

WRIGHT COUNTY BOARD  
AGENDA  
JULY 12, 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 7-05-16**

Documents:

[2016-07-05 WRIGHT COUNTY BOARD MINUTES \(INFO\).PDF](#)

**III. REVIEW & APPROVAL OF AGENDA**

**IV. CONSENT AGENDA**

**A. ADMINISTRATION**

1. Refer Compost Facility To Building Committee

**B. ADMINISTRATION**

1. Refer To Personnel Committee (07-13-16) Request To Hire Social Worker Above 12% Of Minimum Salary Range

Documents:

[071216.AGENDAFORM\\_SWHIREABOVE12PERCENT.PDF](#)

**C. ASSESSOR**

1. Approve Abatement, PID #155-106-002020, PHS/Monticello Inc.

Documents:

[BA - ABATEMENT 155-106-002020.PDF](#)

**D. AUDITOR/TREASURER**

1. Approve Claims As Listed In The Abstract, Subject To Audit, For A Total Of \$218,091.48 With 95 Vendors And 137 Transactions

Documents:

[AGENDA 7-12 CONSENT CLAIMS.PDF](#)

**E. HEALTH & HUMAN SERVICES**

1. Position Replacement:
  - A. Office Manager II

Documents:

[7-12-16 RFBA, HS POSITION REPLACEMENT.PDF](#)

**F. INFORMATION TECHNOLOGY**

1. Refer To Personnel Committee (7-13-16) Request To Hire IT Position Above 12% Of Beginning Hiring Range

Documents:

[BOARD ACTION IT ABOVE HIRING RANGE 2016\\_07.PDF](#)

**V. TIMED AGENDA ITEMS**

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

1. Approve June Revenue/Expenditure Budget Report With Detail Of The 2016 Board Approved Budget Adjustment Attached

Documents:

[AGENDA 7-12 APPROVE JUNE REV-EXP REPORT.PDF](#)  
[2016 BOARD APPROVED BUDGET ADJUSTMENT \(7 5 16\).PDF](#)

**B. 9:07 A.M. ADAM TAGARRO, IT DIRECTOR**

1. Approve Out-Of-State Travel For IT Business Analyst For Hyland CommunityLIVE Conference

Documents:

[BOARD\\_ACTION\\_TRAVEL\\_BA\\_COMMUNITYLIVE.PDF](#)  
[ONBASE - COMMUNITYLIVE - SAMPLE - AGENDA - BUSINESS - ANALYST.PDF](#)

**C. 9:12 A.M. LEE KELLY, COUNTY COORDINATOR**

1. 2017 - 800 MHz Radio Fee

Documents:

[7-12-16 ARMER RADIO INVENTORY BY AGENCY.PDF](#)

**VI. ITEMS FOR CONSIDERATION**

**A. SCHEDULE PUBLIC HEARING REGARDING PROPOSED CHANGES TO THE SUPPORTIVE CARE TO THE FRAIL, ELDERLY AND DISABLED ORDINANCE**

**B. SCHEDULE BUDGET COMMITTEE OF THE WHOLE BUDGET KICKOFF MEETING**

**C. SCHEDULE FEEDLOT MEETING (BORRELL)**

**VII. ADVISORY COMMITTEE / ADVISORY BOARD UPDATES**

**VIII. ADJOURNMENT**

**IX. NOTE: COMMITTEE OF THE WHOLE MEETING AT 10:30 A.M. RE: STRATEGIC PLANNING**

**X. CLAIMS LISTING**

Documents:

[AUDIT LIST FOR BOARD 7-12-2016.PDF](#)



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

INFORMATIONAL

WRIGHT COUNTY BOARD  
MINUTES  
JULY 5, 2016

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

**MINUTES**

Daleiden moved to approve the 6-28-16 County Board Minutes, seconded by Husom. The motion carried 5-0.

**AGENDA**

Husom moved to approve the Agenda, seconded by Potter. At the request of Barb Clifton and Carla McPherson, the motion was amended to include adding the "Gutknecht Property" to the Agenda at 9:04 A.M. The motion carried 5-0.

**CONSENT AGENDA**

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

- A. ADMINISTRATION
  - 1. Appoint Tony Rasmuson as County Assessor for a new 4-year term effective 1-01-17
- B. ADMINISTRATION
  - 1. Authorize Personnel Wage Allocations for 2016
- C. RECORDER
  - 1. Position Replacement:
    - A. Office Tech I

**TIMED AGENDA ITEMS**

**GUTKNECHT PROPERTY**

Barb Clifton, Montrose, and Carla McPherson, resident on the Carl Gutknecht property located at 3659 40<sup>th</sup> St. NE, conveyed to the Board concern with the activities to date of junk and refuse removal from the property by Wright County. This property has been discussed at recent Board Meetings with Dan Gutknecht, brother of Clifton and McPherson. LaPlant Demolition is scheduled to be on site on 7-06-16 to commence with cleanup activities.

McPherson stated that some of the items located on the property are hers and she was not approached on removal (totes with personal items and an inoperable vehicle). Clifton said that the property had 60 vehicles on it since 1968, so the vehicles were not recently placed on the property. Dan Gutknecht and McPherson live on the property and have done so to take care of their parents. Since Carl Gutknecht's passing, McPherson said it seems as though things have escalated with the County's efforts to clean up the property. Discussion followed on the status of the estate, licensing of some vehicles on the property, and cleanup efforts.

Board members conveyed that this involves a Court Ordered Abatement. For years prior to that, the Township and County attempted to work with Dan Gutknecht to have him clean up the property. The County Attorney's Office has been involved for 4 years. Most recently, the Commissioners delayed the date LaPlant was to start with cleanup and provided two additional weeks to Dan Gutknecht to clean up specific items on the property. The County Attorney's Office strongly recommended not to take such action. Gutknecht stated at that time he would be able to clean up the specific items. However, less than 10% of the agreed upon actions were completed. The County Board then gave Dan Gutknecht an 8 additional days for removing items prior to having LaPlant Demo in on 7-06-16. No action was taken today by the County Board on this item.

**BOB HIIVALA, AUDITOR/TREASURER**

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

Action will amend the resolution language adopted in the past to include mail ballot precincts. Potter moved to adopt Resolution #16-39, seconded by Daleiden, and carried 5-0 on a roll call vote.

Approve 1 Day to 4 Day Temporary On Sale Liquor License for the Clearwater American Legion

Potter moved to approve, seconded by Daleiden, and carried 5-0. The event will be held 7-15-16 and 7-16-16.

Announcement of the Posting of 2015 Financial Statements on Wright County Website

Hiivala stated the audited financial statements have been posted on the County website.

Claims

On a motion by Daleiden, second by Potter, all moved to approve the claims as listed in the abstract, subject to audit, for a total of \$1,379,877.64 with 160 vendors and 210 transactions.

**LEE KELLY, COUNTY COORDINATOR**2017 - 800 MHZ Radio Fee

Kelly stated that an increase in the radio fee was discussed last year. The fee has been \$75/radio since 2009 to internal and external agencies and offsets the cost of operation, but not the costs of systems. Adam Tagarro, IT Director, stated the reason this increase was not referred to Technology Committee was the timeliness in supplying budget figures to departments. He estimates costs have increased 30-35% for maintaining systems since 2011. Sawatzke said when the 800 MHz Radio Fee was initially set, the Board reviewed what other counties were doing. An amount was set per radio with the understanding that the fee could change over time. Tagarro said the total radio maintenance budget was \$167,764 in 2011; it is estimated at \$229,002 in 2017.

Tagarro said this is for the State's Armer System but involves the County's infrastructure. The County is paying for the tower leases, the contracts with Motorola, etc. Those are the costs that have been increasing. There are 429 radios used internally by the County and 546 radios used by external agencies. Sawatzke said the County appears to be subsidizing the other users. This could include ambulance services which are not non-profit organizations. Tagarro said those types of agencies may hold separate contracts with Motorola. He will review the data to determine which agencies are billed. Borrell does not want to vote for an increase without review by the Technology Committee. Potter moved to table the issue for one week to obtain additional data (who is involved, cost, etc.). The motion was seconded by Borrell. Sawatzke said motions to table are non-debatable. The motion carried 5-0.

**TIM DAHL, RISK MANAGER, AND ALAN WILCZEK, FACILITIES SERVICES DIRECTOR**Exterior Lighting Retrofit, Alternate 3

Wilczek said this was item laid over from the last Meeting to determine the necessity for the pole lights and to obtain additional information on light features. The fixtures specified for the poles in the bid from Loberg have the ability for motion sensors and lights with the use of timers. The timers can be reduced to 50% power or shut off. Historical Society staff indicated that the facility is open one night per week until 8:00 P.M. with the exception of December and half of January when the facility is open longer. Staff is requesting pole lights because of winter events and safety reasons. Husom moved to award the bid to Loberg Electric, Inc. for Alternate 3 of the Exterior Lighting Retrofit, Historical Society New Poles, at a cost of \$15,216.00. The motion was seconded by Potter and carried unanimously.

**ITEMS FOR CONSIDERATION****6-22-16 TECHNOLOGY COMMITTEE MINUTES**

At today's Board Meeting, Daleiden moved to approve the 6-22-16 Technology Committee Minutes, seconded by Borrell. With regard to the possible outcome of additional staff identified in the Minutes, Sawatzke said the IT Department should get fully staffed before exploring that option. The motion carried 5-0. The Minutes follow:

**1. AGC Support Contract**

AGC is the phone vendor and Adam presented the new AGC Support Contract. Since the county is moving to RightFax as a fax solution, the support for some digital and analog cards can be removed from the contract giving the county a savings of \$14K. IT will have AGC order some extra replacement cards at a low cost to keep on hand in the event of an issue. This savings will help offset the cost of RightFax. The new contract goes from August 2016 – August 2019.

Recommendation: Approve & Sign AGC Contract

## II. IT Projects

IT Management Staff is taking inventory of all open/outstanding projects. There are 105 with 51 of those added last year. IT is attempting to prioritize each project. Each department will get a list of their open projects to prioritize. Some departments have their listing already.

Questions arose as to whether the ISS Staff in Human Services could take on more duties that are currently being done by IT Staff. As of now, IT is spending ~75% of their time maintaining existing systems and taking care of problems, with 25% of their time on new projects. The prioritizing project should identify the deficiencies.

What is the possible outcome:

1. May consider outsourcing some projects
2. Would the County need to hire more IT personnel
3. Hire temporary personnel until projects are caught up

Recommendation: Proceed with Priority Listings to all Departments and Bring Results to the Technology Committee.

(End of 6-22-16 Technology Committee Minutes)

### **CONSIDERATION OF TEMPORARY FRONT DESK STAFF FOR PUBLIC WORKS BUILDING (POTTER)**

Daleiden moved to refer this item to the Personnel Committee, seconded by Husom, and carried 5-0.

### **ADVISORY COMMITTEE / ADVISORY BOARD UPDATES**

1. Minnesota Paint Stewardship Program. Husom was approached by a township supervisor on whether the County receives any of the recycling fee assessed when paint is sold at retailers. Husom contacted Bill Stephens, Wright County Planning & Zoning. The State contracted with Paint Care to coordinate the recycling of architectural paint. A fee is added by retailers to all paint purchases to fund the Program. Retail stores can collect used paint to be recycled. Currently, there are seven locations in the County, with Wright County serving as the main collection site. The change is that the Paint Care Program covers the fee to recycle architectural paint, resulting in a savings of \$10,000-\$12,000/year for Wright County. The County does not receive any of the recycling fees collected at the time of the paint sale.
2. Xcel Energy Substation. Sawatzke was invited by Xcel Energy to a new substation in the City of Monticello that was built due to increased demand. The site includes a pollinator project with 7 acres of wildflowers and milkweed. The site was planted by 30-40 kids. Xcel has completed this type of project in about 6 locations and plans to extend it to other locations as well.
3. Wright County Community Action. Daleiden attended a meeting last week where health insurance was discussed. He will pass the information to the County Coordinator.
4. Fair Board. A meeting was held on 6-27-16. An upgrade is being made to the grand stand sound system. Work is also being completed on building siding and paint. The Fair will be held 7-27-16 to 7-31-16.
5. Extension. A meeting was held on 6-28-16. Work is being completed on the budget.

Don Schmidt, Buffalo Township Supervisor, said there is a weed problem in Section 7 of Buffalo Township (near CSAH 12) at the location of a proposed solar farm. Neighboring land owners have expressed concern with the weeds growing on the property, including thistles and ragweed. Schmidt tried contacting the Ag Inspector but has not heard from him. Husom contacted Eric Heuring, the County's Ag Inspector, and understood he was going to contact Schmidt. Sawatzke understood that Heuring was going to walk the property and find out who owns it. Sawatzke was uncertain as to what point the County would spray and provide the bill. Sawatzke asked Kelly to contact the Ag Inspector and request a report by next Tuesday on who owns the property, are they receptive to doing something, what violations are involved, and what tools are available for compliance. In addition, Sawatzke would like to know if Heuring has been on site and if so, information on what he saw. Borrell said as part of the CUP (Conditional Use Permit) issued, the property owner is to maintain vegetative cover. The CUP could be revoked if this is not taken care of immediately. Sawatzke asked Kelly to contact the Planning & Zoning Administrator about sending a letter to that effect.

The meeting adjourned at 10:05 A.M.

# WRIGHT COUNTY REQUEST FOR BOARD ACTION

*BOARD MEETING DATE: July 12, 2016 CONSENT AGENDA:   X*

*AMT. OF TIME REQUIRED: \_\_\_\_\_ ITEM FOR CONSIDERATION: \_\_\_\_\_*

<p><u>  ADMINISTRATION  </u> ORIGINATING DEPARTMENT/SERVICE</p> <p><b>X</b> <u>  Sunny M. Hesse  </u> REQUESTOR'S SIGNATURE</p> <p>_____ REVIEWED BY/DATE</p>	<p><b>BOARD ACTION REQUESTED:</b>  <b>Refer to Personnel Committee (07/13/16) – Request to hire Social Worker above 12% of minimum salary range</b></p>
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**BACKGROUND/JUSTIFICATION:**

  
  
  

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

<p><b>COMMENTS:</b></p>     	<p><b>COMMENTS:</b></p>     
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# WRIGHT COUNTY REQUEST FOR BOARD ACTION

**REQ. AGENDA TIME: BOARD MEETING DATE: 07/12/2016 CONSENT AGENDA: X**

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

**Health & Human Services**

ORIGINATING DEPARTMENT/SERVICE

X   
REQUESTOR'S SIGNATURE

7/6/2016  
REVIEWED BY/DATE

**BOARD ACTION REQUESTED:**

Request to fill the Office Manager II position in the Fiscal, Technology and Support Unit of Health and Human Services.

**BACKGROUND/JUSTIFICATION:**

Sue Gillman has submitted her resignation effective August 5, 2016. Sue's responsibilities include supervision of five Office Technician Is and four Collection Officers, as well as contract management for Health and Human Services and liaison for all building related activities.

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

**COMMENTS:**

**COMMENTS:**

## Wright County Request for Board Action

Req. Agenda Time: \_\_\_\_\_ Board Meeting Date: 07/12/16 Consent Agenda X  
 Amt of Time Required: \_\_\_\_\_ Item for Consideration: Refer IT Hire to 7/13 Personnel Committee

IT

**BOARD ACTION REQUESTED:**

Originating Department

Refer to the 7/13 Personnel Committee request to hire an IT position above 12% of beginning hiring range.

  
Requestor's Signature

Reviewed by/date

**BACKGROUND/JUSTIFICATION:**

Applicant's background and skill level are commensurate with the position.

**PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED:**

Date/Time Received in  
Administration Office:

County Attorney  
Review Date:

Financial  
Implications

County Coordinator/Date

Administrative  
Recommendation:

Budgeted:

- Approval
- Denial
- No recommendation

Funding:

**COMMENTS:**

**COMMENTS:**

# WRIGHT COUNTY REQUEST FOR BOARD ACTION

<b>Req. Agenda Time:</b>	9:05 a.m.	<b>Board Meeting Date:</b>	7-12-16	<b>Consent Agenda:</b>	
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<b>Amt. of Time Required:</b>	5 min.	<b>Item For Consideration:</b>	
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<b>Auditor-Treasurer's Office</b>	<b>Board Action Requested:</b>  Approve June Revenue/Expenditure Budget Report.
<b>Originating Department/Service</b>	
<b>Requestor's Signature</b>	
<b>Reviewed By/Date</b>	

**Background/Justification:**

I am including a detail list of the 2016 Budget Amendment for the wages and benefits as approved on July 5, 2016.

**Previous Action On Request/Other Parties Advised:**

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

<b>Comments:</b>	<b>Comments:</b>
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## 2016 Board Approved Budget Adjustment (07/05/16)

	Original Budget	Amendment	Adjusted Budget
Property Tax			
01-100-5001	32,339,314	(268,830)	32,070,484
03-380-5001	8,909,505	32,519	8,942,024
11-420-5001	1,752,976	99,371	1,852,347
11-430-5001	5,471,591	333,343	5,804,934
11-450-5001	1,624,221	(196,403)	1,427,818
		-	
Expenses			
01-063-6101	1,050,515	2,833	1,053,348
01-063-6103	-		-
01-063-6162	15,232	312	15,544
01-063-6163	78,788	213	79,001
01-063-6175	65,131	1,335	66,466
<b>01-100-6100</b>	<b>500,000</b>	<b>(315,492)</b>	<b>184,508</b>
01-105-6101	987,301	34,789	1,022,090
01-105-6103	-	-	-
01-105-6162	14,317	865	15,182
01-105-6163	74,046	2,610	76,656
01-105-6175	61,213	3,705	64,918
03-310-6101	356,093	940	357,033
03-310-6103	20,816	-	20,816
03-310-6162	5,465	28	5,493
03-310-6163	28,267	71	28,338
03-310-6175	23,369	120	23,489
03-320-6101	845,098	39,147	884,245
03-320-6103	-	-	-
03-320-6162	12,254	1,453	13,707
03-320-6163	63,381	2,935	66,316
03-320-6175	52,398	6,209	58,607
03-330-6101	1,289,801	(23,668)	1,266,133
03-330-6103	-	-	-
03-330-6162	18,703	1,180	19,883
03-330-6163	96,738	(1,778)	94,960
03-330-6175	79,966	5,042	85,008
03-340-6101	355,670	(267)	355,403
03-340-6103	-	-	-

## 2016 Board Approved Budget Adjustment (07/05/16)

	Original Budget	Amendment	Adjusted Budget
03-340-6162	5,158	214	5,372
03-340-6163	26,676	(20)	26,656
03-340-6175	22,052	913	22,965
11-420-600-0010-6101	1,398,200	35,188	1,433,388
11-420-600-0030-6101	409,850	10,315	420,165
11-420-640-0010-6101	953,000	23,984	976,984
11-420-600-0010-6103		-	-
11-420-600-0030-6103		-	-
11-420-640-0010-6103		-	-
11-420-600-0010-6162	20,300	522	20,822
11-420-600-0030-6162	5,915	152	6,067
11-420-640-0010-6162	13,800	355	14,155
11-420-600-0010-6163	105,000	2,576	107,576
11-420-600-0030-6163	30,708	753	31,461
11-420-640-0010-6163	71,500	1,754	73,254
11-420-600-0010-6175	86,700	2,147	88,847
11-420-600-0030-6175	25,454	631	26,085
11-420-640-0010-6175	59,100	1,464	60,564
11-420-600-0020-6101	352,400	17,013	369,413
11-430-700-0020-6101	641,300	30,959	672,259
11-450-430-0020-6101	190,700	9,206	199,906
11-420-600-0020-6103		-	-
11-430-700-0020-6103		-	-
11-450-430-0020-6103		-	-
11-420-600-0020-6162	5,100	238	5,338
11-430-700-0020-6162	9,300	435	9,735
11-450-430-0020-6162	2,800	131	2,931
11-420-600-0020-6163	26,400	1,285	27,685
11-430-700-0020-6163	48,100	2,342	50,442
11-450-430-0020-6163	14,300	696	14,996
11-420-600-0020-6175	21,900	1,036	22,936
11-430-700-0020-6175	39,800	1,883	41,683
11-450-430-0020-6175	11,800	558	12,358
11-430-700-0010-6101	5,935,600	283,486	6,219,086
11-430-700-0010-6103	60,000	(24,559)	35,441
11-430-700-0010-6162	87,300	3,223	90,523
11-430-700-0010-6163	449,635	19,423	469,058
11-430-700-0010-6175	371,668	16,098	387,766

## 2016 Board Approved Budget Adjustment (07/05/16)

	Original Budget	Amendment	Adjusted Budget
11-450-430-0010-6101	1,740,300	(36,566)	1,703,734
11-450-430-0010-6103	352,600	(143,075)	209,525
11-450-430-0010-6162	30,400	(2,658)	27,742
11-450-430-0010-6163	157,000	(13,507)	143,493
11-450-430-0010-6175	129,800	(11,177)	118,623

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# Wright County Request for Board Action

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Req. Agenda Time: \_\_\_\_\_ Board Meeting Date: 7/12/16 Consent Agenda \_\_\_\_\_  
Amt of Time Required: 5 min Item for Consideration: Approve out of state travel for IT staff member

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IT

**BOARD ACTION REQUESTED:**

Originating Department

Approve out of state travel for IT Business Analyst for Hyland CommunityLIVE conference

  
Requestor's Signature

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Reviewed by/date

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**BACKGROUND/JUSTIFICATION:**

Our OnBase vendor has offered to cover the event fee for our Business Analyst to attend the Hyland Onbase CommunityLIVE conference in Orlando, Florida from September 11-15th. This fee is \$2995. Our Business Analyst has offered to fund the travel charges personally. Based on our budget, IT will cover \$300 of travel expenses, with the Business Analyst covering the remainder. This particular conference contains a large amount of in-depth training for our OnBase product, and has an itinerary specifically for Business Analysts. The conference includes two days of hands-on lab training, two days of presentation/classroom training and one day of presentations. Both the IT Director and IT Manager of Development believe this is a great opportunity that would be worth the investment.

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**PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED:**

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Date/Time Received in Administration Office:	County Attorney Review Date:	Financial Implications
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County Coordinator/Date	Administrative Recommendation: <input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> No recommendation	Budgeted:  Funding:
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COMMENTS:

COMMENTS:



# OnBase Business Analyst

## Hello!

Had a chance to check out our agenda yet? If so, you know there's a lot to do and see at the show — not to mention networking with OnBase professionals from around the world. With so much to choose from, it can seem a little overwhelming at first.

No worries. We're here to help.

The CommunityLIVE team will help you identify relevant courses specific to your OnBase solution or your professional role. For example, the sample conference agenda below includes courses recommended for OnBase Business Analysts.

Take a look. Adapt it to create the CommunityLIVE experience you want to have. Or maybe it's just what you were looking for.



See you in Orlando,

**Colleen Alber**

OnBase Software Product Evangelist  
and CommunityLIVE presenter

## PRE-CONFERENCE TRAINING

Here are our suggestions for Sunday's and Monday's hands-on technical training courses\*:

### Sunday, September 11

Time	Course
9:00 AM – 12:30 PM	Creating Simple Unity Forms
1:30 PM – 5:00 PM	Building Dashboards for Reporting, Business Activity Monitoring and More



## PRE-CONFERENCE TRAINING CONTINUED

### Monday, September 12

Time	Course
9:00 AM – 12:30 PM	Building Your First Workflow Solution
1:30 PM – 5:00 PM	Zero to Mobile: Building Solutions that Support Your Mobile Users
5:00 PM – 6:30 PM	OnBase 101: Introduction to OnBase and Choose Your Own OnBase Adventure

\*Advanced course selection required.

## MAIN CONFERENCE

Plan to join our high-energy general sessions on Tuesday and Wednesday mornings. Then fill your your days with fast-paced sessions that are either industry-specific or solution- or product-focused, like those featured below. Or, attend sessions that are specific to your line of business. Be sure to check out the industry tracks each day. There's no general session on Thursday, so you'll be able to pick up a session that morning, too!

### Tuesday, September 13

Time	Course
9:00 AM – 11:00 AM	Opening General Session
11:30 AM – 12:15 PM	OnBase 101: Choose Your Own OnBase Adventure
1:45 PM – 2:30 PM	ShareBase
2:45 PM – 3:30 PM	Measure OnBase with Reporting Dashboards
4:00 PM – 4:45 PM	Integrating with Microsoft Products

### Wednesday, September 14

Time	Course
9:00 AM – 10:30 AM	General Session
11:15 AM – 12:00 PM	Unity Tips and Tricks Got Workflow?
1:15 PM – 2:00 PM	Overcoming Business and Technical Challenges in Expanding your OnBase Solution
2:15 PM – 3:00 PM	WorkView Case Manager: What's in a Name?
3:30 PM – 4:15 PM	Policies and Procedures Administration (Document Knowledge Transfer and Compliance) Document Composition
4:30 PM – 5:15 PM	Conducting Discovery, Requirements Gathering and Solution Design for OnBase OnBase 201: Getting Started with Process Automation

## MAIN CONFERENCE CONTINUED

### Thursday, September 15

Time	Course
9:00 AM – 9:45 AM	OnBase Studio 101 Integrating with Microsoft Outlook Application Enabler OnBase 201: Case Management - Understanding the Basics
10:00 AM – 10:45 AM	Document Classification and Taxonomy: Where Do I Start? Human Resources 101
11:15 AM – 12:00 PM	OnBase Resources
1:15 PM – 2:00 PM	Working with PDFs in OnBase Unity Forms
2:15 PM – 3:00 PM	OnBase Tools for Microsoft Office Documents
3:30 PM – 4:15 PM	OnBase Mobile: Online and Offline
4:30 PM – 5:15 PM	Best Practices for Testing, Training, Change Controls and More Unity Scanning and Indexing

## AFTER THE CONFERENCE

The learning doesn't end when CommunityLIVE does. Here are a few training classes to check out on [Training.OnBase.com](https://Training.OnBase.com):

Course	Delivery Method	Duration
<a href="#">Introduction to OnBase</a>	Premium Subscription	1 hour 30 minutes
<a href="#">End User Essentials: OnBase 15 Unity Client</a>	eLearning	1 hour 55 minutes
<a href="#">Pre-Installation: Welcome to OnBase</a>	eLearning	56 minutes
<a href="#">OnBase Fundamentals</a>	Instructor-led	3 days
<a href="#">Unity Client</a>	Premium Subscription	1 hour 5 minutes
<a href="#">System Administration</a>	Instructor-led	5 days
<a href="#">Folders &amp; File Cabinets</a>	Premium Subscription	2 hours 16 minutes
<a href="#">Quick Look: User Experience</a>	eLearning	33 minutes
<a href="#">Introduction to OnBase Studio</a>	Premium Subscription	48 minutes
<a href="#">Preparing for Workflow</a>	eLearning	45 minutes

Register now at [OnBase.com/CommunityLIVE](https://OnBase.com/CommunityLIVE) >>

## Armer Radio Inventory Total Counts By Agency

Agency	Radio Counts	2017 Budget	Subtotals
Albertville Fire	31	\$2,325	\$2,325
Annandale Fire	24	\$1,800	
Annandale PD	12	\$900	\$2,700
Buffalo Fire	37	\$2,775	
Buffalo PD	39	\$2,925	\$5,700
CentraCare Health Monticello	22	\$1,650	\$1,650
Clearwater Fire	39	\$2,925	\$2,925
Cokato Ambulance	13	\$975	
Cokato Fire	27	\$2,025	
Cokato Public Works	15	\$1,125	\$4,125
Delano Fire	28	\$2,100	\$2,100
Hanover Fire	31	\$2,325	\$2,325
Howard Lake Fire	22	\$1,650	
Howard Lake PD	10	\$750	\$2,400
Maple Lake Fire	32	\$2,400	\$2,400
Monticello Fire	29	\$2,175	\$2,175
Montrose Emergency Mgmt	1	\$75	\$75
Montrose Fire	26	\$1,950	\$1,950
Otsego Public Works	4	\$300	\$300
Rockford Fire	39	\$2,925	
Rockford Public Works	5	\$375	\$3,300
South Haven Fire	23	\$1,725	\$1,725
St. Michael Fire	35	\$2,625	\$2,625
Waverly Fire	24	\$1,800	\$1,800
<b>Subtotal Cities</b>	<b>568</b>	<b>\$42,600</b>	<b>\$42,600</b>

Per Radio Charge
\$75

Wright Co Emergency Management	2	\$150
Wright Co Health	6	\$450
Wright Co Highway	97	\$7,275
Wright Co Probation	2	\$150
Wright Co Parks	12	\$900
Wright Co Surveyor	5	\$375
Wright County Sheriff	311	\$23,325
<b>Subtotal County</b>	<b>435</b>	<b>\$32,625</b>
<b>Total Cities+County</b>	<b>1,003</b>	<b>\$75,225</b>

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# \*\*\* WRIGHT COUNTY \*\*\*



Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES

Page 1

Print List in Order By: 2  
1 - Fund (Page Break by Fund)  
2 - Department (Totals by Dept)  
3 - Vendor Number  
4 - Vendor Name

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name  
on Audit List?: N

Type of Audit List: D  
D - Detailed Audit List  
S - Condensed Audit List

Save Report Options?: N

\*\*\* WRIGHT COUNTY \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
5	DEPT				COUNTY BOARD		
1462	SAWATZKE/PAT 01-005-000-0000-6331			198.00	396 MILES		TRAVEL
1462	SAWATZKE/PAT			198.00		1 Transactions	
5	<b>DEPT Total:</b>			<b>198.00</b>	<b>COUNTY BOARD</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
13	DEPT				COURT ADMINISTRATOR		
1203	GABRIEL/CATHLEEN 01-013-000-0000-6270			100.00	FA 09 1221 APPEARANCE 6/27/16		COURT APPOINTED COUNSEL
1203	GABRIEL/CATHLEEN			100.00		1 Transactions	
147	RAMACCIOTTI/FRANK 01-013-000-0000-6270			100.00	FA 11 6057 APPEARANCE 6/16/16		COURT APPOINTED COUNSEL
147	RAMACCIOTTI/FRANK			100.00		1 Transactions	
3142	SETTER/RANDI 01-013-000-0000-6270			100.00	F4 87 752 APPEARANCE 6/27/16		COURT APPOINTED COUNSEL
3142	SETTER/RANDI			100.00		1 Transactions	
13	<b>DEPT Total:</b>			<b>300.00</b>	<b>COURT ADMINISTRATOR</b>	<b>3 Vendors</b>	<b>3 Transactions</b>
25	DEPT				COURT SERVICES		
7473	BUSCH/RYAN 01-025-000-0000-6331			386.50	773 MILES		TRAVEL
7473	BUSCH/RYAN			386.50		1 Transactions	
5721	CDW GOVERNMENT INC 01-025-000-0000-6620			190.05	LASERJET PRINTER	DKP6351	COMPUTER OR SOFTWARE PURCHASES
5721	CDW GOVERNMENT INC			190.05		1 Transactions	
6811	HOLTHAUS/MELISSA 01-025-000-0000-6331			71.00	142 MILES		TRAVEL
6811	HOLTHAUS/MELISSA			71.00		1 Transactions	
2651	MACMILLAN/MICHAEL 01-025-000-0000-6331			300.00	600 MILES		TRAVEL

\*\*\* WRIGHT COUNTY \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
2651	MACMILLAN/MICHAEL			300.00		1 Transactions	
6396	WEBB/JANELLE 01-025-000-0000-6331			58.00	116 MILES		TRAVEL
6396	WEBB/JANELLE			58.00		1 Transactions	
25	<b>DEPT Total:</b>			<b>1,005.55</b>	<b>COURT SERVICES</b>	<b>5 Vendors</b>	<b>5 Transactions</b>
31	DEPT				COUNTY COORDINATOR		
42525	MAPLE LAKE MESSENGER INC 01-031-000-0000-6235			27.00	SUBSCRIPTION	63016	PUBLICATIONS & BROCHURES
42525	MAPLE LAKE MESSENGER INC			27.00		1 Transactions	
1972	MN PUBLIC EMPLOYER LABOR RELATION 01-031-000-0000-6338			250.00	REGISTRATION HR DIRECTOR		CONFERENCES & MEETINGS
1972	MN PUBLIC EMPLOYER LABOR RELATION			250.00		1 Transactions	
3921	OFFICE DEPOT 01-031-000-0000-6411			54.19	SUPPLIES 84769784001		OPERATING SUPPLIES
3921	OFFICE DEPOT			54.19		1 Transactions	
1537	WRIGHT COUNTY JOURNAL PRESS 01-031-000-0000-6235			42.70	CORRECTIONS OFFICER AD 6/19/16	63016	PUBLICATIONS & BROCHURES
	01-031-000-0000-6235			6.24	CORRECTIONS OFFICER AD 6/16/16	63016	PUBLICATIONS & BROCHURES
1537	WRIGHT COUNTY JOURNAL PRESS			48.94		2 Transactions	
31	<b>DEPT Total:</b>			<b>380.13</b>	<b>COUNTY COORDINATOR</b>	<b>4 Vendors</b>	<b>5 Transactions</b>
41	DEPT				COUNTY AUDITOR-TREASURER		
681	CLIFTONLARSONALLEN LLP 01-041-000-0000-6262			1,000.00	PROGRESS BILLING FY2015	1305499	STATE AUDITOR-AUDITING
681	CLIFTONLARSONALLEN LLP			1,000.00		1 Transactions	
4817	HERALD JOURNAL PUBLISHING INC 01-041-000-0000-6235			139.12	BOARD MINUTES 5/7/16-6/7/16	40	PUBLICATIONS & BROCHURES
4817	HERALD JOURNAL PUBLISHING INC			139.12		1 Transactions	
1939	IMPACT PROVEN SOLUTIONS						

\*\*\* WRIGHT COUNTY \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	01-041-000-0000-6205			781.93	2016 MH TAX STATEMENTS	114924	POSTAGE
	01-041-000-0000-6261			508.13	2016 MH TAX STATEMENTS	114924	PROFESSIONAL SERVICES
<b>1939</b>	<b>IMPACT PROVEN SOLUTIONS</b>			<b>1,290.06</b>	<b>2 Transactions</b>		
5486	<b>MARCO</b>						
	01-041-000-0000-6343			744.72	06/15-07/15/2016	307347567	MACHINERY OR EQUIPMENT LEASES
<b>5486</b>	<b>MARCO</b>			<b>744.72</b>	<b>1 Transactions</b>		
3740	<b>RUTTIGERS BAY LAKE LODGE INC</b>						
	01-041-000-0000-6338			785.56	LODGING MACATFO HIIVALA		CONFERENCES & MEETINGS
<b>3740</b>	<b>RUTTIGERS BAY LAKE LODGE INC</b>			<b>785.56</b>	<b>1 Transactions</b>		
<b>41</b>	<b>DEPT Total:</b>			<b>3,959.46</b>	<b>COUNTY AUDITOR-TREASURER</b>	<b>5 Vendors</b>	<b>6 Transactions</b>
<b>63</b>	DEPT				IT (INFORMATIONAL TECHNOLOGY)		
5721	<b>CDW GOVERNMENT INC</b>						
	01-063-000-0000-6260			7,575.00	ENDPOINT PROTECTION X800 LIC	DMK1530	SOFTWARE OR SYSTEMS SUPPORT
<b>5721</b>	<b>CDW GOVERNMENT INC</b>			<b>7,575.00</b>	<b>1 Transactions</b>		
3440	<b>CYBER ADVISORS INC</b>						
	01-063-000-0000-6261			247.50	PROFESSIONAL SERVICES SUPPORT	49636	PROFESSIONAL SERVICES
<b>3440</b>	<b>CYBER ADVISORS INC</b>			<b>247.50</b>	<b>1 Transactions</b>		
5486	<b>MARCO</b>						
	01-063-000-0000-6343			217.00	06/10-07/10/2016	306931478	MACHINERY OR EQUIPMENT LEASES
<b>5486</b>	<b>MARCO</b>			<b>217.00</b>	<b>1 Transactions</b>		
<b>63</b>	<b>DEPT Total:</b>			<b>8,039.50</b>	<b>IT (INFORMATIONAL TECHNOLOGY)</b>	<b>3 Vendors</b>	<b>3 Transactions</b>
<b>71</b>	DEPT				ELECTIONS		
3596	<b>SEACHANGE PRINTING AND MARKETING I</b>						
	01-071-000-0000-6411			15,109.75	PRIMARY ELECTION BALLOTS	10284	OPERATING SUPPLIES
	01-071-000-0000-6411			25,044.88	ABSENTEE SUPPLIES	16412	OPERATING SUPPLIES
<b>3596</b>	<b>SEACHANGE PRINTING AND MARKETING I</b>			<b>40,154.63</b>	<b>2 Transactions</b>		
<b>71</b>	<b>DEPT Total:</b>			<b>40,154.63</b>	<b>ELECTIONS</b>	<b>1 Vendors</b>	<b>2 Transactions</b>
<b>91</b>	DEPT				COUNTY ATTORNEY		

\*\*\* WRIGHT COUNTY \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
4345	ST MARY'S UNIVERSITY 01-091-000-0000-6338		1,135.00	TRAINING SEMINAR SIMONDS		CONFERENCES & MEETINGS
4345	ST MARY'S UNIVERSITY		1,135.00	1 Transactions		
91	DEPT Total:		1,135.00	COUNTY ATTORNEY	1 Vendors	1 Transactions
100	DEPT			OTHER GENERAL GOVERNMENT		
2022	AMERICAN TOWER CORPORATION 01-100-000-0000-6305		12,616.42	ARMER TOWER LEASE 7/1-9/30/16	2212293	800MHZ MAINTENANCE EXPENSE
2022	AMERICAN TOWER CORPORATION		12,616.42	1 Transactions		
4406	HIRSHFIELDS DECORATING CENTER 01-100-000-0000-6605		161.01	PAINT IT EXPANSION	30036880	SITE IMPROVEMENTS-COURTHOUSE
4406	HIRSHFIELDS DECORATING CENTER		161.01	1 Transactions		
3855	MAILFINANCE 01-100-000-0000-6205		2,466.27	MAIL MACHINE LEASE 4/29-7/28	N6008616	POSTAGE
3855	MAILFINANCE		2,466.27	1 Transactions		
47417	MOUNTAIN STREAM SIGNS & SPORTS 01-100-000-0000-6912		104.71	JACKET W/LOGO RISK MGR	8132	SAFETY PROGRAM
47417	MOUNTAIN STREAM SIGNS & SPORTS		104.71	1 Transactions		
1284	NEOPOST GREAT PLAINS 01-100-000-0000-6205		102.00	SUPPLIES MAIL MACHINE GC	GPAP53397	POSTAGE
1284	NEOPOST GREAT PLAINS		102.00	1 Transactions		
3817	RUPP,ANDERSON,SQUIRES,WALDSPURGE 01-100-000-0000-6261		5,401.63	LITIGATION STATE AUDITOR		PROFESSIONAL SERVICES
3817	RUPP,ANDERSON,SQUIRES,WALDSPURGE		5,401.63	1 Transactions		
100	DEPT Total:		20,852.04	OTHER GENERAL GOVERNMENT	6 Vendors	6 Transactions
105	DEPT			ASSESSOR		
5486	MARCO 01-105-000-0000-6343		341.00	6/15-07/15/2016	307205419	MACHINERY OR EQUIPMENT LEASES
5486	MARCO		341.00	1 Transactions		

\*\*\* WRIGHT COUNTY \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
4952	MN STATE BOARD OF ASSESSORS 01-105-000-0000-6804		35.00	RES FORM REPORT GRADING FEE		STAFF TRAINING
<b>4952</b>	<b>MN STATE BOARD OF ASSESSORS</b>		<b>35.00</b>	<b>1 Transactions</b>		
3921	OFFICE DEPOT 01-105-000-0000-6411		77.25	SUPPLIES 847746959001		OPERATING SUPPLIES
<b>3921</b>	<b>OFFICE DEPOT</b>		<b>77.25</b>	<b>1 Transactions</b>		
54030	PRECISION PRINTS OF WRIGHT CO 01-105-000-0000-6411		316.00	DOOR HANGERS		OPERATING SUPPLIES
<b>54030</b>	<b>PRECISION PRINTS OF WRIGHT CO</b>		<b>316.00</b>	<b>1 Transactions</b>		
<b>105</b>	<b>DEPT Total:</b>		<b>769.25</b>	<b>ASSESSOR</b>	<b>4 Vendors</b>	<b>4 Transactions</b>
<b>107</b>	<b>DEPT</b>			<b>PLANNING AND ZONING</b>		
3783	BRAVINDER/DAN 01-107-000-0000-6114		199.00	398 MILES		PER DIEM-P & Z BOARD
	01-107-000-0000-6114		540.00	PLANNING COMM PER DIEM		PER DIEM-P & Z BOARD
<b>3783</b>	<b>BRAVINDER/DAN</b>		<b>739.00</b>	<b>2 Transactions</b>		
3249	FELGER/KENNETH 01-107-000-0000-6114		540.00	PLANNING COMMISSION PER DIEM		PER DIEM-P & Z BOARD
	01-107-000-0000-6114		95.50	191 MILES		PER DIEM-P & Z BOARD
<b>3249</b>	<b>FELGER/KENNETH</b>		<b>635.50</b>	<b>2 Transactions</b>		
4817	HERALD JOURNAL PUBLISHING INC 01-107-000-0000-6235		22.20	PUBLICATION FEES LEGAL NOTICES		PUBLICATIONS & BROCHURES
<b>4817</b>	<b>HERALD JOURNAL PUBLISHING INC</b>		<b>22.20</b>	<b>1 Transactions</b>		
3186	MOL/DANIEL 01-107-000-0000-6114		37.00	74 MILES		PER DIEM-P & Z BOARD
	01-107-000-0000-6114		300.00	PLANNING COMM PER DIEM		PER DIEM-P & Z BOARD
	01-107-000-0000-6114		120.00	BOARD OF ADJ PER DIEM		PER DIEM-P & Z BOARD
	01-107-000-0000-6331		92.50	185 MILES		TRAVEL
<b>3186</b>	<b>MOL/DANIEL</b>		<b>549.50</b>	<b>4 Transactions</b>		
3425	THOMPSON/DAVID 01-107-000-0000-6114		114.50	229 MILES		PER DIEM-P & Z BOARD
	01-107-000-0000-6114		300.00	PLANNING COMM PER DIEM		PER DIEM-P & Z BOARD

\*\*\* **WRIGHT COUNTY** \*\*\*



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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
<b>3425</b>	<b>THOMPSON/DAVID</b>		<b>414.50</b>		<b>2</b> Transactions	
271	<b>WEST SHERBURNE TRIBUNE</b> 01-107-000-0000-6235		117.60	PUBLICATION FEES LEGAL NOTICES		PUBLICATIONS & BROCHURES
<b>271</b>	<b>WEST SHERBURNE TRIBUNE</b>		<b>117.60</b>		<b>1</b> Transactions	
4728	<b>WOODFORD/MICHAEL</b> 01-107-000-0000-6331		70.00	140 MILES		TRAVEL
<b>4728</b>	<b>WOODFORD/MICHAEL</b>		<b>70.00</b>		<b>1</b> Transactions	
<b>107</b>	<b>DEPT Total:</b>		<b>2,548.30</b>	<b>PLANNING AND ZONING</b>	<b>7</b> Vendors	<b>13</b> Transactions
<b>111</b>	<b>DEPT</b>			<b>BUILDING CARE</b>		
1272	<b>BDS LAUNDRY SYSTEMS</b> 01-111-000-0000-6302		608.78	REPAIRS WASHER REPAIR LEC	S010106557	JAIL/LEC REPAIRS AND MAINTENANCE
<b>1272</b>	<b>BDS LAUNDRY SYSTEMS</b>		<b>608.78</b>		<b>1</b> Transactions	
5196	<b>CLIMATE AIR</b> 01-111-000-0000-6301		559.19	REPAIRS MISC HVAC GC	37713	REPAIRS & MAINTENANCE
	01-111-000-0000-6301		371.70	REPAIRS MISC HVAC GC	37715	REPAIRS & MAINTENANCE
	01-111-000-0000-6301		324.20	REPAIRS CHILLER VALVE GC	37724	REPAIRS & MAINTENANCE
	01-111-000-0000-6301		871.90	REPAIRS HSC AC	37729	REPAIRS & MAINTENANCE
	01-111-000-0000-6301		1,537.81	REPAIRS MISC HVAC GC	37731	REPAIRS & MAINTENANCE
<b>5196</b>	<b>CLIMATE AIR</b>		<b>3,664.80</b>		<b>5</b> Transactions	
3531	<b>GRANITE PEST CONTROL SERVICES</b> 01-111-000-0000-6301		70.00	PEST CONTROL GC 6/21/16	73323	REPAIRS & MAINTENANCE
	01-111-000-0000-6302		285.00	PEST CONTROL LEC 6/21/16	73324	JAIL/LEC REPAIRS AND MAINTENANCE
<b>3531</b>	<b>GRANITE PEST CONTROL SERVICES</b>		<b>355.00</b>		<b>2</b> Transactions	
2001	<b>HILLYARD INC - MINNEAPOLIS</b> 01-111-000-0000-6412		475.92	SUPPLIES LEC	602123762	JAIL/LEC OPERATING SUPPLIES
	01-111-000-0000-6411		569.95	SUPPLIES GC	602134640	OPERATING SUPPLIES
<b>2001</b>	<b>HILLYARD INC - MINNEAPOLIS</b>		<b>1,045.87</b>		<b>2</b> Transactions	
159	<b>INTEGRATED FIRE &amp; SECURITY</b> 01-111-000-0000-6301		135.00	ACCESS CARD PRINTER REPAIR	66003	REPAIRS & MAINTENANCE
<b>159</b>	<b>INTEGRATED FIRE &amp; SECURITY</b>		<b>135.00</b>		<b>1</b> Transactions	

\*\*\* WRIGHT COUNTY \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
2693	LOBERG ELECTRIC 01-111-000-0000-6301		140.00	REPAIRS BALLASTS GC	23981	REPAIRS & MAINTENANCE
<b>2693</b>	<b>LOBERG ELECTRIC</b>		<b>140.00</b>	<b>1 Transactions</b>		
6140	RUSSELL SECURITY RESOURCE INC 01-111-000-0000-6301		55.90	MEDECO KEYS X4 ADMIN	27753	REPAIRS & MAINTENANCE
<b>6140</b>	<b>RUSSELL SECURITY RESOURCE INC</b>		<b>55.90</b>	<b>1 Transactions</b>		
1535	WRIGHT HENNEPIN ELECTRIC 01-111-000-0000-6251		39.90	150 1688 8215		UTILITY SERVICES
	01-111-000-0000-6251		27.95	150 1683 1028		UTILITY SERVICES
	01-111-000-0000-6301		96.00	050 1427 3200		REPAIRS & MAINTENANCE
<b>1535</b>	<b>WRIGHT HENNEPIN ELECTRIC</b>		<b>163.85</b>	<b>3 Transactions</b>		
<b>111</b>	<b>DEPT Total:</b>		<b>6,169.20</b>	<b>BUILDING CARE</b>	<b>8 Vendors</b>	<b>16 Transactions</b>
<b>201</b>	<b>DEPT</b>			<b>SHERIFF</b>		
3750	2FA 01-201-000-0000-6260		1,919.70	2FA MAINT 135 UNITS 8/16-8/17	SI2117	SOFTWARE OR SYSTEMS SUPPORT
<b>3750</b>	<b>2FA</b>		<b>1,919.70</b>	<b>1 Transactions</b>		
999999998	AIR FORCE FEDERAL CREDIT UNION 01-201-000-0000-6261		50.00	ICR 16013015 DATA REQUEST		PROFESSIONAL SERVICES
<b>999999998</b>	<b>AIR FORCE FEDERAL CREDIT UNION</b>		<b>50.00</b>	<b>1 Transactions</b>		
2778	BESTFRIENDS VETERINARY CLINIC 01-201-000-0000-6261		160.50	K9 MAINT	19866	PROFESSIONAL SERVICES
	01-201-000-0000-6261		25.00	HEARTGUARD REBATE	713179142	PROFESSIONAL SERVICES
	01-201-000-0000-6261		25.00	HEARTGUARD REBATE	719749276	PROFESSIONAL SERVICES
	01-201-000-0000-6261		25.00	HEARTGUARD REBATE	719749399	PROFESSIONAL SERVICES
<b>2778</b>	<b>BESTFRIENDS VETERINARY CLINIC</b>		<b>85.50</b>	<b>4 Transactions</b>		
5721	CDW GOVERNMENT INC 01-201-000-0000-6620		2,584.01	POWERTECH PT60 5 IN 1	DDS2967	COMPUTER OR SOFTWARE PURCHASES
	01-201-000-0000-6620		8,850.14	CRADLEPOINT RUGGED ENT 3/4G	DFZ6655	COMPUTER OR SOFTWARE PURCHASES
	01-201-000-0000-6620		2,405.91	CRADLEPOINT 3 YR ENT CLOUD MGR	DKW9419	COMPUTER OR SOFTWARE PURCHASES
<b>5721</b>	<b>CDW GOVERNMENT INC</b>		<b>13,840.06</b>	<b>3 Transactions</b>		
3317	DEPARTMENT OF PUBLIC SAFETY					

\*\*\* WRIGHT COUNTY \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	01-201-000-0000-6260			2,820.00	CJDN CONNECT CHARGES 2ND QTR	298872	SOFTWARE OR SYSTEMS SUPPORT
	01-201-000-0000-6260			5,490.00	MDT SERVICE 2ND QTR	298872	SOFTWARE OR SYSTEMS SUPPORT
<b>3317</b>	<b>DEPARTMENT OF PUBLIC SAFETY</b>			<b>8,310.00</b>	<b>2 Transactions</b>		
3630	<b>H &amp; H SPORT SHOP INC</b>						
	01-201-000-0000-6452			10.00	JUNE 2016 CAR WASHES	96618	VEHICLE MAINTENANCE
<b>3630</b>	<b>H &amp; H SPORT SHOP INC</b>			<b>10.00</b>	<b>1 Transactions</b>		
814	<b>HAGERTY/JOSEPH</b>						
	01-201-000-0000-6331			43.00	REIMBURSE CONVENTION PARKING		TRAVEL
<b>814</b>	<b>HAGERTY/JOSEPH</b>			<b>43.00</b>	<b>1 Transactions</b>		
2365	<b>HARDINGS TOWING INC</b>						
	01-201-000-0000-6261			200.00	16017727	13298	PROFESSIONAL SERVICES
<b>2365</b>	<b>HARDINGS TOWING INC</b>			<b>200.00</b>	<b>1 Transactions</b>		
7360	<b>HOLIDAY</b>						
	01-201-000-0000-6451			13,344.38	FUEL	6/28/2016	FUEL - LUBE ETC
	01-201-000-0000-6452			48.49	CAR WASHES	6/28/2016	VEHICLE MAINTENANCE
<b>7360</b>	<b>HOLIDAY</b>			<b>13,392.87</b>	<b>2 Transactions</b>		
4008	<b>HOLIDAY COMPANIES</b>						
	01-201-000-0000-6452			742.50	CAR WASHES JUNE 2016	25001071649	VEHICLE MAINTENANCE
<b>4008</b>	<b>HOLIDAY COMPANIES</b>			<b>742.50</b>	<b>1 Transactions</b>		
1181	<b>J &amp; J MARINE INC</b>						
	01-201-000-0000-6412			15.67	BOAT KEY	34136	B&W OPERATING SUPPLIES
<b>1181</b>	<b>J &amp; J MARINE INC</b>			<b>15.67</b>	<b>1 Transactions</b>		
3844	<b>NET TRANSCRIPTS INC</b>						
	01-201-000-0000-6261			431.83	TRANSCRIBE STATEMENTS	8097IN	PROFESSIONAL SERVICES
<b>3844</b>	<b>NET TRANSCRIPTS INC</b>			<b>431.83</b>	<b>1 Transactions</b>		
2615	<b>PETERSON'S TOWING &amp; RECOVERY</b>						
	01-201-000-0000-6261			263.50	16017502		PROFESSIONAL SERVICES
	01-201-000-0000-6261			163.50	16017502	7238	PROFESSIONAL SERVICES
<b>2615</b>	<b>PETERSON'S TOWING &amp; RECOVERY</b>			<b>427.00</b>	<b>2 Transactions</b>		
99	<b>TRANSLANGUAGES LLC</b>						

\*\*\* WRIGHT COUNTY \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
99	TRANSLANGUAGES LLC			363.38	ICR 16015687 INTERPRETING SERV	160624	PROFESSIONAL SERVICES
				<b>363.38</b>	1 Transactions		
5186	TRANSUNION RISK AND ALTERNATIVE						
	01-201-000-0000-6261			70.00	TLOXP SUBSCRIPTION JUNE 2016		PROFESSIONAL SERVICES
5186	TRANSUNION RISK AND ALTERNATIVE			<b>70.00</b>	1 Transactions		
3611	VARIDESK LLC						
	01-201-000-0000-6411			50.00	VARIDESK MAT	IN38834	OPERATING SUPPLIES
	01-201-000-0000-6621			395.00	VARIDESK PRO SIT/STAND STATION	IN38834	FURNITURE & EQUIPMENT
3611	VARIDESK LLC			<b>445.00</b>	2 Transactions		
4628	VERIZON WIRELESS						
	01-201-000-0000-6203			6.25	78056463700001 CELL SERVICES	9767393243	TELEPHONE
4628	VERIZON WIRELESS			<b>6.25</b>	1 Transactions		
201	<b>DEPT Total:</b>			<b>40,352.76</b>	<b>SHERIFF</b>	<b>17 Vendors</b>	<b>26 Transactions</b>
250	DEPT				SHERIFF-CORRECTIONS		
4268	ABBOTT NORTHWESTERN HOSPITAL						
	01-250-000-0000-6458			32.80	LABS 6/3/2016	XRQ401545Z01	JAIL MEDICAL
4268	ABBOTT NORTHWESTERN HOSPITAL			<b>32.80</b>	1 Transactions		
4475	DENTAL CARE ASSOCIATES OF BUFFALO						
	01-250-000-0000-6458			99.00	MEDICAL EXAMS		JAIL MEDICAL
4475	DENTAL CARE ASSOCIATES OF BUFFALO			<b>99.00</b>	1 Transactions		
1218	NORMENT SECURITY GROUP INC						
	01-250-000-0000-6301			256.01	HANDSETS VISITOR LOBBY X6	402693	REPAIRS & MAINTENANCE
1218	NORMENT SECURITY GROUP INC			<b>256.01</b>	1 Transactions		
3921	OFFICE DEPOT						
	01-250-000-0000-6411			53.16	SUPPLIES 847095354001		OPERATING SUPPLIES
	01-250-000-0000-6411			116.02	SUPPLIES 846969010001		OPERATING SUPPLIES
3921	OFFICE DEPOT			<b>169.18</b>	2 Transactions		
250	<b>DEPT Total:</b>			<b>556.99</b>	<b>SHERIFF-CORRECTIONS</b>	<b>4 Vendors</b>	<b>5 Transactions</b>

\*\*\* WRIGHT COUNTY \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
521	DEPT			PARKS		
3971	ADVANCED PEST SOLUTIONS 01-521-000-0000-6301		150.00	EXTERMINATION FEE X2	2554	REPAIRS & MAINTENANCE
3971	ADVANCED PEST SOLUTIONS		150.00	1 Transactions		
525	CENTURYLINK 01-521-000-0000-6203		93.23	320 286 2801	314317616	TELEPHONE
525	CENTURYLINK		93.23	1 Transactions		
1660	CROP PRODUCTION SERVICES INC 01-521-000-0000-6550		816.89	TREATMENT FOR BUCKTHORN	30692864	VEGETATION MANAGEMENT
1660	CROP PRODUCTION SERVICES INC		816.89	1 Transactions		
1144	HELENA CHEMICAL COMPANY 01-521-000-0000-6550		377.75	HERBICIDE TREAT BUCKTHORN	134729681	VEGETATION MANAGEMENT
	01-521-000-0000-6550		297.72	PRE EMERGENT FOR TREATMENT	134729700	VEGETATION MANAGEMENT
1144	HELENA CHEMICAL COMPANY		675.47	2 Transactions		
4817	HERALD JOURNAL PUBLISHING INC 01-521-000-0000-6235		5.55	PUBLISH LEGAL NOTICE FOR BIDS		PUBLICATIONS & BROCHURES
4817	HERALD JOURNAL PUBLISHING INC		5.55	1 Transactions		
2541	M & M EXPRESS SALES AND SERVICE 01-521-000-0000-6452		48.73	SUPPLIES	20709	VEHICLE MAINTENANCE
	01-521-000-0000-6452		17.99	SUPPLIES	23346	VEHICLE MAINTENANCE
	01-521-000-0000-6452		5.31	SUPPLIES	23918	VEHICLE MAINTENANCE
	01-521-000-0000-6452		15.90	SUPPLIES	28979	VEHICLE MAINTENANCE
2541	M & M EXPRESS SALES AND SERVICE		87.93	4 Transactions		
1290	MAPLE LAKE LUMBER COMPANY 01-521-000-0000-6301		123.88	LUMBER SUPPLIES		REPAIRS & MAINTENANCE
1290	MAPLE LAKE LUMBER COMPANY		123.88	1 Transactions		
7510	MENARDS - BUFFALO 01-521-000-0000-6411		54.30	SUPPLIES	16717	OPERATING SUPPLIES
	01-521-000-0000-6301		73.56	SUPPLIES	16930	REPAIRS & MAINTENANCE
7510	MENARDS - BUFFALO		127.86	2 Transactions		
2614	MIES OUTLAND INC					

\*\*\* **WRIGHT COUNTY** \*\*\*



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
2614	MIES OUTLAND INC 01-521-000-0000-6452		203.98 <b>203.98</b>	FUEL PUMP UNIT #662 1 Transactions	30428	VEHICLE MAINTENANCE
2862	MOORE & MOORE ADVANTAGE 01-521-000-0000-6411		252.49 <b>252.49</b>	SOLAR SALT CAMPGROUNDS 1 Transactions	15714	OPERATING SUPPLIES
3741	WASTE MANAGEMENT OF WI-MN 01-521-000-0000-6301		1,740.96	REFUSE HAULING X15	693076015934	REPAIRS & MAINTENANCE
3741	WASTE MANAGEMENT OF WI-MN		<b>1,740.96</b>	1 Transactions		
1538	WRIGHT COUNTY HIGHWAY DEPT 01-521-000-0000-6205		2.57	POSTAGE	507	POSTAGE
	01-521-000-0000-6233		45.90	COPY FEES	507	PHOTOCOPYING
	01-521-000-0000-6411		60.68	OFFICE SUPPLIES	507	OPERATING SUPPLIES
	01-521-000-0000-6451		3,751.37	FUEL PARKS FLEET	507	FUEL - LUBE ETC
	01-521-000-0000-6451		2,636.23	BALANCE FROM MAY INVOICE	507	FUEL - LUBE ETC
	01-521-000-0000-6452		2,000.00	PARTS PARKS FLEET	507	VEHICLE MAINTENANCE
1538	WRIGHT COUNTY HIGHWAY DEPT		<b>8,496.75</b>	6 Transactions		
521	<b>DEPT Total:</b>		<b>12,774.99</b>	<b>PARKS</b>	<b>12 Vendors</b>	<b>22 Transactions</b>
1	<b>Fund Total:</b>		<b>139,195.80</b>	<b>GENERAL REVENUE FUND</b>		<b>118 Transactions</b>

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
310	DEPT			HIGHWAY ADMINISTRATION		
20063	ENTERPRISE DISPATCH 03-310-000-0000-6245		40.00	RENEWAL-ADDRESS CHG 071216	7725	MEMBERSHIPS, DUES & FEES
20063	ENTERPRISE DISPATCH		40.00	1 Transactions		
3921	OFFICE DEPOT 03-310-000-0000-6409		89.29	OFFICE-ARMS FOR CHAIR 071216	846870011	OFFICE SUPPLIES
3921	OFFICE DEPOT		89.29	1 Transactions		
1383	WRIGHT HENNEPIN COOP ELEC ASSN 03-310-000-0000-6260		22.95	DATA RM - CHG BILL TO 071216	5014631400	SOFTWARE OR SYSTEMS SUPPORT
1383	WRIGHT HENNEPIN COOP ELEC ASSN		22.95	1 Transactions		
310	DEPT Total:		152.24	HIGHWAY ADMINISTRATION	3 Vendors	3 Transactions
330	DEPT			HIGHWAY MAINTENANCE		
1075	BUFFALO/CITY OF 03-330-000-0000-6543		13.34	LIGHT ON CR 35 071216	09190000	TRAFFIC SIGNALS
	03-330-000-0000-6543		13.34	LIGHT ON CR 34 071216	16090100	TRAFFIC SIGNALS
1075	BUFFALO/CITY OF		26.68	2 Transactions		
3515	RCM SPECIALTIES INC 03-330-000-0000-6536		1,240.20	CRS2 OIL 071216	5559	CUTBACK OILS
3515	RCM SPECIALTIES INC		1,240.20	1 Transactions		
4433	XCEL ENERGY 03-330-000-0000-6543		20.21	RURAL LIGHT IN COKATO 071216	01510659	TRAFFIC SIGNALS
	03-330-000-0000-6543		10.12	RURAL LIGHT MAPLE LK 071216	10828515	TRAFFIC SIGNALS
4433	XCEL ENERGY		30.33	2 Transactions		
330	DEPT Total:		1,297.21	HIGHWAY MAINTENANCE	3 Vendors	5 Transactions
340	DEPT			HIGHWAY SHOP MAINTENANCE		
1075	BUFFALO/CITY OF 03-340-000-0000-6598		444.33	PWB WATER/SEWER 071216	11059850	UTILITIES-P.W. BLDG.
1075	BUFFALO/CITY OF		444.33	1 Transactions		
5974	CENTER POINT ENERGY					

SML7587  
 7/7/2016 12:34:59PM  
 3 ROAD AND BRIDGE FUND

\*\*\* WRIGHT COUNTY \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
5974	CENTER POINT ENERGY		28.60	OTSEGO SHOP ELEC. 071216	67081588	UTILITIES-OUTLYING SHOPS
			<b>28.60</b>	1 Transactions		
3931	R.A.M. TOOLS					
	03-340-000-0000-6698		389.90	SHOP TOOLS 071216	07011610	SHOP EQUIPMENT-MINOR
3931	R.A.M. TOOLS		<b>389.90</b>	1 Transactions		
888	WASTE MANAGEMENT-TC WEST					
	03-340-000-0000-6597		60.73	OTSEGO GARBAGE 071216	6930708	BUILDING MAINTENANCE-OUTLYING SHO
	03-340-000-0000-6599		535.55	PWB GARBAGE 071216	6930759	BUILDING MAINTENANCE-P.W.BLDG.
888	WASTE MANAGEMENT-TC WEST		<b>596.28</b>	2 Transactions		
340	DEPT Total:		1,459.11	HIGHWAY SHOP MAINTENANCE	4 Vendors	5 Transactions
3	Fund Total:		2,908.56	ROAD AND BRIDGE FUND		13 Transactions

**\*\*\* WRIGHT COUNTY \*\*\***



	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>
					<u>On Behalf of Name</u>
<b>393</b>	DEPT			S.C.O.R.E.	
	1858 SOUTH HAVEN/CITY OF				
	20-393-000-0000-6801		815.50	COMMUNITY CLEANUP 6/4/16	MISCELLANEOUS EXPENSE
	<b>1858 SOUTH HAVEN/CITY OF</b>		<b>815.50</b>	1 Transactions	
<b>393</b>	<b>DEPT Total:</b>		<b>815.50</b>	<b>S.C.O.R.E.</b>	<b>1 Vendors</b>
					<b>1 Transactions</b>
<b>20</b>	<b>Fund Total:</b>		<b>815.50</b>	<b>WASTE MANAGEMENT FUND</b>	<b>1 Transactions</b>

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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
<b>161</b>	DEPT			HIGHWAY BUILDING BOND PROCEEDS		
1075	<b>BUFFALO/CITY OF</b>					
	34-161-000-0000-6605		12,619.44	INSTALL LOOP FEED SERVICE HWY	201606229783	HIGHWAY BUILDING
	34-161-000-0000-6605		3,388.85	INSTALL LOOP FEED SERVICE HWY	201606229783	HIGHWAY BUILDING
	34-161-000-0000-6605		2,495.00	INSTALL LOOP FEED SERVICE HWY	201606229783	HIGHWAY BUILDING
<b>1075</b>	<b>BUFFALO/CITY OF</b>		<b>18,503.29</b>	<b>3 Transactions</b>		
<b>161</b>	<b>DEPT Total:</b>		<b>18,503.29</b>	<b>HIGHWAY BUILDING BOND PROCEEDS</b>	<b>1 Vendors</b>	<b>3 Transactions</b>
<b>170</b>	DEPT			CAPITAL TECHNOLOGY		
1218	<b>NORMENT SECURITY GROUP INC</b>					
	34-170-000-0000-6262		56,665.00	JAIL LOCK CONTROL PROJECT	402691	EDMS - LAW LEGAL
<b>1218</b>	<b>NORMENT SECURITY GROUP INC</b>		<b>56,665.00</b>	<b>1 Transactions</b>		
<b>170</b>	<b>DEPT Total:</b>		<b>56,665.00</b>	<b>CAPITAL TECHNOLOGY</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
<b>34</b>	<b>Fund Total:</b>		<b>75,168.29</b>	<b>CAPITAL IMPROVEMENTS FUND</b>		<b>4 Transactions</b>

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

**41** DITCH FUND

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
<b>678</b>	DEPT			COUNTY DITCH NO 33		
	4817 <b>HERALD JOURNAL PUBLISHING INC</b>					
	41-678-000-0000-6261		3.33	BIDS DITCH 33 REPAIR		PROFESSIONAL SERVICES
	<b>4817 HERALD JOURNAL PUBLISHING INC</b>		<b>3.33</b>		1 Transactions	
<b>678</b>	<b>DEPT Total:</b>		<b>3.33</b>	<b>COUNTY DITCH NO 33</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
<b>41</b>	<b>Fund Total:</b>		<b>3.33</b>	<b>DITCH FUND</b>		<b>1 Transactions</b>
	<b>Final Total:</b>		<b>218,091.48</b>	<b>95 Vendors</b>	<b>137 Transactions</b>	

# \*\*\* WRIGHT COUNTY \*\*\*



**Recap by Fund**

<u>Fund</u>	<u>Amount</u>	<u>Name</u>
1	139,195.80	GENERAL REVENUE FUND
3	2,908.56	ROAD AND BRIDGE FUND
20	815.50	WASTE MANAGEMENT FUND
34	75,168.29	CAPITAL IMPROVEMENTS FUND
41	3.33	DITCH FUND
<b>All Funds</b>	<b>218,091.48</b>	<b>Total</b>

Approved by, .....

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