts **part-time** observations to document whether the work is proceeding according to the contract documents. The Quality Assurance Observer acts as the Owner's liaison to the contractor to field any questions, address proposed additions and/or deletions to the contract, and obtain resolutions to any problems which may be encountered.

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- conformance to specifications
- proper material storage
- adequate manpower and progress
- proper daily clean-up

Written reports are provided to the owner summarizing the daily activities, and any situations encountered throughout the project. Photographic illustrations of the construction process are included as part of the reports.

FEE SCHEDULE
CONSTRUCTION ADMINISTRATION/OBSERVATION SERVICES
29,500 S.F. OF FLAT ROOF

ITEM	DESCRIPTION	
I	Services of **Quality Assurance Observer** to perform observation services of re-roofing/repair procedures, review all contractor's invoice and submittals: Estimated 60 hrs @ $95.00/hour =	$5,700.00
II	**Senior Roof Consultant** to attend meetings prepare final report of membrane condition and punch list: Estimated 12 hours @ $130.00/hour =	$1,560.00
III	**Clerical Staff** to prepare and assemble final reports for distribution: Estimated 15 hours @ $65.00/hour =	$975..00
IV	**Mileage:** Estimated 1200 miles @ $0.505/mile =	$606.00
V	**Miscellaneous Expenses:** (photos, copies, etc.) Estimated Cost =	$59.00
	TOTAL ESTIMATED COST:	**$8,900.00***
* Due to unforeseen construction progress with the project and schedule extensions or reductions, the estimated total may have to be adjusted accordingly.		

2016 ROOF SPEC FEE SCHEDULE

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VI	Moisture Tests:	
	Thermal Insulation by Weight	$ 85.00
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VII	Pick Up Charge	$150.00

Roof Spec Inc.

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PROPOSAL AND CONTRACT AGREEMENT

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In consideration of this Contract Agreement ("Contract"), and other valuable consideration, the receipt of which is acknowledged, the parties agree to the following terms and conditions.

ARTICLE I – Project and Scope of Work

This Contract covers the labor and services to be performed and/or supplied by Roof Spec, Inc. to the Owner/Client for the following Project ("Project"):

RSI Project No.: P16-12333A-02 & 03 – 29,500 S.F. of Flat Roof

Project Name: Wright County Public Works

Project Location: 1901 Hwy. 25 North, Buffalo, MN 55313

The Owner/Client agrees to pay Roof Spec, Inc. for all labor, material, and services provided on the Project, as stated below.

The scope of work for this Project is incorporated by this reference ("Scope of Services").

ARTICLE II – Contract Documents

The Contract documents, which constitute the entire agreement between Owner/Client and Roof Spec, Inc., consist of the following:

- This Contract
- Scope of Services
- Indemnification and Waiver Relating to Asbestos
- Change orders and modifications to this Contract executed after date hereof.
- Any Written Amendments to this Contract.

ARTICLE III – The Owner/Client's Duties and Representations

1. Owner/Client will provide Roof Spec, Inc. immediate access to the building and roof area for review purposes at all times during regular business hours.
2. Owner/Client agrees to pay Roof Spec, Inc. all amounts due under this Contract.

All information is submitted as the confidential property of our clients. Any copies or extractions are reserved pending our written approval.

3. Owner/Client agrees that the balance of all sums due under this Contract shall be immediately due and payable upon completion of services by Roof Spec, Inc., and Roof Spec, Inc. may charge the maximum legal rate of interest upon any sum due under this agreement which is not paid within 15 days of its due date. Owner/Client agrees to pay reasonable attorney fees and costs incurred in collecting overdue accounts.
4. Owner/Client may make any changes or additions to the Scope of Services in this Contract without invalidating the Contract, as long as the changes are agreed to by all parties and are made in writing. When the Owner/Client makes changes or additions to the Scope of Services, the parties shall create a written Change Order that details the additional work and costs associated with the addition or change to the Contract. The Change Order shall also specify the amount of time that shall be given to Roof Spec, Inc. to perform this additional or changed work. This Change Order shall be agreed upon, in writing, and signed by the parties before the work is started by Roof Spec, Inc.

ARTICLE IV – Roof Spec, Inc.'s Duties and Representations

1. Roof Spec, Inc. agrees to perform all work described in the Scope of Services.
2. Roof Spec, Inc. represents that data as to roof surface conditions provided to Owner/Client in an Investigative Report or Roof Survey Report will be valid for 60 days only from the date of such report, unless otherwise stated or confirmed in writing.
3. Roof Spec, Inc. makes no representation as to the structural adequacy of the building to support the roofing repairs or replacement recommended, except upon the basis of written opinion of an independent structural engineer, provided by Owner/Client.

ARTICLE V – Indemnification

Roof Spec, Inc. agrees to indemnify and hold the Owner/Client harmless from claims for damages, losses, and expenses arising out of or resulting from Roof Spec, Inc.'s performance of the work provided for in this Contract, provided that any such claim, damage, loss or expense (1) is attributable to body injury, sickness, disease or death or to injury to or destruction of tangible property including the loss of use thereof, and (2) is caused in whole or in part by any negligent act or omission of Roof Spec, Inc. anyone directly or indirectly employed by any of Roof Spec, Inc., or (3) is attributable to injuries sustained by any employee of Roof Spec, Inc. during the performance of work under this Contract, for any cause whatsoever.

Roof Spec, Inc., however, is not liable to the Owner/Client for damages, losses, expenses, or claims which arise out of the Owner/Client's acts or omissions, negligent or otherwise. Roof Spec, Inc. is also not liable to the Owner/Client, or any other person or entity, for damages, losses, expenses, or claims which arise out of this Project and that are caused by the acts or omissions, negligent or otherwise of parties not under the direct control of Roof Spec, Inc.

Owner/Client is responsible for indemnifying Roof Spec, Inc. from all damages and circumstances involving asbestos or asbestos containing materials ("ACM"), as specifically described in the attached "Indemnification and Waiver Relating to Asbestos".

ARTICLE VI – Warranties and Disclaimers

Roof Spec, Inc. will exercise reasonable skill and judgment in providing its consulting services. Roof Spec, Inc. will not be a guarantor of the Project to which its services are directed, and its responsibility shall be limited to work specifically performed by Roof Spec, Inc. for the Owner/Client. Roof Spec, Inc. shall not be responsible for acts or omissions of the Owner/Client or contractors, subcontractors, or third parties not under the direct control of Roof Spec, Inc.

Roof Spec, Inc. makes no other representations or warranties, express or implied.

ARTICLE VII – Limitation of Damages

In no event shall Roof Spec, Inc., or its agents or employees, be liable to the Owner/Client, or anybody else, for any special, punitive, incidental, indirect or consequential damages of any kind, whatsoever, including, without limitations, those resulting from the Project, whether or not Roof Spec, Inc. has been advised of the possibility of such damages, and regardless of the theory of liability, arising out of or in connection with the Project.

Roof Spec, Inc.'s maximum liability for damages arising from the Project, under any legal theory, shall not exceed the amount paid by the Owner/Client to Roof Spec, Inc. for the work it provided on this Project. The existence of one or more claims or suits or parties will not enlarge this limit. Each party acknowledges that this is the sole remedy that the Owner/Client may obtain from Roof Spec, Inc. Each party also acknowledges that this is an appropriate allocation of risks for the Project.

ARTICLE VIII – Miscellaneous

1. This Contract shall be governed and constructed in accordance with the laws of the State of Minnesota.
2. If one or more paragraphs of this Contract are found to be unenforceable, illegal, or contrary to public policy, or are in some other manner declared to be unenforceable by a court of competent jurisdiction, then the remainder of the Contract shall remain in full force and effect to the extent possible.
3. This Contract represents the entire agreement of the parties and supersedes all prior oral or written agreements.
4. This Contract may not be amended, unless the amendment is agreed to by both parties in writing.
5. Execution of this Contract by Owner/Client, or issuance of a purchase order by Owner/Client will constitute acceptance of each and every term and condition of this Contract. Any additional terms or conditions stated in Owner/Client's purchase order, or other written communication accepting this Contract, or contained in any general or special conditions issued by Owner/Client, or by alteration by Owner/Client of this contract form, shall not be valid under any circumstances unless specifically adopted or proved by written response of Roof Spec, Inc. Failure to respond by Roof Spec, Inc. shall be deemed a denial of any additional terms or conditions stated in Owner/Client's acceptance or counter-proposal of Owner/Client.

Accepted and agreed to:

By (Signature)	By: William F. Waugh (Signature)
Title	Senior Engineer Title
Company	Roof Spec, Inc. Company
Date	Date

INDEMNIFICATION AND WAIVER RELATING TO ASBESTOS

In engaging Roof Spec, Inc. to consult on the project which is the subject of the Contract between the parties, the Owner/Client, acknowledges that Roof Spec, Inc. is not contracting to discover, contain, or clean up asbestos or asbestos containing materials ("ACM"). The Owner/Client also agrees that, although asbestos or ACM may be encountered in the roof system or parts of the roof system and areas adjacent thereto, and although activities by Roof Spec, Inc., its employees, agents, or subcontractors (including but not limited to, sampling, and corrective work) may disturb asbestos in the roof system or in other parts of the building of which the roof system is a part and cause such asbestos or ACM to be a hazard, the Owner/Client (i) will not hold Roof Spec, Inc. liable under any legal theory including those based upon any failure to discover or to attempt to discover the presence of asbestos or ACM, failure to contain, remove, or clean up asbestos or ACM or any other act of omission arising from the presence of asbestos or ACM (including disturbing any such presently existing materials); and (ii) will defend and indemnify, to the greatest extent allowable under the law, Roof Spec, Inc., its director, officers, employees, agents, successors and assigns against, and hold them harmless from and in respect of, any claim, demand, loss, liability, cost, or exposure, including, but not limited to, reasonable attorney's fees and property damage related to the presence of asbestos or ACM in the building, or any disturbance of the same, excepting only claims by employees, agents, or subcontractors of Roof Spec, Inc.

In the event Roof Spec, Inc., learns of the existence of asbestos or ACM in connection with its work, Roof Spec, Inc.'s sole obligation is to use diligent efforts to notify Owner/Client of the existence of materials. Roof Spec, Inc. shall have the right to discontinue its work and remove its employees from the project (or that portion of the project in which such materials were encountered), without any monetary or time penalty, until those materials (or any hazards related thereto) are abated, encapsulated or removed, and/or it is determined that no hazard exists.

This indemnification and waiver shall govern over conflicting or inconsistent clauses of the General Contract, general conditions of the contract, special or supplementary conditions, technical conditions, plans and specifications.

June 20, 2016

Roof Spec Inc.

2400 Prior Avenue North
St. Paul, MN 55113
(651) 639-0644
(651) 639-1828 (fax)
800-494-4085
www.roofspec.com

Mr. Alan M. Wilczek
Facilities Services Director
Wright County
10 2nd Street NW, Room 235
Buffalo, MN 55313

Phone: 763-682-7382
E-mail: alan.wilczek@co.wright.mn.us

SUBJECT: WRIGHT COUNTY PUBLIC WORKS
1901 HWY. 25 NORTH
BUFFALO, MN 55313
PROPOSAL #P16-12333B-01

Dear Mr. Wilczek:

Enclosed please find our proposal for Review of Window Systems/ Building Envelope services for the above-referenced facility.

This proposal includes the following documents:

- Scope of Services/Fee Schedule
- Proposal and Contract Agreement
- Indemnification and Waiver Relating to Asbestos

If you find this proposal acceptable, please sign, date and return the attached Proposal and Contract Agreement to our office at your earliest convenience.

If you should have any questions or require further information, please contact our office.

Respectfully,

ROOF SPEC, INC.

William F. Waugh, PE, RWC
Senior Engineer

WFW/fj

Enclosures

All information is submitted as the confidential property of our clients. Any copies or extractions are reserved pending our written approval.

June 20, 2016

Wright County
MINNESOTA

Proposal #P16-12333B-01

Review of Window Systems/Building Envelope Services For:

Wright County Public Works
1901 Hwy. 25 North
Buffalo, MN 55313

Prepared for:

Mr. Alan M. Wilczek
Facilities Services Director
Wright County
10 2nd Street NW, Room 235
Buffalo, MN 55313

Prepared By:

Mr. William F. Waugh, PE, RWC
Senior Engineer
Roof Spec, Inc.
2400 Prior Avenue North
St. Paul, MN 55113

651-639-0644
Fax 651-639-1828

Roof Spec, Inc.
2400 Prior Avenue North
St. Paul, MN 55113

www.roofspec.com

All information is submitted as the confidential property of our clients. Any copies or extractions are reserved pending our written approval.

SCOPE OF SERVICES

REVIEW OF WINDOW SYSTEMS/BUILDING ENVELOPE

We propose to provide a review of window systems and the building envelope to determine possible causes of excessive condensation and frost on the window frames. The investigation will include review of existing conditions at the site, review of original drawings and specifications as they are available.

The investigation may also include Infra-Red imaging of the existing construction and monitoring of interior temperature and humidity levels. We would provide a written report of our observations, analysis and conclusions as to the causes of excessive condensation and frost on the windows.

TOTAL COST: $8,000.00

Additional services such as meetings and follow-up visits will be billed per our attached Fee Schedule.

2016 ROOF SPEC FEE SCHEDULE

I	Principal:	$160.00/hour
II	Professional Engineer:	$150.00/hour
III	Litigation Services:	
	Preparation:	$170.00/hour
	Testimony:	$220.00/hour
IV	Senior Wall/Roof/Waterproofing Systems Consultant/RRC/RWC	$130.00/hour
V	Project Manager/RRO: (Portal to Portal) Consulting, Review & Report	$95.00/hour
VI	Project Designer	$95.00/hour
VII	Field Technician: Full Time/Part Time (Portal to Portal)	$75.00/hour
VIII	CAD/ Design Draftsperson:	$75.00/hour
IX	Administration/Clerical Staff	$65.00/hour
X	Mileage (Portal to Portal):	$0.505/mile
XI	Per Diem:	$39.00/day
	Laboratory Analysis	
I	New Construction Built-up Roof Samples - ASTM:D3617	
	Without Surfacing	$300.00
	With Glaze/Surface Coat	$350.00
	With Flood Coat and Gravel	$450.00
II	Existing Built-up Roof Sample (Asphalt/Coal Tar Pitch) (ASTM:D2829)	$450.00
III	Softening Point of Bitumen (Asphalt/Coal Tar Pitch) (ASTM:D2398 & ASTM:D36)	$200.00
IV	ASTM:D312 Asphalt Analysis	$400.00
V	ASTM:D1863 Gradation	$150.00
VI	Moisture Tests:	
	Thermal Insulation by Weight	$ 85.00
	Felt - ASTM:D95	$170.00
VII	Pick Up Charge	$150.00

Roof Spec Inc.

2400 Prior Avenue North
St. Paul, MN 55113
(651) 639-0644
(651) 639-1828 (fax)
800-494-4085
www.roofspec.com

PROPOSAL AND CONTRACT AGREEMENT

This agreement is made this 20th day June, 2016, between Roof Spec, Inc., 2400 Prior Avenue North, St. Paul, MN 55113, and Wright County (hereinafter referred to as the "Owner/Client").

In consideration of this Contract Agreement ("Contract"), and other valuable consideration, the receipt of which is acknowledged, the parties agree to the following terms and conditions.

ARTICLE I – Project and Scope of Work

This Contract covers the labor and services to be performed and/or supplied by Roof Spec, Inc. to the Owner/Client for the following Project ("Project"):

RSI Project No.: P16-12333B-01

Project Name: Wright County Public Works – Window Systems/Building Envelope

Project Location: 1901 Hwy. 25 North, Buffalo, MN 55313

The Owner/Client agrees to pay Roof Spec, Inc. for all labor, material, and services provided on the Project, as stated below.

The scope of work for this Project is incorporated by this reference ("Scope of Services").

ARTICLE II – Contract Documents

The Contract documents, which constitute the entire agreement between Owner/Client and Roof Spec, Inc., consist of the following:

- This Contract
- Scope of Services
- Indemnification and Waiver Relating to Asbestos
- Change orders and modifications to this Contract executed after date hereof.
- Any Written Amendments to this Contract.

ARTICLE III – The Owner/Client's Duties and Representations

1. Owner/Client will provide Roof Spec, Inc. immediate access to the building and roof area for review purposes at all times during regular business hours.
2. Owner/Client agrees to pay Roof Spec, Inc. all amounts due under this Contract.

All information is submitted as the confidential property of our clients. Any copies or extractions are reserved pending our written approval.

3. Owner/Client agrees that the balance of all sums due under this Contract shall be immediately due and payable upon completion of services by Roof Spec, Inc., and Roof Spec, Inc. may charge the maximum legal rate of interest upon any sum due under this agreement which is not paid within 15 days of its due date. Owner/Client agrees to pay reasonable attorney fees and costs incurred in collecting overdue accounts.
4. Owner/Client may make any changes or additions to the Scope of Services in this Contract without invalidating the Contract, as long as the changes are agreed to by all parties and are made in writing. When the Owner/Client makes changes or additions to the Scope of Services, the parties shall create a written Change Order that details the additional work and costs associated with the addition or change to the Contract. The Change Order shall also specify the amount of time that shall be given to Roof Spec, Inc. to perform this additional or changed work. This Change Order shall be agreed upon, in writing, and signed by the parties before the work is started by Roof Spec, Inc.

ARTICLE IV – Roof Spec, Inc.'s Duties and Representations

1. Roof Spec, Inc. agrees to perform all work described in the Scope of Services.
2. Roof Spec, Inc. represents that data as to roof surface conditions provided to Owner/Client in an Investigative Report or Roof Survey Report will be valid for 60 days only from the date of such report, unless otherwise stated or confirmed in writing.
3. Roof Spec, Inc. makes no representation as to the structural adequacy of the building to support the roofing repairs or replacement recommended, except upon the basis of written opinion of an independent structural engineer, provided by Owner/Client.

ARTICLE V – Indemnification

Roof Spec, Inc. agrees to indemnify and hold the Owner/Client harmless from claims for damages, losses, and expenses arising out of or resulting from Roof Spec, Inc.'s performance of the work provided for in this Contract, provided that any such claim, damage, loss or expense (1) is attributable to body injury, sickness, disease or death or to injury to or destruction of tangible property including the loss of use thereof, and (2) is caused in whole or in part by any negligent act or omission of Roof Spec, Inc. anyone directly or indirectly employed by any of Roof Spec, Inc., or (3) is attributable to injuries sustained by any employee of Roof Spec, Inc. during the performance of work under this Contract, for any cause whatsoever.

Roof Spec, Inc., however, is not liable to the Owner/Client for damages, losses, expenses, or claims which arise out of the Owner/Client's acts or omissions, negligent or otherwise. Roof Spec, Inc. is also not liable to the Owner/Client, or any other person or entity, for damages, losses, expenses, or claims which arise out of this Project and that are caused by the acts or omissions, negligent or otherwise of parties not under the direct control of Roof Spec, Inc.

Owner/Client is responsible for indemnifying Roof Spec, Inc. from all damages and circumstances involving asbestos or asbestos containing materials ("ACM"), as specifically described in the attached "Indemnification and Waiver Relating to Asbestos".

ARTICLE VI – Warranties and Disclaimers

Roof Spec, Inc. will exercise reasonable skill and judgment in providing its consulting services. Roof Spec, Inc. will not be a guarantor of the Project to which its services are directed, and its responsibility shall be limited to work specifically performed by Roof Spec, Inc. for the Owner/Client. Roof Spec, Inc. shall not be responsible for acts or omissions of the Owner/Client or contractors, subcontractors, or third parties not under the direct control of Roof Spec, Inc.

Roof Spec, Inc. makes no other representations or warranties, express or implied.

ARTICLE VII – Limitation of Damages

In no event shall Roof Spec, Inc., or its agents or employees, be liable to the Owner/Client, or anybody else, for any special, punitive, incidental, indirect or consequential damages of any kind, whatsoever, including, without limitations, those resulting from the Project, whether or not Roof Spec, Inc. has been advised of the possibility of such damages, and regardless of the theory of liability, arising out of or in connection with the Project.

Roof Spec, Inc.'s maximum liability for damages arising from the Project, under any legal theory, shall not exceed the amount paid by the Owner/Client to Roof Spec, Inc. for the work it provided on this Project. The existence of one or more claims or suits or parties will not enlarge this limit. Each party acknowledges that this is the sole remedy that the Owner/Client may obtain from Roof Spec, Inc. Each party also acknowledges that this is an appropriate allocation of risks for the Project.

ARTICLE VIII – Miscellaneous

1. This Contract shall be governed and constructed in accordance with the laws of the State of Minnesota.
2. If one or more paragraphs of this Contract are found to be unenforceable, illegal, or contrary to public policy, or are in some other manner declared to be unenforceable by a court of competent jurisdiction, then the remainder of the Contract shall remain in full force and effect to the extent possible.
3. This Contract represents the entire agreement of the parties and supersedes all prior oral or written agreements.
4. This Contract may not be amended, unless the amendment is agreed to by both parties in writing.
5. Execution of this Contract by Owner/Client, or issuance of a purchase order by Owner/Client will constitute acceptance of each and every term and condition of this Contract. Any additional terms or conditions stated in Owner/Client's purchase order, or other written communication accepting this Contract, or contained in any general or special conditions issued by Owner/Client, or by alteration by Owner/Client of this contract form, shall not be valid under any circumstances unless specifically adopted or proved by written response of Roof Spec, Inc. Failure to respond by Roof Spec, Inc. shall be deemed a denial of any additional terms or conditions stated in Owner/Client's acceptance or counter-proposal of Owner/Client.

Accepted and agreed to:

_____	_____
By (Signature)	By: William F. Waugh (Signature)
_____	Senior Engineer
Title	Title
_____	Roof Spec, Inc.
Company	Company
_____	_____
Date	Date

INDEMNIFICATION AND WAIVER RELATING TO ASBESTOS

In engaging Roof Spec, Inc. to consult on the project which is the subject of the Contract between the parties, the Owner/Client, acknowledges that Roof Spec, Inc. is not contracting to discover, contain, or clean up asbestos or asbestos containing materials ("ACM"). The Owner/Client also agrees that, although asbestos or ACM may be encountered in the roof system or parts of the roof system and areas adjacent thereto, and although activities by Roof Spec, Inc., its employees, agents, or subcontractors (including but not limited to, sampling, and corrective work) may disturb asbestos in the roof system or in other parts of the building of which the roof system is a part and cause such asbestos or ACM to be a hazard, the Owner/Client (i) will not hold Roof Spec, Inc. liable under any legal theory including those based upon any failure to discover or to attempt to discover the presence of asbestos or ACM, failure to contain, remove, or clean up asbestos or ACM or any other act of omission arising from the presence of asbestos or ACM (including disturbing any such presently existing materials); and (ii) will defend and indemnify, to the greatest extent allowable under the law, Roof Spec, Inc., its director, officers, employees, agents, successors and assigns against, and hold them harmless from and in respect of, any claim, demand, loss, liability, cost, or exposure, including, but not limited to, reasonable attorney's fees and property damage related to the presence of asbestos or ACM in the building, or any disturbance of the same, excepting only claims by employees, agents, or subcontractors of Roof Spec, Inc.

In the event Roof Spec, Inc., learns of the existence of asbestos or ACM in connection with its work, Roof Spec, Inc.'s sole obligation is to use diligent efforts to notify Owner/Client of the existence of materials. Roof Spec, Inc. shall have the right to discontinue its work and remove its employees from the project (or that portion of the project in which such materials were encountered), without any monetary or time penalty, until those materials (or any hazards related thereto) are abated, encapsulated or removed, and/or it is determined that no hazard exists.

This indemnification and waiver shall govern over conflicting or inconsistent clauses of the General Contract, general conditions of the contract, special or supplementary conditions, technical conditions, plans and specifications.

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

PERSONNEL COMMITTEE MINUTES
COUNTY BOARD
June 22, 2016

MEMBERS PRESENT: Husom, Sawatzke, Kelly

OTHERS PRESENT: S. Hesse, M. Mattice, T. Rasmuson, J. Goodrum Schwartz, J. Young, S. Gillman, C. Partlow, T. Anderson

I. Performance Review – Marc Mattice, Parks & Recreation Director

Recommendation: Based on four (4) reviews received, the Committee recommends a rating of "Meets Expectations".

II. Performance Review – Tony Rasmuson, Assessor

Recommendation: Based on four (4) reviews received, the Committee recommends a rating of "Meets Expectations".

III. Request for Reclassification Resulting in New Salary Range (County Board)

Hesse presented information on four (4) requests for reclassification. Each request resulted in significant revisions to the existing job description to accurately reflect the current duties and responsibilities of the position.

- Public Health Emergency Preparedness Coordinator – new position.
  Request to reclassify one (1) current Health Promotion Coordinator FTE to a new Public Health Emergency Preparedness Coordinator classification resulting in a change in pay grade from 10 to 13.
- Collection Officer - change in pay grade from 9 to 10
- Fiscal Manager (new title of Business Manager) – change in pay grade from 19 to 21
- Assessment Assistant (new title of Assessment Process Specialist) – change in pay grade from 5 to 8

A number of other job descriptions have been reviewed and revised. However, the revisions were insignificant in nature and did not result in reclassification/re-rating.

Recommendation: Approved.

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

WAYS & MEANS COMMITTEE
MINUTES
June 22, 2016

MEMBERS PRESENT: Sawatzke, Husom and Kelly

OTHERS PRESENT: Kryzer and Vergin

POLICY FOR THE ADOPTION OF THE COUNTY ORDINANCES

Kryzer provided an overview of the draft policy. The County has made a significant investment in the codification of the existing County Ordinances, and now we wish to have a policy in place that addresses how Ordinances, going forward are processed, keeping them consistent and clear.

Kryzer noted that one significant change proposed is that each ordinance, when introduced to the Board, will be assigned a number. This will provide a clear history of the ordinance through the process; was it approved, tabled or not approved.

Kelly noted that this would create a consistent process throughout the County as we continue to standardize and centralize processes and procedures.

Kryzer explained that number 11 of the proposed policy refers to when the County (Clerk to the Board) will send the updates of the Ordinances to the codifying company; the intent is once annually.

Vergin explained that the "Ordinance Procedure for the Clerk to the Board" is to provide direction on the process of Ordinance amendments; it is not part of the policy.

Recommendation:
Approval of the "Policy for the Adoption of County Ordinances", as hereto attached.

DRAFT

WRIGHT COUNTY BOARD OF COMMISSIONERS

POLICY FOR THE ADOPTION OF COUNTY ORDINANCES

The Wright County Board of Commissioners having adopted and spent considerable time and resources in compiling a new Code of Ordinances hereby adopts this policy for amending the Code of Ordinances. This policy is being adopted for the purpose of preserving and maintaining the Code of Ordinances. The following procedures must be followed prior to any amendments to the Code of Ordinances being presented to the Wright County Board of Commissioners or before any public hearing is noticed and conducted:

1. All amendments to the Code of Ordinances shall be presented in a manner which clearly identifies the changes being made to the Code of Ordinances.

2. To the extent practical the Minnesota Revisor's Manual shall be used as a reference for all proposed amendments.

3. Each proposed amendment shall clearly identify the section of the code that is being amended. The entire text section or subpart shall be included in the amendment.

4. All proposed additions to the code shall be underlined. All proposed deletions shall be formatted with a ~~strikethrough~~. Color differences in the text of the words are not a permitted means of showing amendments to the code.

5. If different chapters are proposed to be amended in the same document they shall be separated into different Articles. If different subparts within a chapter are proposed to be amended they shall be separated by different section numbers.

6. All proposed amendments shall have the pages consecutively numbered.

7. All land use related amendments shall be referred to the Wright County Planning Commission for a public hearing. The Wright County Board of Commissioners may at its discretion hold a subsequent public hearing.

8. The Wright County Attorney shall be review and approve as to form all proposed amendments to the Code of Ordinance prior to any required public hearings or presentation to the Wright County Board of Commissioners.

9. All proposed amendments shall be assigned a number by the Clerk of Board prior to being placed on the County Board Agenda or before receiving a public hearing.

10. The Affidavit of Publication shall be filed with the Clerk of the Board prior to final action by the Wright County Board of Commissioners.

DRAFT

11. All approved amendments shall be formatted into the Code of Ordinances on a schedule as determined by the Clerk of the Board. The schedule of the Clerk of the Board shall in no event exceed twelve months.

12. All proposed amendments shall contain an effective date.

13. All proposed amendments shall start with the phrase: "The County Board of Wright County Hereby Ordains"

_____
Pat Sawatzke
Chair, Wright County Board of Commissioners

ATTEST:

_____
Lee Kelly
Wright County Coordinator

Date of Adoption:_____

DRAFT

ORDINANCE PROCEDURE FOR CLERK TO THE BOARD

1. Record current Ordinance book with inserts from June 7 County Board Meeting at the Recorders Office.
    a. Ordinance Enacting Code of Ordinance
    b. Ordinance No. 16-2

2. All Ordinances presented to the County Board shall be numbered when presented. Even if they are not approved. (Copy of Minutes identifying action can be attached.) Suggest making an Index of all ordinances by Year – since there are few (usually) it would be something like this:
    a. Ordinance No. 16-xx – Title of Ordinance – Date of Action – Action Taken

3. All approved Ordinances will be distributed as follows:
    a. Original signed Ordinance (with underlines & strikethroughs) – filed with Clerk to the Board in Official Ordinance book
    b. Copy of signed Ordinance to Wright County Recorder's Office for recording
    c. Copy of signed Ordinance to be held for distribution to American Legal Publishing
        i. In late November/early December Clerk to the Board shall send copies of all Ordinance amendments (underline & strikethrough versions with signatures) to American Legal Publishing.

4. Affidavits of publications along with a copy of the published minutes containing the ordinance shall be attached to the original ordinance.

5. A pdf version of the amended Ordinance shall be published on the County' website, on the page that will host the full County Codified Ordinance. Once those amendments are integrated into the codified ordinances, which will be done annually, they can be removed.

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

_____ ***BOARD MEETING DATE:*** ___6/28/16__***CONSENT AGENDA:*** _____

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

_ ADMINISTRATION ___ ___.
ORIGINATING DEPARTMENT/SERVICE

x__Lee Kelly_____
_____
REQUESTOR'S SIGNATURE

_____
REVIEWED BY/DATE

BOARD ACTION REQUESTED:

APPOINTMENT TO HWY 25 CORRIDOR COALITION

BACKGROUND/JUSTIFICATION:
Wright County entered into the HWY 25 Corridor Coalition Joint Powers agreement on 6/7/16. Wright County is allotted one member. A representative and an alternate need to officially appointed to serve on this coalition.

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

Print List in Order By:	2	1 - Fund (Page Break by Fund) 2 - Department (Totals by Dept) 3 - Vendor Number 4 - Vendor Name	Page Break By:	1	1 - Page Break by Fund 2 - Page Break by Dept
Explode Dist. Formulas?:	N				
Paid on Behalf Of Name on Audit List?:	N				
Type of Audit List:	D	D - Detailed Audit List S - Condensed Audit List			
Save Report Options?:	N				

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
5	DEPT			COUNTY BOARD		
2609	**CENTURYLINK**					
	01-005-000-0000-6203		0.65	612 E60 0050 860		TELEPHONE
	01-005-000-0000-6203		1.90	763 682 3900 431		TELEPHONE
	01-005-000-0000-6203		0.23	763 682 3700 402		TELEPHONE
	01-005-000-0000-6203		0.30	612 E60 0138 401		TELEPHONE
	01-005-000-0000-6203		0.06	763 682 3995 596		TELEPHONE
2609	**CENTURYLINK**		**3.14**	**5** Transactions		
3817	**RUPP,ANDERSON,SQUIRES,WALDSPURGE**					
	01-005-000-0000-6261		10,932.22	SERVICES THRU 6/13/2016	4400	PROFESSIONAL SERVICES
3817	**RUPP,ANDERSON,SQUIRES,WALDSPURGE**		**10,932.22**	**1** Transactions		
2490	**UNITED PARCEL SERVICE**					
	01-005-000-0000-6205		2.78	SHIPPING		POSTAGE
2490	**UNITED PARCEL SERVICE**		**2.78**	**1** Transactions		
1304	**WRIGHT CTY ECONOMIC DEVELOPMENT I**					
	01-005-000-0000-6338		25.00	6/16/16 SIL PROS SUCCESS STORY	62116	CONFERENCES & MEETINGS
1304	**WRIGHT CTY ECONOMIC DEVELOPMENT I**		**25.00**	**1** Transactions		
5	**DEPT Total:**		**10,963.14**	**COUNTY BOARD**	**4 Vendors**	**8 Transactions**
13	DEPT			COURT ADMINISTRATOR		
10754	**CENTRAL MN MENTAL HEALTH CENTER IN**					
	01-013-000-0000-6261		820.00	PSYCHOSEX EVAL CR 15 4504		PROFESSIONAL SERVICES
	01-013-000-0000-6261		820.00	PSYCHOSEX EVAL CR 15 3883		PROFESSIONAL SERVICES
	01-013-000-0000-6261		820.00	PSYCHOSEX EVAL CR 14 6210		PROFESSIONAL SERVICES
10754	**CENTRAL MN MENTAL HEALTH CENTER IN**		**2,460.00**	**3** Transactions		
2609	**CENTURYLINK**					
	01-013-000-0000-6203		110.23	763 682 3900 431		TELEPHONE
	01-013-000-0000-6203		12.13	763 682 3700 402		TELEPHONE
	01-013-000-0000-6203		39.13	612 E60 0050 860		TELEPHONE
	01-013-000-0000-6203		2.17	763 682 3995 596		TELEPHONE
	01-013-000-0000-6203		18.98	612 E60 0138 401		TELEPHONE
2609	**CENTURYLINK**		**182.64**	**5** Transactions		
1203	**GABRIEL/CATHLEEN**					

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
	01-013-000-0000-6270		100.00	F4 98 50434 APPEARANCE 6/9/16		COURT APPOINTED COUNSEL
	01-013-000-0000-6270		100.00	FA 06 9371 APPEARANCE 6/9/16		COURT APPOINTED COUNSEL
	01-013-000-0000-6270		100.00	FA 08 8594 APPEARANCE 6/9/16		COURT APPOINTED COUNSEL
1203	**GABRIEL/CATHLEEN**		**300.00**	**3** Transactions		
1280	**HERMES/RICHARD**					
	01-013-000-0000-6261		128.00	PR 16 2683 VISITORS REPORT		PROFESSIONAL SERVICES
	01-013-000-0000-6261		140.75	PR 16 1902 VISITORS REPORT		PROFESSIONAL SERVICES
	01-013-000-0000-6261		147.25	PR 16 1482 VISITORS REPORT		PROFESSIONAL SERVICES
1280	**HERMES/RICHARD**		**416.00**	**3** Transactions		
1511	**HOWARD/JOLANTA**					
	01-013-000-0000-6270		100.00	JV 16 854 APPEARANCE 6/16/16		COURT APPOINTED COUNSEL
	01-013-000-0000-6270		100.00	JV 16 1126 APPEARANCE 6/16/16		COURT APPOINTED COUNSEL
1511	**HOWARD/JOLANTA**		**200.00**	**2** Transactions		
3142	**SETTER/RANDI**					
	01-013-000-0000-6270		100.00	F2 01 50637 APPEARANCE 6/16/16		COURT APPOINTED COUNSEL
3142	**SETTER/RANDI**		**100.00**	**1** Transactions		
2490	**UNITED PARCEL SERVICE**					
	01-013-000-0000-6205		2.78	SHIPPING		POSTAGE
2490	**UNITED PARCEL SERVICE**		**2.78**	**1** Transactions		
13	**DEPT Total:**		**3,661.42**	**COURT ADMINISTRATOR**	**7 Vendors**	**18 Transactions**
25	DEPT			COURT SERVICES		
2548	**ABRAHAMSON/BRIAN**					
	01-025-000-0000-6331		260.50	521 MILES		TRAVEL
2548	**ABRAHAMSON/BRIAN**		**260.50**	**1** Transactions		
2609	**CENTURYLINK**					
	01-025-000-0000-6203		64.66	612 E60 0050 860		TELEPHONE
	01-025-000-0000-6203		182.15	763 682 3900 431		TELEPHONE
	01-025-000-0000-6203		20.04	763 682 3700 402		TELEPHONE
	01-025-000-0000-6203		3.59	763 682 3995 596		TELEPHONE
	01-025-000-0000-6203		31.36	612 E60 0138 401		TELEPHONE
2609	**CENTURYLINK**		**301.80**	**5** Transactions		

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
3294	**KORBEL/KAYLEE**					
	01-025-000-0000-6331		51.00	102 MILES		TRAVEL
3294	**KORBEL/KAYLEE**		**51.00**	**1** Transactions		
4275	**MINNESOTA MONITORING INC**					
	01-025-000-0000-6261		105.00	HS DAMAGE FEE 86 JV 14 5632	2362	PROFESSIONAL SERVICES
	01-025-000-0000-6261		9,283.50	ADULT EHM MAY 2016	2697	PROFESSIONAL SERVICES
	01-025-000-0000-6261		91.00	HS MAY HOUSE ARREST	2699	PROFESSIONAL SERVICES
4275	**MINNESOTA MONITORING INC**		**9,479.50**	**3** Transactions		
3998	**PREMIER BIOTECH LABS LLC**					
	01-025-000-0000-6263		92.70	MAIL IN UAS APRIL/MAY 2016	301909	RANDOM DRUG TESTING
3998	**PREMIER BIOTECH LABS LLC**		**92.70**	**1** Transactions		
2490	**UNITED PARCEL SERVICE**					
	01-025-000-0000-6205		2.78	SHIPPING		POSTAGE
2490	**UNITED PARCEL SERVICE**		**2.78**	**1** Transactions		
4942	**VOLLBRECHT/SHAWNA**					
	01-025-000-0000-6261		150.00	APID SPEAKER JUNE 2016		PROFESSIONAL SERVICES
4942	**VOLLBRECHT/SHAWNA**		**150.00**	**1** Transactions		
25	**DEPT Total:**		**10,338.28**	**COURT SERVICES**	**7 Vendors**	**13 Transactions**
31	DEPT			COUNTY COORDINATOR		
2609	**CENTURYLINK**					
	01-031-000-0000-6203		4.65	612 E60 0138 401		TELEPHONE
	01-031-000-0000-6203		9.58	612 E60 0050 860		TELEPHONE
	01-031-000-0000-6203		0.53	763 682 3995 596		TELEPHONE
	01-031-000-0000-6203		26.99	763 682 3900 431		TELEPHONE
	01-031-000-0000-6203		2.97	763 682 3700 402		TELEPHONE
2609	**CENTURYLINK**		**44.72**	**5** Transactions		
3422	**DAHL/TIM**					
	01-031-000-0000-6331		190.48	REIMBURSE CAR RENTAL		TRAVEL
	01-031-000-0000-6331		213.96	REIMBURSE AIRFARE		TRAVEL
	01-031-000-0000-6338		810.72	REIMBURSE LODGING		CONFERENCES & MEETINGS
3422	**DAHL/TIM**		**1,215.16**	**3** Transactions		

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
4817	**HERALD JOURNAL PUBLISHING INC**					
	01-031-000-0000-6235		4.44	PUBLICATION BIDS NABER	6152016	PUBLICATIONS & BROCHURES
4817	**HERALD JOURNAL PUBLISHING INC**		**4.44**	**1** Transactions		
3965	**MN COUNTIES INS TRUST**					
	01-031-000-0000-6804		60.00	SEMINAR ASST COUNTY COORD	SEM371	STAFF TRAINING
3965	**MN COUNTIES INS TRUST**		**60.00**	**1** Transactions		
3921	**OFFICE DEPOT**					
	01-031-000-0000-6411		41.83	SUPPLIES 844596924001		OPERATING SUPPLIES
	01-031-000-0000-6411		14.34	SUPPLIES 844597075001		OPERATING SUPPLIES
3921	**OFFICE DEPOT**		**56.17**	**2** Transactions		
58254	**ST CLOUD STAMP & SIGN INC**					
	01-031-000-0000-6411		112.23	STAMP FOR CLAIMS ADMIN	186934	OPERATING SUPPLIES
58254	**ST CLOUD STAMP & SIGN INC**		**112.23**	**1** Transactions		
2291	**STEARNS COUNTY AUDITOR-TREASURER**					
	01-031-000-0000-6804		725.00	SUPERVISOR TRAINING COORD	2016323	STAFF TRAINING
2291	**STEARNS COUNTY AUDITOR-TREASURER**		**725.00**	**1** Transactions		
2490	**UNITED PARCEL SERVICE**					
	01-031-000-0000-6205		2.78	SHIPPING		POSTAGE
2490	**UNITED PARCEL SERVICE**		**2.78**	**1** Transactions		
31	**DEPT Total:**		**2,220.50**	**COUNTY COORDINATOR**	**8 Vendors**	**15 Transactions**
41	DEPT			COUNTY AUDITOR-TREASURER		
1645	**AANERUD/BECKY**					
	01-041-000-0000-6331		86.50	173 MILES		TRAVEL
1645	**AANERUD/BECKY**		**86.50**	**1** Transactions		
2609	**CENTURYLINK**					
	01-041-000-0000-6203		24.12	612 E60 0050 860		TELEPHONE
	01-041-000-0000-6203		7.48	763 682 3700 402		TELEPHONE
	01-041-000-0000-6203		67.95	763 682 3900 431		TELEPHONE
	01-041-000-0000-6203		1.34	763 682 3995 596		TELEPHONE
	01-041-000-0000-6203		11.70	612 E60 0138 401		TELEPHONE

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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
2609	**CENTURYLINK**		**112.59**	**5** Transactions		
284	**MN COUNTIES COMPUTER COOPERATIVE**					
	01-041-000-0000-6260		160.00	2016 ANNUAL CONFERENCE REG X2	2Y1606082	SOFTWARE OR SYSTEMS SUPPORT
284	**MN COUNTIES COMPUTER COOPERATIVE**		**160.00**	**1** Transactions		
5993	**MN DEPARTMENT OF REVENUE**					
	01-041-000-0000-6804		275.00	REGISTRATION AUD/TREAS COURSE		STAFF TRAINING
5993	**MN DEPARTMENT OF REVENUE**		**275.00**	**1** Transactions		
2490	**UNITED PARCEL SERVICE**					
	01-041-000-0000-6205		2.78	SHIPPING		POSTAGE
2490	**UNITED PARCEL SERVICE**		**2.78**	**1** Transactions		
41	**DEPT Total:**		**636.87**	**COUNTY AUDITOR-TREASURER**	**5 Vendors**	**9 Transactions**
63	DEPT			IT (INFORMATIONAL TECHNOLOGY)		
2609	**CENTURYLINK**					
	01-063-000-0000-6203		9.92	612 E60 0050 860		TELEPHONE
	01-063-000-0000-6203		27.94	763 682 3900 431		TELEPHONE
	01-063-000-0000-6203		3.07	763 682 3700 402		TELEPHONE
	01-063-000-0000-6203		4.81	612 E60 0138 401		TELEPHONE
	01-063-000-0000-6203		74.78	763 682 1312		TELEPHONE
	01-063-000-0000-6203		0.55	763 682 3995 596		TELEPHONE
2609	**CENTURYLINK**		**121.07**	**6** Transactions		
4342	**ESPO TECHNOLOGIES INC**					
	01-063-000-0000-6260		1,189.15	REMOTE WEBSENSE TRAINING	7094IN	SOFTWARE OR SYSTEMS SUPPORT
4342	**ESPO TECHNOLOGIES INC**		**1,189.15**	**1** Transactions		
3921	**OFFICE DEPOT**					
	01-063-000-0000-6411		22.62	SUPPLIES 844166241001		OPERATING SUPPLIES
	01-063-000-0000-6411		27.98	SUPPLIES 84416744001		OPERATING SUPPLIES
3921	**OFFICE DEPOT**		**50.60**	**2** Transactions		
2291	**STEARNS COUNTY AUDITOR-TREASURER**					
	01-063-000-0000-6804		725.00	LEADERSHIP TRAINING NELSON	2016324	STAFF TRAINING
2291	**STEARNS COUNTY AUDITOR-TREASURER**		**725.00**	**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
2490	**UNITED PARCEL SERVICE**					
	01-063-000-0000-6261		2.78	SHIPPING		PROFESSIONAL SERVICES
2490	**UNITED PARCEL SERVICE**		**2.78**	**1** Transactions		
63	**DEPT Total:**		**2,088.60**	**IT (INFORMATIONAL TECHNOLOGY)**	**5 Vendors**	**11 Transactions**
71	DEPT			ELECTIONS		
2490	**UNITED PARCEL SERVICE**					
	01-071-000-0000-6205		2.78	SHIPPING		POSTAGE
2490	**UNITED PARCEL SERVICE**		**2.78**	**1** Transactions		
71	**DEPT Total:**		**2.78**	**ELECTIONS**	**1 Vendors**	**1 Transactions**
91	DEPT			COUNTY ATTORNEY		
3927	**ASLESON/BRIAN J**					
	01-091-000-0000-6205		12.90	POSTAGE REIMBURSEMENT		POSTAGE
	01-091-000-0000-6331		91.25	182.50 MILES		TRAVEL
	01-091-000-0000-6331		3.00	PARKING REIMBURSEMENT		TRAVEL
3927	**ASLESON/BRIAN J**		**107.15**	**3** Transactions		
2609	**CENTURYLINK**					
	01-091-000-0000-6203		1.71	763 682 3995 596		TELEPHONE
	01-091-000-0000-6203		86.83	763 682 3900 431		TELEPHONE
	01-091-000-0000-6203		9.55	763 682 3700 402		TELEPHONE
	01-091-000-0000-6203		14.95	612 E60 0138 401		TELEPHONE
	01-091-000-0000-6203		30.82	612 E60 0050 860		TELEPHONE
2609	**CENTURYLINK**		**143.86**	**5** Transactions		
3662	**JENSEN/PATRICIA**					
	01-091-000-0000-6261		125.00	TRANSCRIPT STATE V JENSEN		PROFESSIONAL SERVICES
3662	**JENSEN/PATRICIA**		**125.00**	**1** Transactions		
3965	**MN COUNTIES INS TRUST**					
	01-091-000-0000-6338		120.00	SEMINAR ASLESON	SEM371	CONFERENCES & MEETINGS
3965	**MN COUNTIES INS TRUST**		**120.00**	**1** Transactions		
3921	**OFFICE DEPOT**					
	01-091-000-0000-6411		32.70	SUPPLIES 844507412001		OPERATING SUPPLIES

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
	01-091-000-0000-6411		99.70	SUPPLIES 844507346001		OPERATING SUPPLIES
	01-091-000-0000-6411		514.48	SUPPLIES 844507411001		OPERATING SUPPLIES
	01-091-000-0000-6411		103.98	SUPPLIES 844507413001		OPERATING SUPPLIES
3921	**OFFICE DEPOT**		**750.86**	**4** Transactions		
6641	**THOMSON REUTERS WEST PUBLISHING C**					
	01-091-000-0000-6385		1,074.54	MAY BILLING	834096240	DATA PROCESSING
6641	**THOMSON REUTERS WEST PUBLISHING C**		**1,074.54**	**1** Transactions		
2490	**UNITED PARCEL SERVICE**					
	01-091-000-0000-6205		2.78	SHIPPING		POSTAGE
2490	**UNITED PARCEL SERVICE**		**2.78**	**1** Transactions		
2293	**WILLIS/KARI**					
	01-091-000-0000-6331		66.50	133 MILES		TRAVEL
2293	**WILLIS/KARI**		**66.50**	**1** Transactions		
91	**DEPT Total:**		**2,390.69**	**COUNTY ATTORNEY**	**8 Vendors**	**17 Transactions**
100	DEPT			OTHER GENERAL GOVERNMENT		
3301	**ALLINA HEALTH**					
	01-100-000-0000-6261		483.50	HEALTH HISTORIES X2	298881408	PROFESSIONAL SERVICES
3301	**ALLINA HEALTH**		**483.50**	**1** Transactions		
3685	**AMERICAN DATABANK LLC**					
	01-100-000-0000-6261		185.65	BACKGROUND CHECKS HR	870402	PROFESSIONAL SERVICES
3685	**AMERICAN DATABANK LLC**		**185.65**	**1** Transactions		
2609	**CENTURYLINK**					
	01-100-000-0000-6858		51.09	763 682 6178 B001431		FAX MACHINE
2609	**CENTURYLINK**		**51.09**	**1** Transactions		
2468	**MADDEN GALANTER HANSEN LLP**					
	01-100-000-0000-6261		869.21	MAY LABOR RELATION SERVICES		PROFESSIONAL SERVICES
2468	**MADDEN GALANTER HANSEN LLP**		**869.21**	**1** Transactions		
3965	**MN COUNTIES INS TRUST**					
	01-100-000-0000-6353		50.00	COVERAGE CHANGES PC106016	401107	LIABILITY INSURANCE

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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
3965	**MN COUNTIES INS TRUST**		**50.00**	**1** Transactions		
1535	**WRIGHT HENNEPIN ELECTRIC**					
	01-100-000-0000-6305		326.72	150 1684 6963		800MHZ MAINTENANCE EXPENSE
	01-100-000-0000-6305		330.45	150 1684 6962		800MHZ MAINTENANCE EXPENSE
1535	**WRIGHT HENNEPIN ELECTRIC**		**657.17**	**2** Transactions		
100	**DEPT Total:**		**2,296.62**	**OTHER GENERAL GOVERNMENT**	**6 Vendors**	**7 Transactions**
101	DEPT			COUNTY RECORDER		
2609	**CENTURYLINK**					
	01-101-000-0000-6203		0.56	763 682 3700 402		TELEPHONE
	01-101-000-0000-6203		0.88	612 E60 0138 401		TELEPHONE
	01-101-000-0000-6203		1.81	612 E60 0050 860		TELEPHONE
	01-101-000-0000-6203		5.10	763 682 3900 431		TELEPHONE
	01-101-000-0000-6203		0.10	763 682 3995 596		TELEPHONE
2609	**CENTURYLINK**		**8.45**	**5** Transactions		
5486	**MARCO**					
	01-101-000-0000-6343		177.00	6/10-7/10/2016	306919176	MACHINERY OR EQUIPMENT LEASES
5486	**MARCO**		**177.00**	**1** Transactions		
3921	**OFFICE DEPOT**					
	01-101-000-0000-6411		250.48	SUPPLIES 844796386001		OPERATING SUPPLIES
3921	**OFFICE DEPOT**		**250.48**	**1** Transactions		
2490	**UNITED PARCEL SERVICE**					
	01-101-000-0000-6205		2.78	SHIPPING		POSTAGE
2490	**UNITED PARCEL SERVICE**		**2.78**	**1** Transactions		
101	**DEPT Total:**		**438.71**	**COUNTY RECORDER**	**4 Vendors**	**8 Transactions**
103	DEPT			SURVEYOR		
2609	**CENTURYLINK**					
	01-103-000-0000-6203		6.98	763 682 3900 431		TELEPHONE
	01-103-000-0000-6203		2.48	612 E60 0050 860		TELEPHONE
	01-103-000-0000-6203		0.77	763 682 3700 402		TELEPHONE
	01-103-000-0000-6203		0.14	763 682 3995 596		TELEPHONE

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
	01-103-000-0000-6203		1.20	612 E60 0138 401		TELEPHONE
2609	**CENTURYLINK**		**11.57**	**5** Transactions		
1264	**DELL MARKETING LP**					
	01-103-000-0000-6620		2,990.64	DESKTOPS X2 KLEIN,BAYERL	XJX82PXC1	COMPUTER OR SOFTWARE PURCHASES
	01-103-000-0000-6620		1,740.51	LAPTOP/DOCKING EDELBROCK	XJX9C8DJ6	COMPUTER OR SOFTWARE PURCHASES
1264	**DELL MARKETING LP**		**4,731.15**	**2** Transactions		
2490	**UNITED PARCEL SERVICE**					
	01-103-000-0000-6205		2.78	SHIPPING		POSTAGE
2490	**UNITED PARCEL SERVICE**		**2.78**	**1** Transactions		
1538	**WRIGHT COUNTY HIGHWAY DEPT**					
	01-103-000-0000-6205		6.81	POSTAGE	495	POSTAGE
	01-103-000-0000-6233		127.90	COPYING	495	PHOTOCOPYING
	01-103-000-0000-6451		228.06	FUEL	495	FUEL - LUBE ETC
	01-103-000-0000-6452		43.69	LABOR	495	VEHICLE MAINTENANCE
	01-103-000-0000-6452		22.69	PARTS	495	VEHICLE MAINTENANCE
1538	**WRIGHT COUNTY HIGHWAY DEPT**		**429.15**	**5** Transactions		
103	**DEPT Total:**		**5,174.65**	**SURVEYOR**	**4 Vendors**	**13 Transactions**
105	DEPT			ASSESSOR		
2609	**CENTURYLINK**					
	01-105-000-0000-6203		7.35	763 682 3700 402		TELEPHONE
	01-105-000-0000-6203		1.32	763 682 3995 596		TELEPHONE
	01-105-000-0000-6203		23.72	612 E60 0050 860		TELEPHONE
	01-105-000-0000-6203		66.82	763 682 3900 431		TELEPHONE
	01-105-000-0000-6203		11.51	612 E60 0138 401		TELEPHONE
2609	**CENTURYLINK**		**110.72**	**5** Transactions		
841	**JANZEN/MELISSA**					
	01-105-000-0000-6804		200.00	MN CASE STUDY EXAM		STAFF TRAINING
841	**JANZEN/MELISSA**		**200.00**	**1** Transactions		
284	**MN COUNTIES COMPUTER COOPERATIVE**					
	01-105-000-0000-6338		160.00	2016 ANNUAL CONFERENCE REG X2	2Y1606082	CONFERENCES & MEETINGS
284	**MN COUNTIES COMPUTER COOPERATIVE**		**160.00**	**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
3921	**OFFICE DEPOT**						
	01-105-000-0000-6411		3.29	SUPPLIES 844509483001			OPERATING SUPPLIES
	01-105-000-0000-6411		57.64	SUPPLIES 844509453001			OPERATING SUPPLIES
3921	**OFFICE DEPOT**		**60.93**		**2** Transactions		
2490	**UNITED PARCEL SERVICE**						
	01-105-000-0000-6205		2.78	SHIPPING			POSTAGE
2490	**UNITED PARCEL SERVICE**		**2.78**		**1** Transactions		
1538	**WRIGHT COUNTY HIGHWAY DEPT**						
	01-105-000-0000-6451		332.23	FUEL			FUEL - LUBE ETC
1538	**WRIGHT COUNTY HIGHWAY DEPT**		**332.23**		**1** Transactions		
105	**DEPT Total:**		**866.66**	**ASSESSOR**		**6 Vendors**	**11 Transactions**
107	DEPT			PLANNING AND ZONING			
2609	**CENTURYLINK**						
	01-107-000-0000-6203		16.42	612 E60 0050 860			TELEPHONE
	01-107-000-0000-6203		46.24	763 682 3900 431			TELEPHONE
	01-107-000-0000-6203		7.96	612 E60 0138 401			TELEPHONE
	01-107-000-0000-6203		0.91	763 682 3995 596			TELEPHONE
	01-107-000-0000-6203		5.09	763 682 3700 402			TELEPHONE
2609	**CENTURYLINK**		**76.62**		**5** Transactions		
2490	**UNITED PARCEL SERVICE**						
	01-107-000-0000-6205		2.78	SHIPPING			POSTAGE
2490	**UNITED PARCEL SERVICE**		**2.78**		**1** Transactions		
107	**DEPT Total:**		**79.40**	**PLANNING AND ZONING**		**2 Vendors**	**6 Transactions**
111	DEPT			BUILDING CARE			
5974	**CENTER POINT ENERGY**						
	01-111-000-0000-6251		1,527.99	5871994			UTILITY SERVICES
	01-111-000-0000-6251		47.82	5811649			UTILITY SERVICES
	01-111-000-0000-6251		170.49	5767681			UTILITY SERVICES
	01-111-000-0000-6252		1,271.30	7915763			JAIL/LEC UTILITY SERVICES
	01-111-000-0000-6409		63.79	7410820 0			JAIL/LEC FUEL FOR BUILDING

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5974	**CENTER POINT ENERGY**		**3,081.39**	**5** Transactions		
2609	**CENTURYLINK**					
	01-111-000-0000-6251		74.78	763 682 2411 493		UTILITY SERVICES
	01-111-000-0000-6252		284.12	763 682 4945 693		JAIL/LEC UTILITY SERVICES
2609	**CENTURYLINK**		**358.90**	**2** Transactions		
3921	**OFFICE DEPOT**					
	01-111-000-0000-6411		97.98	SUPPLIES 844161328001		OPERATING SUPPLIES
	01-111-000-0000-6412		87.74	SUPPLIES 844331554001		JAIL/LEC OPERATING SUPPLIES
3921	**OFFICE DEPOT**		**185.72**	**2** Transactions		
111	**DEPT Total:**		**3,626.01**	**BUILDING CARE**	**3 Vendors**	**9 Transactions**
121	DEPT			VETERANS SERVICE		
2609	**CENTURYLINK**					
	01-121-000-0000-6203		2.70	612 E60 0138 401		TELEPHONE
	01-121-000-0000-6203		15.67	763 682 3900 431		TELEPHONE
	01-121-000-0000-6203		5.56	612 E60 0050 860		TELEPHONE
	01-121-000-0000-6203		1.72	763 682 3700 402		TELEPHONE
	01-121-000-0000-6203		0.31	763 682 3995 596		TELEPHONE
2609	**CENTURYLINK**		**25.96**	**5** Transactions		
3781	**FIGLIUZZI/LAUNETTE**					
	01-121-000-0000-6331		125.00	REIMBURSE MEALS W/LODGING		TRAVEL
	01-121-000-0000-6331		343.88	REIMBURSE RENTAL CAR NACVSO		TRAVEL
	01-121-000-0000-6331		1,205.42	REIMBURSE LODGING NACVSO CONF		TRAVEL
	01-121-000-0000-6331		634.20	REIMBURSE TRAVEL NACVSO CONF		TRAVEL
3781	**FIGLIUZZI/LAUNETTE**		**2,308.50**	**4** Transactions		
2490	**UNITED PARCEL SERVICE**					
	01-121-000-0000-6205		2.78	SHIPPING		POSTAGE
2490	**UNITED PARCEL SERVICE**		**2.78**	**1** Transactions		
121	**DEPT Total:**		**2,337.24**	**VETERANS SERVICE**	**3 Vendors**	**10 Transactions**
201	DEPT			SHERIFF		
974	**AMERICAN SOLUTIONS FOR BUSINESS**					

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	01-201-000-0000-6411		684.21	JUV CITATIONS 054401-055400	2617935	OPERATING SUPPLIES
974	**AMERICAN SOLUTIONS FOR BUSINESS**		**684.21**	**1** Transactions		
608	**BP AMOCO**					
	01-201-000-0000-6451		630.09	FUEL 5/20-6/19/16	47715988	FUEL - LUBE ETC
608	**BP AMOCO**		**630.09**	**1** Transactions		
2609	**CENTURYLINK**					
	01-201-000-0000-6203		38.51	612 E60 0138 401		TELEPHONE
	01-201-000-0000-6203		79.40	612 E60 0050 860		TELEPHONE
	01-201-000-0000-6203		223.67	763 682 3900 431		TELEPHONE
	01-201-000-0000-6203		4.41	763 682 3995 596		TELEPHONE
	01-201-000-0000-6203		24.61	763 682 3700 402		TELEPHONE
2609	**CENTURYLINK**		**370.60**	**5** Transactions		
2206	**CK SEPTIC SERVICE & TOILET RENTAL LL**					
	01-201-000-0000-6261		155.00	PORTABLE TOILETS LEC	1047	PROFESSIONAL SERVICES
2206	**CK SEPTIC SERVICE & TOILET RENTAL LL**		**155.00**	**1** Transactions		
4299	**CLIFTONLARSONALLEN LLP**					
	01-201-000-0000-6261		2,000.00	FINANCIAL OPER ASSESSMENT	1289780	PROFESSIONAL SERVICES
4299	**CLIFTONLARSONALLEN LLP**		**2,000.00**	**1** Transactions		
1813	**COLLINS BROTHERS TOWING**					
	01-201-000-0000-6261		181.00	16016375	73166	PROFESSIONAL SERVICES
	01-201-000-0000-6261		231.00	16016150	73598	PROFESSIONAL SERVICES
1813	**COLLINS BROTHERS TOWING**		**412.00**	**2** Transactions		
1264	**DELL MARKETING LP**					
	01-201-000-0000-6620		40.79	USB DVD DRIVE BLIVEN	XJXM7T3C4	COMPUTER OR SOFTWARE PURCHASES
	01-201-000-0000-6620		1,264.12	LAPTOP BLIVEN	XJXMT3P35	COMPUTER OR SOFTWARE PURCHASES
1264	**DELL MARKETING LP**		**1,304.91**	**2** Transactions		
3064	**EMERGENCY AUTOMOTIVE TECH INC**					
	01-201-000-0000-6621		487.40	REAR CAGE 2016 SUV	LG0427161	FURNITURE & EQUIPMENT
3064	**EMERGENCY AUTOMOTIVE TECH INC**		**487.40**	**1** Transactions		
69	**MN BUREAU OF CRIMINAL APPREHENSIOI**					
	01-201-000-0000-6804		240.00	IMPACT/INFLUENCE KUNKEL	23837101215	STAFF TRAINING

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69	**MN BUREAU OF CRIMINAL APPREHENSIOI**		**240.00**	**1** Transactions		
1331	**MN SHERIFFS ASSOCIATION**					
	01-201-000-0000-6804		1,485.00	USE OF FORCE INSTRUCTOR X3	116040	STAFF TRAINING
1331	**MN SHERIFFS ASSOCIATION**		**1,485.00**	**1** Transactions		
3588	**NEOPOST USA INC**					
	01-201-000-0000-6205		66.32	RENT/MAINT ADMIN METER	53991756	POSTAGE
3588	**NEOPOST USA INC**		**66.32**	**1** Transactions		
1316	**NORTHLAND BUSINESS SYSTEMS INC**					
	01-201-000-0000-6260		1,110.00	SERVER MIGRATION WINSCRIBE	66333	SOFTWARE OR SYSTEMS SUPPORT
1316	**NORTHLAND BUSINESS SYSTEMS INC**		**1,110.00**	**1** Transactions		
3921	**OFFICE DEPOT**					
	01-201-000-0000-6411		242.66	SUPPLIES 844865635001		OPERATING SUPPLIES
	01-201-000-0000-6411		15.82	SUPPLIES 844865747001		OPERATING SUPPLIES
3921	**OFFICE DEPOT**		**258.48**	**2** Transactions		
6897	**T MOBILE USA INC**					
	01-201-000-0000-6261		400.00	ICR #16014701 CELL PHONE PING	9267404864	PROFESSIONAL SERVICES
6897	**T MOBILE USA INC**		**400.00**	**1** Transactions		
3611	**VARIDESK LLC**					
	01-201-000-0000-6411		50.00	VARIDESK MAT	36085	OPERATING SUPPLIES
	01-201-000-0000-6621		395.00	VARIDESK SIT/STAND STATION	36085	FURNITURE & EQUIPMENT
3611	**VARIDESK LLC**		**445.00**	**2** Transactions		
201	**DEPT Total:**		**10,049.01**	**SHERIFF**	**15 Vendors**	**23 Transactions**
250	DEPT			SHERIFF-CORRECTIONS		
3199	**ALLINA HEALTH SYSTEM**					
	01-250-000-0000-6458		79.57	INMATE MEDICAL 5/19/16	20144477120	JAIL MEDICAL
3199	**ALLINA HEALTH SYSTEM**		**79.57**	**1** Transactions		
6158	**ARAMARK SERVICES INC**					
	01-250-000-0000-6459		7,650.25	INMATE MEALS 06/09-06/15/16	2007233118	LAW ENFORCE-JAIL FOOD-LAUNDRY
6158	**ARAMARK SERVICES INC**		**7,650.25**	**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
2609	**CENTURYLINK**					
	01-250-000-0000-6203		22.72	612 E60 0138 401		TELEPHONE
	01-250-000-0000-6203		131.94	763 682 3900 431		TELEPHONE
	01-250-000-0000-6203		14.52	763 682 3700 402		TELEPHONE
	01-250-000-0000-6203		2.60	763 682 3995 596		TELEPHONE
	01-250-000-0000-6203		46.83	612 E60 0050 860		TELEPHONE
2609	**CENTURYLINK**		**218.61**	**5** Transactions		
6915	**OFFICE OF MN IT SERVICES**					
	01-250-000-0000-6261		65.66	VOICE SERVICES MAY 2016	16050646	PROFESSIONAL SERVICES
6915	**OFFICE OF MN IT SERVICES**		**65.66**	**1** Transactions		
1192	**TOTAL PRINTING**					
	01-250-000-0000-6411		455.00	AUTHORITY TO DETAIN FORMS	11027	OPERATING SUPPLIES
1192	**TOTAL PRINTING**		**455.00**	**1** Transactions		
250	**DEPT Total:**		**8,469.09**	**SHERIFF-CORRECTIONS**	**5 Vendors**	**9 Transactions**
521	DEPT			PARKS		
3858	**ALBION ACRES BAIT**					
	01-521-000-0000-6807		36.00	BAIT FOR RESALE	001495	MATERIALS FOR RE-SALE - POP ETC.
3858	**ALBION ACRES BAIT**		**36.00**	**1** Transactions		
2609	**CENTURYLINK**					
	01-521-000-0000-6203		1.14	763 682 3700 402		TELEPHONE
	01-521-000-0000-6203		1.79	612 E60 0138 401		TELEPHONE
	01-521-000-0000-6203		0.20	763 682 3995 596		TELEPHONE
	01-521-000-0000-6203		10.38	763 682 3900 431		TELEPHONE
	01-521-000-0000-6203		3.69	612 E60 0050 860		TELEPHONE
2609	**CENTURYLINK**		**17.20**	**5** Transactions		
1264	**DELL MARKETING LP**					
	01-521-000-0000-6620		62.88	COMPUTER CABLES	XJXNJX8R3	COMPUTER OR SOFTWARE PURCHASES
	01-521-000-0000-6620		239.98	MONITORS	XJXNRXF29	COMPUTER OR SOFTWARE PURCHASES
	01-521-000-0000-6620		1,700.50	COMPUTERS PARK STAFF	XJXPLJCF4	COMPUTER OR SOFTWARE PURCHASES
1264	**DELL MARKETING LP**		**2,003.36**	**3** Transactions		
4315	**ELITE LIFT TRUCK INC**					
	01-521-000-0000-6452		60.08	CRANK SEAL #673	48999	VEHICLE MAINTENANCE

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4315	**ELITE LIFT TRUCK INC**		**60.08**	**1** Transactions		
1873	**FORESTRY SUPPLIERS INC**					
	01-521-000-0000-6301		68.33	PRUNING/BRUSH SAW	90551300	REPAIRS & MAINTENANCE
1873	**FORESTRY SUPPLIERS INC**		**68.33**	**1** Transactions		
1144	**HELENA CHEMICAL COMPANY**					
	01-521-000-0000-6550		297.72	HERBICIDE PRE EMERGENT	134729523	VEGETATION MANAGEMENT
	01-521-000-0000-6550		728.71	HERBICIDE INVASIVES	134729524	VEGETATION MANAGEMENT
1144	**HELENA CHEMICAL COMPANY**		**1,026.43**	**2** Transactions		
2490	**UNITED PARCEL SERVICE**					
	01-521-000-0000-6205		2.78	SHIPPING		POSTAGE
2490	**UNITED PARCEL SERVICE**		**2.78**	**1** Transactions		
521	**DEPT Total:**		**3,214.18**	**PARKS**	**7 Vendors**	**14 Transactions**
603	DEPT			EXTENSION		
516	**BANKERS ADVERTISING CO INC**					
	01-603-000-0000-6244		153.86	PROMO IMPRINTED PENCILS		PROGRAM EXPENSES
516	**BANKERS ADVERTISING CO INC**		**153.86**	**1** Transactions		
2609	**CENTURYLINK**					
	01-603-000-0000-6203		6.03	612 E60 0050 860		TELEPHONE
	01-603-000-0000-6203		1.87	763 682 3700 402		TELEPHONE
	01-603-000-0000-6203		2.93	612 E60 0138 401		TELEPHONE
	01-603-000-0000-6203		16.99	763 682 3900 431		TELEPHONE
	01-603-000-0000-6203		0.33	763 682 3995 596		TELEPHONE
2609	**CENTURYLINK**		**28.15**	**5** Transactions		
2490	**UNITED PARCEL SERVICE**					
	01-603-000-0000-6205		2.78	SHIPPING		POSTAGE
2490	**UNITED PARCEL SERVICE**		**2.78**	**1** Transactions		
603	**DEPT Total:**		**184.79**	**EXTENSION**	**3 Vendors**	**7 Transactions**
1	**Fund Total:**		**69,038.64**	**GENERAL REVENUE FUND**		**209 Transactions**

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226	DEPT			E 911		
	2609 **CENTURYLINK**					
	02-226-000-0000-6203		326.01	763 682 1162 914		TELEPHONE
	2609 CENTURYLINK		**326.01**	**1** Transactions		
226	**DEPT Total:**		**326.01**	**E 911**	**1 Vendors**	**1 Transactions**
282	DEPT			NUCLEAR POWER PLANT		
	2490 **UNITED PARCEL SERVICE**					
	02-282-000-0000-6205		2.78	SHIPPING		POSTAGE
	2490 UNITED PARCEL SERVICE		**2.78**	**1** Transactions		
282	**DEPT Total:**		**2.78**	**NUCLEAR POWER PLANT**	**1 Vendors**	**1 Transactions**
2	**Fund Total:**		**328.79**	**RESERVES FUND**		**2 Transactions**

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310	DEPT			HIGHWAY ADMINISTRATION		
2609	**CENTURYLINK**					
	03-310-000-0000-6203		13.40	763 682 3900 431		TELEPHONE
	03-310-000-0000-6203		0.26	763 682 3995 596		TELEPHONE
	03-310-000-0000-6203		4.76	612 E60 0050 860		TELEPHONE
	03-310-000-0000-6203		1.47	763 682 3700 402		TELEPHONE
	03-310-000-0000-6203		2.31	612 E60 0138 401		TELEPHONE
2609	**CENTURYLINK**		**22.20**	**5** Transactions		
1264	**DELL MARKETING LP**					
	03-310-000-0000-6620		1,079.91	COMPUTERS 062816	XJXMM2594	COMPUTER OR SOFTWARE PURCHASES
1264	**DELL MARKETING LP**		**1,079.91**	**1** Transactions		
19621	**ECM PUBLISHERS INC**					
	03-310-000-0000-6235		74.00	PAPER RENEWAL 2 YRS 062816	HWY DEPT	PUBLICATIONS & BROCHURES
19621	**ECM PUBLISHERS INC**		**74.00**	**1** Transactions		
3092	**HAWKINS/VIRGIL**					
	03-310-000-0000-6338		77.50	MILEAGE REIMB 062816		CONFERENCES & MEETINGS
3092	**HAWKINS/VIRGIL**		**77.50**	**1** Transactions		
5486	**MARCO**					
	03-310-000-0000-6261		643.00	LEASES 306794819 062816	BIZ&KON	PROFESSIONAL SERVICES
5486	**MARCO**		**643.00**	**1** Transactions		
2490	**UNITED PARCEL SERVICE**					
	03-310-000-0000-6205		19.92	SHIPPING		POSTAGE
2490	**UNITED PARCEL SERVICE**		**19.92**	**1** Transactions		
310	**DEPT Total:**		**1,916.53**	**HIGHWAY ADMINISTRATION**	**6 Vendors**	**10 Transactions**
320	DEPT			HIGHWAY ENGINEERING		
97	**KLATT TRUE VALUE ELECTRIC**					
	03-320-000-0000-6503		6.58	RAIN GAUGE WORKSITE 062816	HWY 484	ENGINEERING FIELD SUPPLIES
97	**KLATT TRUE VALUE ELECTRIC**		**6.58**	**1** Transactions		
320	**DEPT Total:**		**6.58**	**HIGHWAY ENGINEERING**	**1 Vendors**	**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
330	DEPT			HIGHWAY MAINTENANCE		
609	**DESIGN ELECTRICAL INC-COLD SPRING E**					
	03-330-000-0000-6543		857.88	SIGNAL REPAIR 062816	3202	TRAFFIC SIGNALS
	03-330-000-0000-6543		90.00	SIGNAL REPAIR 062816	3203	TRAFFIC SIGNALS
	03-330-000-0000-6543		67.60	SIGNAL REPAIR 062816	3226	TRAFFIC SIGNALS
	03-330-000-0000-6543		67.60	SIGNAL REPAIR 062816	3226	TRAFFIC SIGNALS
609	**DESIGN ELECTRICAL INC-COLD SPRING E**		**1,083.08**	**4** Transactions		
4366	**H&R CONST CO**					
	03-330-000-0000-6555		4,075.00	GUARDRAIL REPAIR 062816	15920	GUARDRAIL, BRIDGE MATERIALS
4366	**H&R CONST CO**		**4,075.00**	**1** Transactions		
7367	**KUSTOM SIGNALS INC**					
	03-330-000-0000-6539		791.00	SIGN DEPT RADAR GUN 062816	528950	TRAFFIC CONTROL
7367	**KUSTOM SIGNALS INC**		**791.00**	**1** Transactions		
3328	**MEEKER COOPERATIVE LIGHTS & POWER**					
	03-330-000-0000-6543		21.35	LIGHT ON CR 100 062816	3251100	TRAFFIC SIGNALS
	03-330-000-0000-6543		21.34	LIGHT ON CR 141 062816	3251100	TRAFFIC SIGNALS
3328	**MEEKER COOPERATIVE LIGHTS & POWER**		**42.69**	**2** Transactions		
7510	**MENARDS - BUFFALO**					
	03-330-000-0000-6539		62.68	acct 32030263 SIGN DEPT 062816	15782	TRAFFIC CONTROL
7510	**MENARDS - BUFFALO**		**62.68**	**1** Transactions		
3515	**RCM SPECIALTIES INC**					
	03-330-000-0000-6536		863.20	CRS2 OIL 062816	5530	CUTBACK OILS
	03-330-000-0000-6536		1,820.00	CRS2 OIL 062816	5541	CUTBACK OILS
3515	**RCM SPECIALTIES INC**		**2,683.20**	**2** Transactions		
6966	**TRAFFIC MARKING SERVICE INC**					
	03-330-000-0000-6532		27,658.20	PVMT MARKINGS 062816	8400	PAVEMENT MARKING
6966	**TRAFFIC MARKING SERVICE INC**		**27,658.20**	**1** Transactions		
1383	**WRIGHT HENNEPIN COOP ELEC ASSN**					
	03-330-000-0000-6543		1,851.71	VAR RURAL LIGHTING 062816	SEE SLIP	TRAFFIC SIGNALS
1383	**WRIGHT HENNEPIN COOP ELEC ASSN**		**1,851.71**	**1** Transactions		
4433	**XCEL ENERGY**					

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	03-330-000-0000-6543		316.98	VARIOUS LIGHTS 062816	5149988710	TRAFFIC SIGNALS
4433	**XCEL ENERGY**		**316.98**	**1** Transactions		
330	**DEPT Total:**		**38,564.54**	**HIGHWAY MAINTENANCE**	**9 Vendors**	**14 Transactions**
340	DEPT			HIGHWAY SHOP MAINTENANCE		
4858	**BUFFALO AUTO VALUE**					
	03-340-000-0000-6574		5.21	REPAIR PARTS 062816	82109348	REPAIR PARTS
	03-340-000-0000-6571		189.90	BATTERIES 062816	82109382	BATTERIES
4858	**BUFFALO AUTO VALUE**		**195.11**	**2** Transactions		
5974	**CENTER POINT ENERGY**					
	03-340-000-0000-6598		411.90	PWB ELECT 1901 HWY 25 062816	5866092	UTILITIES-P.W. BLDG.
	03-340-000-0000-6596		75.40	COKATO SHOP ELECTRIC 062816	5942963	UTILITIES-OUTLYING SHOPS
5974	**CENTER POINT ENERGY**		**487.30**	**2** Transactions		
7544	**CENTRA SOTA COOPERATIVE - BUFFALO**					
	03-340-000-0000-6563		1,209.98	DIESEL FUEL 062816	4223834	DIESEL
7544	**CENTRA SOTA COOPERATIVE - BUFFALO**		**1,209.98**	**1** Transactions		
1118	**CULLIGAN OF BUFFALO**					
	03-340-000-0000-6596		3.55	MAPLE LAKE SOFTENER 062816	02549511	UTILITIES-OUTLYING SHOPS
	03-340-000-0000-6599		111.80	BUFFALO SOFTENER SERVIC 062816	96986976	BUILDING MAINTENANCE-P.W.BLDG.
1118	**CULLIGAN OF BUFFALO**		**115.35**	**2** Transactions		
3053	**LUBE TECH ESI**					
	03-340-000-0000-6411		127.72	FUEL SYSTEM PARTS 062816	11224	OPERATING SUPPLIES
3053	**LUBE TECH ESI**		**127.72**	**1** Transactions		
1234	**MUMFORD SANITATION**					
	03-340-000-0000-6597		39.49	GARBAGE-FRENCH LAKE 062816	108141	BUILDING MAINTENANCE-OUTLYING SHO
	03-340-000-0000-6597		39.48	GARBAGE-COKATO SHOP 062816	108141	BUILDING MAINTENANCE-OUTLYING SHO
	03-340-000-0000-6597		39.49	GARBAGE-MAPLE LK SHOP 062816	108141	BUILDING MAINTENANCE-OUTLYING SHO
	03-340-000-0000-6597		39.49	GARBAGE-WAVERLY 062816	108141	BUILDING MAINTENANCE-OUTLYING SHO
1234	**MUMFORD SANITATION**		**157.95**	**4** Transactions		
2316	**OTSEGO/CITY OF**					
	03-340-000-0000-6596		83.26	SHOP WATER/SEWER 062816	2810000	UTILITIES-OUTLYING SHOPS

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
2316	**OTSEGO/CITY OF**		**83.26**	**1** Transactions		
4221	**PRINSCO INC**					
	03-340-000-0000-6599		502.90	GRATES 062816	25374210	BUILDING MAINTENANCE-P.W.BLDG.
4221	**PRINSCO INC**		**502.90**	**1** Transactions		
270	**RYAN CHEVROLET**					
	03-340-000-0000-6574		308.98	PARTS 062816	221120	REPAIR PARTS
270	**RYAN CHEVROLET**		**308.98**	**1** Transactions		
2068	**SAFELITE FULFILLMENT INC**					
	03-340-000-0000-6574		103.82	SAFELITE-PARTS 062816	58181781	REPAIR PARTS
	03-340-000-0000-6575		67.00	SAFELITE-LABOR 062816	58181781	OUTSIDE LABOR
2068	**SAFELITE FULFILLMENT INC**		**170.82**	**2** Transactions		
3337	**SNODEPOT**					
	03-340-000-0000-6574		2,155.00	REPAIR PARTS 062816	207475	REPAIR PARTS
3337	**SNODEPOT**		**2,155.00**	**1** Transactions		
1568	**TERMINAL SUPPLY CO**					
	03-340-000-0000-6574		59.84	REPAIR PARTS 062816	2874400	REPAIR PARTS
1568	**TERMINAL SUPPLY CO**		**59.84**	**1** Transactions		
1383	**WRIGHT HENNEPIN COOP ELEC ASSN**					
	03-340-000-0000-6596		206.21	M LK SHOP ELEC. 062816	10810310900	UTILITIES-OUTLYING SHOPS
	03-340-000-0000-6596		102.77	FR LAKE SHOP ELEC. 062816	11110659400	UTILITIES-OUTLYING SHOPS
	03-340-000-0000-6598		3,117.00	PWB ELECTRIC 1901HWY 25 062816	11410943600	UTILITIES-P.W. BLDG.
	03-340-000-0000-6596		197.00	OTSEGO SHOP ELECT 062816	15016805561	UTILITIES-OUTLYING SHOPS
1383	**WRIGHT HENNEPIN COOP ELEC ASSN**		**3,622.98**	**4** Transactions		
4433	**XCEL ENERGY**					
	03-340-000-0000-6596		52.19	WAV GAS UTILITIES 062816	5149988710	UTILITIES-OUTLYING SHOPS
	03-340-000-0000-6596		128.14	WAV SHOP ELEC 062816	5149988710	UTILITIES-OUTLYING SHOPS
	03-340-000-0000-6596		37.66	WAV MISC LIGHTS 062816	5149988710	UTILITIES-OUTLYING SHOPS
	03-340-000-0000-6596		321.35	COKATO SHOP ELEC. 062816	5149988710	UTILITIES-OUTLYING SHOPS
4433	**XCEL ENERGY**		**539.34**	**4** Transactions		
340	**DEPT Total:**		**9,736.53**	**HIGHWAY SHOP MAINTENANCE**	**14 Vendors**	**27 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
3	**Fund Total:**		**50,224.18**	**ROAD AND BRIDGE FUND**		**52 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		
2609	**CENTURYLINK**					
	11-420-600-0020-6203		27.81	763 682 3700 402		TELEPHONE
	11-420-600-0020-6203		252.74	763 682 3900 431		TELEPHONE
	11-420-600-0020-6203		43.52	612 E60 0138 401		TELEPHONE
	11-420-600-0020-6203		89.71	612 E60 0050 860		TELEPHONE
	11-420-600-0020-6203		4.98	763 682 3995 596		TELEPHONE
2609	**CENTURYLINK**		**418.76**	**5** Transactions		
2468	**MADDEN GALANTER HANSEN LLP**					
	11-420-600-0020-6264		86.31	MAY LABOR RELATION SERVICES	HHS	LABOR NEGOTIATIONS
2468	**MADDEN GALANTER HANSEN LLP**		**86.31**	**1** Transactions		
2490	**UNITED PARCEL SERVICE**					
	11-420-600-0020-6205		0.83	SHIPPING		POSTAGE
2490	**UNITED PARCEL SERVICE**		**0.83**	**1** Transactions		
420	**DEPT Total:**		**505.90**	**FINANCIAL SERVICES**	**3 Vendors**	**7 Transactions**
430	DEPT			SOCIAL SERVICES		
2609	**CENTURYLINK**					
	11-430-700-0020-6203		50.04	763 682 3700 402		TELEPHONE
	11-430-700-0020-6203		454.71	763 682 3900 431		TELEPHONE
	11-430-700-0020-6203		78.29	612 E60 0138 401		TELEPHONE
	11-430-700-0020-6203		8.96	763 682 3995 596		TELEPHONE
	11-430-700-0020-6203		161.40	612 E60 0050 860		TELEPHONE
2609	**CENTURYLINK**		**753.40**	**5** Transactions		
2468	**MADDEN GALANTER HANSEN LLP**					
	11-430-700-0020-6264		155.36	MAY LABOR RELATION SERVICES	HHS	LABOR NEGOTIATIONS
2468	**MADDEN GALANTER HANSEN LLP**		**155.36**	**1** Transactions		
2490	**UNITED PARCEL SERVICE**					
	11-430-700-0020-6205		1.42	SHIPPING		POSTAGE
2490	**UNITED PARCEL SERVICE**		**1.42**	**1** Transactions		
430	**DEPT Total:**		**910.18**	**SOCIAL SERVICES**	**3 Vendors**	**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
450	DEPT			PUBLIC HEALTH SERVICES		
2609	**CENTURYLINK**					
	11-450-430-0020-6203		47.84	612 E60 0050 860		TELEPHONE
	11-450-430-0020-6203		23.21	612 E60 0138 401		TELEPHONE
	11-450-430-0020-6203		14.83	763 682 3700 402		TELEPHONE
	11-450-430-0020-6203		134.77	763 682 3900 431		TELEPHONE
	11-450-430-0020-6203		2.66	763 682 3995 596		TELEPHONE
2609	**CENTURYLINK**		**223.31**	**5** Transactions		
2468	**MADDEN GALANTER HANSEN LLP**					
	11-450-430-0020-6264		46.03	MAY LABOR RELATION SERVICES	HHS	LABOR NEGOTIATIONS
2468	**MADDEN GALANTER HANSEN LLP**		**46.03**	**1** Transactions		
2490	**UNITED PARCEL SERVICE**					
	11-450-430-0020-6205		0.53	SHIPPING		POSTAGE
2490	**UNITED PARCEL SERVICE**		**0.53**	**1** Transactions		
450	**DEPT Total:**		**269.87**	**PUBLIC HEALTH SERVICES**	**3 Vendors**	**7 Transactions**
11	**Fund Total:**		**1,685.95**	**HUMAN SERVICES FUND**		**21 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.		
	1535 **WRIGHT HENNEPIN ELECTRIC**					
	20-393-000-0000-6801		548.00	107 1017 3800		MISCELLANEOUS EXPENSE
	1535 WRIGHT HENNEPIN ELECTRIC		**548.00**	**1** Transactions		
393	**DEPT Total:**		**548.00**	**S.C.O.R.E.**	**1 Vendors**	**1 Transactions**
20	**Fund Total:**		**548.00**	**WASTE MANAGEMENT FUND**		**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
150	DEPT			LEVY STABILIZATION FUND		
2318	**LIEBERT CORPORATIOIN**					
	34-150-000-0000-6605		17,210.00	HVAC EQUIP IT SERVER ROOM	57263237	SITE IMPROVEMENTS
2318	**LIEBERT CORPORATIOIN**		**17,210.00**	**1** Transactions		
2731	**SGA GROUP INC**					
	34-150-000-0000-6605		2,576.00	SITE DESIGN CONTRACT#3	160617	SITE IMPROVEMENTS
2731	**SGA GROUP INC**		**2,576.00**	**1** Transactions		
150	**DEPT Total:**		**19,786.00**	**LEVY STABILIZATION FUND**	**2 Vendors**	**2 Transactions**
161	DEPT			HIGHWAY BUILDING BOND PROCEEDS		
1168	**ALL STATE COMMUNICATIONS INC**					
	34-161-000-0000-6605		911.00	CPI POWER STRIPS/OUTLETS HWY	248201	HIGHWAY BUILDING
1168	**ALL STATE COMMUNICATIONS INC**		**911.00**	**1** Transactions		
5721	**CDW GOVERNMENT INC**					
	34-161-000-0000-6605		983.53	TRIPP RACK ENCLOSURE HWY	DFQ6946	HIGHWAY BUILDING
5721	**CDW GOVERNMENT INC**		**983.53**	**1** Transactions		
5974	**CENTER POINT ENERGY**					
	34-161-000-0000-6605		86.14	10557862 9		HIGHWAY BUILDING
5974	**CENTER POINT ENERGY**		**86.14**	**1** Transactions		
4025	**KRAUS ANDERSON CONSTRUCTION**					
	34-161-000-0000-6605		44,424.06	CONSTRUCTION MGMT SERVICES HWY	18203	HIGHWAY BUILDING
4025	**KRAUS ANDERSON CONSTRUCTION**		**44,424.06**	**1** Transactions		
161	**DEPT Total:**		**46,404.73**	**HIGHWAY BUILDING BOND PROCEEDS**	**4 Vendors**	**4 Transactions**
170	DEPT			CAPITAL TECHNOLOGY		
5721	**CDW GOVERNMENT INC**					
	34-170-000-0000-6262		397.54	POWERTECH ANTENNA	DCV7627	EDMS - LAW LEGAL
	34-170-000-0000-6262		1,361.68	CRADLEPOINT ROUTERS SQUADS	DFJ4991	EDMS - LAW LEGAL
	34-170-000-0000-6262		370.14	CRADLEPOINT 3YR CLOUD MANAGER	DJQ0500	EDMS - LAW LEGAL
5721	**CDW GOVERNMENT INC**		**2,129.36**	**3** Transactions		

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
170	**DEPT Total:**		**2,129.36**	**CAPITAL TECHNOLOGY**	**1 Vendors**	**3 Transactions**
34	**Fund Total:**		**68,320.09**	**CAPITAL IMPROVEMENTS FUND**		**9 Transactions**

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
505	DEPT			HISTORIAN		
2609	**CENTURYLINK**					
	71-505-000-0000-6203		1.47	612 E60 0050 860		TELEPHONE
	71-505-000-0000-6203		0.08	763 682 3995 596		TELEPHONE
	71-505-000-0000-6203		0.72	612 E60 0138 401		TELEPHONE
	71-505-000-0000-6203		0.46	763 682 3700 402		TELEPHONE
	71-505-000-0000-6203		4.15	763 682 3900 431		TELEPHONE
2609	**CENTURYLINK**		**6.88**	**5** Transactions		
505	**DEPT Total:**		**6.88**	**HISTORIAN**	**1 Vendors**	**5 Transactions**
71	**Fund Total:**		**6.88**	**HISTORIAN**		**5 Transactions**
	Final Total:		**190,152.53**	**153 Vendors**	**299 Transactions**	

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Recap by Fund	Fund	Amount	Name
	1	69,038.64	GENERAL REVENUE FUND
	2	328.79	RESERVES FUND
	3	50,224.18	ROAD AND BRIDGE FUND
	11	1,685.95	HUMAN SERVICES FUND
	20	548.00	WASTE MANAGEMENT FUND
	34	68,320.09	CAPITAL IMPROVEMENTS FUND
	71	6.88	HISTORIAN
	All Funds	190,152.53	Total

Approved by, ...

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