WRIGHT COUNTY BOARD
AGENDA
AUGUST 2, 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 7-26-16**

Documents:

2016-07-26 WRIGHT COUNTY BOARD MINUTES (INFO).PDF

III. **REVIEW & APPROVAL OF AGENDA**

IV. **CONSENT AGENDA**

A. **ADMINISTRATION**

1. Accept 2016 Auction Report And Set 2017 Auction Date For 6-24-17

Documents:

RFBA 2016 AUCTION RECAP AND SET 2017 DATE.PDF

B. **ADMINISTRATION**

1. Authorize Signatures On The Memorandum Of Agreement With AFSCME For The Public Health Nurse Attraction & Retention Salary Range

Documents:

080216_AGENDAFORM_MOAPHNATTRETSALARYRANGE.PDF
MOA, AFSCME.PDF

C. **ADMINISTRATION**

1. Refer Parcel Conveyance Of Parcel In Franklin Township To Ways & Means Committee

Documents:

8-02-16 REFER CONVEYANCE OF PARCEL TO WAYS AND MEANS COMMITTEE.PDF

D. **ADMINISTRATION**

1. Schedule Committee Of The Whole Meeting On 9-20-16 From 1:00 - 4:00 PM For Union Presentations Of Contract Negotiations Proposals

Documents:

080216_AGENDAFORM_COTWCONTRACT.PDF

E. **ADMINISTRATION**

1. Refer CIP Plan Review To Capital Improvement Finance Committee On

8-10-16

F. ADMINISTRATION

1. Authorize Signatures On Contract With Green View, Inc. For Highway Department Janitorial Services, Eff. 7-25-16 To 12-31-16.

Documents:

HWY GREENVIEW CONTRACT SIGNATURE REQUEST.PDF
GREENVIEW CONTRACT.PDF

G. AUDITOR/TREASURER

1. Approve Claims As Listed In The Abstract, Subject To Audit, For A Total Of $681,235.35 With 169 Vendors And 228 Transactions

Documents:

AGENDA 8-2 CONSENT CLAIMS.PDF

H. HEALTH & HUMAN SERVICES

1. Position Replacement:
   A. Social Worker

Documents:

RFBA, HHS POSITION REPLACEMENT.PDF

I. SHERIFF'S OFFICE - EMERGENCY MANAGEMENT

1. Authorize Signatures On Agreement Forms For Emergency Management Performance Grant 2016

Documents:

REQUEST FOR BOARD ACTION.PDF
EMPG GRANT CONTRACTS.PDF

J. SHERIFF'S OFFICE - JAIL

1. Position Replacement:
   A. Corrections Officer Position, Effective 9-01-16

Documents:

RBA.PDF

V. TIMED AGENDA ITEMS

A. 9:05 A.M. LEE KELLY, COUNTY COORDINATOR

1. Courts Architectural Services Request For Proposals

Documents:

080216 COURTS ARCH RFP.PDF
RFP SAMPLE FOR ARCHITECTURAL SERVICES V5.PDF

VI. ITEMS FOR CONSIDERATION

A. COMMITTEE MINUTES

1. Building, Personnel, Technology

Documents:

2016-07-27 BUILDING COMMITTEE MINUTES AND ATTACHMENTS.PDF
2016-07-27 PERSONNEL COMMITTEE MINUTES - COUNTY BOARD.PDF
2016-07-27 TECHNOLOGY COMMITTEE MINUTES AND ATTACHMENTS.PDF

VII. ADVISORY COMMITTEE / ADVISORY BOARD UPDATES

VIII. ADJOURNMENT

IX. NOTE: COMMITTEE OF THE WHOLE MEETING @ 10:30 AM RE: STRATEGIC PLANNING

X. CLAIMS LISTING

Documents:

AUDIT LIST FOR BOARD 8-2-2016.PDF

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

INFORMATIONAL

WRIGHT COUNTY BOARD
MINUTES
JULY 26, 2016

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

MINUTES
Daleiden moved to approve the 7-19-16 County Board Minutes, seconded by Husom. The motion carried 5-0.

AGENDA
Item C1B, Health & Human Services, "Position Replacement, Case Aide" was petitioned to the Consent Agenda (Sawatzke); 9:15 A.M. Highway Engineer Items 4 and 5 were removed from the Agenda: Item 4, "Revoke Designation of CSAH 37/Redesignate as CR 137/Resolution" and Item 5, "Redesignate CSAH 37/70th Street NE as CSAH 38/Resolution" (Hawkins). Daleiden moved to approve the Agenda as amended, seconded by Husom. The motion carried unanimously.

CONSENT AGENDA
Potter moved to approve the Consent Agenda as amended, seconded by Husom, and the motion carried 5-0.

A. ADMINISTRATION
   1. Union employee (Teamsters 320 Courthouse) request for vacation donation. Request approval to receive donations from non-union and union employees that have completed the required donation forms
B. ATTORNEY
   1. Authorize Signatures On Quit Claim Deed From County To Lampi, LLC
C. HEALTH & HUMAN SERVICES
   1. Position Replacement:
      A. Financial Worker
      B. Case Aide
D. INFORMATION TECHNOLOGY
   1. Refer to the 7/27 Personnel Committee request to hire an IT position above 12% of the beginning hiring range
E. SHERIFF'S OFFICE
   1. Position replacement:
      A. Civilian Communications Officer
F. SHERIFF'S OFFICE
   1. Position Replacement:
      A. Deputy

TIMED AGENDA ITEMS

BOB HIIVALA, AUDITOR/TREASURER
Approve Additional Participation In The CWP Program
Hiivala stated the County has participated in this Program several times and additional funds are available. In the past legal application costs were covered by a grant. This time each participating County will have to share in legal costs estimated at $1,200 with funding from embedded administrative costs. Potter moved to approve the request, seconded by Borrell. Daleiden asked the value of the loans per year. Diane Sander, C.R.O.W., stated that the C.R.O.W. has assisted the County with the septic system loan program since 2011, including 65 septic updates and over $600,000 in loans. There is a remaining balance of $151,000. The motion carried 5-0.

Request To Have County Board Set A Date And Time For The County Canvassing Board For The Primary Election and To Appoint Members
Borrell moved to set the County Canvassing Board for the Primary Election for 8-11-16 from 2:00 PM to 4:00 PM and to appoint Husom and Daleiden as members. The motion was seconded by Potter and carried 5-0.

Order A Redetermination Of Benefits On County Ditches
Hiivala presented a request for the Board to order a redetermination of benefits on the following County Ditches:

County Ditch 13, Buffalo Township
County Ditch 22, Woodland Township
County Ditch 31, Woodland Township
County Ditch 23, Woodland Township

Hiivala was in contact with Huston Engineering and Ron's Appraisal Service (Ron Ringquist) on ditch viewer services. Huston Engineering does not provide the services to utilize the historic (current) process of viewing outlined in 103E. Ron's Appraisal Services would be able to provide this service. The Board discussed the need to complete redeterminations on County ditches. Daleiden moved to approve Ron's Appraisal Service to provide ditch viewer services on County Ditches 13, 22, 31, and 23. The motion was seconded by Borrell and carried unanimously.

Ditch 38 – Daleiden asked for an update on Ditch 38 and whether clean out has been performed at the end of the Ditch. Borrell stated it has not. He will follow up with Mike Young, Wright County Drainage Inspector, to find out the status of cleanout. Hiivala said a public hearing was held and repair will need to be completed. This is a ditch system that runs under a trailer park and will require some type of engineering services to determine the proper repair. Daleiden suggested obtaining estimates from a couple of engineering firms. A redetermination has been performed. Hiivala said part of the Ditch is on an open ditch system so the County had to acquire one rod with minimal costs associated. Borrell said to put a drainage tube under the railroad is estimated to cost about $50,000. Using the existing tube under the railroad and following the south side of the tracks seems most plausible (bypassing the mobile homes). A camera run through the manhole found many tree roots. As Ditch 38 was not part of the Agenda, Daleiden requested that an update be provided at the next County Board Meeting. Hiivala said he would bring the item back when Young has the information available. Daleiden said the item can be deferred to the following meeting if needed. Sawatzke asked that Kerry Saxton, SWCD, be informed of when this will be brought before the County Board for discussion.

Approve New Tobacco License For Cardinal Enterprises, LLC DBA SuperAmerica #4898 In The City Of Rockford
Potter moved to approve, seconded by Husom, and carried 5-0.

Claims
On a motion by Potter, second by Borrell, all voted to approve the claims as listed in the abstract, subject to audit, for a total of $968,694.12 with 158 vendors and 289 transactions.

VIRGIL HAWKINS, HIGHWAY ENGINEER
Approve Agreement No. 16-53 for Southside Trail Improvements
Daleiden moved to approve, seconded by Potter, and carried 5-0.

Approve Agreement No. 1026074 with MnDOT/Resolution for Southside Trail Project
Potter moved to adopt Resolution #16-42 approving the Agreement, seconded by Husom. The motion carried 5-0 on a roll call vote.

Approve Amendment for CSAH 35 Roundabout
The Amendment provides 90% of Federal funding versus 80% stated in the original Agreement. An extra $165,000 in HSIP funding is available. Potter moved to approve the Amendment, seconded by Husom, and carried 5-0.

ITEMS FOR CONSIDERATION

7-19-16 BUDGET COMMITTEE OF THE WHOLE MINUTES
The following change was made to the Minutes: Page 1, Others Present, Remove "Hiivala," as Hiivala is listed under Members Present. Daleiden moved to approve the Minutes as corrected, seconded by Husom, and carried 5-0. The Committee Minutes follow:

7-19-16 Budget Committee Of The Whole Minutes (cont.):

I. Budget Kickoff

Kelly explained the purpose of today's meeting was to discuss the schedule and format of this year's budget process. He handed out a draft timeline for Budget 2017. Kelly said departmental budget workbooks are due by August 1st. Budget Committee meetings are anticipated to begin the week of August 15th. Kelly noted that while the County has until September 30th to adopt the preliminary budget and levy he would like to have this completed by mid September. The September 13th Board meeting is targeted at this time.

Kelly proposed a schedule similar to last year. Following the adoption of the preliminary budget and levy, a meeting was set in mid November to review the budget and make any changes prior to the public budget (TNT) meeting. The public budget (TNT) meeting will be held at the end of November, at 6PM. Conflicts were noted with the proposed dates on the timeline handout. Kelly will bring this item to a future budget meeting for scheduling. He would like to adopt the final County levy and Budget in mid December similarly to what has been done in recent years.

Kelly planned to designate time at one of the final budget meetings in September to review any outstanding position requests. In past years departments had noted they were unable to attend the Budget committee meetings on short notice to discuss their positions. The Capital Improvement plan will be brought to committee in August for review. The finalized plan will then be brought to the budget committee early in the process.

Kelly asked the Board to provide guidance to department heads on the 2017 budget. Sawatzke noted increased costs from the addition of new facilities and encouraged departments to be conservative in their requests.

Hiivala asked the Board how they would like to receive the Budget materials. The Board's consensus was that they would like to see all submitted budget materials compiled in a printed budget book rather than in electronic format. Kelly reviewed the department budget workbook layout and reminded the board that due to union negotiations in 2016 a contingency will need to be placed in Budget 100 Personnel Services.

Recommendation: Informational

(End of 7-19-16 Budget Committee Of The Whole Minutes)

ADVISORY COMMITTEE / ADVISORY BOARD UPDATES

1. CRWD Meeting. Husom said the CRWD will hold a Summer Tour on 8-20-16 from 9:00 AM to 12:00 PM. and relates to water quality improvement projects.
2. Marty Farm Open House. Husom said the Open House was held on 7-21-16 and included tours relating to the underground irrigation system. Sawatzke said that the U of M is researching Marty's system including methods of fertilizer application. One method may reduce fertilizer costs in half. An analysis will be available at year end. The underground plastic irrigation system might be an option with preserving water tables, as 40% less water is used.
3. Central MN Mental Health. Husom and Sawatzke attended a meeting on 7-25-16. Progress is being made on the strategic plan and deals with compliance, budget and overall quality.
4. GRRL. Potter attended a meeting on 7-19-16. The County will experience an increase of about $41,000 annually due to funding being based on tax capacity.
5. Solar Group. Sawatzke said the group met on 7-22-16 and is making progress in several areas. He thought they are on course to accomplish their goals within six months.
6. Feedlot Meeting. Borrell and Daleiden attended. A proposal will be forwarded to the Planning Commission relating to feedlots on small acreage. The proposal includes allowing 5-6 ducks/geese and up to 30 chickens (no roosters). Setbacks were addressed including no horses within 300' of water. This will

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be introduced at the Planning Commission, then sent to townships, and then return to Planning Commission for approval.

7. One Watershed, One Plan Policy Committee. Borrell attended on 7-20-16. Discussion included the organization and how it will be set up. Borrell said Wright County is a large part of the North Crow but will have the same vote as counties with smaller area on the Crow. He brought this forward at the meeting as a discussion point. More updates will be provided as the organization comes together. Borrell does not want this to turn into a taxing authority and wants grants allocated on a fair basis.
8. County Fair. Borrell said the County Fair starts on 7-27-16.

Robert Carrillo, St. Michael, presented a copy of a penalty waiver application through the County Auditor/Treasurer's Office relating to his mailbox being vandalized three years in a row causing his tax payment to be delayed/lost. He said a number of calls were placed to the Auditor/Treasurer without response. Carrillo said his request is for the Board to override the denial of the abatement of $136.97 in penalties by Hiivala. He also asked that the Board consider lighting in the area of his mailbox.

Sawatzke said the County Board can't take action on Carrillo's request at this meeting because it is not an Agenda item. Brian Asleson, Chief Deputy Attorney, stated the County may have taken action in the past to delegate to the Auditor/Treasurer the authority of dealing with penalties and interest, which is allowed by Statute. If that was done, the County Board will not have the ability to override Hiivala's decision because it is an elected position. Asleson will research past action to see whether this was done. Sawatzke stated this item can be on a future Board Agenda but may be dependent on the findings of the Attorney's Office. Carrillo was instructed to contact the City of St. Michael relating to the requested street light.

The meeting adjourned at 10:07 A.M.

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WRIGHT COUNTY
REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: _____ ***BOARD MEETING DATE:*** ***August 2, 2016***

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

ITEM FOR CONSIDERATION: _____

Administration
ORIGINATING DEPARTMENT/SERVICE

X Sue Vergin
REQUESTOR'S SIGNATURE

_____
REVIEWED BY/DATE

BOARD ACTION REQUESTED:

Accept the 2016 Auction Recap Report (as hereto attached) and set the 2017 County Action date for Saturday, June 24, 2017.

BACKGROUND/JUSTIFICATION:

COUNTY ATTORNEY REVIEW DATE:

COUNTY COORDINATOR/DATE:

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

FINANCIAL IMPLICATIONS: $_____

BUDGETED: _____ _____
YES NO

FUNDING: _____ _____
LEVY OTHER

COMMENTS:

COMMENTS:

2016 AUCTION RECAP

	Coding of Proceeds:	02-234	02-228	01-100	01-100	
Year	**Net Auction Proceeds**	**DWI Auction Revenues**	**DTF Auction Revenues**	**County Auction Revenues**	**IT Online Sales**	**Total Auction & Online Revenues**
2010	$ 105,013	$ 38,960	$ -	$ 66,053		$ 105,013
2011	$ 139,050	$ 33,466	$ 5,867	$ 99,717		$ 139,050
2012	$ 71,882	$ 42,420	$ 1,993	$ 27,469		$ 71,882
2013	$ 160,008	$ 60,718	$ 10,064	$ 89,226		$ 160,008
2014	$ 101,338	$ 50,177	$ 6,936	$ 44,225	$ 71	$ 101,409
2015	$ 82,159	$ 38,556	$ 6,063	$ 37,540	$ 6,465	$ 88,624
2016	$ 34,393	$ 17,061	$ 1,786	$ 15,155	$ 5,706	$ 40,099
Annual Average	***$ 99,120***	***$ 40,194***	***$ 4,673***	***$ 54,198***	***$ 6,085.34***	***$ 100,869***
					Avg for 2015 / 2016	

***Revenues Reduced by Auctioneer's Commission**

Misc Footnotes Re 2016 Auction:

Chicago cab companies no longer interested in the Crown Vics

Last Auction was held in October 2015, less items due to short period between auctions.

Online Auction proceeds are from Jan - July

Auction went extremely well, ran very smooth.

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

_____ ***BOARD MEETING DATE:*** ***__8/2/16__*** ***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:
Authorize signatures on the Memorandum of Agreement for the Public Health Nurse Attraction and Retention Salary Range with AFSCME.

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:

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is entered into between Wright County (hereafter "County") and the American Federation of State, County and Municipal Employees, Council 65, Local 2685 (hereafter "Union") representing employees in the Human Services Department.

WHEREAS, the County and the Union are parties to a collective bargaining agreement effective January 1, 2015 through December 31, 2016; and

WHEREAS, the parties agree that there is a significant problem in attracting and retaining employees in the classification of Public Health Nurse; and

WHEREAS, the above-noted attraction/retention issue is related to external market considerations.

NOW, THEREFORE, the parties hereto have agreed to establish a 2016 Attraction and Retention Salary Range for the classification of Public Health Nurse as follows:

1. Effective the first day of the first pay period following County Board approval of this Memorandum of Agreement the salary range for the classification of Public Health Nurse will be increased from $23.51 – $32.91 to $25.50 – $37.88 as set forth on Appendix A.

2. The implementation of the above-noted Salary Range as set forth on the attached PHN Attraction Retention Salary Schedule (Appendix A) will be effective the first day of the first pay period following County Board approval of this Memorandum of Agreement as follows:

   A. All employees whose current salaries are above the current range maximum (and redlined in 2016) will receive an $.18 per hour increase to the new maximum as indicated on appendix A.

   B. Any employee who in 2016 reached the maximum of the salary range but did not receive the full general wage increase shall receive the remaining portion of the general increase (see appendix A).

   C. All employees hired on or after the first day of the first full pay period shall be paid at least at the minimum of the new salary range. Employees hired in 2016 prior to the effective date of this Memorandum of Agreement will be increased to the minimum of the new salary range if such employees are not already at or above the new minimum.

3. Nothing in this Memorandum of Agreement precludes the County from hiring a new employee at a higher rate of pay than the salary minimum based on the employee's prior qualifications and experience.

4. In the future, if the need for the above-noted attraction/retention salary range no longer exists, newly hired employees will be paid in accordance with the County's current salary range adjusted accordingly to reflect salary range adjustments in future negotiations.

5. This Memorandum of Agreement has been executed by the parities due to unique circumstances regarding attraction and retention problems of the Public Health Nurse classification which currently exist within the County.

6. Nothing in this Memorandum of Agreement shall constitute a precedent requiring the execution of a subsequent attraction/retention salary range for any classifications in the future.

7. This Memorandum of Agreement represents the complete and total agreement between the parties regarding this matter.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Agreement effective the first day of the first pay period following execution of the Agreement.

FOR WRIGHT COUNTY	**FOR AFSCME COUNCIL 65**
_____ Date	Shannon Shah _____ Date
_____ Date	Richard V. Kirk 7/25/16 _____ Date

PHN Attraction Retention Salary Schedule

First Name	Last Name	Job Class	Hire Date	Pay Grade	Current Minimum	Current Maximum	Current Hourly Pay Rate	Proposed Minimum	Proposed Maximum	Proposed Hourly Pay Rate	Increase in Hourly Pay Rate	FTE	Next Performance Review Date	
Lora	Loch	PHN	7/10/1989	13	$23.51	$32.91	$37.70	$25.50	$37.88	$37.88	$0.18	FT	1/10/2017	$0.18 incr eff 1st day of pay period following board approval
Janice	Vanderlinde	PHN	8/10/1999	13	$23.51	$32.91	$37.70	$25.50	$37.88	$37.88	$0.18	FT	2/10/2017	$0.18 incr eff 1st day of pay period following board approval
Karmen	Christenson	PHN	9/9/2002	13	$23.51	$32.91	$37.70	$25.50	$37.88	$37.88	$0.18	PT.9	1/10/2017	$0.18 incr eff 1st day of pay period following board approval
Catherine	Main	PHN	10/18/2004	13	$23.51	$32.91	$37.70	$25.50	$37.88	$37.88	$0.18	FT	6/12/2017	$0.18 incr eff 1st day of pay period following board approval
Joan	Opay	PHN	9/13/2005	13	$23.51	$32.91	$37.61	$25.50	$37.88	$37.61	$0.00	FT	3/13/2017	
Karen	Eder	PHN	10/14/2008	13	$23.51	$32.91	$32.69	$25.50	$37.88	$32.69	$0.00	PT.6	6/11/2017	
Kristen	Cayler	PHN	8/29/2011	13	$23.51	$32.91	$32.91	$25.50	$37.88	$33.75	$0.84	FT	2/28/2017	$0.84 incr eff 1st day of pay period following board approval
Jenna	Johnson	PHN	10/31/2011	13	$23.51	$32.91	$32.61	$25.50	$37.88	$32.61	$0.00	FT	4/30/2017	
Megan	Ward	PHN	7/9/2012	13	$23.51	$32.91	$31.51	$25.50	$37.88	$31.51	$0.00	FT	1/9/2017	
Rebecca	Graham	PHN	7/18/2012	13	$23.51	$32.91	$31.51	$25.50	$37.88	$31.51	$0.00	FT	1/18/2017	
Kristie	Rathmanner	PHN	2/4/2013	13	$23.51	$32.91	$30.52	$25.50	$37.88	$30.52	$0.00	FT	8/4/2016	3.25% on Anniv Date
Abby	Wacker	PHN	7/7/2014	13	$23.51	$32.91	$29.41	$25.50	$37.88	$29.41	$0.00	PT.8	2/27/2017	
Katie	Loftus	PHN	4/27/2015	13	$23.51	$32.91	$36.43	$25.50	$37.88	36.43	$0.00	FT	10/27/2016	3.25% on Anniv Date
Casey	Henre	PHN	6/16/2015	13	$23.51	$32.91	$28.48	$25.50	$37.88	$28.48	$0.00	FT	12/16/2016	3.25% on Anniv Date

Prepared 6/29/16

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: _____ BOARD MEETING DATE: 8/2/16_____CONSENT AGENDA: _X____

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

__ADMINISTRATION_____.
ORIGINATING DEPARTMENT/SERVICE
C

x__Lee Kelly_____
_____
REQUESTOR'S SIGNATURE

_____
REVIEWED BY/DATE

BOARD ACTION REQUESTED:

Refer Parcel Conveyance of Parcel in Franklin Township to Ways and Means Committee.

BACKGROUND/JUSTIFICATION: The County was conveyed a fractional interest of a property in Franklin Township via a will. An attorney representing the other fractional owners has contacted the County inquiring on the County's intent for the parcel.

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

_____ *BOARD MEETING DATE: August 2, 2016__ CONSENT AGENDA: _X_*
__

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

_ ADMINISTRATION _____. ORIGINATING DEPARTMENT/SERVICE X___Sunny M. Hesse_____ _____ REQUESTOR'S SIGNATURE _____ REVIEWED BY/DATE	**BOARD ACTION REQUESTED:** **Request a meeting of the Committee of the Whole on September 20, 2016 from 1-4 p.m. for Union Presentations of Contract Negotiations Proposals.**

BACKGROUND/JUSTIFICATION:
Invite each bargaining group to present their negotiation position for 2017 contract negotiations to the full Board.

	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:*** ***8/2/16*** ***CONSENT AGENDA:*** ***X***

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

ADMINISTRATION .
ORIGINATING DEPARTMENT/SERVICE

x Alan Wilczek
REQUESTOR'S SIGNATURE
s

_____
REVIEWED BY/DATE

BOARD ACTION REQUESTED:
Authorize signatures on janitorial services contract

BACKGROUND/JUSTIFICATION:
Expand Greenview's cleaning agreement to include the new Hwy Bldg as they are currently cleaning the Public Works site. Same contract form language, expiration date, and hourly rate of $16.75. Three employees 4 hours per day.

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

GREEN VIEW, INC.

MAINTENANCE AGREEMENT

July 25, 2016 - December 31, 2016

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

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

Wright County has determined it has need for the services of these needy, elderly persons in providing maintenance services at the Wright County Highway Building, 3600 Braddock Avenue NE, Buffalo, Minnesota 55313.

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

This agreement shall be in effect from July 25, 2016 through December 31, 2016.

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

I. Green View, Inc. shall:

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

II. Wright County shall:

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

III. Payment:

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

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

IV. Schedule of Payments:

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

V. Records:

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

VI. Audits and Examinations:

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

VII. Changes:

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

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

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

WRIGHT COUNTY:

_____

Chairman, County Board
of Commissioners

_____

County Coordinator

Dated: _____

GREEN VIEW, INC.:

_____

Executive Director of
Green View, Inc.

Dated: 7-26-16

WRIGHT COUNTY – PUBLIC WORKS BUILDING

GREEN VIEW, INC.

July 25, 2016 - December 31, 2016

CUSTODIAL EXPENSE:

Labor:

Three workers/4 hours each per day/5 days a week
Additional hours for training

OTHER LABOR EXPENSES:

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

ADMINISTRATIVE EXPENSES:

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

HOURLY RATE: **$16.75**

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

***Req. Agenda Time*:**		***Board Meeting Date*:**	8-02-16	***Consent Agenda*:**	X
Amt. of Time Required:		***Item For Consideration*:**			

Auditor-Treasurer's Office	**Board Action Requested:**
Originating Department/Service	Approve Claims as Listed in the Abstract, Subject to Audit, for a Total of $681,235.35 with 169 Vendors and 228 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: _____ ITEM FOR CONSIDERATION: Position replacement

County Board

ORIGINATING DEPARTMENT/SERVICE

X Jessica Nelson

REQUESTOR'S SIGNATURE

7/22/16

REVIEWED BY/DATE

BOARD ACTION REQUESTED:

Replace 1.0 FTE social worker position due to resignation.

BACKGROUND/JUSTIFICATION:

This social work position provides child protection family assessment services to assess safety of children and prevent out of home placement.

COUNTY ATTORNEY REVIEW DATE:

FINANCIAL IMPLICATIONS:

$_____

BUDGETED: ____ ____
YES NO

FUNDING:

COUNTY COORDINATOR/DATE:

ADMINISTRATIVE RECOMMENDATION:

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

COMMENTS:

COMMENTS:

Wright County
Request for Board Action

Req. Agenda Time:		Board Meeting Date:	8/2/2016	Consent Agenda	yes
Amt of Time Required:	5 minutes	Item for Consideration:	Sign EMPG Grant Contract		

Sheriff's Office - EM
Originating Department

BOARD ACTION REQUESTED:
Sign EMPG Grant Contracts

Requestor's Signature

Reviewed by/date

BACKGROUND/JUSTIFICATION:
Sign Three (3) Grant Contracts for Emergency Management Performance Grant (EMPG) from Minnesota Department of Public Safety, Homeland Security Emergency Management.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED:

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

COMMENTS: **COMMENTS:**

Minnesota Department of Public Safety ("State") Homeland Security and Emergency Management Division 445 Minnesota Street, Suite 223 St. Paul, Minnesota 55101	**Grant Program:** Emergency Management Performance Grant 2016 **Grant Agreement No.:** A-EMPG-2016-WRIGHTCO-091
Grantee: Wright County 10 2nd St. NW Buffalo, MN 55313	**Grant Agreement Term:** **Effective Date:** 1/1/2016 **Expiration Date:** 12/31/2016
Grantee's Authorized Representative: Stephen Berg 3800 Braddock Av. NE Buffalo, MN 55313 Phone: (763) 684-2364 e-mail: stephen.berg@co.wright.mn.us	**Grant Agreement Amount:** Original Agreement $ 60,759.00 Matching Requirement $ 60,759.00
State's Authorized Representative: Matti Gurney Homeland Security and Emergency Management 445 Minnesota St., Suite 223 St. Paul, Minnesota 55101 Phone: 651-201-7422 Matti.Gurney@state.mn.us	Federal Funding: CFDA 97.042 State Funding: none Special Conditions: None

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant agreement.

Term: Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. § 16B.98, subd. 7, whichever is later. Once this grant agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee will:
Perform and accomplish such purposes and activities as specified herein and in the Grantee's approved Emergency Management Performance Grant 2016 Application ("Application") which is incorporated by reference into this grant agreement and on file with the State at Homeland Security and Emergency Management Division, 445 Minnesota Street, Suite 223, St. Paul, Minnesota 55101. The Grantee shall also comply with all requirements referenced in the Emergency Management Performance Grant 2016 Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (https://app.dps.mn.gov/EGrants), which are incorporated by reference into this grant agreement.

Budget Revisions: The breakdown of costs of the Grantee's Budget is contained in Exhibit A, which is attached and incorporated into this grant agreement. As stated in the Grantee's Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.

Matching Requirements: (If applicable.) As stated in the Grantee's Application, the Grantee certifies that the matching requirement will be met by the Grantee.

Payment: As stated in the Grantee's Application and Grant Program Guidance, the State will promptly pay the

Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

Certification Regarding Lobbying: (If applicable.) Grantees receiving federal funds over $100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

1. ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.

Signed: _____

Date: _____

3. STATE AGENCY

By: _____
(with delegated authority)

Title: _____

Date: _____

Grant Agreement No. A-EMPG-2016-WRIGHTCO-091 / PO# 3000041788

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

Distribution: DPS/FAS
Grantee
State's Authorized Representative

2016 (EMPG) Emergency Management Performance Grant

EXHIBIT A

Organization: Wright County

A-EMPG-2016-WRIGHTCO-091

Budget Summary (Report)

EMPG				
Budget Category	**Award**	**Match**		
Planning				
Communications (Radio & Cell Pone)	$425.00	$425.00		
Membership Dues	$75.00	$75.00		
Office Rent	$990.00	$990.00		
Office Supplies	$400.00	$400.00		
Vehicle Expense	$1,650.00	$1,650.00		
Wages & Benefits, Director and Staff	$52,494.00	$52,494.00		
Total	$56,034.00	$56,034.00		
Training				
Govenors Conference & AMEM Conference	$550.00	$550.00		
Total	$550.00	$550.00		
Exercise				
Professional Services and Props	$175.00	$175.00		
Total	$175.00	$175.00		
Equipment				
Equipment for Emergency Management Operations	$4,000.00	$4,000.00		
Total	$4,000.00	$4,000.00		
Total	$60,759.00	$60,759.00		
Allocation	$60,759.00	$60,759.00		
Balance	$0.00	$0.00		

Wright County
Request for Board Action

Req. Agenda Time:	Board Meeting Date: 8/2/16	Consent Agenda	yes
Amt of Time Required:	Item for Consideration:	position resignation/replacement	

Sheriffs Office / Jail division

Originating Department

Requestor's Signature

BOARD ACTION REQUESTED:

Request approval to fill authorized vacant Corrections Officer position.

Reviewed by/date

BACKGROUND/JUSTIFICATION:

Corrections Officer Noelle Flesher was appointed to the Sgt position vacated by the promotion of Kent Lipelt to Lt. These promotions are effective Sept. 1st 2016. We are requesting approval to fill this vacated Corrections Officer position effective 9/1/16.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED:

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

COMMENTS: **COMMENTS:**

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

_____ ***BOARD MEETING DATE:*** __8-2-16___***CONSENT AGENDA:*** _____

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

_ADMINISTRATION_____.
ORIGINATING DEPARTMENT/SERVICE

x__Lee Kelly_____
_____
REQUESTOR'S SIGNATURE

_____
REVIEWED BY/DATE

BOARD ACTION REQUESTED:

Courts Architectural Services Request for Proposal

BACKGROUND/JUSTIFICATION
Per the Board action on 6-21-16, a RFP for architectural design services for a new Courts Facility has been drafted. Requesting approval to issue the RFP.

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 MINNESOTA

NOTICE OF REQUEST FOR PROPOSAL

ARCHITECTURAL SERVICES
WRIGHT COUNTY COURT FACILITY

RFP DUE DATE: **XXXXX, 2016 AT 4:00 P.M. CST TIME**
SUBMITTAL LOCATION: **Wright County Administration**
10 2nd Street NW Buffalo MN 55313 RM 235

PRE-SUBMITTAL CONFERENCE DATE: **XXXX, 2016**
TIME: **PM CST TIME**
LOCATION: **Wright County Jail/Law Enforcement Center**
3800 Braddock Ave
Buffalo, MN 55313

QUESTIONS SHALL BE DIRECTED TO: **Lee Kelly, Wright County Coordinator**

Notice is hereby given that Wright County, hereinafter referred to as "County" is conducting a competitive process to retain a consultant to provide professional architectural services for the Wright County Courts Facility Construction. Professional services will include, but are not limited to, Architectural, Engineering, and Specialty Design Services.

Wright County invites interested firms to submit written proposals relating to this solicitation. A Screening Committee will evaluate firms' qualifications and experience with similar projects. The firms determined to be best qualified will then be invited to participate in interviews. Following interviews, the County will make its selection and will enter into negotiations with the successful firm for a fixed fee or cost plus fixed fee contract.

A complete copy of this RFP and possible amendments may be obtained from the Wright County website at: **www.co.wright.mn.us.** Any interested offerors without internet access may obtain a copy of this solicitation by calling **(763) 682-7378**, or a copy may be picked up during regular business hours at the Wright County Administration Department, 10 2nd Street NW, Buffalo Minnesota. Respondents are invited to review the information and to submit their proposals in accordance with the criteria established within this RFP. Written questions regarding this RFP must be received by Wright County Administration no later than **XXXX, XX 2016**. Questions may then be responded to by written amendment to this document. Oral statements or instructions shall not constitute an amendment to the RFP.

All submittals must be received by the due date and at the submittal location specified herein. **Any response received at the specified submittal location after the due date and time assigned will be returned unopened.** The County reserves the right to reject any or all submittals, or to withhold the award for any reason it may determine, and to waive or not to waive any informalities in any submittal. All information regarding the content of the specific submittals will remain confidential until a contract is finalized or all proposals are rejected.

1.0 INTRODUCTION

Wright County, Minnesota (referred to herein either as **County** or **Owner**) is inviting the submission of proposals from firms or individuals offering professional Architectural Services (referred to herein as **Architect**) to provide professional services as described herein. The Architect must have adequate experience with county government projects to include, but not limited to Architectural, Engineering, and Specialty Design Services involving Court Facility projects.

2.0 BACKGROUND

The Wright County Government Center which houses the District Court was built in the 1950's. In 1959, Wright County had a county court judge, a district court judge and a probate judge, with three courtrooms. After unification of the district and county courts and an increase in judges from three to four, courtrooms three, four and five were added during a remodel of the entire building in 1990. In 2005, two new judgeships were created for Wright County bringing the total to the current six. An area not contiguous with the other courtrooms was converted into a sixth courtroom and other space was remodeled to accommodate chambers for the additional judges. The County Attorney's Office and the Court Services department also moved into the present space after the 1990 remodel of the building. Both departments have unmet space needs and no room for expansion. The footprint (25,600 sq. ft.) of the Court's operations has remained the same since 2005.

Shortly after the new judgeships were added, the County planned for and built a new jail facility on Braddock Avenue. The long term plan for the courts facility was to build contiguous to the Braddock Avenue jail facility and the jail plan anticipated this future building. However, due to the economic downturn beginning in 2008, no further plans were made to build the new courts facility.

In 2015 Wright County conducted a space study with the National Center For State Courts. This study projected the space needs of the Wright County Courts and related departments out to 2040. In 2016 the County undertook a feasibility study to determine if expansion of the existing facility would be a cost effective solution for the next two to ten years. The findings of this study demonstrated that expansion at the current location would not be cost effective or financially responsible.

In June of 2016 the Wright County Board of Commissioners voted to cease work on identifying remodeling options at the current Courts location. The County now seeks an proposals for architectural design services for a new Courts Facility Building.

3.0 ANTICIPATED SCOPE OF SERVICES

The purpose of this anticipated Scope of Services is to provide the Architect with Project parameters, anticipated Architect responsibilities, and important issues which the County deems as necessary for the successful completion of this project.

The actual scope of design work will be developed under Architectural Services Contract negotiations between the County and the successful Architect. The Architect is expected to reasonably identify and size the breadth and depth of total design services required under the anticipated Scope of Services in order (1) to prepare a detailed proposal and, if selected as the firm under this Request for Proposal, (2) to develop a scope of design work and negotiate an Architectural Services Contract with the County. The County expects the Architect to identify all applicable elements of Project development – considering Project site conditions, utility services, applicable laws/ordinances/codes/regulations, and other elements influencing Project permitting and construction – necessary to develop a complete scope of design work accomplishing cost efficient Project development, construction procurement, and construction.

At such time a scope of design work is developed by the Architect during Architectural Services Contract negotiation, the Architect will consult with Wright County representatives to define and clarify the County's requirements for the project as well as review County provided Owner's Project Requirements to aid the Architect by setting functional

goals of the completed facility. The preliminary Project criteria are listed below. This list is not meant to define or limit in any way, the actual scope of design work.

3.1 Preliminary Project Criteria

1. Review and verify the National Center for State Courts Design Feasibility Study (Exhibit A).
2. The size of the existing space occupied by the Courts, County Attorney's Office and Court Services Departments is approximately 28,000 square feet.
3. The anticipated size of the facility will be approximately 90,000.
4. The proposed construction will be located on the site of, and connected to, the existing Wright County Jail/Law Enforcement Center facility located at 3800 Braddock Avenue, Buffalo MN.
   Coordination with the City of Buffalo and appropriate site plan development will be a key component to the successful completion of this project.
5. The County May consider the purchase of additional property near the Jail LEC location
6. Prior to building design, the architectural firm will need to meet with key stakeholders to complete requirements gathering including but not limited to the following areas:
   1. Ingress and egress from the site, parking, customer and staff access
   2. Safety and Security needs including secure prisoner transport
   3. Technology
   4. Jury Facilities for both petit and grand juries
   5. Courtroom Requirements
   6. Chambers requirements
   7. Conference Rooms/Training Facilities
   8. Customer and staff flow
   9. Probation needs
      a. Court Services
      b. Department of Corrections
   10. County Attorney needs
   11. Law Library needs
   12. Court Administration needs
      a. Self Help Center
   13. Sheriff's Office Needs
   14. Work space for Attorneys, Social Workers and other staff
   15. Other additional considerations raised by project stakeholders

4.0 <u>ARCHITECTURAL SERVICES CONTRACT</u>

The County has identified the following framework of phases, phase task orders, and deliverables anticipated of the Architect in delivering all Architectural, Engineering, Specialty Design Services, and Construction Management Services required to effect Wright County Courts facility construction. This will be reviewed by the County and Architect in the development of a scope of design work during Architectural Services Contract negotiations.

4.1 Phase 1 – Preliminary Design

4.1.1: Perform requirements gathering, including meeting with all involved departments to elicit information about their needs for the project.

4.1.2: Prepare a Preliminary Design of the Project to include but not be limited to Preliminary Plans drawn to scale and with critical dimensions showing each aspect of the Project such as a site plan addressing site access and parking, exterior elevations and views plan, and critical systems plans.

4.1.3: Develop a detailed Project cost estimate, any refinements to the detailed schedule for completion of the Project including all construction and final certification(s), and any other documents or items necessary or appropriate to describe and depict the Preliminary Design together with a preliminary draft of Specifications and Special Conditions.

4.1.4: Submit the Preliminary Design and other related documents to the Owner for review, comment and any changes or modifications thereof. Schedule adequate meetings with the Owner to discuss the Preliminary Design and to go over in detail the Owner's review, comments and any changes or modifications requested by the Owner.

4.1.5: Address to the Owner those requested changes or modifications which would make this project not feasible due to scheduling or budgetary constraints or due to any conflicts with any rules, regulations or requirements, and to appropriately modify the Preliminary Design to reflect any authorized changes or modifications directed by the Owner. Return the changed or modified Preliminary Design to the Owner for the Owner's approval to proceed with the Design for Construction phase of the Project.

4.1.6: Obtain approval of both the Wright county Board of Commissioners and the Wright county Bench as per MN statute 484.77

4.2 Phase 2 – Design for Construction

4.2.1: Prepare and submit to the Owner the Design for Construction. The Design for Construction shall include, but not necessarily be limited to, the finalized plans (which includes drawings), specifications, other bid documents, Special Conditions, any proposed supplemental or modifications to the General Conditions (if any), and coordinate with the Owner the preparation of the proposed form of Construction Contract for the Project.

4.2.2: Ensure that the plans and specifications illustrate and describe with specificity, all systems, elements, details, components, materials, equipment, conditions, and other information necessary for Project Construction, including but not limited to, structural, mechanical, plumbing and electrical components.

4.2.3: Provide a construction cost estimate.

4.2.4: Create a consistent meeting schedule where adequate meetings are held with the Owner to discuss the Design for Construction and to go over in detail the Owner's review, comments, and any changes or modifications requested by the Owner. Address to the Owner those requested changes or modifications which would make this Project not feasible due to scheduling or budgetary constraints or due to any technical or regulatory conflicts. The changes or modified Design for Construction, upon completion by the Architect, shall be returned to the Owner for final approval, by both the Wright County Board of Commissioners and the Wright County Bench per MN Statute 484.77, including particular reference regarding all changes to aesthetic and/or functional changes with such being submitted in a completed form, which will allow the Owner to proceed with the bidding process.

4.2.5: Provide a total of ten (10) sets of complete plans, specifications, plus one (1) reproducible set prepared in conjunction with the Owner, a proposed form of Construction Contract complying with the Owner's criteria, other bid documents including proposed General Conditions with any supplement thereto, and Special Conditions for the purpose of competitively bidding the Project.

4.2.6: Assist the Owner in the bidding process by responding to bidders' questions or requests for clarification, by drafting and issuing any required addenda to the bid, assisting in the review of the bids, and making a recommendation to the Owner for award of the Construction Contract. The General Conditions, any supplement thereto, and the proposed Construction Contract shall be coordinated between the Owner and Architect, but shall not be inconsistent with this Contract unless expressly so stated, and shall receive the Owner's review, input, and written approval prior to being used for bidding purposes. The Architect, if needed, shall attend meetings to address the Wright County Board of Commissioners on the recommendation for award of the Construction Contract and to answer any questions or provide any clarifications necessary or requested.

4.3 Phase 3 – Construction Administration Services

4.3.1: The Architect shall provide Construction Oversight, including observations to assure that the work, including the construction, is completed pursuant to the plans, specifications, other Contract Documents and laws. The Architect

shall make careful and responsible observations and examinations of the Project Work as otherwise specified in this Contract; however, such shall not absolve or reduce the responsibility of the Contractor to fully and completely perform under its contract or other Contract Documents.

4.3.2:. Provide on-site construction management to assure the Contractor's proper compliance with the Contract Documents and Laws. This service is for the benefit and reliance of the Owner and not the Contractor.

4.3.3: The Architect shall prepare responses to requests for additional information related to the Contract Documents.

4.3.4: The Architect shall attend the Pre-Bid, Pre-Construction, and Project Job Meetings.

4.3.5: The Architect shall prepare responses to Requests for Information, Submittals, Sketches, Architectural Supplemental Instructions, and Change Order Requests.

4.3.6: The Architect shall prepare field reports identifying general observations and construction related issues.

4.3.7: The Architect shall review and the As-Built Drawings and Close-Out Documents for conformance to the Contract Documents.

4.3.8: The Architect shall coordinate as necessary the activities of Commissioning Agents used during the project.

4.3.9: The Architect shall assist the Owner in resolving any punch-list items prior to the completion of the project.

INSTRUCTIONS TO OFFERORS

1. **NON MANDATORY PRE-SUBMITTAL CONFERENCE:** The date and time of a prospective Pre-Submittal Conference is indicated on the cover page of this document. The purpose of this conference will be to clarify the contents of this Request for Proposals (RFP) in order to prevent any misunderstanding of the County's position. Any doubt as to the requirements of this Request for Proposals or any apparent omission or discrepancy should be presented to the County at this conference. The County will then determine the appropriate action necessary, if any, and issue a written amendment to the Request for Proposals. Oral statements or instructions will not constitute an amendment to this Request for Proposals. ***"Persons with a disability or that are unable to physically attend may request a reasonable accommodation by contacting the Wright County Administration Department. Requests for accommodations must be made forty-eight (48) hours in advance of the event."***

2. **SUBMITTAL FORMAT: One original and 8 copies (9 total) of each submittal in hard copy format, plus two (2) electronic copies on flash drive or Compact Disc** should be submitted on the form(s) and in the format specified in the RFP. The original copy of the submittal should be clearly labeled "Original" and shall be unbound and single-sided. The material should be in sequence and related to the RFP. **The sections of the submittal should be tabbed, clearly identifiable.** The County will not provide any reimbursement for the cost of developing or presenting proposals in response to this RFP. Failure to include the requested information may have a negative impact on the evaluation of the offeror's submittal.

3. **PREPARATION OF SUBMITTAL:**
   A. All proposals shall be in the format or on the form(s) provided in this RFP package (if provided). It is permissible to copy these form(s) as required. Facsimiles shall not be considered.
   B. The offer and acceptance page shall be submitted with an original ink signature by the person authorized to sign the submittal.
   C. Erasures, interlineations, or other modifications in the proposal shall be initialed in original ink by the authorized person signing the vendor offer.
   D. In case of error in the extension of prices in the proposal, unit price shall govern when applicable.
   E. Periods of time, stated as a number of days, shall be in calendar days.
   F. It is the responsibility of all offerors to examine the entire RFP package and seek clarification of any requirement that may not be clear and to check all responses for accuracy before submitting a proposal. Negligence in preparing a submittal confers no right of withdrawal after due time and date.

4. **CONFLICT OF INTEREST:** For purposes of determining any possible conflict of interest, all Offerors **must disclose** if any current Wright County employee is also an owner, corporate officer, or employee of your business. Offerors are to indicate on the Offer Page of this solicitation either "Yes" (County employee is associated with your business), or "No." If "Yes", Offerors must provide the name(s) of the County employee(s) and the position(s) County employee(s) hold within your business.

5. **WHERE TO SEND SUBMITTALS:** In order to be considered, the offeror must complete and send their submittal to Wright County Administration at the location indicated on the Notice Page. The submittal must be received by no later than the specified opening date and time. The offeror's submittal shall be presented in a sealed envelope with the OFFEROR'S NAME and RETURN ADDRESS written on the envelope. The words "SEALED SUBMITTAL" with SERVICE DESCRIPTION, SOLICITATION NUMBER, DATE, AND TIME of SUBMITTAL OPENING shall be written on the envelope.

6. **OFFER AND ACCEPTANCE PERIOD:** In order to allow for an adequate evaluation, the County requires an offer in response to this solicitation to be valid and irrevocable for one hundred twenty (120) days after the opening time and date.

7. **INQUIRIES:** Any question related to this solicitation shall be directed to the Wright County Administration whose name appears on the front side of this document. The offeror shall not contact or ask questions of the department for whom the requirement is being procured. Questions should be submitted in writing when time permits. County Administration may require any and all questions to be submitted in writing. Any correspondence related to a solicitation should

refer to the appropriate page and paragraph number. However, the offeror must not place the number on the outside of an envelope containing questions since such an envelope may be identified as a sealed submittal and may not be opened until after the official submittal due time and date. Oral interpretations or clarifications will be without legal effect. Only questions answered by formal written solicitation amendment will be binding.

8. **REQUEST FOR ADDITIONAL INFORMATION:** The County reserves the right to request additional information from Offerors for the purpose of explaining the contents of a submittal. Any such request shall be for informational purposes only.

9. **CONTRACT NEGOTIATIONS:** At the completion of the evaluation process, the County may enter into negotiations with the successful Offeror to determine fees, and to negotiate any other portion of the Contract deemed by the County to be necessary. In the event that the County is not able to negotiate successfully with the first Offeror, the County shall cease negotiations with that Offeror and either commence negotiations with the second selected Offeror or may choose to cancel the solicitation in its entirety. In the event that the County is not able to negotiate successfully with second selected Offeror, the County shall cease negotiations with that Offeror and either commence negotiations with the third selected Offeror or may choose to cancel the solicitation in its entirety. Award shall be made to the Offeror whose submittal and subsequent negotiation is most advantageous to the County.

10. **AWARD OF CONTRACT:** Notwithstanding any other provision of the solicitation, the County reserves the right to:
    (1) waive any immaterial defect or informality; or
    (2) reject any or all offers, or portions thereof; or
    (3) reissue the solicitation.

    A response to this solicitation is an offer to enter into negotiations and contract with the County based upon the terms, conditions, and specifications contained in the County's solicitation. Submittals do not become contracts unless and until they are approved by the Wright County Bench and executed by the County Board of Commissioners or designee. All of the terms and conditions of the solicitation shall be incorporated in the Contract, unless any of the terms and conditions are modified by a solicitation amendment, a contract amendment, or by mutually agreed terms and conditions in the final contract documents.

11. **FAMILIARIZATION OF SCOPE OF WORK:** Before signing a contract, each Offeror shall familiarize itself with the Scope of Work, laws, regulations and other factors affecting performance of work. It shall carefully correlate its observations with requirements of the solicitation and contract and otherwise satisfy itself as to the expense and difficulties attending the performance of the work. The signing of a Contract will constitute a representation of compliance by the Offeror. There will be no subsequent financial adjustment, other than that provided by the Contract, for lack of such familiarization.

12. **LATE SUBMITTALS:** Late submittals shall not be accepted.

13. **WITHDRAWAL OF SUBMITTAL:** At any time prior to a specified solicitation due time and date an offeror (or designated representative) may withdraw the proposal by submitting a written request stating the reason for withdrawal.

    Amendments may be obtained from the Wright County website at: www.co.wright.mn.us It is the bidder's responsibility to obtain a copy of any amendment relevant to this solicitation. Internet access is available at all public libraries. Any interested bidders without internet access may obtain a copy of this solicitation by calling (763) 682-7378, or a copy may be picked up during regular business hours at the Wright County Administration Department, 10 2nd Street NW Buffalo MN. Wright County takes no responsibility for informing recipients of changes to the original solicitation document. The bidder shall acknowledge receipt of an RFP amendment by signing and returning the document by the specified due time and date. Failure to submit signed amendments with the bid response may be grounds for deeming submittal non-responsive.

14. **SUBMITTAL:** The offer and any solicitation amendments must be signed and returned with the offeror's submittal.

15. **SUBCONSULTANTS:** Offeror must list any subconsultant to be utilized in performance of services herein. For each subconsultant, detail on respective qualifications must be included.

16. UPON NOTICE OF INTENT TO AWARD: The apparent successful offeror shall sign and file with the County, within ten (10) days after Notice of Intent to Award, all documents necessary to the successful execution of the contract.

17. EXCEPTIONS TO CONTRACT PROVISIONS: A response to any RFP is an offer to contract with the County based upon the contract provisions contained in the County's RFP, including but not limited to, the specifications, scope of services and any terms and conditions. Offerors who wish to propose modifications to the contract provisions must clearly identify the proposed deviations and any proposed substitute language. However, the provisions of the RFP cannot be modified without the express written approval of the County. If a proposal or offer is returned with modifications to the contract provisions that are not expressly approved in writing by the County, the contract provisions contained in the County's RFP shall prevail.

18. SUBMITTAL RESULTS: Results **are not** provided in response to telephone inquiries. A submittals received will be on file in the Wright County Administrator's Office and shall be available for review after final contract award.

19. PREPARATION OF SUBMITTAL:

A. EVALUATION REQUIREMENTS: The evaluation will be conducted in accordance with the following process:

1) Step One – Screening Phase: A qualified committee will evaluate the submissions and determine a "Short List" of the offeror(s) most qualified to provide the services. As part of a Step Two – Interview Process, the Short Listed firms will be invited to participate in the interview process.

The criteria for selecting screening firms under a one-step process, and for screening firms in the two-step process:

- Experience and Qualifications of the Proposed Project Team
- Firm Experience on Similar Projects
- Qualifications of Firm
- Available Resources to Complete Services
- Past Performance

Past Performance shall be considered by the Selection Committee based upon all information from County Departments, Project Managers, outside agencies, and references provided by the consultant.

2) Step Two – Interview Phase: Under a Two-Step process, the Short Listed Offerors will be invited to participate in Presentations/Interviews.

The County reserves the right to make such additional investigations as it deems necessary to establish the competency and financial stability of any party submitting a proposal.

B. INSTRUCTIONS FOR SUBMITTAL: All submittals shall include any and all form(s) provided in this solicitation package. It is permissible to copy these forms as required. Facsimiles or mailgrams shall not be considered. The offer form shall be submitted with an original ink signature by the person authorized to sign the submittal. Erasures, interlineations, or other modifications in the submittal shall be initialed in original ink by the authorized person signing the Consultant offer. Periods of time, stated as a number of days, shall be in consecutive calendar days. It is the responsibility of all offerors to examine the entire solicitation package and seek clarification of any requirement that may not be clear and to check all responses for accuracy before sending in a submittal. Negligence in preparing a submittal confers no right of withdrawal after due date and time.

Submittal for the projects shall be limited to the items listed below. Firms are advised to follow guidelines and submit only the requested information. A page is one side of an 8.5" x 11" sheet (minimum font size is 11).

1. **COVER LETTER** expressing interest in available projects. The cover letter shall also identify a single individual as point of contact for any future correspondence.

2. **UNIFORM QUESTIONNAIRE** responses to items 1 through 6 on the page titled Uniform Consultant Questionnaire.

UNIFORM CONSULTANT QUESTIONNAIRE

Firms will be screened based on evaluation of the Uniform Consultant Questionnaire using the following criteria, which are listed in relative order of importance.

1. PROJECT UNDERSTANDING, APPROACH AND VISION

Provide understanding, approach, and the vision the Architect will use and/or has used on similar past projects. Describe how and why those methods will be utilized on this project.

- In sufficient detail provide a rendition and description of the project in order to have the County understand what you envision the completed project will look like blending the existing Law Enforcement Center into the design of the new Wright County Court's Facility Building.
- Categorize and define the critical and important issues related to generating this project successfully.
- Describe any technological and/or innovative approaches planned in executing the project. Include aspects that relate to the effective use of electronic case management.
- Describe the firm's management approach toward complete and efficient performance of the project and the benefit each step of the approach has for the Owner.
- Discuss generally the tasks involved in this Project. Outline your overall approach for completing the tasks and provide a general schedule. A graphical depiction may be included with the evaluation criteria.
- Describe any unique aspects the firm may employ in the design of the project.
- Provide a concise list of services offered under the basic consultant services fee and services considered additional to basic services.

2. EXPERIENCE AND QUALIFICATIONS OF TEAM

Provide experience and qualifications of key team members including any licenses, registrations, or certifications applicable to the proposed work. Identify team experience on similar projects and the extent of team involvement including time commitment.

- Identify the project principal, project manager, key staff, and their qualifications and experience as they relate to these services. This includes staff employed by the Firm in addition to staff employed by consultants proposed as subconsultants to the Firm to collectively complete all aspects of the project.
- List any past experience related to overall project requirements possessed by the proposed team in the areas of court facilities and the aesthetic blending of a new facility with an existing structure.
- Extent of principal involvement.
- Team experience on similar contracts.
- Time commitment of key team members.
- Unique qualifications of key members.
- Qualifications and relevant individual education, experience, professional licenses, and pertinent credentials.
- Organizational Chart of the Project Team
- Experience of On-Site Manager

3. FIRM QUALIFICATIONS AND EXPERIENCE ON SIMILAR PROJECTS

The Consultant should describe the firm's experiences in dealing with the various aspects that will be involved with these services. Show how the experience relates to the categories outlined. List the key points of contact within the firm, and their individual and collective experiences in dealing with public agency staff.

- Identify the type and location of similar work performed which characterizes the work quality. List completion date, name/location, budget, and total square footage of new construction and renovation. List specific references that may be contacted.
- How does the experience identified above relate to the services? Describe the firm's management and organization capabilities.
- Describe internal quality and cost control measures or procedures.
- Demonstrate the firm's responsiveness to owner's concerns.

- Key contacts within the firm.
- Describe the method to manage and control changes after project initiation.

4. AVAILABLE RESOURCES TO COMPLETE SERVICES

Indicate the availability of the resources. The Consultant should describe the firm's current workload and its ability to complete these services in a timely manner. Submit a typical Organizational Chart of personnel to be assigned to a project together with the specific aspects of the project to which the designated individual will be involved. The chart should show the estimated time commitments of project manager and core project staff as a percentage of the unit total time for a typical project. The chart should clearly show if team members are from local or other offices or from associated firms.

- Submit a specific Organizational Chart of personnel to be assigned to the services together with the specific project tasks that will be performed by the designated individuals.
- Are resources currently available to perform the work for this contract?
- List other ongoing projects that each Team Member will be assigned while working on this project.
- Describe the firm's internal measures that will ensure timely completion.
- Identify the person who is responsible for maintaining the schedule.
- Identify the firm's record for project completion with other recent clients.

5. PAST PERFORMANCE

Information may be obtained from County Departments, Project Managers, outside agencies, and references provided by the consultant.

- The County will consult with other agencies and references provided by the Architect.
- Provide a list of current and past litigation related past projects. Provide a brief description, resolution, and current status of each instance.

6. GENERAL

- **Additional Investigations:** The County reserves the right to make such additional investigations as it deems necessary to establish the competence and financial stability of any firm submitting a proposal.
- **Prior Experience:** Experiences with the County and entities which evaluation committee members represent shall be taken into consideration when evaluating qualifications and experience.

SPECIAL TERMS AND CONDITIONS

1. **SOFTWARE COMPATABILITY:** For the purposes of aiding the Consultant in the performance of their obligation under this Contract, the County shall furnish upon request all relevant data in the County's possession and shall direct County officers, agents and employees to render all reasonable assistance to Consultant in connection with Consultants performance under this Contract. The provision of such aid, assistance, information or services as received from the County shall in no way relieve the Consultant from obligations under this Contract. The County does not warrant the compatibility of County furnished data, either electronic or in any form, with the Consultant's software. All costs associated with data conversion or software upgrades and conversions shall be borne by the Consultant.

2. **INSURANCE PROVISIONS:**

A. COVERAGE AFFORDED	**MINIMUM LIMITS OF LIABILITY**
Workers' Compensation	Employer's Liability Coverage with minimum limits of Bodily injury by Accident: $500,000 each accident Bodily Injury by Disease $500,000 each employee Bodily Injury by Disease $500,000 policy limit
Commercial General Liability	$1,500,000 each occurrence $3,000,000 general aggregate $3,000,000 Products and completed operations general aggregate
Automobile Liability Insurance to include any vehicle	$1,500,000 combined single limit
Professional Liability	$2,000,000 each occurrence $4,000,000 aggregate

B. INSURANCE CONDITIONS

1. **GENERAL CONDITIONS:** The Contractor agrees to, at its own expense, purchase and maintain at all times during the life of this contract the herein stipulated minimum insurance with companies duly licensed, possessing a minimum current A.M. Best, Inc. Rating of A- FSC VIII, or approved unlicensed companies in the State of Minnesota with policies and forms satisfactory to Wright County. All policies will contain an endorsement providing that written notice be given to the County at least ten (10) calendar days prior to termination, cancellation or reduction in coverage in any policy.

2. **WAIVER OF SUBROGATION OR TRANSFER OF RIGHTS OF RECOVERY:** The policies required herein, except Professional Liability, shall contain a waiver of subrogation or in the alternative, a waiver of transfer of rights of recovery against Wright County, its agents, representatives, officers, directors, officials and employees for any claims arising out of the Contractor's work or service.

3. **ADDITIONAL INSUREDS:** The insurance policies required by this Contract, except Workers' Compensation and Professional Liability, shall name Wright County, its agents, representatives, officers, directors, officials and employees as Additional Insured with a CG 20 10 or similar endorsement. The Contractor agrees that the insurance required herein will be primary and that any insurance carried by the County will be excess and not contributing. All insurance policies of the Contractor shall be primary in relation to the Additional Insured.

4. **ENDORSEMENTS AND CERTIFICATE:** The following provisions are also required for the insurance(s), and evidence of such shall be satisfied by Certificate(s) and Endorsements. An insurance company authorized to transact business in the State of Minnesota shall issue the Certificates. The Contractor shall, within ten (10) days

after award of bid, furnish the County with Certificates of Insurance for the required insurance coverage. Endorsements for the Waiver of Transfer of Rights and Additional Insured shall be provided as indicated above, unless contained within the basic policy(ies) and then confirmed by written statement signed by the insurance agent, broker and/or underwriter in a form acceptable to the County.

"Wright County, a body politic and corporate of the State of Minnesota, its Board members, officers, employees, agents, and other officials" shall be listed as the certificate holder. If room does not permit, this verbiage can be entered into the description of operations. However, if the latter method is used, **the certificate holder shall be listed only as Wright County, Minnesota, Attn: Risk Management , 10 2nd Street NW Buffalo MN.**

5. **SUBCONTRACTORS:** In the event any of the Work is subcontracted, the Contractor shall require the subcontractor to provide Workers' Compensation insurance for all of the subcontractor's employees engaged in the Work, unless such employees are covered by the protection afforded by the Contractor's Workers' Compensation insurance. In case any class of employees engaged in hazardous work under the Contract is not protected under the Workers' Compensation statute, the Contractor shall provide, and shall cause each subcontractor to provide, adequate employer's general liability insurance for the protection of such of their employees as are not otherwise protected.

6. **PROFESSIONAL LIABILITY (Errors & Omissions):** Professional liability insurance carried by the consultant must cover all elements of the project including professional services performed by subcontractors. If the consultant's professional liability insurance does not provided coverage for work performed by subcontractors, separate project insurance will be required to comply with the professional liability insurance requirement. The County may require a copy of the professional liability insurance policy to verify coverage.

The vendor agrees to defend, indemnify and hold Wright County, its employees and officials harmless from any claims, demands, actions or causes of action, including reasonable attorney's fees and expenses arising out of any act or omission on the part of the vendor, or its subcontractors, partners or independent contractors or any of their agents or employees in the performance of or with relation to any of the work or services tro be performed or furnished by the vendor or the subcontractors, partners, or independent contractors or any of their agents or employees under the agreement.

When a self-insured retention (SIR) or deductible exceeds **$25,000**, Wright County reserves the right, but not the obligation, to review and request a copy of Contractor's most recent annual report or audited financial statement. For policies written on a "Claims-Made" basis, Contractor agrees to maintain a Retroactive Date prior to or equal to the effective date of this contract. In the event the policy is canceled, non- renewed, switched to an Occurrence Form, retroactive date advanced; or any other event triggering the right to purchase a Supplemental Extended Reporting Period (SERP) during the life of this contract, Contractor agrees to purchase a SERP with a minimum reporting period not less than two (2) years. The requirement to purchase a SERP shall not relieve Contractor of the obligation to provide replacement coverage.

3. **OTHER CONTRACTS:** The County may, as its sole option, enter into Contracts for additional work related to this project. The Consultant shall fully cooperate with other Consultants and consultants and with County employees to accommodate such other work. The Consultant shall not commit or permit any act that interferes with the performance of such work by other Consultants.

4. **COMPENSATION AND METHOD OF PAYMENT:** In consideration of the performance of the services described in the Scope of Services, the County shall pay the Consultant in accordance with the negotiated contract rates, and the Consultant shall charge the County only in accordance with those same rates.

The County will pay the Consultant following the submission of itemized invoice(s). Each itemized invoice must bear a written certification by an authorized County representative confirming the services for which payment is requested.

5. **CONFLICT OF INTEREST:** Subconsultants who design and/or develop specifications for materials for this project will be precluded from contract award for that item if a solicitation is issued for the item.

6. **SOLICITATION AMENDMENTS:** Amendments may be obtained from the Wright County website at: **www.co.wright.mn.us** It is the Offeror's responsibility to obtain a copy of any amendment relevant to this solicitation. Internet access is available at all public libraries. Any interested Offerors without Internet access may obtain a copy of this solicitation by calling **(763) 682-7378**, or a copy may be picked up during regular business hours at the Wright County Administration 10 2nd Street NW Buffalo MN 55313. The County takes no responsibility for informing recipients of changes to the original solicitation document. Failure to submit signed solicitation amendments with the sealed submittal may be grounds for deeming the submittal non-responsive.

7. **OWNERSHIP OF WORK:** The originals of all documents provided to the Consultant by the County for review and all work product of the Consultant including, without limitation, field review notes, field survey notes, reports, exhibits, computer outputs, calculation sheets, drawings, and all other documents, including recordings, videos and pictures associated herewith are instruments of service, are property of the County, and are to be delivered to the County before or as a part of completion of the performance under any phase of this contract for which compensation and/or payment is requested by the Consultant. Any work produced under this contract is a work made for hire. Each discovery, idea, invention, or other work product developed by the Consultant pursuant to this Agreement (collectively 'Work Product') shall belong to the County. To the extent applicable law provides that any Work Product belongs to the Consultant rather than the County notwithstanding the preceding sentence, the Consultant assigns to the County all rights, title, and interest in and to such Work Product for no consideration other than that which is given in connection with this Agreement. The Consultant must promptly (1) provide the County with all information in the possession or under the control of the Consultant and relating to all Work Product and (2) at the request of the County, execute and deliver to the County each document and other writing, and take each other action, in order to assist the County in protecting its interest in any Work Product and otherwise enabling the County to use and enjoy any Work Product.

STANDARD TERMS AND CONDITIONS

1. DEFINITION OF KEY WORDS USED IN THE SOLICITATION:

Shall, Will, Must: Indicates a mandatory requirement. Failure to meet these mandatory requirements may result in the rejection of submittal as non-responsive.
Should: Indicates something that is recommended but not mandatory. If the offeror fails to provide recommended information, the County may, at its sole option, ask the offeror to provide the information or evaluate the submittal without the information.
May: Indicates something that is not mandatory but permissible.

For purposes of this solicitation, the following definitions shall apply:

A. **County –** Wright County, Minnesota,
B. **Agency or User Department** – Used interchangeably to mean the County department or division responsible for managing the professional services contract for the project.
C. **Consultant or Firm** – Used interchangeably in referring to the architect, engineer, geologist, landscape architect, or land surveyor organization offering professional services to the County.
D. **Evaluation Committee** – The committee established to formally evaluate proposals according to the evaluation criteria listed herein.
E. **Joint Venture** – Two or more persons or entities combining their property, money, skills, and knowledge to form a distinct legal entity to carry out a single business enterprise for profit, pursuant to a written agreement.
F. **Contract -** The legal agreement executed between the County and the Consultant/Firm.
G. **County Project Manager -** The County employee specifically designated as responsible for monitoring and overseeing the Consultant's performance under this Contract. Also referred to as County Designated Contract Representative.
H. **Administration Department -** The contracting authority for the County authorized to sign contracts and amendments thereto on behalf of the County.

2. NOTICE TO PROCEED: The Consultant agrees to render professional services promptly and diligently upon receipt of written notice to proceed with any or all of the services set forth herein.

3. RECORDS: Internal control over all financial transactions related to this Contract shall be in accordance with sound fiscal policies. The County may, at reasonable times and places, audit the books and records of Consultant or any and all of Consultant's sub-consultants. Said audit shall be limited to this Contract and its scope of services.

4. PRINCIPAL CONSULTANT'S RESPONSIBILITY: The Consultant shall be responsible for the professional quality, technical accuracy, and the coordination of all designs, drawings, specifications, and other services furnished by the Consultant under this Contract. The Consultant shall without additional compensation, correct or revise any errors or deficiencies in its designs, drawings, specifications, and other services. Additionally, when modification to a construction contract is required because of an error or deficiency in the services provided under this Professional Design Services Contract, the County shall consider the extent to which the Consultant may be reasonably liable.

Neither the County's review, approval or acceptance of, nor payment for, the services required under this Contract shall be construed to operate as a waiver of any rights under this Contract or of any cause of action arising out of the performance of this Contract, and the Consultant shall be and remain liable to the County in accordance with applicable law for all damages to the County caused by the Consultant's negligent performance of any of the services furnished under this Contract.

If the Consultant is comprised of more than one legal entity, each such entity shall be jointly and severally liable hereunder.
The Consultant agrees that the work to be performed pursuant to this agreement shall be under the full authority and responsible charge of the undersigned principal of the firm or officer of the corporation who must be the holder of a current Minnesota Certificate of Registration issued by the Board of Architecture, Engineering, Land Surveyng, Landscape Architecture, Geoscience, and interior Design, for the practice of professional design services in the State of Minnesota. Any drawings, plans, specifications, and estimates to be prepared pursuant to this agreement shall be prepared by or under the personal direction of the undersigned qualified holder of an Minnesota Certificate of Registration issued by the Minnesota Board of Architecture, Engineering, Land Surveyng, Landscape Architecture, Geoscience, and Interior Design.
The Consultant shall be responsible for the completeness and accuracy of all services rendered and correction of all errors of omission or commission on the drawings, specifications, and other documents notwithstanding prior approval by the County.

By signing the Contract, the Consultant affirms that it has the ordinary skill, knowledge, and judgment possessed by members of its profession, and that it will use reasonable and ordinary care and diligence in performing the work.

5. ADDITIONAL COMPENSATION:
The Consultant shall submit a written proposal to the County's Designated Representative and secure the County's written approval of same prior to the performance by the Consultant of any work for which additional compensation will be requested.

Without the prior written approval of the proposed work and the fee therefor, the County will not consider payment of any sums other than those already set forth under this Contract.

6. EXCLUSIVE POSSESSION: All work of authorship, including but not limited to calculations, designs, drawings, specifications, graphics, text, and all copywritable works resulting from this Contract shall become property of the County. Additionally, all services, information, computer program elements, reports, plans, specifications, and other deliverables which may be created under this Contract are the sole property of the County. Property of the County shall not be used or released by the Consultant or any other person except with prior written permission by the County.

7. DRAWING, STANDARD DETAILS, ETC.: All final documents shall be prepared by such methods and of such quality of workmanship as will permit the making of satisfactory reproductions.

8. ADVICE AND CONSULTATION: The Consultant shall be available to the County for advice and consultation on the interpretation of the plans and specifications on questions which may arise during the course of this Contract.

9. PUBLIC HEARINGS: The Consultant shall upon request, attend any public hearing on matters related to the scope of professional services set forth in this Contract.

10. TIME RECORDS: The Consultant shall maintain complete, current and daily records covering all hours actually worked on this project by the various classes of workers. The County shall have the right to audit and/or examine such records at any time during the progress of this Contract and shall withhold payment if such documentation is found by the County to be incomplete or erroneous.

11. CERTIFICATION: By signature in the offer section of the Offer page, Consultant certifies:

A. The submission of the offer did not involve collusion or other anti-competitive practices.
B. The Consultant shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246.
C. The Consultant has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer.
D. The Consultant submitting the offer hereby certifies that the individual signing the offer is an authorized agent for the Consultant and has the authority to bind the Consultant to the Contract.

12. TERMINATION OF CONTRACT: Unless otherwise specifically provided herein, this contract may be terminated at any time by mutual written consent, or by the County, with or without cause, upon giving **thirty** (30) days written notice to you. The County at its convenience, by written notice, may terminate this contract, in whole or in part. If this contract is terminated, the County shall be liable only for payment under the payment provisions of this contract for services rendered and accepted material received by the County before the effective date of termination.

A. The County may terminate this Contract in whole or, from time to time, in part, for the County's convenience or because of the failure of the Consultant to fulfill the Contract obligations. Upon receipt of the notice of termination, the Consultant shall: 1) immediately discontinue all services affected (unless the notice directs otherwise), and 2) deliver to the Administration Department all data, drawings, specifications, reports, estimates, summaries, and other information and materials accumulated in performing this Contract, whether completed or in process.
B. If the termination is for the convenience of the County, the County shall make an equitable adjustment in the contract price but shall allow no anticipated profit on unperformed services.
C. If the termination is for failure of the Consultant to fulfill the contract obligations, the County may complete the work by contract or otherwise, and the Consultant shall be liable for any additional cost incurred by the County.
D. If, after termination for failure to fulfill contract obligations, it is determined that the Consultant has not failed, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the County.
E. The rights and remedies of the County provided in this clause are in addition to any other rights or remedies provided by law or under this Contract.
F. Each payment obligation of the County created hereby is conditioned upon the availability of County, State and Federal funds

which are appropriated or allocated for the payment of such an obligation. If funds are not allocated by the County and available for the continuance of service herein contemplated, the contract period for the service may be terminated by the County at the end of the period for which funds are available. The County shall notify consultant at the earliest possible time which service will or may be affected by a shortage of funds. No penalty shall accrue to the County in the event this provision is exercised, and the County shall not be obligated or liable for any future payments due or for any damages as a result of termination under this paragraph.

13. SUSPENSION OF WORK:

A. The County may order the Consultant, in writing, to suspend, delay, or interrupt all or any part of the work under this Contract for the period of time that the County determines appropriate for the convenience of the County.

B. The Consultant agrees that no charges or claims for damages shall be made against the County for any delays or hindrances during the progress of this Contract. Such delays or hindrances, if any will be covered by an extension of time for such reasonable period as mutually agreed upon between the parties. It is agreed and understood, however, that permission to proceed with the Contract after the established completion date, shall not be construed as a waiver by the County of any of the rights herein.

14. INDEPENDENT CONSULTANT: It is clearly understood that each party shall act in its individual capacity and not as an agent, employee, partner, joint venturer, or associate of the other. An employee or agent of one party shall not be deemed or construed to be the employee or agent of the other party for any purpose whatsoever.

Consultant shall not be entitled to compensation in the form of salaries, or to paid vacation or sick days by the County, and that such days do not accumulate for the use of same at a later date.

The County will not provide any insurance coverage to Consultant, including Worker's Compensation coverage. The Consultant is advised that taxes or social security payments shall not be withheld from a County payment issued hereunder and that Consultant should make arrangements to directly pay such expenses, if any.

15. NON-EXCLUSIVE CONTRACT: Any contract resulting from this solicitation shall be awarded with the understanding and agreement that it is for the sole convenience of the County. The County reserves the right to obtain like goods or services from another source when necessary.

16. AMERICANS WITH DISABILITIES ACT: The Consultant shall comply with all applicable provisions of the Americans with Disabilities Act, Public Law 101-336, 42 U.S.C. 12101-12213, and applicable federal regulations under the Act.

17. CONFIDENTIALITY OF RECORDS: For purposes of this Agreement all data created, collected, received, stored, used, maintained, or disseminated by Vendor in the performance of this Agreement is subject to the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Chapter 13 and the Minnesota Rules implementing the Act now in force or hereafter adopted as well as the Federal laws on data privacy. If Vendor is performing a governmental function as defined in Minn. Stat. Section 13.05, Subd. 11 as part of its contract duties, it must comply with those requirements as if it were a governmental entity. The remedies in Minn. Stat. Section 13.08 apply to the Vendor. Vendor does not have a duty to provide access to public data to the public if the public data are available from the County, except as required by the terms of this Agreement. All subcontracts shall contain the same or similar data practices compliance requirements.

18. GRATUITIES: The County may, by written notice to the Consultant, cancel this Contract if it is found that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Consultant or any agent or representative of the Consultant, to any officer or employee of the County amending. In the event this Contract is canceled by the County pursuant to this provision, the County shall be entitled, in addition to any other rights and remedies, to recover or withhold from the Consultant the amount of the gratuity.

19. APPLICABLE LAW: This Contract shall be governed by the law of the State of Minnesota, and suits pertaining to this Contract shall be brought only in Federal or State courts in the State of Minnesota.

20. CONTRACT: The Final Contract document shall be written and shall be based upon the RFP and/or the Request for Proposal issued by the County, the offer submitted by the Consultant in response to the RFP and/or the Request for Proposal, and any negotiations entered into and changes agreed upon by both parties. The offer shall substantially conform to the terms, conditions, specifications and other requirements set forth within the text of the RFP and/or the Request for Proposal. The County reserves the right to clarify any contractual terms with the concurrence of the Consultant; however, any substantial non-conformity in the offer, as determined by the County shall be deemed non-responsive and the offer rejected. The Contract shall contain the entire agreement between the County and the Consultant relating to this requirement and shall prevail over any and all previous agreements, contracts, proposals, negotiations, purchase orders, or master agreements in any form.

21. **CONTRACT AMENDMENTS:** This Contract shall be modified only by a written contract amendment approved and signed by the County Board of Commissioners.

22. **PROVISIONS REQUIRED BY LAW:** Each and every provision of law and any clause required by law to be in the Contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party the Contract shall forthwith be physically amended to make such insertion or correction.

23. **SEVERABILITY:** The provisions of this Contract are severable in the sole discretion of the County, to the extent that any provision or application held to be invalid shall not affect any other provision or application of the Contract which may remain in effect without the invalid provision or application.

24. **INTERPRETATION - PAROL EVIDENCE:** This Contract is intended by the parties as a final expression of their agreement and is intended also as a complete and exclusive statement of the terms of this agreement. No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any term used in this Contract. Acceptance or acquiescence in a course of performance rendered under this Contract shall not be relevant to determine the meaning of this Contract even though the accepting or acquiescing party has knowledge of the nature of the performance and opportunity to object.

25. **ASSIGNMENT – DELEGATION:** No right or interest in this Contract shall be assignable in whole or in part without the written consent of the parties hereto, and no delegation of any duty of Consultant shall be made without prior written permission of the County's Administration Department. This Contract and all of the terms, conditions and provisions herein, shall extend to and be binding upon the heirs, administrators, executors, successors, and assigns of the parties hereto. The County shall not unreasonably withhold approval of assignment/delegation and shall notify the Consultant of the County's position within fifteen (15) days of receipt of written notice by the Consultant.

26. **SUBCONTRACTS:** No subcontract shall be entered into by the Consultant with any other party to furnish any of the material/service specified herein without the advance written approval of the County's Administration Department. All subcontracts shall comply with Federal and State laws and regulations which are applicable to the services covered by the subcontract and shall include all the terms and conditions set forth herein which shall apply with equal force to the subcontract, as if the sub-consultant were the Consultant referred to herein. The Consultant is responsible for contract performance whether or not sub-consultants are used. The County shall not unreasonably withhold approval and shall notify the Consultant of the County's position within 15 days of receipt of written notice by the Consultant.

27. **RIGHTS AND REMEDIES:** No provision in this document or in the Consultant's response shall be construed, expressly or by implication as a waiver by either party of any existing or future right and/or remedy available by law in the event of any claim or default or breach of contract. The failure of either party to insist upon the strict performance of any term or condition of the contract or to exercise or delay the exercise of any right or remedy provided in the Contract, or by law, or the acceptance of materials or services, obligations imposed by this Contract or by law, and shall not be deemed a waiver of any right of either party to in sist upon the strict performance of the Contract.

28. **ACKNOWLEDGMENTS:** Consultant acknowledges that all material or service delivered under this Contract shall conform to the specifications of this Contract. Mere receipt of shipment of the material or service specified and any inspection incidental thereto by the County, shall not alter or affect the obligations of the Consultant or the rights of the County under the foregoing warranties. Additional warranty requirements may be set forth in this document.

29. **INDEMNIFICATION:** To the fullest extent permitted by law, Consultant shall indemnify and hold harmless Wright County, a body politic and corporate of the State of Minnesota, it's board members, officers, employees, agents and other officials (hereafter called "County") from and against all claims, damages, losses and expenses, including reasonable attorneys' fees and court costs but only to the extent caused by the negligence, recklessness or intentional wrongful conduct of Consultant or other persons employed or used by Consultant in the performance of the contract or subcontract.

30. **RIGHT TO ASSURANCE:** Whenever one party to this Contract in good faith has reason to question the other party's intent to perform, the former party may demand that the other party give a written assurance of this intent to perform. In the event that a demand is made and no written assurance is given within five (5) days, the demanding party may treat this failure as an anticipatory repudiation with this Contract.

31. **RIGHT TO INSPECT:** The County may, at reasonable times, and at the County's expense, inspect the place of a Consultant or sub-consultant which is related to the performance of any contract as awarded or to be awarded.

32. WORK SCHEDULE: The consultant shall adhere to any and all work schedules developed under this contract. The work schedule will provide for the completion of services within a specified number of consecutive calendar days following the starting date established by a written notice to proceed. If the Consultant is unable to adhere to the accepted schedule, they shall prepare a justification letter with a proposed revised schedule and submit the same to the County for review and approval. It shall be the sole option of the County to approve any such requests. The County shall be furnished two (2) copies of the original work schedule and two (2) copies after each revision, if any, is approved.

33. FORCE MAJEURE:

A. Except for payment of sums due, neither party shall be liable to the other nor deemed in default under this Contract if and to the extent that such party's performance of this Contract is prevented by reason of Force Majeure. The term "Force Majeure" means a major occurrence that is beyond the control of the party affected and occurs without its fault or negligence. Force Majeure shall not include late performance by a sub-consultant unless the delay arises out of a Force Majeure occurrence in accordance with this Force Majeure term and condition.

B. If either party is delayed at any time in the progress of the work by Force Majeure, the delayed party shall immediately notify the other party in writing of such delay of the commencement thereof, and shall specify the causes of such delay in such notice. Such notice shall be hand-delivered or mailed certified-return receipt and shall make a specific reference to this article, thereby invoking its provisions. The delayed party shall cause such delay to cease as soon as practicable and shall notify the other party in writing when it has done so. The time of completion shall be extended by contract modification for a period of time equal to the time that results or effects of such delay prevent the delayed party from performing in accordance with this Contract.

34. INSPECTION & ACCEPTANCE: All material or service is subject to final inspection and acceptance by the County. Material or service failing to conform to the specifications of this Contract shall be held at Consultant's risk and may be returned to the Consultant. If so returned, all costs are the responsibility of the Consultant. Noncompliance shall conform to the cancellation clause set forth in this document.

35. PAYMENT: When submitting invoices for payment, vendors are to include the applicable Purchase Order number on the invoice. The invoice should not be submitted until you have supplied the materials and/or services covered by the purchase order bearing the same number. If the vendor is unable to fulfill all of the purchase order, submit an invoice for the portion of the order supplied, or service completed. Once the backordered/uncompleted portion of the purchase order is shipped/completed, a new invoice is required. Vendors are requested to submit invoice(s) within 30 days of delivery and/or date of service.

The County shall make every effort to process payment for the purchase of materials or services within twenty-one (21) calendar days after receipt of materials or services and a correct invoice.

36. BUSINESS LICENSES AND PERMITS: Consultant shall maintain in current status all Federal, State, and local registrations, licenses and permits required for the operation of the business conducted by the Consultant as applicable to this Contract.

37. PROJECT LICENSES AND PERMITS: Consultant shall ensure that all licenses and permits, applicable to the work as specified herein, are maintained and current.

38. COST OF PROPOSAL PREPARATION: The County shall not reimburse the cost of developing, presenting, or providing any response to this solicitation. Offers submitted for consideration should be prepared simply and economically providing adequate information in a straightforward and concise manner.

39. PUBLIC RECORD: All proposals submitted in response to this request shall become the property of the County and shall become a matter of public record available for review subsequent to the award notification. Any information or materials deemed proprietary must be specifically designated as such and may be maintained as a confidential record in the discretion of the County.

40. SUBSEQUENT EMPLOYMENT: The County may cancel this Contract without penalty or further obligation pursuant if any person significantly involved in initiating, negotiating, securing, drafting, or creating the Contract, on behalf of the County is or becomes, at any time while the Contract or any extension of the Contract is in effect, an employee of, or a Consultant to any other party to this Contract with respect to the subject matter of the Contract. Such cancellation shall be effective when written notice from the Administration Department is received by the parties to this Contract, unless the notice specifies a later time.

41. PROJECT COMPLIANCE: It is the Consultant's sole responsibility to ensure that they comply with all applicable Federal, State and Local regulations. At a minimum, the project shall be designed to comply with all applicable Federal, State and Local regulations and any amendments thereto which are adopted during the life of this Contract. Therefore, the Consultant should be aware that any of the following may apply to this project. Compliance with these is required and it shall be the responsibility of the Consultant

to alert the County of any deviation from this requirement.

42. **MAINTENANCE OF RECORDS:** Pursuant to Minn. Stat. § 16C.05, Subd. 5, Contractor agrees to provide the County, the State Auditor, or any authorized representatives of either, access to and the right to examine, audit, excerpt and transcribe any books, documents or other records pertinent to this project. Contractor further agrees to maintain these records for a period of six years from the completion of this project.

WRIGHT COUNTY ADMINISTRATION
10 2nd STREET NW BUFFALO MN 55313

OFFER FORM

TO WRIGHT COUNTY: The Undersigned hereby offers and agrees to furnish the material or service in compliance with all terms, scope of services, conditions, specifications, and amendments in the Request for Qualifications.

CONFLICT OF INTEREST: For purposes of determining any possible conflict of interest, all bidders **must disclose** if any current Wright County employee is also an owner, corporate officer, or employee of your business. Indicate either "Yes" (County employee is associated with your business), or "No." If yes, provide the name(s) of the County employee(s) and the position(s) County employee(s) hold within your business. Reference "Instructions to Offerors" (4)
No _____ Yes _____ Name & Position _____ (include additional page(s) if necessary)

_____
Company Name

_____
Address

_____
City State Zip

_____
Signature of Person Authorized to Sign

_____
Printed Name

_____
Title

For clarification of this offer, contact:

Name:_____

Phone: _____

Fax: _____

E-mail: _____

ACCEPTANCE OF OFFER:
The offer is hereby accepted.

The Consultant is now bound to provide the materials or services listed in this RFP, including all terms, conditions, specifications, amendments, etc., and the Consultant's Offer as accepted by County/public entity.

The Consultant has been cautioned not to commence any billable work or to provide any material or service under this contract until Consultant receives this signed sheet, or written notice to proceed.

Awarded this _____ day of _____, 2016

_____
Pat Sawatzke, Chairman of Wright County Board of Commissioners

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

BUILDING COMMITTEE
MINUTES
July 27, 2016

MEMBERS PRESENT: Potter, Daleiden, Kelly
OTHERS PRESENT: Wilczek, Hatfield, Joel Dunning, Judge McPherson, Judge Tenney, Harrington, Stephens

I. Courtroom Bench Remodel Designs

Kelly presented background information to the group at the meeting and outlined the nature of the goals for the design initiative. It was stated that the goal was to provide a solution for modifications to courtrooms 1, 2, and 5 to accommodate a second clerk in the most efficient and economically feasible way. Joel Dunning (Wold Architects and Engineers) presented the proposed specific changes and options in each room.

Court room #1: The proposal includes removing the existing witness stand and utilizing the current clerk location for the witness. Two new clerk stations would be installed in the general location of the current witness box and immediately adjacent to the bench. Potter commented that he generally likes the layout, but has concerns with the witness being immediately next to the Judge with an open passageway behind the bench (current clerk location). Judge McPherson agreed that it is not ideal, but would be acceptable for a very short term as the project moves forward. If the new building would be delayed, it would need to be reworked as it is not a long term solution.

Court room #2: Dunning presented the current conditions of the room and discussed a couple of ideas that were ultimately removed in earlier subcommittee meetings. Originally it was proposed to place the second clerk station on the same elevated surface as the first, requiring a ramp up to the clerks and a step down to the well. This solution would keep the clerks at a more elevated height for easier sharing of documents with the Judge. It was decided however, in consideration to cost and flow of the area, that it would be best to leave the existing on an elevated level and place the second clerk at floor level. The existing wall between the two stations would be modified and cut lower so there would be an ease of sharing documents between the two. Judge McPherson commented that they may want the wall of the second clerk to extend further (than is shown in the plan) along the side of the work station to provide more of an enclosure.

Court room #5: Dunning presented the proposal for the room with the comment that the doorway behind the existing clerk has an elevated volume of traffic/usage. There were two concepts provided to modify the room with the first being a desk addition to the side of the existing clerk station at 5" lower than the existing. Option two would remove the existing clerk station and install two new stations at floor level. Although the second option is more expensive, it also allows shortening the total length of the two stations and creating more clear space in front of the doorway (the first station can be shortened due to removing the side wall and combining to one shared work surface if replacing them both at floor level). To accommodate the additional height for the clerk to reach the bench, the wall of the bench would be cut out to a lower height for easier sharing of documents. Potter & Daleiden asked what the Judge preferences would be and Judge McPherson said Monica Tschumper would still prefer to speak with the staff to get input before a decision is made. The general consensus in the group was that the second option seemed to be better fit than the first, but would await input from the rest of the courtroom staff.

Dunning commented that the cost of completing the proposed changes would be similar whether done with furniture or fabricated millwork. He would assist in obtaining pricing from both furniture vendors and millwork companies to determine actual costs and lead times. Daleiden asked what the next step would be in the project and Kelly stated that it would be to recommend moving forward with the work pending final decision on the courtroom #5 options. Dunning and McPherson commented that everyone is working together to identify the best solution and are making concessions to accomplish the short term goals of the group. Dunning commented that it

would likely take from a few nights to a week per courtroom to complete install, depending on if a room could be closed for any daytime work or if all had to be completed after hours. Judges Tenney and McPherson identified a week in September and a week in December that would be available to work during the day as staff will be offsite. Dunning noted that it might be 2 – 3 months before the work would commence due to fabrication, but wasn't sure at this point with the current workload of the companies in the trades being busy. Judge McPherson noted that she would like to see the costs for completing the work afterhours vs daytime hours and make the determination based on that review. There is a potential way to complete during the day, but it would be more disruptive to the operation of the courts. Judge McPherson commented that she is pleased with everyone's cooperation in the planning and appreciates the work that has been completed in getting viable options together quickly.

Recommendation:
Daleiden recommended approving the modifications with a total cost not to exceed $60,000. Potter agreed. A final decision on the courtroom 5 option A vs B to be determined after Tschumper speaks with staff.

II. <u>Modification To The Human Services Center Room 127</u>
Wilczek provided an update on the status of the room 127's north emergency exit door and moveable partition. The partition finishes have been selected by Health & Human Services and the system is ordered. The delivery / install timeframe has not yet been received from Hufcor. The north door specs are being bid and the project is expected to be awarded soon.

Recommendation:
No recommendation other than keep moving forward.

III. <u>Annex Restroom</u>
Wilczek provided an update on the project and the status of the architect's work. Product mfg. recommendations were sent to Tiffany Townsend (Nelson Architects) after discussion Hatfield and she is working on reviewing finish options for the project. After finish packages are completed and reviewed, the project will be ready to release for bid solicitation.

Recommendation:
Daleiden recommended to keep moving toward getting the bids for consideration of completion, likely in 2017.

IV. <u>Public Works Deferred Maintenance & Remodel</u>
Wilczek provided updates on the status of the architect work, the consultant work, and the shop area modifications. The consultant has completed their initial visual assessment and will next be completing field verifications to confirm the conditions noted in plans are in place. The roof will be opened to view the system and the wall will be opened to view the window type. The architect supplied the first draft of the interior remodel and was communicated with Parks, Surveyors, and Extension. The Surveyors group had a few changes to the plan from the first draft and Tiffany Townsend (Nelson Architects) is revising. The drawing will be reviewed for code compliance and sent back. Wilczek will distribute to departments as well as Potter & Daleiden for review upon receipt. The overhead door project will be moving forward with Overhead Door Company of the Northland. They are the contractor who can meet the project scope (masonry & door work) within the approved NTE of $20,000. The dust collection bids are under review and will be awarded to the contractor best fitting the needs of the system for the approved NTE $40,000.

Recommendation:
No recommendation except to continue progress toward completion.

V. <u>Compost Facility Storm Damage Repair</u>
Wilczek provided an update on the site including the engineering review and the debris removal. The review was

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completed by TKDA (the original firm who worked on the site design) on Tuesday, July 26. They will have a complete report delivered within approximately 1 week, however did provide some limited feedback on the conditions of the site upon completion of their review. It was noted that there is significant corrosion to all wall panels and girts, limited corrosion to the trusses, significant corrosion to the roof purlins, minor wear and cracking to the concrete walls, evidence of the roof system leaking, and generally mild or no corrosion to the vertical wall columns. Potter noted that the tipping floor has been a good staging area for materials and valuable to the site in the past, then questioned what other areas could be used for storage? Stephens commented that it has been very nice to use the area but thinks there would be a way to operate without it. There was discussion between Daleiden, Potter, and Stephens about the potential use of the Fine Treatments Building, and it was pointed out there is equipment still in place that would have to be removed. Stephens commented that there has been a value assessment done on the existing equipment in the past. Wilczek noted that after reaching out to a couple of groups, there hasn't been success in getting the damaged wall panels removed from the site.

Recommendation:

It was recommended by Potter and Daleiden to wait for the full engineering report to come back, submit to the insurance group/adjuster for review, and have discussions about the plans for the site when all of the facts are gathered. It was also recommended by Potter and Daleiden to reach out to a scrap metal group to see if they would come to the site and get the wall panels rather than utilizing a contractor to cut/haul/ dispose of them.

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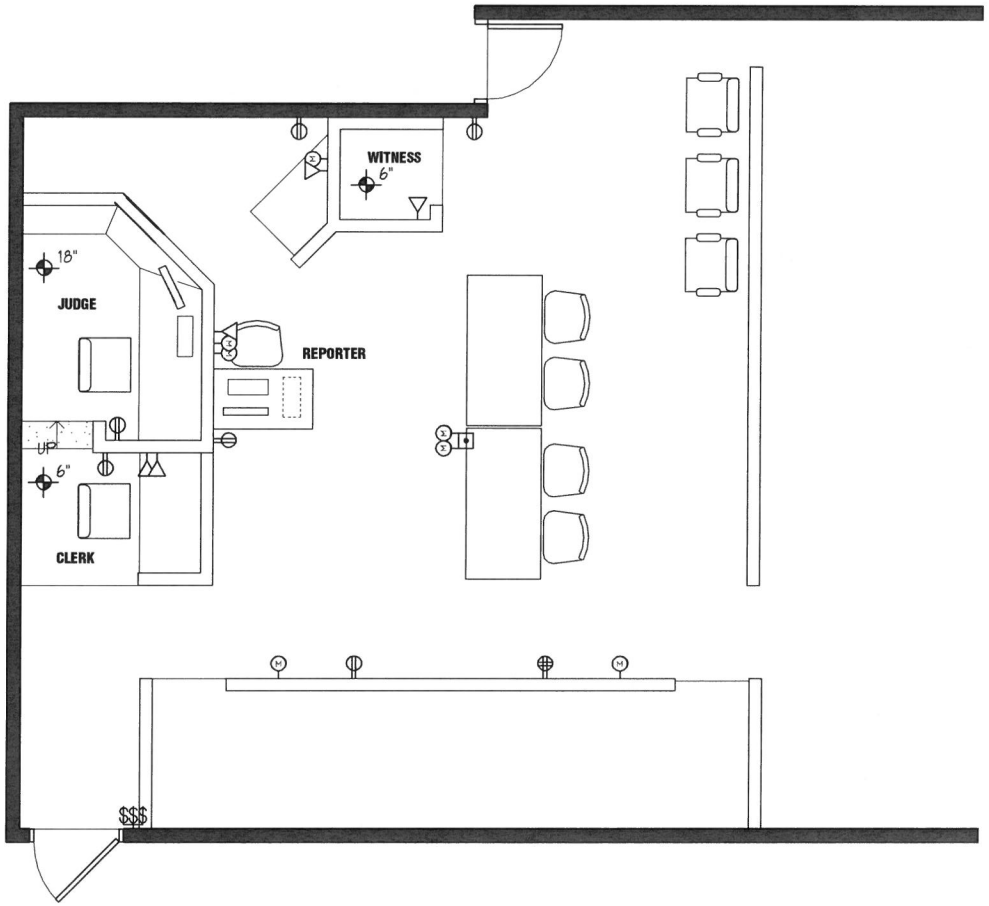
Wold

Wright County
Bench Renovations
July 25, 2016



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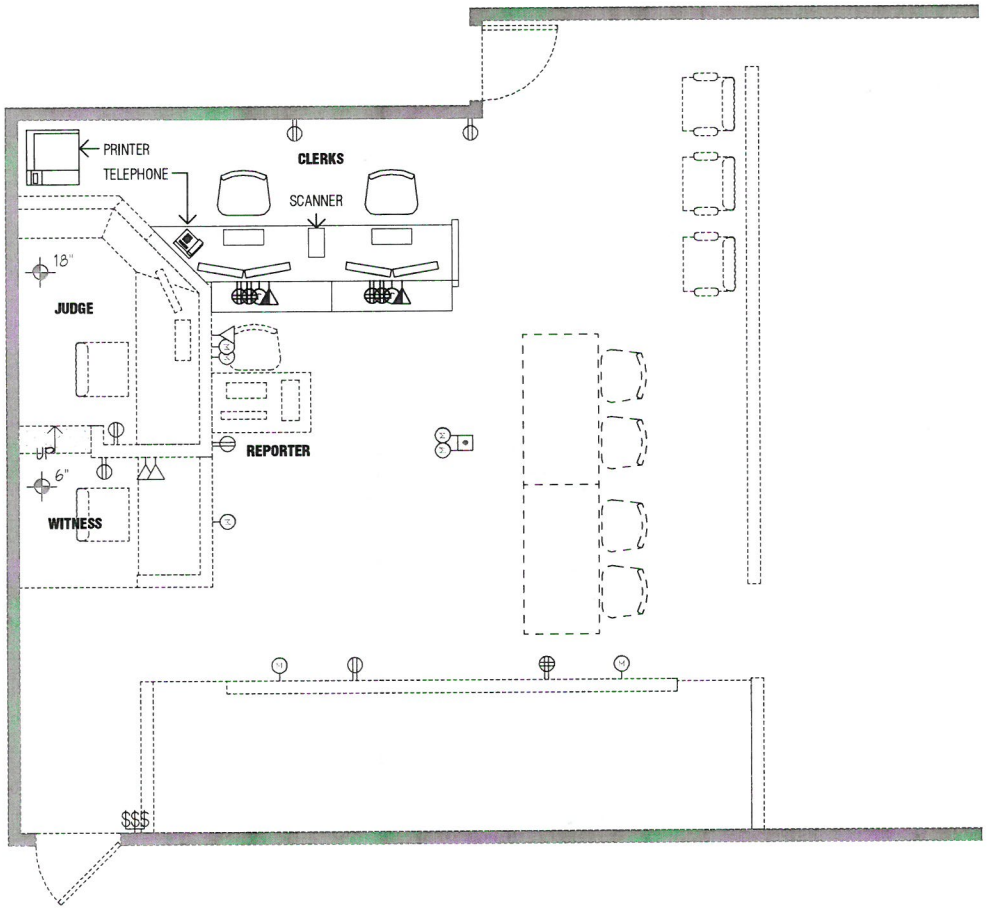
Wright County
Bench Renovations
July 25, 2016



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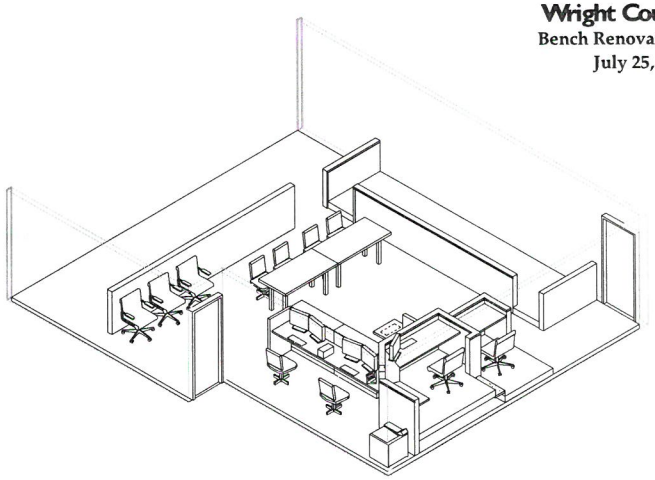

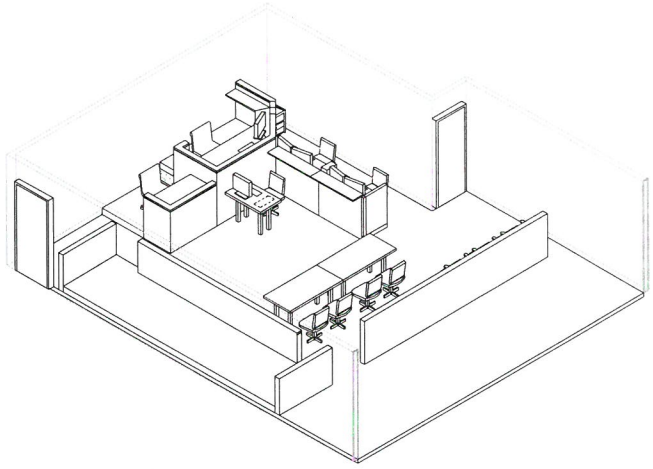

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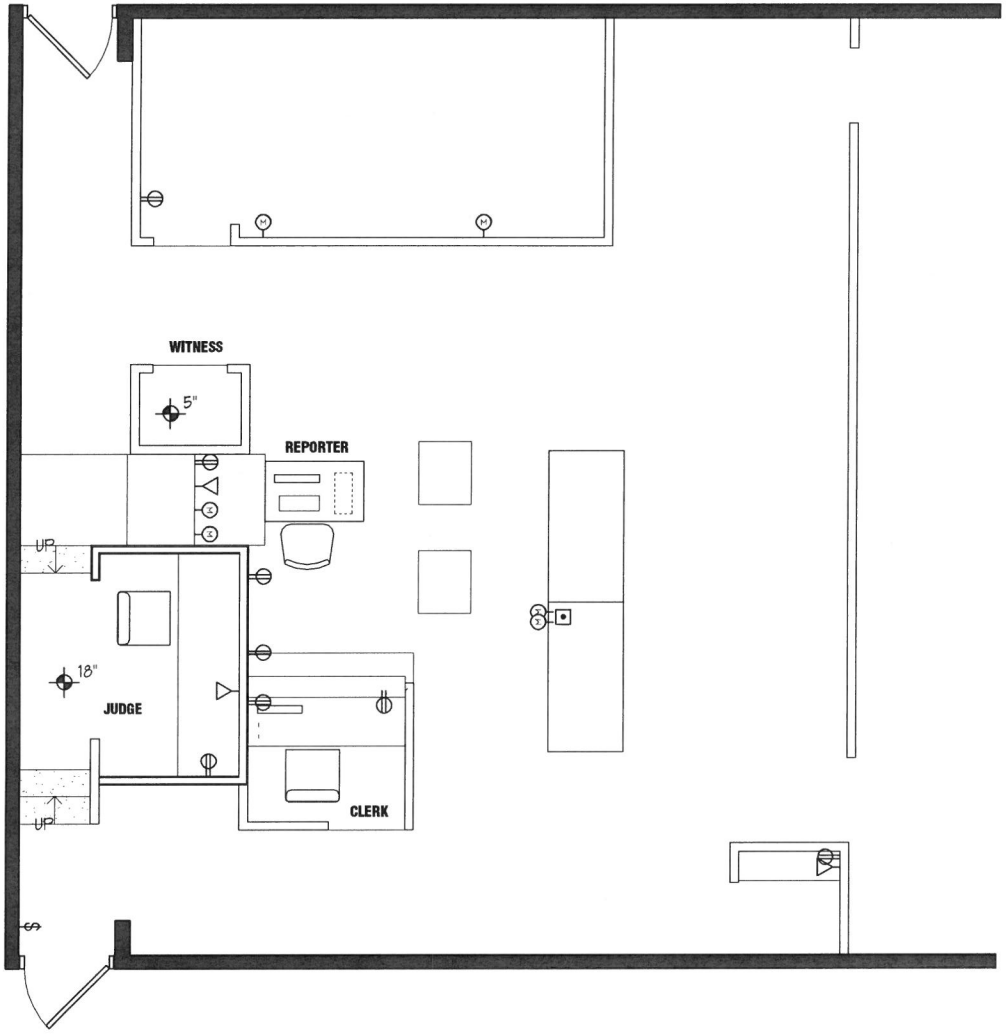
Wright County
Bench Renovations
July 25, 2016



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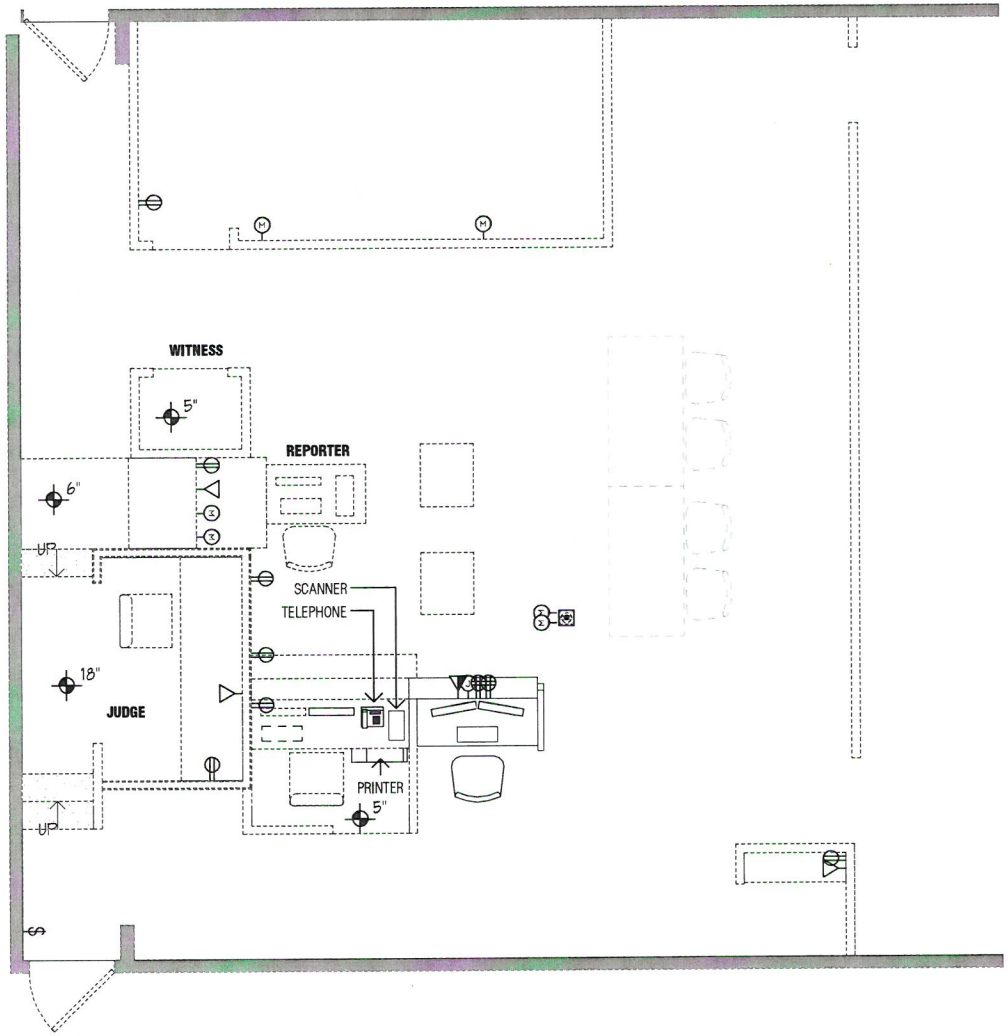
Wright County
Bench Renovations
July 25, 2016



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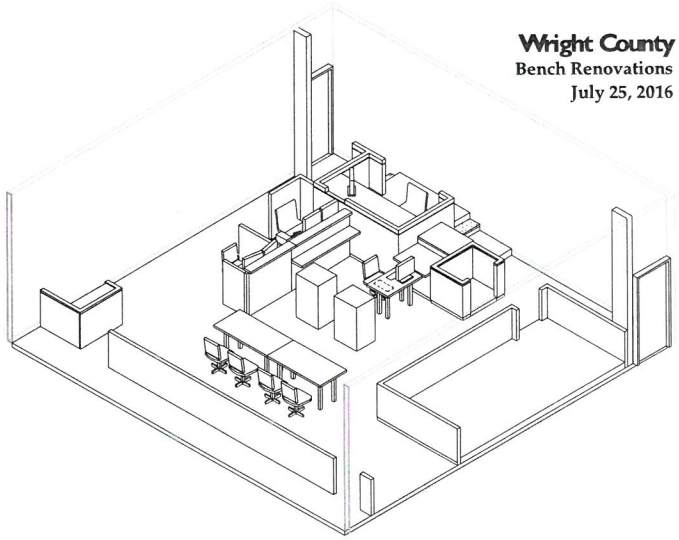

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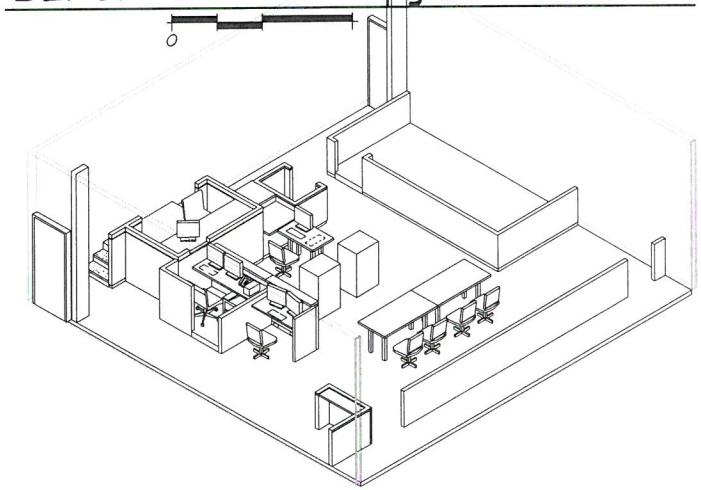

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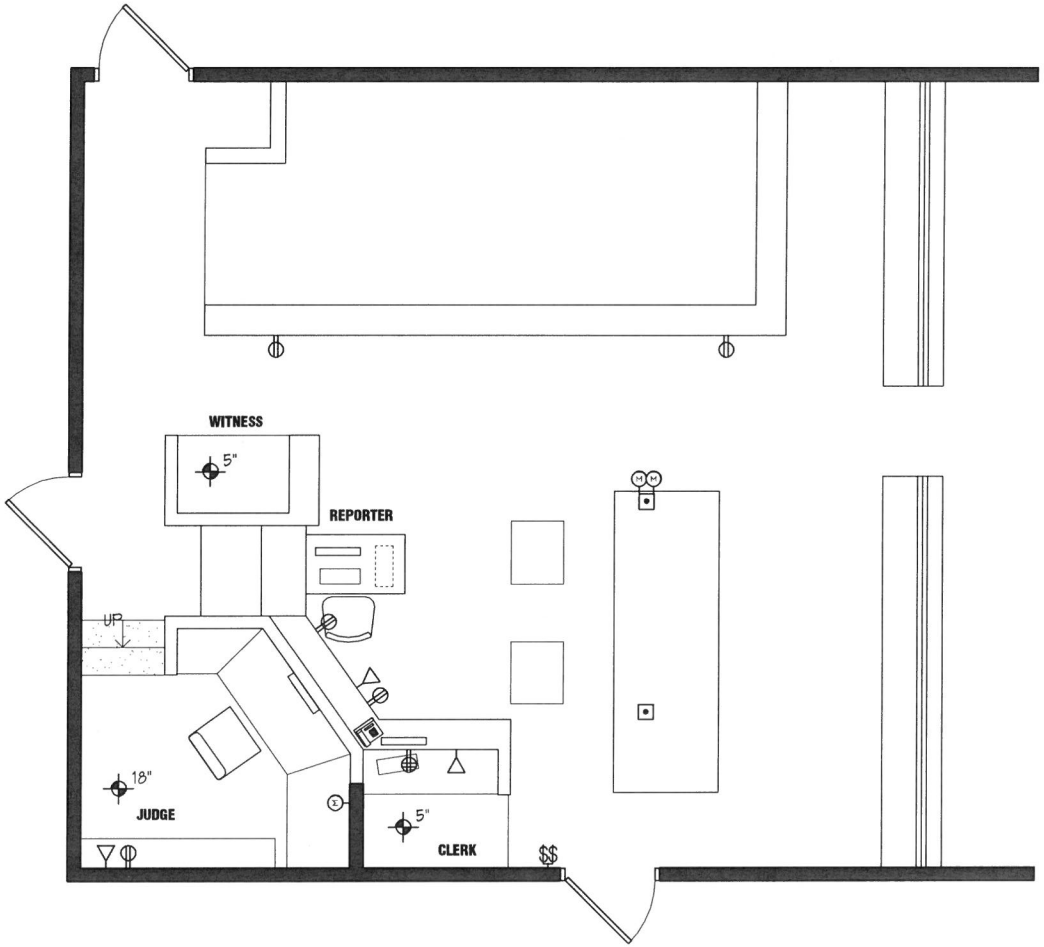
Bench Renovations
July 25, 2016



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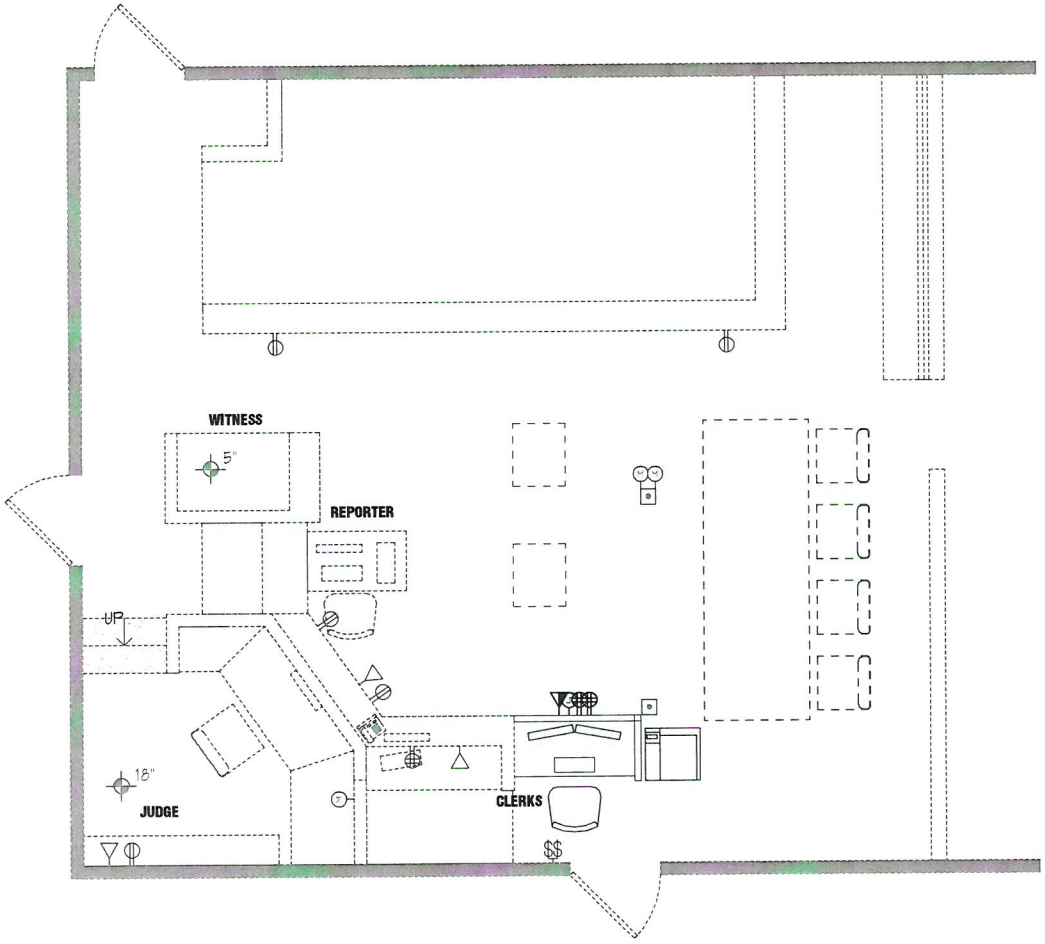
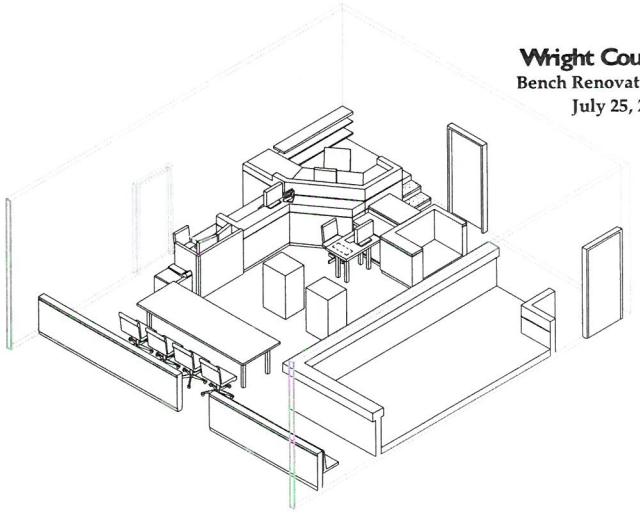
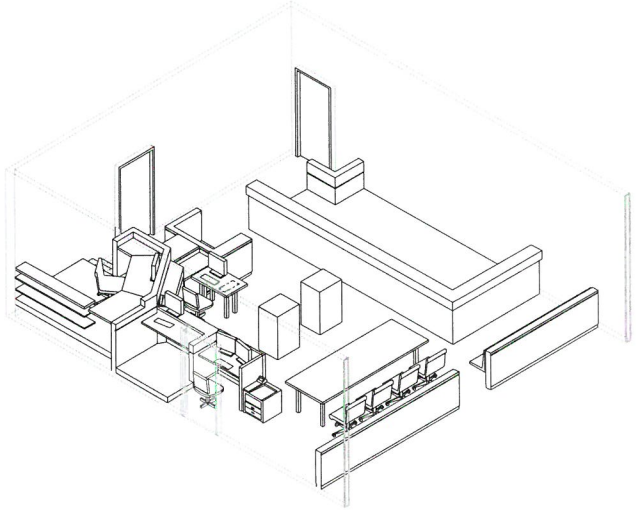
Wright County
Bench Renovations
July 25, 2016







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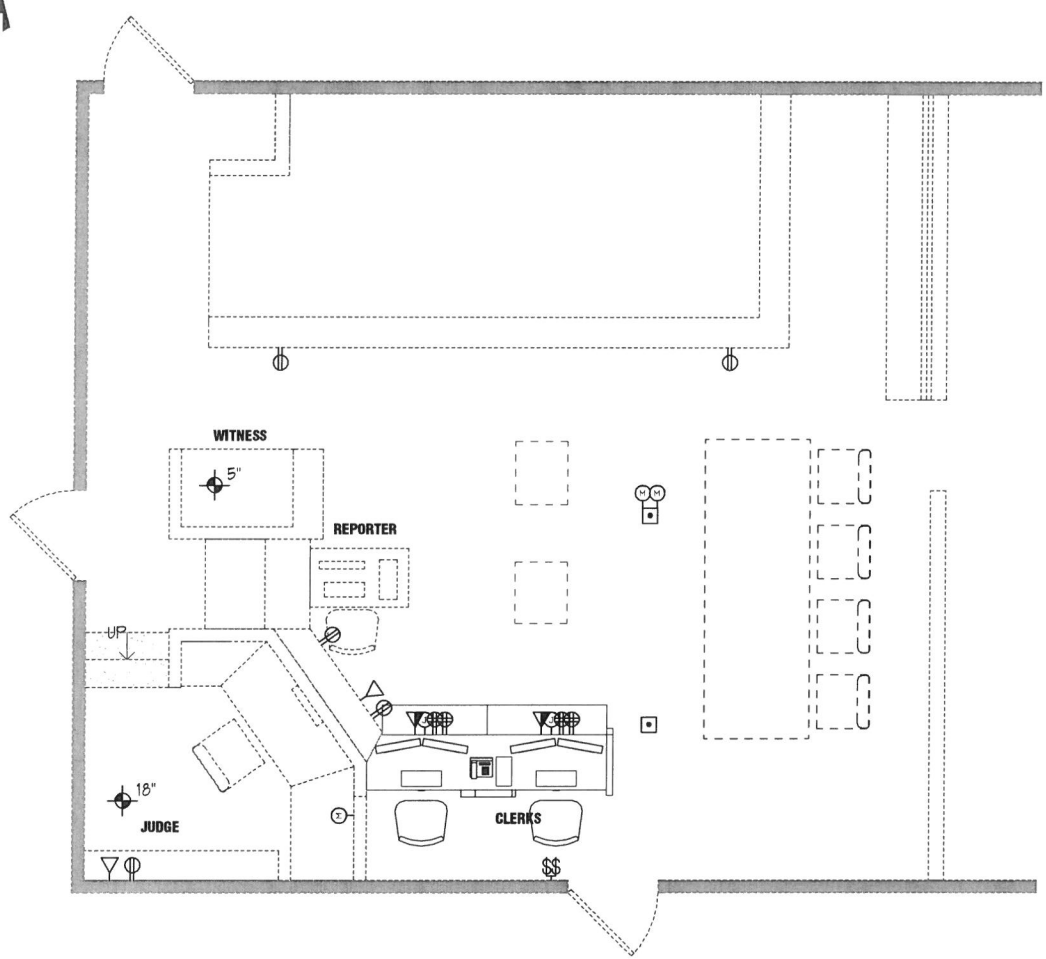

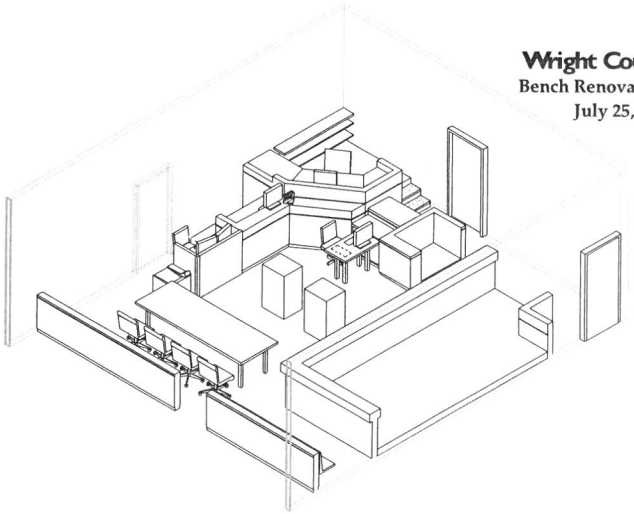

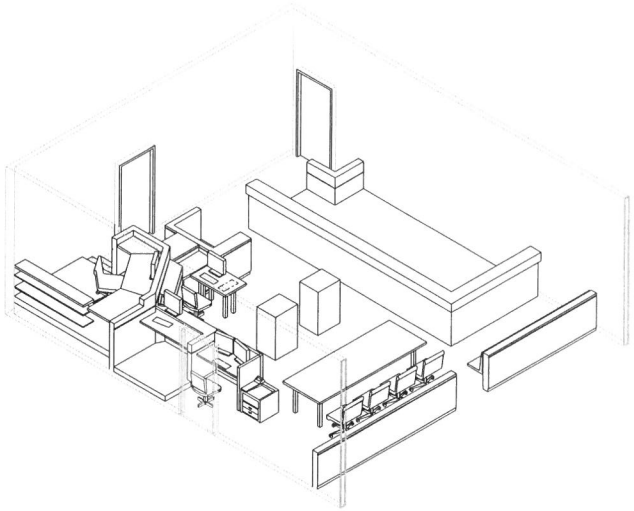

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PROPOSED
COURTROOM #5

Comm No: 162077

PRELIMINARY COST ESTIMATE

Courtroom 1 – Two new Clerk Stations **$19,950**

Remove existing witness stand and its electrical, modify the Judge's bench to add a pass through.

Provide new Two-station clerk's work area; patch carpet; provide new power, data and microphone connections for clerks; patch Judge's bench pass through.

Courtroom 2– One new Clerk Station **$12,900**

Leave existing clerk work area in place, modifying the millwork wall to reduce its height and facilitate communication between two clerks.

Provide new One-station clerk's work area; provide new power, data and microphone connections for clerk; patch modified clerk's wall.

Courtroom 5 – Option A: One new Clerk Station **$12,900**

Leave existing clerk work area in place, modifying the millwork wall to reduce its height and facilitate communication between two clerks.

Provide new One-station clerk's work area; provide new power, data and microphone connections for clerk; patch modified clerk's wall.

Courtroom 5 – Option B: Two new Clerk Stations **$21,900**

Remove existing clerk work area and its electrical, modify the Judge's bench to add a pass through.

Provide new Two-station clerk's work area; patch carpet; provide new power, data and microphone connections for clerks; patch modified clerk's wall.

PRELIMINARY COST ESTIMATE

Courtroom 1 – Two new Clerk Stations **$19,950**

Remove existing witness stand and its electrical, modify the Judge's bench to add a pass through.

Provide new Two-station clerk's work area; patch carpet; provide new power, data and microphone connections for clerks; patch Judge's bench pass through.

Courtroom 2– One new Clerk Station **$12,900**

Leave existing clerk work area in place, modifying the millwork wall to reduce its height and facilitate communication between two clerks.

Provide new One-station clerk's work area; provide new power, data and microphone connections for clerk; patch modified clerk's wall.

Courtroom 5 – Option A: One new Clerk Station **$12,900**

Leave existing clerk work area in place, modifying the millwork wall to reduce its height and facilitate communication between two clerks.

Provide new One-station clerk's work area; provide new power, data and microphone connections for clerk; patch modified clerk's wall.

Courtroom 5 – Option B: Two new Clerk Stations **$21,900**

Remove existing clerk work area and its electrical, modify the Judge's bench to add a pass through.

Provide new Two-station clerk's work area; patch carpet; provide new power, data and microphone connections for clerks; patch modified clerk's wall.

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

PERSONNEL COMMITTEE MINUTES
COUNTY BOARD
July 27, 2016

MEMBERS PRESENT: Husom, Sawatzke, Kelly

OTHERS PRESENT: S. Hesse, A. Tagarro, O. Strobel, V. Hawkins

I. Request to Hire an IT Position Above 12% of the Beginning Hiring Range

A new Sr. Developer FTE was approved 1/1/2016 as part of the 2016 budget. We are currently on the second recruitment cycle to fill this position. Received two (2) applicants this cycle and identified one (1) finalist. The candidate has 27 years of experience. He is requesting the top of range or to be at the top of the range within a year. Request to offer position above 12% of the minimum of the salary range.

Recommendation: Approve request to offer above 12% of the minimum of salary range.

II. Performance Review – Adam Tagarro, Information Technology Director

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

III. Performance Review – Virgil Hawkins, Highway Engineer

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

DRAFT

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

WRIGHT COUNTY TECHNOLOGY COMMITTEE MINUTES

7/27/2016

MEMBERS PRESENT: Borrell, Daleiden, Hawkins, Hiivala, Hoffman, Partlow, Tagarro, Kelly

OTHERS PRESENT: Cooper, Strobel, Vergin, Nelson, Burkhardt, Vaith, Meyer, Woods

I. Everbridge Mass Notification

Presented by Hannah Woods, Emergency Preparedness Coordinator, Public Health

The county is looking at replacing the current Emergency Notification System which is CodeRed. This system is for notifying county citizens of emergency situations such as; evacuation notices, weather alerts, active shooter events, public safety events. The current system is completely unreliable and often nonfunctional. Problems consist of booting us out of the system and failing to deliver messages.

Current situation:

1. Yearlong contract with CodeRed
2. Cost of $13K/year split among Public Health, Sheriff and Nuclear
3. Old vendor CityWatch was bought by CodeRed in 2014
4. Current system is a big headache for Public Health Dept.

Three (3) different companies were looked at; Rave Public Safety, CivicReady and Everbridge. Everbridge is the company the county is interested in with a cost of $28,900 for the 1st year which would include unlimited use, multiple notification methods and a market leader in mass notification and very highly rated and utilized by local and state government such as; Dakota, Carver, Ramsey, Rice and Steele Counties.

Recommendation: Look into switching to Everbridge for 2017. Obtain funding from various departments including CIP funding

II. OpenGov

OpenGov is a cloud based financial reporting system. Our current financial system, IFS, generates financial reports as PDFs and which are then emailed to departments. This method is very time consuming. OpenGov will generate web based reports in a matter of seconds and distribute to departments much quicker than the current IFS system. OpenGov is also built to share financial data with the public in an easy to use format.

OpenGov would be most useful for the Auditor/Treasurer Department for financial reports. The use of the product for non-financial data would be available for other departments in the future at no additional cost, but has not been evaluated. Tagarro stated that if this product is only

deployed in the financial area, impact on IT would be minimal. The Sheriff's Office and Health & Human Services expressed that they could find value in the tool for tracking their financial data. Daleiden encouraged Hiivala to expand the proof of concept to the Sheriff's Office.

Action: Hiivala to demo with the other departments

III. ARMER Radio Charges

Discussion Tabled

NOTE: Cost per radio has gone from $75 to $85 for 2017

IV. Office 365 Update

BCA has finally approved the use of Office 365. IT would like to fund the 1st two (2) years with CIP money. This would include Professional Services and Training for all county employees. The 1st two (2) years would be used to evaluate the proper license levels and determine more accurate ongoing costs.

Further discussion tabled

Action: Information Only

DRAFT

Everbridge Mass Notification

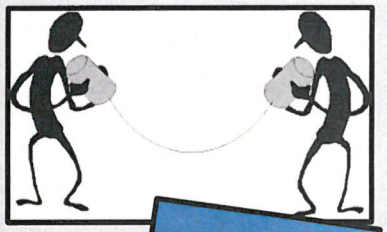
Hannah J. Woods, MPH, LSSGB

July 27, 2016

Why do we need an emergency notification system at all?

- Required for federal grant funding
- Public safety
- Evacuation notifications
- Staff activation
- Weather alerts
- Active shooter events
- Missing person alerts
- Pandemic events
- Search and rescue
- Power outages
- Road construction and traffic updates
- Water contamination alerts
- Shelter in place alerts
- State-issued HANs (health alerts)
- Food or medication recall notifications

Challenges of Emergency Communications



- Commonality between all disasters are communication breakdowns
  - Too much
  - Too little
  - Too late
- The challenges facing Wright County presently involve our current notification system that is completely unreliable, and at times, nonfunctional.

Our current situation: CodeRed

- The county is currently under a year-long contract with an emergency notification system, CodeRed
- The system cost (~13,000/yr) is being split among 3 departments presently: Public Health, Sheriff's, and Nuclear.
- We were converted to this system in 2014 when our old vendor, CityWatch, was bought out with 5 other small notification vendors by CodeRed
- This has created a long list of headaches for Public Health

CODE RED™
Emergency Communication Made Easy.

CodeRed's Current Issues

- Starting with my first experience with the system, CodeRed has been only semi-functional
- Being a system administrator alongside Terri Burkhart, we have watched the system boot us out, reject changes, fail to deliver messages
- System IT support has been atrocious at best: combining 5 companies meant high staff turnover, low response rates from "designated account specialists", failing to catch issues they promised to fix, and being forced to threaten them to get what we need
- From the PHEP perspective, several grant duties require me to have accurate response rates from staff that would respond in an emergency
- The reports generated by the system are useless and impossible to determine response rates from

Continued…

- As if these issues weren't bad enough, the system has up charges for every new admin user added, IPAWS (weather alerts from NWS) and have repetitively failed to respond to our staff who have submitted proper documentation to get added to our account (even notarized documentation!).
- We have waited up to 2 months to get responses from our "IT support specialist"
- By the time we reach our account manager, they had been replaced by a new staff member and we were never told about the switch
- It took 6 months to convert from CityWatch with the data uploading and the information conversion before we could even use it

Bottom Line

- The functionality of CodeRed as a whole is very limited for the purposes of our two main departments as it is, Sheriff's and Public Health.
- We are in need of a system that can function highly at all times, or have issues immediately remediated if they occur.
- If we have a system that is perpetually undergoing issues, how will we notify our citizens of a potential threat to their lives?
- Public health funding relies on our ability to both notify the citizens and activate our staff in the case of a public health emergency.

A look at the competitors

- **Rave Public Safety**
  - Quoted at $16,500 first year
  - Almost all of its customers are universities, very few state and local customers
  - Posed as more of a "public safety" tool than a mass notification tool
  - Does not allow 2-way communication methods
- **CivicReady**
  - Quoted at $26,700 first year
  - Great website tool- CivicPlus used by Wright Cty
  - Notification system is subpar- many customers use this system only for its website tool and a different system for notification
  - Lacks 2-way communication- utilizes blast notifications
- **Everbridge**
  - Quoted at $28,900 first year unlimited use
  - Market leader in mass notification
  - Fully customizable opt-in page
  - Unlimited administrator use, fully interactive learning management system
  - Completely seamless data upload process
  - Multiple notification methods
  - Designated account manager
  - 24/7/365 live IT support with computer pinpointed problem solving method

What is Everbridge?

- Everbridge is a mass communication platform that is one of the most highly rated and utilized among local and state government, healthcare entities, automobile manufacturers, and many other huge companies around the world.
- Everbridge Mass Notification enables organizations to send notifications via 100+ contact paths to individuals or groups using lists, locations, and visual intelligence.
- The service features robust analytics, GIS targeting, flexible group management, distributed contact data, language localization, multiple options for contact data management, and a unique SMS + voice routing.

Continued…

- Everbridge is built on a SaaS-based (web-based) enterprise communications platform. The system is scalable and reliable and allows us to notify our partners, staff, and most importantly our citizens in an emergency scenario that requires us to have an efficient mode to relay messages.
- Everbridge Mass Notification supports delivery to over 100 different contact paths, ranging from SMS to push notifications to digital signage, and enables users to send notifications to individuals or groups using lists, locations, and visual intelligence. The solution also features a simple user interface and automated workflows to improve ease of use (given that many communications are sent during stressful situations).

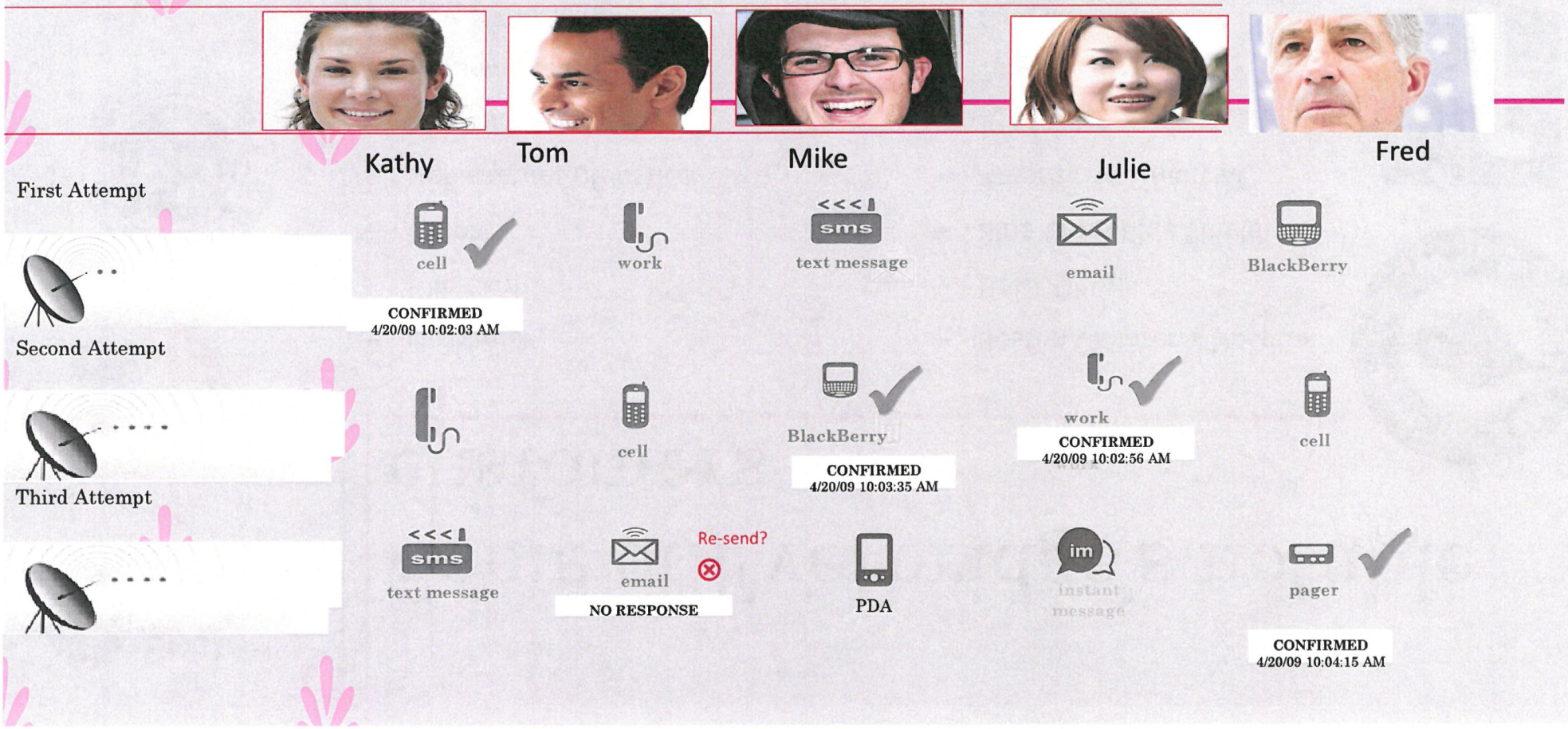
Why Everbridge?

- We have researched extensively and received demos from multiple other companies and believe this product is the optimal solution for Wright County.
- Everbridge is the market leader in the Emergency Notification space on every measurable statistic which includes: Revenue, customer count, global offices, growth, employee count and investment into the system.
- The Gartner Group, The Yankee Group, Frost and Sullivan all list Everbridge as the industry leader.
- With 77 unique customers in the state, Everbridge has been selected by the largest counties, cities, employers, hospitals, airports, transportation systems and energy providers.

More benefits

- With all notification systems, the idea of "redundant communication platforms" is that you can notify staff and/or county residents on multiple platforms in an emergency.
- This has been proven to be the gold standard of communication time after time, because of multiple system failures- think 9/11.
- **However,** the idea is great unless you have 12 different phone calls, pages, emails, and texts at once- any good notification system should **stop notifying you after you have acknowledged your alert.**
- The problem is…. Our system cannot perform that function, leading to annoyed or unnecessarily worried staff and residents.

Example

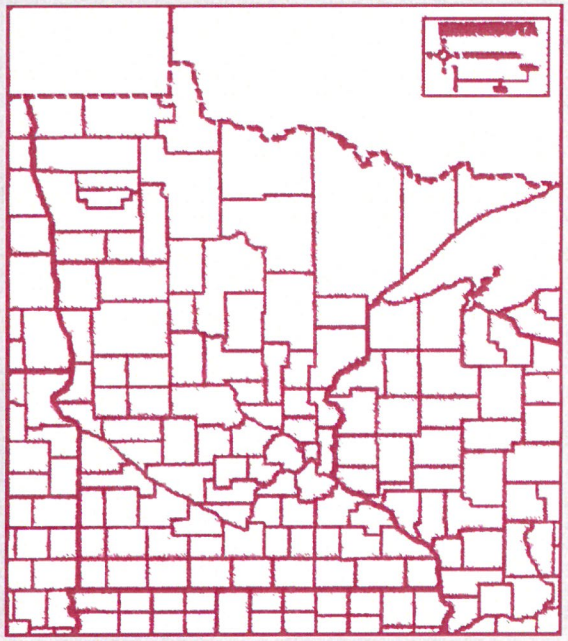

Kathy
Tom
Mike
Julie
Fred
First Attempt
cell
CONFIRMED
4/20/09 10:02:03 AM
work
sms
text message
email
BlackBerry
Second Attempt
cell
BlackBerry
CONFIRMED
4/20/09 10:03:35 AM
work
CONFIRMED
4/20/09 10:02:56 AM
cell
Third Attempt
sms
text message
email
Re-send?
NO RESPONSE
PDA
im
instant message
pager
CONFIRMED
4/20/09 10:04:15 AM

Some of Everbridge's notable customers

- Facebook
- Microsoft
- Paypal
- Department of Justice
- MN Wild
- Homeland Security
- City of Chicago
- City of New Orleans
- Washington DC
- Boston Children's Hospital
- Delta Dental
- Blue Cross Blue Shield
- Ameriprise Financial
- JP Morgan
- Target
- Cargill
- Whole Foods
- Starbucks

More local Everbridge clientele

- Largest emergency notifications vendor in Minnesota
  - 77 customers in the state
  - Includes 12 counties and 13 cities
- Dakota County
- Carver County
- Ramsey County
- Rice County
- Steele County



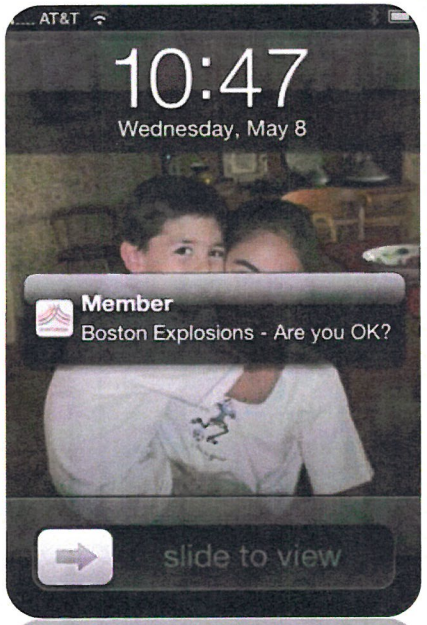
Customer Service Standards

- If there was a tornado ripping through Buffalo tomorrow, how would we let our citizens know?
  - We have 339 daycare providers, 130 foster care providers
  - 4 group homes
  - 653 access/functional needs individuals in the county.
  - ~400 special needs individuals in the nuclear evacuation radius
- Our responsibility in Public Health AND Social Services is to have these people mapped out with addresses, conditions, phone numbers, and all special medical equipment needed to evacuate if possible should a catastrophic event occur.

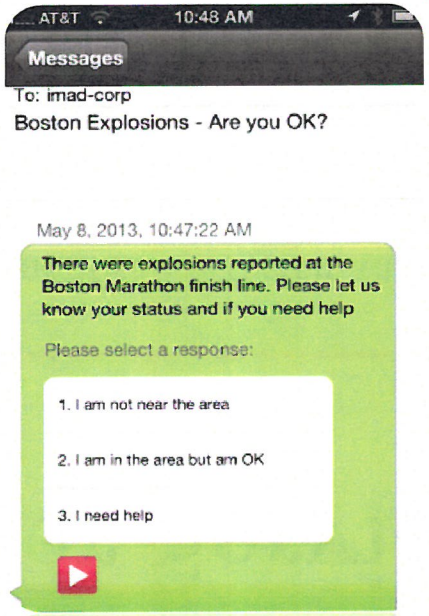
Customer Service, ctd.

- Having a notification system that not only notifies our citizens of these emergency events but can also **securely store their private medical information** is imperative to secure life safety and reach the people that will need our help the most should something large-scale take place.
- It makes our citizens feel safe knowing if something should happen, we will be right there with the Cadillac of notification systems that allows them to respond to their emergency messages telling the system they need an ambulance or more.

Example of text message alerts



Receive push notifications



Respond using polling

Share details & photos

Questions?

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		
	1344	**MARCO**					
		01-005-000-0000-6301		1.75	PRINTER CHARGE JULY 2016	3489739	REPAIRS & MAINTENANCE
	1344	**MARCO**		**1.75**	**1** Transactions		
5	**DEPT Total:**			**1.75**	**COUNTY BOARD**	**1 Vendors**	**1 Transactions**
13	DEPT				COURT ADMINISTRATOR		
	4324	**CORE PROFESSIONAL SERVICES PA**					
		01-013-000-0000-6261		800.00	CR 16 388 PSYCHOSEX ASSESSMENT		PROFESSIONAL SERVICES
	4324	**CORE PROFESSIONAL SERVICES PA**		**800.00**	**1** Transactions		
	3142	**SETTER/RANDI**					
		01-013-000-0000-6270		100.00	FA 08 1422 APPEARANCE 7/25/16		COURT APPOINTED COUNSEL
	3142	**SETTER/RANDI**		**100.00**	**1** Transactions		
	4464	**WIGREN MD/CARL**					
		01-013-000-0000-6261		1,860.00	CR 14 4348 MS 611.21		PROFESSIONAL SERVICES
	4464	**WIGREN MD/CARL**		**1,860.00**	**1** Transactions		
13	**DEPT Total:**			**2,760.00**	**COURT ADMINISTRATOR**	**3 Vendors**	**3 Transactions**
25	DEPT				COURT SERVICES		
	3702	**ANOKA COUNTY FISCAL SERVICES**					
		01-025-000-0000-6265		5,258.00	JUNE 2016 JUV DET FEES	640861	DETENTION
	3702	**ANOKA COUNTY FISCAL SERVICES**		**5,258.00**	**1** Transactions		
	273	**FEDDEMA/TOM**					
		01-025-000-0000-6331		213.00	426 MILES		TRAVEL
	273	**FEDDEMA/TOM**		**213.00**	**1** Transactions		
	1344	**MARCO**					
		01-025-000-0000-6301		164.18	PRINTER CHARGE JULY 2016	3489739	REPAIRS & MAINTENANCE
	1344	**MARCO**		**164.18**	**1** Transactions		
	5486	**MARCO**					
		01-025-000-0000-6343		691.00	07/15-08/15/2016	309497725	MACHINERY OR EQUIPMENT LEASES

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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
5486	**MARCO**		**691.00**	**1** Transactions		
4275	**MINNESOTA MONITORING INC**					
	01-025-000-0000-6261		161.00	HS HOUSE ARREST CELL JUNE	2848	PROFESSIONAL SERVICES
	01-025-000-0000-6265		805.00	JUNE 2016 JUV DET/CORR EHM FEE	2849	DETENTION
4275	**MINNESOTA MONITORING INC**		**966.00**	**2** Transactions		
645	**MN CORRECTIONS ASSOCIATION**					
	01-025-000-0000-6245		35.00	MEMBERSHIP	04043	MEMBERSHIPS, DUES & FEES
645	**MN CORRECTIONS ASSOCIATION**		**35.00**	**1** Transactions		
1537	**WRIGHT COUNTY JOURNAL PRESS**					
	01-025-000-0000-6235		39.00	SUBSCRIPTION COURT SERVICES		PUBLICATIONS & BROCHURES
1537	**WRIGHT COUNTY JOURNAL PRESS**		**39.00**	**1** Transactions		
25	**DEPT Total:**		**7,366.18**	**COURT SERVICES**	**7 Vendors**	**8 Transactions**
31	DEPT			COUNTY COORDINATOR		
1344	**MARCO**					
	01-031-000-0000-6301		13.50	PRINTER CHARGE JULY 2016	3489739	REPAIRS & MAINTENANCE
1344	**MARCO**		**13.50**	**1** Transactions		
1640	**MCHRMA**					
	01-031-000-0000-6338		50.00	TRAINING ASST CTY COORD	44890	CONFERENCES & MEETINGS
1640	**MCHRMA**		**50.00**	**1** Transactions		
3921	**OFFICE DEPOT**					
	01-031-000-0000-6411		30.48	SUPPLIES 851638896001		OPERATING SUPPLIES
	01-031-000-0000-6411		57.36	SUPPLIES 851638724001		OPERATING SUPPLIES
3921	**OFFICE DEPOT**		**87.84**	**2** Transactions		
31	**DEPT Total:**		**151.34**	**COUNTY COORDINATOR**	**3 Vendors**	**4 Transactions**
41	DEPT			COUNTY AUDITOR-TREASURER		
4328	**CXTEC**					
	01-041-000-0000-6411		125.15	PHONE	6836171	OPERATING SUPPLIES
4328	**CXTEC**		**125.15**	**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
1344	**MARCO**					
	01-041-000-0000-6301		188.75	PRINTER CHARGE JULY 2016	3489739	REPAIRS & MAINTENANCE
1344	**MARCO**		**188.75**	**1** Transactions		
5486	**MARCO**					
	01-041-000-0000-6343		781.33	07/15-08/15/2016	309497865	MACHINERY OR EQUIPMENT LEASES
5486	**MARCO**		**781.33**	**1** Transactions		
284	**MN COUNTIES COMPUTER COOPERATIVE**					
	01-041-000-0000-6260		96.02	2ND QTR TAX SHARED MTG EXP 16	2Y1607162	SOFTWARE OR SYSTEMS SUPPORT
284	**MN COUNTIES COMPUTER COOPERATIVE**		**96.02**	**1** Transactions		
4064	**NORTHSTAR**					
	01-041-000-0000-6411		1,573.70	SECURITY PAPER	2388152	OPERATING SUPPLIES
4064	**NORTHSTAR**		**1,573.70**	**1** Transactions		
3986	**SPRINT**					
	01-041-000-0000-6203		135.74	763 238 3825 GILLMAN HS	880683316	TELEPHONE
3986	**SPRINT**		**135.74**	**1** Transactions		
58254	**ST CLOUD STAMP & SIGN INC**					
	01-041-000-0000-6411		74.90	INK PADS X10	186496	OPERATING SUPPLIES
58254	**ST CLOUD STAMP & SIGN INC**		**74.90**	**1** Transactions		
41	**DEPT Total:**		**2,975.59**	**COUNTY AUDITOR-TREASURER**	**7 Vendors**	**7 Transactions**
63	DEPT			IT (INFORMATIONAL TECHNOLOGY)		
1344	**MARCO**					
	01-063-000-0000-6301		6.68	PRINTER CHARGE JULY 2016	3489739	EQUIPMENT MAINTENANCE
1344	**MARCO**		**6.68**	**1** Transactions		
5486	**MARCO**					
	01-063-000-0000-6343		217.00	7/10-08/10/2016	309156636	MACHINERY OR EQUIPMENT LEASES
5486	**MARCO**		**217.00**	**1** Transactions		
3921	**OFFICE DEPOT**					
	01-063-000-0000-6411		112.78	SUPPLIES 851158043001		OPERATING SUPPLIES
	01-063-000-0000-6411		8.49	SUPPLIES 8511580440001		OPERATING SUPPLIES
	01-063-000-0000-6411		13.72	SUPPLIES 851157810001		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
3921	**OFFICE DEPOT**		**134.99**	**3** Transactions		
3986	**SPRINT**					
	01-063-000-0000-6203		232.19	880683316		TELEPHONE
3986	**SPRINT**		**232.19**	**1** Transactions		
63	**DEPT Total:**		**590.86**	**IT (INFORMATIONAL TECHNOLOGY)**	**4 Vendors**	**6 Transactions**
71	DEPT			ELECTIONS		
58254	**ST CLOUD STAMP & SIGN INC**					
	01-071-000-0000-6411		38.36	NOTARY STAMP ELECTIONS	186900	OPERATING SUPPLIES
58254	**ST CLOUD STAMP & SIGN INC**		**38.36**	**1** Transactions		
71	**DEPT Total:**		**38.36**	**ELECTIONS**	**1 Vendors**	**1 Transactions**
91	DEPT			COUNTY ATTORNEY		
4328	**CXTEC**					
	01-091-000-0000-6203		420.00	PHONES X4	6836661	TELEPHONE
4328	**CXTEC**		**420.00**	**1** Transactions		
1344	**MARCO**					
	01-091-000-0000-6301		185.85	PRINTER CHARGE JULY 2016	3489739	REPAIRS & MAINTENANCE
1344	**MARCO**		**185.85**	**1** Transactions		
5486	**MARCO**					
	01-091-000-0000-6343		838.00	07/15-08/15/2016	309497568	MACHINERY OR EQUIPMENT LEASES
5486	**MARCO**		**838.00**	**1** Transactions		
3921	**OFFICE DEPOT**					
	01-091-000-0000-6411		260.78	SUPPLIES 851305294001		OPERATING SUPPLIES
	01-091-000-0000-6411		89.49	SUPPLIES 851305376001		OPERATING SUPPLIES
	01-091-000-0000-6411		99.14	SUPPLIES 851305377001		OPERATING SUPPLIES
	01-091-000-0000-6411		15.28	SUPPLIES 852005333001		OPERATING SUPPLIES
	01-091-000-0000-6411		78.79	SUPPLIES 852005405001		OPERATING SUPPLIES
3921	**OFFICE DEPOT**		**543.48**	**5** Transactions		
3986	**SPRINT**					
	01-091-000-0000-6203		98.60	880683316		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
3986	**SPRINT**		**98.60**	**1** Transactions		
91	**DEPT Total:**		**2,085.93**	**COUNTY ATTORNEY**	**5 Vendors**	**9 Transactions**
100	DEPT			OTHER GENERAL GOVERNMENT		
156	**ALBERTVILLE BODY SHOP INC**					
	01-100-000-0000-6353		14,854.83	REPAIRS SQUAD 4855 TAURUS	72516	LIABILITY INSURANCE
156	**ALBERTVILLE BODY SHOP INC**		**14,854.83**	**1** Transactions		
3685	**AMERICAN DATABANK LLC**					
	01-100-000-0000-6261		169.80	BACKGROUND CHECK FEE HR	880360	PROFESSIONAL SERVICES
3685	**AMERICAN DATABANK LLC**		**169.80**	**1** Transactions		
3837	**JANET SHADDIX & ASSOCIATES**					
	01-100-000-0000-6261		602.70	TRANSCRIPT FILE PR2016 135	58620	PROFESSIONAL SERVICES
	01-100-000-0000-6261		680.05	TRANSCRIPT FILE PR2016 478	58621	PROFESSIONAL SERVICES
	01-100-000-0000-6261		183.55	TRANSCRIPT FILE PR2016 478	58690	PROFESSIONAL SERVICES
	01-100-000-0000-6261		231.15	TRANSCRIPT FILE PR2016 135	58691	PROFESSIONAL SERVICES
3837	**JANET SHADDIX & ASSOCIATES**		**1,697.45**	**4** Transactions		
3280	**RATWIK,ROSZAK,&MALONEY**					
	01-100-000-0000-6261		2,218.75	PROFESSIONAL SERVICES HHSC	58894	PROFESSIONAL SERVICES
3280	**RATWIK,ROSZAK,&MALONEY**		**2,218.75**	**1** Transactions		
3817	**RUPP,ANDERSON,SQUIRES,WALDSPURGE**					
	01-100-000-0000-6261		5,401.63	LITIGATION WITH STATE AUDITOR		PROFESSIONAL SERVICES
3817	**RUPP,ANDERSON,SQUIRES,WALDSPURGE**		**5,401.63**	**1** Transactions		
3636	**SELECT ACCOUNT**					
	01-100-000-0000-6261		951.99	JULY 2016 PARTICIPANT FEE		PROFESSIONAL SERVICES
3636	**SELECT ACCOUNT**		**951.99**	**1** Transactions		
1538	**WRIGHT COUNTY HIGHWAY DEPT**					
	01-100-000-0000-6859		84.00	MAPS FOR RESALE	512	MISC EXP-NON-EXP-HS POSTAGE-DP-INS
	01-100-000-0000-6332		81.63	REPAIRS	532	FLEET VEHICLE USAGE
	01-100-000-0000-6332		334.20	FUEL	532	FLEET VEHICLE USAGE
1538	**WRIGHT COUNTY HIGHWAY DEPT**		**499.83**	**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
100	**DEPT Total:**		**25,794.28**	**OTHER GENERAL GOVERNMENT**	**7 Vendors**	**12 Transactions**
101	DEPT			COUNTY RECORDER		
1344	**MARCO**					
	01-101-000-0000-6301		71.00	PRINTER CHARGE JULY 2016	3489739	REPAIRS & MAINTENANCE
1344	**MARCO**		**71.00**	**1** Transactions		
3986	**SPRINT**					
	01-101-000-0000-6203		49.30	880683316		TELEPHONE
3986	**SPRINT**		**49.30**	**1** Transactions		
101	**DEPT Total:**		**120.30**	**COUNTY RECORDER**	**2 Vendors**	**2 Transactions**
103	DEPT			SURVEYOR		
5486	**MARCO**					
	01-103-000-0000-6343		555.88	07/15-08/15/2016	309356186	MACHINERY OR EQUIPMENT LEASES
5486	**MARCO**		**555.88**	**1** Transactions		
1538	**WRIGHT COUNTY HIGHWAY DEPT**					
	01-103-000-0000-6342		10,873.50	RENT COUNTY BUILDINGS	514	RENT-COUNTY BUILDINGS
	01-103-000-0000-6451		213.17	FUEL	514	FUEL - LUBE ETC
1538	**WRIGHT COUNTY HIGHWAY DEPT**		**11,086.67**	**2** Transactions		
103	**DEPT Total:**		**11,642.55**	**SURVEYOR**	**2 Vendors**	**3 Transactions**
105	DEPT			ASSESSOR		
1344	**MARCO**					
	01-105-000-0000-6301		66.67	PRINTER CHARGE JULY 2016	3489739	REPAIRS & MAINTENANCE
1344	**MARCO**		**66.67**	**1** Transactions		
5486	**MARCO**					
	01-105-000-0000-6343		358.05	07/15-08/15/2016	309356038	MACHINERY OR EQUIPMENT LEASES
5486	**MARCO**		**358.05**	**1** Transactions		
284	**MN COUNTIES COMPUTER COOPERATIVE**					
	01-105-000-0000-6260		17.80	2ND QTR TAX SHARED MTG CAMA	2Y1607162	SOFTWARE OR SYSTEMS SUPPORT
284	**MN COUNTIES COMPUTER COOPERATIVE**		**17.80**	**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
5860	**RASMUSON/ANTHONY**					
	01-105-000-0000-6245		34.75	REIMBURSE FEE PAID		MEMBERSHIPS, DUES & FEES
5860	**RASMUSON/ANTHONY**		**34.75**	**1** Transactions		
3986	**SPRINT**					
	01-105-000-0000-6203		79.98	880683316		TELEPHONE
3986	**SPRINT**		**79.98**	**1** Transactions		
1538	**WRIGHT COUNTY HIGHWAY DEPT**					
	01-105-000-0000-6451		492.51	FUEL	535	FUEL - LUBE ETC
1538	**WRIGHT COUNTY HIGHWAY DEPT**		**492.51**	**1** Transactions		
105	**DEPT Total:**		**1,049.76**	**ASSESSOR**	**6 Vendors**	**6 Transactions**
107	DEPT			PLANNING AND ZONING		
1264	**DELL MARKETING LP**					
	01-107-000-0000-6620		230.38	MONITORS X2	XJXWRWWC6	COMPUTER OR SOFTWARE PURCHASES
	01-107-000-0000-6620		62.88	DISPLAYPORT TO VGA X2	XJXWTP7X9	COMPUTER OR SOFTWARE PURCHASES
	01-107-000-0000-6620		1,651.70	COMPUTERS X2	XJXXCX694	COMPUTER OR SOFTWARE PURCHASES
1264	**DELL MARKETING LP**		**1,944.96**	**3** Transactions		
19621	**ECM PUBLISHERS INC**					
	01-107-000-0000-6261		39.00	SUBSCRIPTION	7566	PROFESSIONAL SERVICES
19621	**ECM PUBLISHERS INC**		**39.00**	**1** Transactions		
1344	**MARCO**					
	01-107-000-0000-6301		7.10	PRINTER CHARGE JULY 2016	3489739	REPAIRS & MAINTENANCE
1344	**MARCO**		**7.10**	**1** Transactions		
5486	**MARCO**					
	01-107-000-0000-6343		594.00	07/15-08/15/2016	309356095	MACHINERY OR EQUIPMENT LEASES
5486	**MARCO**		**594.00**	**1** Transactions		
3986	**SPRINT**					
	01-107-000-0000-6203		31.04	880683316		TELEPHONE
3986	**SPRINT**		**31.04**	**1** Transactions		
2372	**STEPHENS/BILL**					
	01-107-000-0000-6331		92.50	185 MILES		TRAVEL

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
2372	**STEPHENS/BILL**		**92.50**	**1** Transactions		
1538	**WRIGHT COUNTY HIGHWAY DEPT**					
	01-107-000-0000-6342		467.78	FUEL		RENT-COUNTY BUILDINGS
	01-107-000-0000-6343		133.10	PARTS	526	MACHINERY OR EQUIPMENT LEASES
1538	**WRIGHT COUNTY HIGHWAY DEPT**		**600.88**	**2** Transactions		
107	**DEPT Total:**		**3,309.48**	**PLANNING AND ZONING**	**7 Vendors**	**10 Transactions**
111	DEPT			BUILDING CARE		
1344	**MARCO**					
	01-111-000-0000-6301		0.20	PRINTER CHARGE JULY 2016	3489739	REPAIRS & MAINTENANCE
1344	**MARCO**		**0.20**	**1** Transactions		
3986	**SPRINT**					
	01-111-000-0000-6204		518.07	880683316		JAIL/LEC TELEPHONE
3986	**SPRINT**		**518.07**	**1** Transactions		
111	**DEPT Total:**		**518.27**	**BUILDING CARE**	**2 Vendors**	**2 Transactions**
121	DEPT			VETERANS SERVICE		
1344	**MARCO**					
	01-121-000-0000-6301		36.06	PRINTER CHARGE JULY 2016	3489739	REPAIRS & MAINTENANCE
1344	**MARCO**		**36.06**	**1** Transactions		
3986	**SPRINT**					
	01-121-000-0000-6203		37.99	880683316		TELEPHONE
3986	**SPRINT**		**37.99**	**1** Transactions		
121	**DEPT Total:**		**74.05**	**VETERANS SERVICE**	**2 Vendors**	**2 Transactions**
201	DEPT			SHERIFF		
608	**BP AMOCO**					
	01-201-000-0000-6451		668.43	FUEL 6/20-7/19/2016	47965821	FUEL - LUBE ETC
608	**BP AMOCO**		**668.43**	**1** Transactions		
4350	**BROTHER MOBILE SOLUTIONS INC**					
	01-201-000-0000-6301		119.00	SQUAD PRINTER REPAIR	590078845	REPAIRS & MAINTENANCE

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
4350	**BROTHER MOBILE SOLUTIONS INC**		**119.00**	**1** Transactions		
4902	**BURDAS TOWING**					
	01-201-000-0000-6261		165.00	16018957	034075	PROFESSIONAL SERVICES
	01-201-000-0000-6261		206.00	16020229	034705	PROFESSIONAL SERVICES
4902	**BURDAS TOWING**		**371.00**	**2** Transactions		
5721	**CDW GOVERNMENT INC**					
	01-201-000-0000-6620		918.11	SCANNER CIVIL	DQX1923	COMPUTER OR SOFTWARE PURCHASES
5721	**CDW GOVERNMENT INC**		**918.11**	**1** Transactions		
10734	**CENEX FLEETCARD**					
	01-201-000-0000-6451		1,417.71	FUEL	123369CL	FUEL - LUBE ETC
10734	**CENEX FLEETCARD**		**1,417.71**	**1** Transactions		
6238	**EVIDENT CRIME SCENE PRODUCTS**					
	01-201-000-0000-6411		48.36	MCIU SUPPLIES	107659A	OPERATING SUPPLIES
6238	**EVIDENT CRIME SCENE PRODUCTS**		**48.36**	**1** Transactions		
1227	**EXPERT AUTOMOTIVE & TOWING INC**					
	01-201-000-0000-6261		173.00	16017130		PROFESSIONAL SERVICES
1227	**EXPERT AUTOMOTIVE & TOWING INC**		**173.00**	**1** Transactions		
6067	**HIGHWAY 55 TRAILER SALES**					
	01-201-000-0000-6412		16.00	TRAILER REPAIR AIRBOAT/ERT		B&W OPERATING SUPPLIES
6067	**HIGHWAY 55 TRAILER SALES**		**16.00**	**1** Transactions		
1124	**INTERSTATE AUTOMOTIVE**					
	01-201-000-0000-6261		125.00	16020504	1848	PROFESSIONAL SERVICES
1124	**INTERSTATE AUTOMOTIVE**		**125.00**	**1** Transactions		
1181	**J & J MARINE INC**					
	01-201-000-0000-6412		31.50	ANCHOR	34563	B&W OPERATING SUPPLIES
1181	**J & J MARINE INC**		**31.50**	**1** Transactions		
1628	**JUNCTION TOWING & AUTO REPAIR**					
	01-201-000-0000-6261		215.00	16019926	42184	PROFESSIONAL SERVICES
1628	**JUNCTION TOWING & AUTO REPAIR**		**215.00**	**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
5756	**KEEPRS INC**					
	01-201-000-0000-6411		565.90	GEAR BAGS	312847	OPERATING SUPPLIES
	01-201-000-0000-6411		59.99	GEAR BAG	31284701	OPERATING SUPPLIES
5756	**KEEPRS INC**		**625.89**	**2** Transactions		
1344	**MARCO**					
	01-201-000-0000-6343		446.50	PRINTER CHARGE JULY 2016	3489739	MACHINERY OR EQUIPMENT LEASES
1344	**MARCO**		**446.50**	**1** Transactions		
5486	**MARCO**					
	01-201-000-0000-6343		1,032.00	07/15-08/15/2016	309257574	MACHINERY OR EQUIPMENT LEASES
5486	**MARCO**		**1,032.00**	**1** Transactions		
1473	**NATIONAL CAMERA EXCHANGE**					
	01-201-000-0000-6621		2,249.85	CAMERAS CANON POWER SHOT	0426601BRSD	FURNITURE & EQUIPMENT
1473	**NATIONAL CAMERA EXCHANGE**		**2,249.85**	**1** Transactions		
3588	**NEOPOST USA INC**					
	01-201-000-0000-6205		66.32	RENT/ADMIN METER 8/15-9/14	54073479	POSTAGE
3588	**NEOPOST USA INC**		**66.32**	**1** Transactions		
3921	**OFFICE DEPOT**					
	01-201-000-0000-6411		17.92	SUPPLIES 851038194001		OPERATING SUPPLIES
	01-201-000-0000-6411		5.29	SUPPLIES 851038356001		OPERATING SUPPLIES
3921	**OFFICE DEPOT**		**23.21**	**2** Transactions		
6161	**PERFORMANCE KENNELS INC**					
	01-201-000-0000-6261		103.20	K 9 MAINT	2838	PROFESSIONAL SERVICES
6161	**PERFORMANCE KENNELS INC**		**103.20**	**1** Transactions		
2245	**SIRCHIE FINGER PRINT LABORATORIES**					
	01-201-000-0000-6411		43.26	MCIU SUPPLIES	0262203IN	OPERATING SUPPLIES
2245	**SIRCHIE FINGER PRINT LABORATORIES**		**43.26**	**1** Transactions		
3986	**SPRINT**					
	01-201-000-0000-6203		8.96	763 458 6001		TELEPHONE
	01-201-000-0000-6203		3,046.36	880683316		TELEPHONE
	01-201-000-0000-6203		13.99-	CREDIT		TELEPHONE
	01-201-000-0000-6301		3,162.84	271188815 DATA CARDS 6/15-7/14	271188815104	REPAIRS & MAINTENANCE

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
3986	**SPRINT**		**6,204.17**	**4** Transactions		
1497	**UNIFORMS UNLIMITED**					
	01-201-000-0000-6411		55.96	COLLAR LETTERS	232012	OPERATING SUPPLIES
1497	**UNIFORMS UNLIMITED**		**55.96**	**1** Transactions		
1538	**WRIGHT COUNTY HIGHWAY DEPT**					
	01-201-000-0000-6451		11,647.73	FUEL JUNE 2016	539	FUEL - LUBE ETC
	01-201-000-0000-6452		13,044.11	PARTS,LABOR,TIRES JUNE 2016	539	VEHICLE MAINTENANCE
	01-201-000-0000-6802		64.00	FUEL JUNE 2016	539	EM GRANT EXPENSE
1538	**WRIGHT COUNTY HIGHWAY DEPT**		**24,755.84**	**3** Transactions		
201	**DEPT Total:**		**39,709.31**	**SHERIFF**	**22 Vendors**	**30 Transactions**
250	DEPT			SHERIFF-CORRECTIONS		
7	**ALLINA HEALTH SYSTEMS**					
	01-250-000-0000-6458		673.26	INMATE TRANSPORTATION 5/15/16	TR002980592	JAIL MEDICAL
7	**ALLINA HEALTH SYSTEMS**		**673.26**	**1** Transactions		
6158	**ARAMARK SERVICES INC**					
	01-250-000-0000-6459		8,036.50	INMATE MEALS 06/30-07/06/2016	200723300123	LAW ENFORCE-JAIL FOOD-LAUNDRY
	01-250-000-0000-6459		8,287.58	INMATE MEALS 7/7-7/13/2016	200723300124	LAW ENFORCE-JAIL FOOD-LAUNDRY
6158	**ARAMARK SERVICES INC**		**16,324.08**	**2** Transactions		
4475	**DENTAL CARE ASSOCIATES OF BUFFALO**					
	01-250-000-0000-6458		263.40	MEDICAL EXAM	7/05/2016	JAIL MEDICAL
4475	**DENTAL CARE ASSOCIATES OF BUFFALO**		**263.40**	**1** Transactions		
1344	**MARCO**					
	01-250-000-0000-6343		278.12	PRINTER CHARGE JULY 2016	3489739	MACHINERY OR EQUIPMENT LEASES
1344	**MARCO**		**278.12**	**1** Transactions		
58254	**ST CLOUD STAMP & SIGN INC**					
	01-250-000-0000-6261		146.25	NOTARY STAMPS X3	187114	PROFESSIONAL SERVICES
58254	**ST CLOUD STAMP & SIGN INC**		**146.25**	**1** Transactions		
4702	**STERICYCLE INC**					
	01-250-000-0000-6261		56.82	MEDICAL WASTE JULY 2016	4006402699	PROFESSIONAL SERVICES

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
4702	**STERICYCLE INC**		**56.82**	**1** Transactions		
3435	**THRIFTY WHITE PHARMACY**					
	01-250-000-0000-6458		148.35	JUNE STOCK MEDS	783585	JAIL MEDICAL
	01-250-000-0000-6458		3,194.03	JUNE PRIVATE ACCTS	783586	JAIL MEDICAL
3435	**THRIFTY WHITE PHARMACY**		**3,342.38**	**2** Transactions		
74329	**WRIGHT COUNTY JAIL ADMIN**					
	01-250-000-0000-6261		6.00	DOC INMATE TRAIN RIDE		PROFESSIONAL SERVICES
74329	**WRIGHT COUNTY JAIL ADMIN**		**6.00**	**1** Transactions		
250	**DEPT Total:**		**21,090.31**	**SHERIFF-CORRECTIONS**	**8 Vendors**	**10 Transactions**
281	DEPT			CIVIL DEFENSE		
1344	**MARCO**					
	01-281-000-0000-6301		36.07	PRINTER CHARGE JULY 2016	3489739	REPAIRS & MAINTENANCE
1344	**MARCO**		**36.07**	**1** Transactions		
281	**DEPT Total:**		**36.07**	**CIVIL DEFENSE**	**1 Vendors**	**1 Transactions**
521	DEPT			PARKS		
3858	**ALBION ACRES BAIT**					
	01-521-000-0000-6807		80.00	BAIT FOR RESALE	1951	MATERIALS FOR RE-SALE - POP ETC.
3858	**ALBION ACRES BAIT**		**80.00**	**1** Transactions		
1873	**FORESTRY SUPPLIERS INC**					
	01-521-000-0000-6411		140.79	SUPPLIES	92128400	OPERATING SUPPLIES
1873	**FORESTRY SUPPLIERS INC**		**140.79**	**1** Transactions		
2001	**HILLYARD INC - MINNEAPOLIS**					
	01-521-000-0000-6411		818.79	SUPPLIES	602154801	OPERATING SUPPLIES
2001	**HILLYARD INC - MINNEAPOLIS**		**818.79**	**1** Transactions		
97	**KLATT TRUE VALUE ELECTRIC**					
	01-521-000-0000-6301		5.55	SUPPLIES	60371	REPAIRS & MAINTENANCE
97	**KLATT TRUE VALUE ELECTRIC**		**5.55**	**1** Transactions		
1344	**MARCO**					

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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
	01-521-000-0000-6301		24.00	PRINTER CHARGE JULY 2016	3489739	REPAIRS & MAINTENANCE
1344	**MARCO**		**24.00**	**1** Transactions		
5486	**MARCO**					
	01-521-000-0000-6343		395.07	07/15-08/15/2016	309356186	MACHINERY OR EQUIPMENT LEASES
5486	**MARCO**		**395.07**	**1** Transactions		
3236	**RMB ENVIRONMENTAL LABORATORIES IN**					
	01-521-000-0000-6261		65.00	BEACH WATER SAMPLE TEST	321283	PROFESSIONAL SERVICES
3236	**RMB ENVIRONMENTAL LABORATORIES IN**		**65.00**	**1** Transactions		
764	**SCHLUENDER CONSTRUCTION INC**					
	01-521-000-0000-6301		6,100.00	DEMO 2 BUILDINGS BERTRAM	21681	REPAIRS & MAINTENANCE
764	**SCHLUENDER CONSTRUCTION INC**		**6,100.00**	**1** Transactions		
3986	**SPRINT**					
	01-521-000-0000-6203		63.91	880683316		TELEPHONE
3986	**SPRINT**		**63.91**	**1** Transactions		
970	**STATE SUPPLY CO**					
	01-521-000-0000-6301		38.59	REPAIRS PLUMBING PARTS	498684	REPAIRS & MAINTENANCE
970	**STATE SUPPLY CO**		**38.59**	**1** Transactions		
1538	**WRIGHT COUNTY HIGHWAY DEPT**					
	01-521-000-0000-6342		20,872.50	RENT COUNTY BUILDINGS JAN-JUNE		RENT-COUNTY BUILDINGS
	01-521-000-0000-6233		4.44	COPY FEES JUNE 2016	513	PHOTOCOPYING
	01-521-000-0000-6451		4,212.50	FUEL	513	FUEL - LUBE ETC
	01-521-000-0000-6452		239.02	PARTS	513	VEHICLE MAINTENANCE
1538	**WRIGHT COUNTY HIGHWAY DEPT**		**25,328.46**	**4** Transactions		
521	**DEPT Total:**		**33,060.16**	**PARKS**	**11 Vendors**	**14 Transactions**
603	DEPT			EXTENSION		
3921	**OFFICE DEPOT**					
	01-603-000-0000-6244		65.75	SUPPLIES 847107462001		PROGRAM EXPENSES
	01-603-000-0000-6244		62.99	SUPPLIES 847107461001		PROGRAM EXPENSES
	01-603-000-0000-6244		95.45	SUPPLIES 847107258001		PROGRAM EXPENSES
	01-603-000-0000-6244		133.78	SUPPLIES 850338616001		PROGRAM EXPENSES
	01-603-000-0000-6411		57.70	SUPPLIES 849738501001		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
	01-603-000-0000-6411		57.37	SUPPLIES 848419786001		OPERATING SUPPLIES
	01-603-000-0000-6411		15.59	SUPPLIES 849738771001		OPERATING SUPPLIES
3921	**OFFICE DEPOT**		**488.63**	**7** Transactions		
603	**DEPT Total:**		**488.63**	**EXTENSION**	**1 Vendors**	**7 Transactions**
1	**Fund Total:**		**152,863.18**	**GENERAL REVENUE FUND**		**138 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
282	DEPT			NUCLEAR POWER PLANT		
	3986 **SPRINT**					
	02-282-000-0000-6859		172.01	880683316		MISCELLANEOUS EXPENSES
	3986 SPRINT		**172.01**	**1** Transactions		
282	**DEPT Total:**		**172.01**	**NUCLEAR POWER PLANT**	**1 Vendors**	**1 Transactions**
2	**Fund Total:**		**172.01**	**RESERVES 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
310	DEPT			HIGHWAY ADMINISTRATION		
525	**CENTURYLINK**					
	03-310-000-0000-6203		147.11	INTERNET TO SHOPS 080216	430864594	TELEPHONE
525	**CENTURYLINK**		**147.11**	**1** Transactions		
3056	**FLUID INTERIORS**					
	03-310-000-0000-6621		337.06	CHAIR - LARRY A. 080216	46938	FURNITURE & OFFICE EQUIPMENT
3056	**FLUID INTERIORS**		**337.06**	**1** Transactions		
1344	**MARCO**					
	03-310-000-0000-6343		309.27	FINAL METERS 080216	3484301	MACHINERY OR EQUIPMENT LEASES
	03-310-000-0000-6500		25.75	PRINTER CHARGE JULY 2016	3489739	PRINTING SERVICES
1344	**MARCO**		**335.02**	**2** Transactions		
5486	**MARCO**					
	03-310-000-0000-6343		655.50	INV 309257525 NEW KONIC 080216	c554e	MACHINERY OR EQUIPMENT LEASES
5486	**MARCO**		**655.50**	**1** Transactions		
3636	**SELECT ACCOUNT**					
	03-310-000-0000-6261		82.99	JULY 2016 PARTICIPANT FEE		PROFESSIONAL SERVICES
3636	**SELECT ACCOUNT**		**82.99**	**1** Transactions		
3986	**SPRINT**					
	03-310-000-0000-6203		124.25	880683316		TELEPHONE
3986	**SPRINT**		**124.25**	**1** Transactions		
2487	**WINDSTREAM**					
	03-310-000-0000-6203		184.50	3 LINES 7636581570 080216	091562156	TELEPHONE
2487	**WINDSTREAM**		**184.50**	**1** Transactions		
310	**DEPT Total:**		**1,866.43**	**HIGHWAY ADMINISTRATION**	**7 Vendors**	**8 Transactions**
320	DEPT			HIGHWAY ENGINEERING		
1663	**COMMISSIONER OF TRANSPORTATION**					
	03-320-000-0000-6504		1,045.37	P00005996 TESTING 080216		MN/DOT TESTING
	03-320-000-0000-6504		1,337.92	P00005996 TESTING 080216		MN/DOT TESTING
	03-320-000-0000-6504		1,528.15	P00005996 TESTING 080216		MN/DOT TESTING
1663	**COMMISSIONER OF TRANSPORTATION**		**3,911.44**	**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
320	**DEPT Total:**			**3,911.44**	**HIGHWAY ENGINEERING**	**1 Vendors**	**3 Transactions**
330	DEPT				HIGHWAY MAINTENANCE		
	525	**CENTURYLINK**					
		03-330-000-0000-6543		29.56	SIGNAL LIGHTS 080216	314117353	TRAFFIC SIGNALS
	525	**CENTURYLINK**		**29.56**	**1** Transactions		
	3979	**SHERWIN WILLIAMS CO**					
		03-330-000-0000-6555		261.92	BRIDGE REPAIRS 080216	1375-0	GUARDRAIL, BRIDGE MATERIALS
	3979	**SHERWIN WILLIAMS CO**		**261.92**	**1** Transactions		
	1383	**WRIGHT HENNEPIN COOP ELEC ASSN**					
		03-330-000-0000-6543		1,645.68	RURAL LIGHTING 080216	SEE SLIP	TRAFFIC SIGNALS
	1383	**WRIGHT HENNEPIN COOP ELEC ASSN**		**1,645.68**	**1** Transactions		
330	**DEPT Total:**			**1,937.16**	**HIGHWAY MAINTENANCE**	**3 Vendors**	**3 Transactions**
340	DEPT				HIGHWAY SHOP MAINTENANCE		
	6156	**AMERIPRIDE SERVICES**					
		03-340-000-0000-6411		49.41	SUPPLIES JULY 26 080216	00808422	OPERATING SUPPLIES
		03-340-000-0000-6599		9.59	RUGS JULY 26 080216	00808422	BUILDING MAINTENANCE-P.W.BLDG.
	6156	**AMERIPRIDE SERVICES**		**59.00**	**2** Transactions		
	1646	**BOYER TRUCK PARTS**					
		03-340-000-0000-6574		114.18	REPAIR PARTS 080216	170425R	REPAIR PARTS
	1646	**BOYER TRUCK PARTS**		**114.18**	**1** Transactions		
	4858	**BUFFALO AUTO VALUE**					
		03-340-000-0000-6571		98.44	BATTERIES 080216	82107530	BATTERIES
		03-340-000-0000-6574		22.99	BUFFALO AUTO VALUE-PART 080216	82111316	REPAIR PARTS
		03-340-000-0000-6571		31.99	BATTERIES 080216	82111322	BATTERIES
		03-340-000-0000-6574		22.99-	BUFFALO AUTO VALUE-RETU 080216	82111332	REPAIR PARTS
		03-340-000-0000-6571		302.97	BATTERIES 080216	82111501	BATTERIES
	4858	**BUFFALO AUTO VALUE**		**433.40**	**5** Transactions		
	5974	**CENTER POINT ENERGY**					
		03-340-000-0000-6598		263.30	PWB THRU 7/08 (1901) 080216	5866092	UTILITIES-P.W. BLDG.
		03-340-000-0000-6596		55.48	COKATO SHOP ELECT 080216	5942963	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
5974	**CENTER POINT ENERGY**		**318.78**	**2** Transactions		
7544	**CENTRA SOTA COOPERATIVE - BUFFALO**					
	03-340-000-0000-6563		1,503.53	DIESEL FUEL 080216	4224112	DIESEL
	03-340-000-0000-6563		1,560.04	DIESEL FUEL 080216	6113167	DIESEL
	03-340-000-0000-6563		13,951.50	DIESEL FUEL 080216	8103523	DIESEL
	03-340-000-0000-6564		14,620.00	UNLEADED FUEL 080216	8103555	UNLEADED GASOLINE
7544	**CENTRA SOTA COOPERATIVE - BUFFALO**		**31,635.07**	**4** Transactions		
1925	**CHAMBERLAIN OIL CO**					
	03-340-000-0000-6568		481.80	MOTOR OIL 080216	163073	OIL, LUBES
	03-340-000-0000-6568		20.00	DRUMS 080216	163073	OIL, LUBES
1925	**CHAMBERLAIN OIL CO**		**501.80**	**2** Transactions		
2812	**GRAINGER**					
	03-340-000-0000-6599		7.79	INV 9173079790 - PART 080216		BUILDING MAINTENANCE-P.W.BLDG.
2812	**GRAINGER**		**7.79**	**1** Transactions		
3162	**GRANITE ELECTRONICS**					
	03-340-000-0000-6560		1,042.62	MOVE ANTENNAS 080216	000965-1	RADIO COMMUNICATION
3162	**GRANITE ELECTRONICS**		**1,042.62**	**1** Transactions		
2001	**HILLYARD INC - MINNEAPOLIS**					
	03-340-000-0000-6597		64.00	RESTRM SUPPLIES 080216	602149318	BUILDING MAINTENANCE-OUTLYING SHO
2001	**HILLYARD INC - MINNEAPOLIS**		**64.00**	**1** Transactions		
7510	**MENARDS - BUFFALO**					
	03-340-000-0000-6599		19.17	VALVE ACCT 3203263 080216	18741	BUILDING MAINTENANCE-P.W.BLDG.
7510	**MENARDS - BUFFALO**		**19.17**	**1** Transactions		
600	**MORRIES PARTS & SERVICE GROUP**					
	03-340-000-0000-6574		20.15	PARTS 080216	501626FOW	REPAIR PARTS
600	**MORRIES PARTS & SERVICE GROUP**		**20.15**	**1** Transactions		
4808	**POWERPLAN OIB**					
	03-340-000-0000-6574		920.37	PARTS ACCT 8850240407 080216	W37022	REPAIR PARTS
	03-340-000-0000-6575		1,722.00	LBR ACCT 8850240407 080216	W37022	OUTSIDE LABOR
4808	**POWERPLAN OIB**		**2,642.37**	**2** 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
270	**RYAN CHEVROLET**					
	03-340-000-0000-6574		426.02	PARTS 080216	1030930	REPAIR PARTS
	03-340-000-0000-6575		516.60	LABOR 080216	1030930	OUTSIDE LABOR
	03-340-000-0000-6574		168.96	RYAN CHEV - PARTS 080216	573216	REPAIR PARTS
	03-340-000-0000-6575		324.67	RYAN CHEV - LABOR 080216	573216	OUTSIDE LABOR
270	**RYAN CHEVROLET**		**1,436.25**	**4** Transactions		
2068	**SAFELITE FULFILLMENT INC**					
	03-340-000-0000-6574		160.00	SAFELITE-PARTS 080216	183231	REPAIR PARTS
	03-340-000-0000-6575		67.00	SAFELITE - LABOR 080216	183231	OUTSIDE LABOR
2068	**SAFELITE FULFILLMENT INC**		**227.00**	**2** Transactions		
2117	**STEPP MFG COMPANY INC**					
	03-340-000-0000-6574		238.23	REPAIR PART 080216	50504	REPAIR PARTS
2117	**STEPP MFG COMPANY INC**		**238.23**	**1** Transactions		
3096	**W D LARSON COMPANIES LTD**					
	03-340-000-0000-6574		276.00	PARTS F-262070075 080216		REPAIR PARTS
3096	**W D LARSON COMPANIES LTD**		**276.00**	**1** Transactions		
1785	**WAVERLY/CITY OF**					
	03-340-000-0000-6596		82.17	WAV SHOP WAT/SEWER 080216	260004	UTILITIES-OUTLYING SHOPS
1785	**WAVERLY/CITY OF**		**82.17**	**1** Transactions		
1383	**WRIGHT HENNEPIN COOP ELEC ASSN**					
	03-340-000-0000-6596		185.86	M LK SHOP ELEC 080216	10810310900	UTILITIES-OUTLYING SHOPS
	03-340-000-0000-6596		84.23	FR LK SHOP ELEC 080216	11110659400	UTILITIES-OUTLYING SHOPS
	03-340-000-0000-6598		3,146.20	PWB ELEC THRU 7-1 080216	11410943600	UTILITIES-P.W. BLDG.
1383	**WRIGHT HENNEPIN COOP ELEC ASSN**		**3,416.29**	**3** Transactions		
340	**DEPT Total:**		**42,534.27**	**HIGHWAY SHOP MAINTENANCE**	**18 Vendors**	**35 Transactions**
380	DEPT			UNALLOCATED NON-HIGHWAY OPERAT		
2219	**MIDWAY FORD**					
	03-380-000-0000-6699		37,854.73	2016 F350 CREW CAB WH 080216	108733	EQUIPMENT-R & B MAJOR
2219	**MIDWAY FORD**		**37,854.73**	**1** Transactions		
4355	**SAFEASSURE CONSULTANTS INC**					
	03-380-000-0000-6520		5,211.00	SAFETY CONSULTING 080216	1024	SAFETY PROGRAM & 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
4355	**SAFEASSURE CONSULTANTS INC**		**5,211.00**	**1** Transactions		
380	**DEPT Total:**		**43,065.73**	**UNALLOCATED NON-HIGHWAY OPERAT**	**2 Vendors**	**2 Transactions**
3	**Fund Total:**		**93,315.03**	**ROAD AND BRIDGE FUND**		**51 Transactions**

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	Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
420	DEPT				FINANCIAL SERVICES		
	1344	**MARCO**					
		11-420-600-0020-6232		203.94	PRINTER CHARGE JULY 2016	3489739	PRINTING/PHOTOCOPYING
	1344	**MARCO**		**203.94**	**1** Transactions		
	3636	**SELECT ACCOUNT**					
		11-420-600-0020-6153		174.59	JULY 2016 PARTICIPANT FEE		EMPLOYEE GROUP INSURANCE
	3636	**SELECT ACCOUNT**		**174.59**	**1** Transactions		
420	**DEPT Total:**			**378.53**	**FINANCIAL SERVICES**	**2 Vendors**	**2 Transactions**
430	DEPT				SOCIAL SERVICES		
	1344	**MARCO**					
		11-430-700-0020-6232		367.10	PRINTER CHARGE JULY 2016	3489739	PRINTING/PHOTOCOPYING
	1344	**MARCO**		**367.10**	**1** Transactions		
	3636	**SELECT ACCOUNT**					
		11-430-700-0020-6153		272.80	JULY 2016 PARTICIPANT FEE		EMPLOYEE GROUP INSURANCE
	3636	**SELECT ACCOUNT**		**272.80**	**1** Transactions		
430	**DEPT Total:**			**639.90**	**SOCIAL SERVICES**	**2 Vendors**	**2 Transactions**
450	DEPT				PUBLIC HEALTH SERVICES		
	1344	**MARCO**					
		11-450-430-0020-6232		108.77	PRINTER CHARGE JULY 2016	3489739	PRINTING/PHOTOCOPYING
	1344	**MARCO**		**108.77**	**1** Transactions		
	3636	**SELECT ACCOUNT**					
		11-450-430-0020-6153		98.21	JULY 2016 PARTICIPANT FEE		EMPLOYEE GROUP INSURANCE
	3636	**SELECT ACCOUNT**		**98.21**	**1** Transactions		
450	**DEPT Total:**			**206.98**	**PUBLIC HEALTH SERVICES**	**2 Vendors**	**2 Transactions**
11	**Fund Total:**			**1,225.41**	**HUMAN SERVICES FUND**		**6 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.		
1852	**COKATO/CITY OF**					
	20-393-000-0000-6801		468.75	COMMUNITY CLEAN UP 5/7/16		MISCELLANEOUS EXPENSE
	20-393-000-0000-6801		1,062.40	2016 2ND QTR RECYCLING		MISCELLANEOUS EXPENSE
1852	**COKATO/CITY OF**		**1,531.15**	**2** Transactions		
7328	**CORINNA TOWNSHIP**					
	20-393-000-0000-6801		1,184.40	2016 2ND QTR RECYCLING		MISCELLANEOUS EXPENSE
7328	**CORINNA TOWNSHIP**		**1,184.40**	**1** Transactions		
1908	**HANOVER/CITY OF**					
	20-393-000-0000-6801		1,206.20	2016 2ND QTR RECYCLING		MISCELLANEOUS EXPENSE
1908	**HANOVER/CITY OF**		**1,206.20**	**1** Transactions		
1552	**HOWARD LAKE/CITY OF**					
	20-393-000-0000-6801		1,172.75	COMMUNITY CLEAN UP 5/7/16		MISCELLANEOUS EXPENSE
1552	**HOWARD LAKE/CITY OF**		**1,172.75**	**1** Transactions		
2557	**MN DEPARTMENT OF HEALTH**					
	20-393-000-0000-6801		100.00	WELL MAINT PERMIT FEE ALAMA		MISCELLANEOUS EXPENSE
2557	**MN DEPARTMENT OF HEALTH**		**100.00**	**1** Transactions		
3528	**OSI ENVIRONMENTAL INC**					
	20-393-000-0000-6801		100.00	USED OIL COLLECTION FEE	2059080	MISCELLANEOUS EXPENSE
3528	**OSI ENVIRONMENTAL INC**		**100.00**	**1** Transactions		
7418	**ROCKFORD TOWNSHIP**					
	20-393-000-0000-6801		2,222.20	2016 2ND QTR RECYCLING		MISCELLANEOUS EXPENSE
7418	**ROCKFORD TOWNSHIP**		**2,222.20**	**1** Transactions		
1463	**SILVER CREEK TOWNSHIP**					
	20-393-000-0000-6801		944.40	2016 2ND QTR RECYCLING		MISCELLANEOUS EXPENSE
	20-393-000-0000-6801		599.50	COMMUNITY CLEAN UP 5/14/16		MISCELLANEOUS EXPENSE
1463	**SILVER CREEK TOWNSHIP**		**1,543.90**	**2** Transactions		
393	**DEPT Total:**		**9,060.60**	**S.C.O.R.E.**	**8 Vendors**	**10 Transactions**
20	**Fund Total:**		**9,060.60**	**WASTE MANAGEMENT FUND**		**10 Transactions**

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
150	DEPT			LEVY STABILIZATION FUND		
4002	**JK LANDSCAPING**					
	34-150-000-0000-6605		22,622.00	DEMO/CONSTRUCT RETAINING WALL	30323033	SITE IMPROVEMENTS
4002	**JK LANDSCAPING**		**22,622.00**	**1** Transactions		
150	**DEPT Total:**		**22,622.00**	**LEVY STABILIZATION FUND**	**1 Vendors**	**1 Transactions**
161	DEPT			HIGHWAY BUILDING BOND PROCEEDS		
3952	**AUTUMN RIDGE LANDSCAPING INC**					
	34-161-000-0000-6605		42,814.60	HWY CONSTRUCTION		HIGHWAY BUILDING
3952	**AUTUMN RIDGE LANDSCAPING INC**		**42,814.60**	**1** Transactions		
519	**B & B SHEETMETAL & ROOFING**					
	34-161-000-0000-6605		7,106.84	HWY BUILDING PAYMENT		HIGHWAY BUILDING
519	**B & B SHEETMETAL & ROOFING**		**7,106.84**	**1** Transactions		
3954	**DONLAR CONSTRUCTION COMPANY**					
	34-161-000-0000-6605		41,951.93	HWY BUILDING		HIGHWAY BUILDING
3954	**DONLAR CONSTRUCTION COMPANY**		**41,951.93**	**1** Transactions		
3957	**E2 ELECTRICAL SERVICES INC**					
	34-161-000-0000-6605		33,937.39	HWY BUILDING		HIGHWAY BUILDING
3957	**E2 ELECTRICAL SERVICES INC**		**33,937.39**	**1** Transactions		
1196	**FRANSEN DECORATING INC**					
	34-161-000-0000-6605		23,723.40	HWY BUILDING		HIGHWAY BUILDING
1196	**FRANSEN DECORATING INC**		**23,723.40**	**1** Transactions		
4164	**J&B EQUIPMENT COMPANY**					
	34-161-000-0000-6605		24,548.00	HWY BUILDING		HIGHWAY BUILDING
4164	**J&B EQUIPMENT COMPANY**		**24,548.00**	**1** Transactions		
4180	**KENDELL DOORS AND HARDWARE INC**					
	34-161-000-0000-6605		10,435.37	HWY BUILDING		HIGHWAY BUILDING
4180	**KENDELL DOORS AND HARDWARE INC**		**10,435.37**	**1** Transactions		
4165	**MULCAHY NICKOLAUS LLC**					
	34-161-000-0000-6605		5,922.30	HWY BUILDING		HIGHWAY BUILDING

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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
4165	**MULCAHY NICKOLAUS LLC**		**5,922.30**	**1** Transactions		
4171	**MULTIPLE CONCEPTS INTERIORS**					
	34-161-000-0000-6605		1,997.00	HWY BUILDING		HIGHWAY BUILDING
4171	**MULTIPLE CONCEPTS INTERIORS**		**1,997.00**	**1** Transactions		
3959	**NEW LOOK CONTRACTING INC**					
	34-161-000-0000-6605		68,290.08	HWY BUILDING		HIGHWAY BUILDING
3959	**NEW LOOK CONTRACTING INC**		**68,290.08**	**1** Transactions		
4465	**OVERHEAD DOOR CO OF THE NORTHLANI**					
	34-161-000-0000-6605		7,969.55	HWY BUILDING		HIGHWAY BUILDING
4465	**OVERHEAD DOOR CO OF THE NORTHLANI**		**7,969.55**	**1** Transactions		
4264	**PUMP & METER SERVICE INC**					
	34-161-000-0000-6605		22,779.00	HWY BUILDING		HIGHWAY BUILDING
4264	**PUMP & METER SERVICE INC**		**22,779.00**	**1** Transactions		
4144	**TEKTON CONSTRUCTION COMPANY**					
	34-161-000-0000-6605		52,025.32	HWY BUILDING		HIGHWAY BUILDING
4144	**TEKTON CONSTRUCTION COMPANY**		**52,025.32**	**1** Transactions		
3307	**TWIN CITY GARAGE DOOR CO**					
	34-161-000-0000-6605		34,276.00	HWY BUILDING		HIGHWAY BUILDING
3307	**TWIN CITY GARAGE DOOR CO**		**34,276.00**	**1** Transactions		
3960	**WEIDNER PLUMBING AND HEATING CO**					
	34-161-000-0000-6605		23,916.62	PMT #3 HWY BUILDING		HIGHWAY BUILDING
3960	**WEIDNER PLUMBING AND HEATING CO**		**23,916.62**	**1** Transactions		
161	**DEPT Total:**		**401,693.40**	**HIGHWAY BUILDING BOND PROCEEDS**	**15 Vendors**	**15 Transactions**
34	**Fund Total:**		**424,315.40**	**CAPITAL IMPROVEMENTS FUND**		**16 Transactions**

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
689	DEPT			JOINT DITCH NO 14		
999999998	**ERICKSON/SUSAN**					
	41-689-000-0000-6261		105.00	JD 14 SEEDING DAMAGED AREA	092014	PROFESSIONAL SERVICES
999999998	**ERICKSON/SUSAN**		**105.00**	**1** Transactions		
999999998	**HENDERSON/PAUL & CYNTHIA**					
	41-689-000-0000-6261		50.00	JD 14 SEEDING DAMAGED AREA	092014	PROFESSIONAL SERVICES
	41-689-000-0000-6261		50.00	JD 14 SEEDING DAMAGED AREA	092014	PROFESSIONAL SERVICES
999999998	**HENDERSON/PAUL & CYNTHIA**		**100.00**	**2** Transactions		
999999998	**SANGREN/BYRON & JANET**					
	41-689-000-0000-6261		50.00	JD 14 SEEDING DAMAGED AREA	092014	PROFESSIONAL SERVICES
999999998	**SANGREN/BYRON & JANET**		**50.00**	**1** Transactions		
689	**DEPT Total:**		**255.00**	**JOINT DITCH NO 14**	**3 Vendors**	**4 Transactions**
41	**Fund Total:**		**255.00**	**DITCH FUND**		**4 Transactions**

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
505	DEPT			HISTORIAN		
	3636 **SELECT ACCOUNT**					
	71-505-000-0000-6261		1.95	JULY 2016 PARTICIPANT FEE		PROFESSIONAL SERVICES
	3636 SELECT ACCOUNT		**1.95**	**1** Transactions		
505	**DEPT Total:**		**1.95**	**HISTORIAN**	**1 Vendors**	**1 Transactions**
71	**Fund Total:**		**1.95**	**HISTORIAN**		**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
605	DEPT			SOIL & WATER		
	3636 **SELECT ACCOUNT**					
	72-605-000-0000-6261		26.77	JULY 2016 PARTICIPANT FEE		PROFESSIONAL SERVICES
	3636 SELECT ACCOUNT		**26.77**	**1** Transactions		
605	**DEPT Total:**		**26.77**	**SOIL & WATER**	**1 Vendors**	**1 Transactions**
72	**Fund Total:**		**26.77**	**SOIL AND WATER**		**1 Transactions**
	Final Total:		**681,235.35**	**169 Vendors**	**228 Transactions**	

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Recap by Fund

Fund	Amount	Name
1	152,863.18	GENERAL REVENUE FUND
2	172.01	RESERVES FUND
3	93,315.03	ROAD AND BRIDGE FUND
11	1,225.41	HUMAN SERVICES FUND
20	9,060.60	WASTE MANAGEMENT FUND
34	424,315.40	CAPITAL IMPROVEMENTS FUND
41	255.00	DITCH FUND
71	1.95	HISTORIAN
72	26.77	SOIL AND WATER
All Funds	681,235.35	Total

Approved by, ...

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