WRIGHT COUNTY BOARD
AGENDA
AUGUST 30, 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 8-23-16

Documents:

2016-08-23 WRIGHT COUNTY BOARD MINUTES (INFO).PDF

III. REVIEW & APPROVAL OF AGENDA

IV. CONSENT AGENDA

A. AUDITOR/TREASURER

1. Approve Claims As Listed In The Abstract, Subject To Audit, For A Total Of $187,326.14 With 140 Vendors And 208 Transactions

Documents:

AGENDA 8-30 CONSENT CLAIMS.PDF

B. HEALTH & HUMAN SERVICES

1. Position Replacements:
   A. Child Support Hearing Officer
   B. Office Technician II
   C. Office Technician II

Documents:

2016-08-30 WC REQUEST FOR BOARD ACTION - CSO.PDF
2016-08-30 WC REQUEST FOR BOARD ACTION - OT II.PDF
RFBA-HHS.PDF

C. PLANNING & ZONING

1. Accept The Findings And Recommendations Of The Planning Commission For The Following Rezoning:
   A. KEVIN BUTCHER (Franklin Twp.) Planning Commission Unanimously Recommend To Rezone The Property From A/R Agricultural-Residential Back To AG General Agricultural

Documents:

8-30 COUNTY BOARD AGENDA-BUTCHER.PDF
BUTCHER 0818 MIN.PDF

V. TIMED AGENDA ITEMS

A. **9:05 A.M. COUNTY BOARD OF COMMISSIONERS**

1. Proclaim 8-30-16 As "Kyla Mauk Day" In Wright County, Recognizing Mauk For Completing Her Reign As 2015-2016 Princess Kay Of The Milky Way

B. **9:15 A.M. BOB HIIVALA, AUDITOR/TREASURER**

1. Adopt Resolution Authorizing The Public Sale Of Tax Forfeit Properties On Tuesday, 10-04-16 At 1:00 P.m.

Documents:

AGENDA 8-30 TAX FORFEIT SALE RESOLUTION.PDF
AGENDA 8-30 TAX FORFEIT RESOLUTION.PDF
AGENDA 8-30 PROPERTY LISTING.PDF

C. **9:17 A.M. MARC MATTICE, PARKS & RECREATION DIRECTOR**

1. Recommend Award Of The Following Bid:
   A. Bertram Chain Of Lakes Regional Park - Four Season Rental Facility, Part 2 Of The Phase 1 Development Project

Documents:

8-30-16 AGENDA ITEM.PDF

D. **9:22 A.M. VIRGIL HAWKINS, HIGHWAY ENGINEER**

1. Approve Minutes Of Owners Committee Meetings, 7-07-16 And 8-04-16

Documents:

08-30-16 APPROVE OWNERS COMMITTEE 07 AND 08 2016.PDF

E. **9:25 A.M. SEAN RILEY - PLANNING & ZONING ADMINISTRATOR\HUMAN SERVICES\ADMINISTRATION**

1. Action On Medical Hardship Mobile Home Request , 4729 County Road 7 NW, Maple Lake MN

Documents:

WURM TEMP MH COUNTY BOARD AGENDA REQUEST.PDF
WURM COVER LETTER-NOTICE - APPLICATION.PDF
WURM MED MOBILE HOME TWP AND NEIGHBOR RESPONSES.PDF

VI. ITEMS FOR CONSIDERATION

A. **COMMITTEE MINUTES**

1. Building, Personnel, Technology, Ways & Means

Documents:

2016-08-24 BUILDING COMMITTEE MINUTES.PDF
2016-08-24 PERSONNEL COMMITTEE MINUTES AND ATTACHMENTS.PDF
2016-08-24 TECHNOLOGY COMMITTEE MINUTES.PDF
2016-08-24 WAYS AND MEANS COMMITTEE MINUTES.PDF

VII. ADVISORY COMMITTEE / ADVISORY BOARD UPDATES

VIII. ADJOURNMENT

IX. NOTE:

Tax Forfeit Committee Meeting @ 8:30 A.M.
Budget Committee Of The Whole Budget Sessions Starting At 11:00 A.M.

X. CLAIMS LISTING

Documents:

AUDIT LIST FOR BOARD 8-30-2016.PDF

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

INFORMATIONAL

WRIGHT COUNTY BOARD
MINUTES
AUGUST 23, 2016

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

MINUTES
Borrell moved to approve the 8-16-16 County Board Minutes, seconded by Potter. The motion carried 5-0.

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

CONSENT AGENDA
Daleiden moved to approve the Consent Agenda, seconded by Borrell. Sawatzke commented regarding Item B (1) that the County is providing half the rent for the wRight Choice space only because it is vacant, and does not have responsibility for classroom space or schools. He said the School District is charged rent according to a Federal formula for reimbursement, which is applied to all entities who pay rent to the County. The motion passed 5-0.

A. ADMINISTRATION
   1. Refer to 8-24-16 Personnel Committee Request to Reclassify Sr. Engineering Technician-Traffic to Traffic Engineer

B. ADMINISTRATION
   1. Approve and Authorize Signatures on wRight Choice Lease Agreement for 2016-2017 School Year

C. AUDITOR/TREASURER
   1. Approve Claims as Listed in the Abstract, Subject to Audit, for a Total of $1,372,607.11 with 224 Vendors and 425 Transactions

D. SHERIFF'S OFFICE
   1. Position Replacement:
      A. 1 Communications Officer

TIMED AGENDA ITEMS

BOB HIIVALA, AUDITOR/TREASURER
Approve Easement On Tax Forfeited Property
Hiivala said Excel Energy contacted the County regarding the need to encroach on a tax forfeited property to do utility work. Chief Deputy Attorney Brian Asleson explained that the property is a narrow strip on the northern boundary of the City of Rockford. State Statute authorizes Hiivala to sign off on easements such as this if the County Board so approves. Asleson said this would be a permanent easement to replace a line servicing the adjacent neighborhood and would involve the north ten feet of the parcel.

Borrell asked whether they offered any compensation for the easement, as the agreement states only one dollar. Sawatzke said the parcel should be worth more than a dollar. Borrell said he would have preferred that this item and Item B (regarding the resolution authorizing seizure and sale of abandoned personal property on tax forfeited land) had gone to the Tax Forfeit Committee to iron out details before going to the County Board. Asleson said the County Assessor's Office lists $3,000 as a market value. Sawatzke said Excel would not be interested in paying that amount, plus property taxes, insurance, and maintenance costs.

Potter moved to table this item to allow Asleson time to get more information. Daleiden seconded the motion. Borrell said he would like to refer this matter to the Tax Forfeit Committee for further discussion. Sawatzke asked for clarification on the motion. Potter said he would like to receive additional information and perhaps see the

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property. Daleiden said that could include referring the matter to the Tax Forfeiture Committee. Asleson said this property was initially offered to the City of Rockford approximately two years ago, but they were not interested. He will gather the requested information. Sawatzke clarified that the motion includes referring this item to the Tax Forfeit Committee. The motion carried 5-0.

Husom moved to schedule a Tax Forfeit Committee on 8-30-16 at 8:30 A.M. Borrell seconded, and the motion carried 5-0.

Award Bids On County Ditch 10 and Joint Ditch 4
Hiivala said bids were opened at the 8-16-16 County Board meeting. He recommended awarding the bids to the lowest bidders. Hiivala asked the Board to award the bid for County Ditch 10 to Consolidated Landcare, Inc. in the amount of $15,400.00. Daleiden moved, seconded by Borrell, and the motion carried 5-0.

Hiivala recommended that the second bid be awarded to the lowest bidder, Ed Rettman Jr. Excavating, for Joint Ditch 4 in the amount of $13,750.00. Borrell moved, seconded by Daleiden, and the motion carried 5-0.

Update Of Recount For Commissioner District 2
Jackie Schmidt, Elections Supervisor and Office Manager I for the Auditor/Treasurer's Office, said the District Two Commissioner primary ballot recount occurred 8-18-16. One additional vote was found for candidate Darek Vetsch. The ballot was written in light blue ink, and the machine most likely didn't read it initially. She said the Canvas Board met 8-22-16 and confirmed the change. The overall results of the election were not affected. Instead of a four-vote difference between Vetsch and Brad Fyle, there is now a five vote difference. This was an informational item only.

BRIAN ASLESON, CHIEF DEPUTY ATTORNEY
Adopt Resolution Authorizing Seizure And Sale Of Abandoned Personal Property On Tax Forfeited Land
Asleson said this is a routine matter regarding properties that will be going up for public auction. The two properties listed have buildings on them filled with abandoned furniture and miscellaneous other items left by previous residents. Both structures will probably be demolished. The tax forfeit process, however, only deals with real estate, and not personal property. The County Board must authorize by Resolution to seize abandoned personal property. The Attorney's Office notifies prior tenants and owners and then holds a sale at the Auditor/Treasurer's Office. In the past, no one has ever attended those events. The County then takes possession of the personal property.

Asleson referred to the last "Whereas" in the Resolution that states: "Abandoned personal property remains on several of the parcels scheduled for sale, including but not limited to the following parcels." He said this clause allows the County to take possession of abandoned personal property on land-only tax forfeited parcels as well. Borrell said he felt it would be good to refer these types of items to the Tax Forfeit Committee in the future. Potter moved, seconded by Husom, to adopt Resolution 16-49, Authorizing Seizure And Sale Of Abandoned Personal Property On Tax-Forfeited Land. The Resolution passed 5-0 on a roll call vote.

ITEMS FOR CONSIDERATION

8-10-16 CAPITAL IMPROVEMENT/FINANCE COMMITTEE MINUTES
Sawatzke said one correction should be made adding Brad Harrington to the list of "Others Present." Daleiden moved, seconded by Potter, to approve the 8-10-16 Capital Improvement/Finance Committee Minutes as amended. The motion carried 5-0. The Capital Improvement/Finance Committee Minutes follow:

> Overview of Draft 2017-2021 Capital Improvement Plan (Documents attached)
> Vergin stated that the CIP serves as a tool to assist in the long range planning and that it communicates the priorities and future needs of the County.

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8-10-16 Capital Improvement/Finance Committee Minutes (cont.):

Vergin identified the revisions to the "Wright County Capital Improvement Plan" word document, which includes the introduction, definitions, and explanations of the components of the CIP.

- A revision date has been added
- A section referred to as "The Role of the Technology Committee" has been added. This committee serves as a platform for departments to discuss their needs, and evaluate and prioritize projects. All technology projects will be required to be vetted through this Committee.

CIP Project Spreadsheet

Vergin proceeded to walk the committee through the various sections of the CIP spreadsheet. She informed the Committee that the first column identifies 2015 projects that for some reason or another did not proceed, but are now occurring in 2016; therefore costs have been moved to the 2016 CIP budget. Vergin noted that she would explain that in more detail when they reviewed the Funding spreadsheet. There is also a column that identifies 2016 projects that will not proceed until 2017, that funding will be in the 2017 CIP budget.

The Committee then walked through each section of the CIP, noting that there were representatives from the departments present to answer any questions that the Committee may have.

Enterprise Projects *(Technology projects that have an impact County Wide)*

- The document will be revised to include $38,000 in 2017 for Wireless Upgrades.
- Network Storage will be adjusted to reflect both the 2015 and 2016 budgets, $36,000 each, totaling $72,000, to be funded in 2017, as that work has not yet started.

County Facility/Building Needs

- Hot Water Boilers at LEC, $335,000 – This project was proposed to occur in 2016, and it is now not being recommended to proceed.
- Annex MUA's at a cost of $195,000 and Chiller Tower at a cost of $136,500 both proposed for 2018 are now being proposed to be part of the Courts remodel project.
- The Committee requested that the 2018, 2020 and 2021 budget amounts identified as holding spots be removed.
- Discussed the programmable thermostats that are proposed to be installed at the HHSC yet this year (2016) for $12,000. Wilczek noted to the Committee that these should only be done if County intends to retain that building for 7+ years. If the building will no longer be used within the next 3 to 4 years, than recommends that this work not be completed.
- Discussed the deferred maintenance and renovation to the existing public works building. Some work is currently proceeding, but possibility that not all of the work proposed for 2016 will be completed, some may be done in 2017. CIP would be adjusted accordingly
- Caulking and Tuck Pointing – It was noted that Staff should re-evaluate both the timing of the work and what areas that need to be done.

Administration Projects

- This is the first year that Administration has had any department specific projects within the CIP. There was discussion if a "Future Space Study" should be part of the CIP or funded through Professional Services. At this time, it is not included in the CIP.

Assessor

- It was noted that the CAMA project has been pushed out to 2018.

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8-10-16 Capital Improvement/Finance Committee Minutes (cont.):

Attorney

- Jworks project is not anticipated to start until 2018.

Auditor/Treasurer

- Property Tax System has been pushed out to 2018, along with the CAMA project.
- OpenGOV – Auditor will be working with other departments to see if this system would be of benefit to them in presenting data and statistics.

Highway

- Nothing new has been added to their CIP, next project will not occur until 2018.

Human Services

- HHS - EDMS project – Christine Partlow questioned unspent funds from a previous year that were not identified in the CIP. Vergin stated that she would meet with Christine to clarify the funding, and if something had been missed Vergin would correct the CIP.
- Mobile Wellness on Wheels – Young provided additional information regarding their proposal to replace the current WOW vehicle. This will be a smaller cargo type van, which will contain equipment necessary to continue to provide services to the public.

Parks

- Questioned if campground improvements could be funded through the campground fees. Harrington responded that he was not clear on that, Mattice would need to clarify that for the Committee.

Recorder

- EDMS project for land records will continue this year and into 2017.

Sheriff

- Body Cameras and Server – Hoffman stated that that they have identified $250,000 over time, as is it unknown when this will occur. The Sheriff's department is more in a holding pattern to see how the new legislation and public process will unfold.
- 800 MHZ Consoletes, due to their life expectancy are due to be replaced in 2018. The Sheriff's department as identified that they will fund 50% of the replacement through 911 funding, with the other 50% coming from the CIP.

CIP Funding Plan

Vergin stated that the projects are broken down by year and by the funding source that will be used. The last page of the Funding plan begins with year 2015 year-end fund balances for each funding source; it then identifies transfers that have been approved by the Board to fund the CIP; it identifies the anticipated expenditures for 2016 and any additional revenue sources for 2016; thus projecting out a year end fund balance for 2016.

This continues for each year moving forward, identifying proposed transfer amounts to fund CIP projects based on year-end fund balances.

Discussed the inclusion of the Highway Bond / Debt Levy. Vergin noted that the levy is projected at 105% of the debt due, as defined by State Statute. There was discussion if the CIP should recognize all debt of the County. It was the consensus of the Committee to include all debt.

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8-10-16 Capital Improvement/Finance Committee Minutes (cont.):

Overview – Next Steps

Vergin will meet with Partlow to clarify their funding for the HHS EDMS project; Mattice will be contacted to address the question regarding campground fees; the CIP will be updated with changes as identified today during the meeting.

Recommendation:

Present the CIP, with changes, to the COTW on August 23 with the overview of the 2017 Budget.

(End of 8-10-16 Capital Improvement/Finance Committee Minutes)

8-10-16 COMMITTEE OF THE WHOLE

Husom moved to approve the 8-10-16 Committee Of The Whole Minutes and Recommendations, seconded by Daleiden. Borrell said he doesn't feel this change is necessary, as Launette Figliuzzi, Director of Veterans Services/Nuclear, has emergency management experience. Borrell added that County nuclear drills have rated highly. He preferred to add a staff member to the Veterans Services Department than transfer nuclear emergency management duties to Emergency Management Coordinator Steve Berg in the Sheriff's Office. Borrell said it is valuable to have two staff members with emergency management training and skills in case an event occurs. The motion carried 4-1, with Borrell voicing the Nay vote. The 8-10-16 Committee Of The Whole Minutes follow:

I. Transfer of Nuclear Emergency Preparedness Department to the Emergency Manager's/Sheriff's Department

Kelly reminded the committee that this meeting was a follow-up to the Committee of the Whole held in May. Work on revising the impacted job descriptions has been started but he would like direction from the board prior to proceeding further.

Figliuzzi provided an overview of the nuclear preparedness activities conducted by her and her staff from October 2014 to October 2015. These totaled 1633 hours over a 12 month period. In addition she cited an additional 412 hours of events related to nuclear preparedness that staff were not able to attend.

In addition, Figliuzzi said her office receives 7400 phone calls per year from Veterans and their families. Transferring the nuclear preparedness duties would allow her to focus her efforts on serving veterans.

The current 2016-2017 Nuclear Grant was discussed. Historically this grant has allocated $30,000 to cover staff costs. Sawatzke noted that in the past the board had been told that the nuclear grant covers approximately 50% of the wages of nuclear related staff, but those costs are greater than $30,000. Additional grant funding should be requested to cover the cost of a new Emergency Management Deputy Director position. There was discussion regarding the budget logistics related to transferring nuclear preparedness. These scenarios will need to be discussed during budget meetings.

The committee identified that the job description for an Emergency Management Deputy Director should be finalized and rated by the consultant in order to identify the costs of the position for the 2017 budget. The Veteran's Service/ Nuclear Director and Emergency Management Coordinator job descriptions should also be reviewed.

Recommendation: Review and prepare job descriptions related to the transfer of nuclear preparedness duties.

(End of 8-10-16 Committee Of The Whole Minutes)

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ADVISORY COMMITTEE / ADVISORY BOARD UPDATES

1. Dementia Friendly Community: Husom said she was recruited to take part in launching a Dementia Friendly Community in Buffalo to build awareness about the condition, and offer support to care givers.

2. Tri-County Regional Forensic Lab: Husom said requests for Bio-DNA tests are up 32 percent, and criminal sexual tests have increased 120 percent. A new software called STRMix will help analyze latent prints and record DNA. She cited several success stories regarding quick turnarounds that resulted in convictions. Husom said the Advisory Board approved a budget increase of 1.76 percent. Wright County's share is $385,106.

3. Local Emergency Medical Systems Council: Husom reported on a new pulse point phone app that alerts any app user within a 1500 foot radius that someone is having a heart attack or needs CPR. It also indicates the location of nearby Automated External Defibrillators (AEDs). This is a pilot program involving Wright County, Carver County, Coon Rapids, and the University of Minnesota that will roll out on 9-01-16.

4. Economic Development Partnership (EDP)/Monticello Chamber of Commerce Luncheon: Potter said the EDP joined up with the Chamber for a Learning Luncheon on 8-16-16. The subject was transportation. The group reviewed a five-year plan and transportation initiatives. Potter said the EDP informed the Chamber about the new Highway 25 Coalition, which is meeting this Friday, 8-26-16.

5. Solar Committee: Sawatzke attended this Committee on 8-19-16. The next meeting on 9-02-16 may be the last one. The key point is the creation of a Developers Agreement requiring solar companies to sign a contract with the County regarding their responsibilities. If they don't fulfill them, the County will have the right to pull from their letter of credit. Borrell added that the new Agreement allows Townships to write their own ordinances that the County will enforce. Borrell said the Agreement will help keep the developers accountable.

6. Tour of Pine County Courthouse: Daleiden said the Board and other County staff toured the facilities on 8-18-16.

7. Local Government Roundtable On Regional Bufferworks: Daleiden said the event was hosted on 8-18-16 by the Association of Minnesota Counties (AMC), the Minnesota Association of Soil and Water Conservation Districts, and the Minnesota Association of Watershed Districts. Daleiden said there are a few dates of which the County must be aware. As of 11-01-17, buffers averaging 50 feet (with a minimum of 30 feet) will be required on all lands adjacent to public waters.

   Daleiden said the second rule may be more of a concern to the County. As of 11-01-18, buffers of 16.5 feet will be required on all County ditches. He said the County must notify the Minnesota Board of Water and Soil Resources (BWSR) by 3-31-17 of its intent to assume enforcement of the Buffer Law. If the County decides not to enforce it by 3-31-17, BWSR will do it, although they prefer that counties take the initiative. At any time, the County may take over enforcement by giving BWSR a sixty-day prior notice. BWSR also requires information regarding how compliance and enforcement measures will be implemented. Daleiden said BWSR prefers that counties use a carrot versus a stick approach. Some agriculture loan programs are available for farmers. Daleiden said the County will need to discuss with SWCD other requirements about water courses that are not County Ditch or public waters, but have potential for impacting surface water. These must be reported and evaluated by SWCD regarding whether they should be plotted on the official Buffer Protection Map. Daleiden said at this point, the Minnesota Department of Natural Resources defines public waters to include rivers and lakes.

   Daleiden said private drainage ditches are not public waters, but must be evaluated by the Soil and Water Conservation Districts (SWCDs). Currently the rules deal solely with County public waters and County ditches. BWSR will provide guidelines. The use of the Buffer Protection Map is to 1) Identify the waters;

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2) Provide a system, and 3) Implement Buffers. If the County chooses not to enforce the Buffer Law, BWSR can ask the SWCD to do so. Daleiden said someone (perhaps either the SWCD or the Planning & Zoning Department) should have access to adjusting the Buffer Protection Map.

8. Mosquito Control: Daleiden said he has been getting a lot of calls about mosquito control measures, primarily on the eastern side of the County. Sawatzke said the Board talked about it a dozen years ago. Marc Mattice, Director of Parks and Recreation, did research at that time, and the cost was astronomical. There is also the question of whether the chemicals are safe for the environment and other species.

9. Future Courts Tour: Lee Kelly, County Coordinator, said he made contact with the Polk County Court Administrator in Crookston, Minnesota, regarding a tour of their facilities. Sawatzke said 9-19-16 is a date that works for everyone. A time will be forthcoming after logistics including travel time are determined.

10. Planning & Zoning Feedlot Workshop: Borrell said he attended this workshop on 8-15-16. The discussion centered on the chicken ordinance and allowing horses on smaller acreage.

11. Safe Schools: Borrell said the presentation last week addressed child suicide and steps being taken at various schools.

12. Reception for Kyla Mauk, 2015-2016 Princess Kay of the Milky Way: Borrell said Ms. Mauk will be recognized at the 8-30-16 County Board meeting. A reception follows at the Government Center that is open to the public.

The meeting adjourned at 9:55 A.M.

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WRIGHT COUNTY
REQUEST FOR BOARD ACTION

***Req. Agenda Time*:**		***Board Meeting Date*:**	8-30-2016	***Consent Agenda*:**	X
Amt. of Time Required:		***Item For Consideration*:**			

Auditor-Treasurer's Office	**Board Action Requested:**
Originating Department/Service	Approve Claims as Listed in the Abstract, Subject to Audit, for a Total of $187,326.14 with 140 Vendors and 208 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: 8/30/16 CONSENT AGENDA: __Y__

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

HUMAN SERVICES
ORIGINATING DEPARTMENT/SERVICE

X _____
REQUESTOR'S SIGNATURE

8/24/16
REVIEWED BY/DATE

BOARD ACTION REQUESTED:
Approve hiring for a Child Support Hearing Officer vacancy in the Child Support L-Z Unit.

BACKGROUND/JUSTIFICATION:

Sheila Voge submitted her resignation with an effective date of September 6, 2016. The position is a ~~court~~ Hearing Officer position and is integral in ensuring legal actions brought forth by the county are handled in the manner required by state and federal laws. This position helps keep the Child Support program running efficiently by keeping caseloads a workable size.

	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: August 30, 2016 CONSENT AGENDA: X

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

County Board

ORIGINATING DEPARTMENT/SERVICE

X Karen Jorgensen- Royce

REQUESTOR'S SIGNATURE

8/23/16 8/24/16

REVIEWED BY/DATE

BOARD ACTION REQUESTED:

Replace Cecilia Webb's OT II position in Public Health.

BACKGROUND/JUSTIFICATION:

This OT II position provides customer service, clerical, office support and financial activities in a variety of PH programs. Provides back up for certain PH Case Aide functions, as needed.

COUNTY ATTORNEY REVIEW DATE:

FINANCIAL IMPLICATIONS:
$_____

COUNTY COORDINATOR/DATE:

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

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

FUNDING:

COMMENTS:

COMMENTS:

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: BOARD MEETING DATE:8/30/2016 CONSENT AGENDA: X

AMT. OF TIME REQUIRED: _____ITEM FOR CONSIDERATION: Position replacement

County Board

ORIGINATING DEPARTMENT/SERVICE

X _____

REQUESTOR'S SIGNATURE

_____

REVIEWED BY/DATE

BOARD ACTION REQUESTED:

Replace Lisa Spencer's OTII position

BACKGROUND/JUSTIFICATION:

The OTII position is vital in Financial Services. Requesting replacement of this position to support Financial and Child Support Workers.

COUNTY ATTORNEY REVIEW DATE:

COUNTY COORDINATOR/DATE:

ADMINISTRATIVE RECOMMENDATION:

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

FINANCIAL IMPLICATIONS:

$_____

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

FUNDING:

COMMENTS:

COMMENTS:

WRIGHT COUNTY

REQUEST FOR BOARD ACTION

REQ. AGENDA TIME **BOARD MEETING DATE: August 30, 2016** **Consent: X**

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

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

BACKGROUND/JUSTIFICATION:

KEVIN BUTCHER (Franklin Twp.) - Planning Commission unanimously recommends to rezone from A/R Agricultural-Residential back to AG General Agricultural.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED:

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

COMMENTS:

WRIGHT COUNTY PLANNING COMMISSION

Meeting of: August 18, 2016

M I N U T E S – (Informational)

The Wright County Planning Commission met August 18, 2016 in the County Commissioners Board Room at the Wright County Government Center, Buffalo, Minnesota. Chairman, Dan Mol, called the meeting to order at 7:30 p.m. with all members present. Sean Riley, Planning & Zoning Administrator, represented the Planning & Zoning Office. Greg Kryzer, Assistant County Attorney, was legal counsel present.

KEVIN BUTCHER – New Item

LOCATION: 10006 Fenner Avenue SE – North 26 acres of the N ½ of the NE ¼, lying east of the town road, Section 25, Township 118, Range 25, Wright County, Minnesota. (Franklin Twp.) Tax #208-200-251102 & -251100 Property owner: Morrow

Petitions to rezone from A/R Agricultural-Residential back to AG General Agricultural as regulated in 155.027, 155.028 & 155.048 of the Wright County Code of Ordinances. (Property owner has decided to pursue another option to divide off the existing house.)

Present: Kevin Butcher

A. Riley noted as explained in the previous item, the property has been zoned A/R and the applicant is requesting to go back to the AG zone to allow an administrative split. The subdivision would be allowed a different configuration.

B. Butcher – stated this will be more cost effective for the landowner and will not impact wetlands.

C. Pederson agreed this would make more sense to go back to the Ag zone.

D. Bravinder –understands the remainder parcel will be restricted land. Riley stated that is right.

E. Butcher felt if someone in the future wants to pursue building on the rest it would be up to them. Asked if that would take a variance? Riley indicated no, the property would have to be rezoned to A/R to get an entitlement and establish that it is buildable. The restricted parcel could also be sold to someone else.

F. Mol asked for public comment, hearing none, discussion returned to the Commission.

G. Borrell moved to approve the rezoning to the County Board of Commissioners to rezone the property from A/R Agricultural Residential to AG Agricultural to allow the applicants to divide the property under the AG standards noting a deed restriction must be filed for the administrative division under the AG standards. D. Thompson seconded the motion.

VOTE: CARRIED UNANIMOUSLY

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

***Req. Agenda Time*:**	2 min.	***Board Meeting Date*:**	8-30-16	***Consent Agenda*:**	
Amt. of Time Required:		***Item For Consideration*:**			

Auditor-Treasurer's Office	**Board Action Requested:**
Originating Department/Service	Adopt Resolution Authorizing The Public Sale of Tax Forfeit Properties on Tuesday, October 4, 2016 at 1:00 p.m.
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: $**
County Coordinator/Date	**Administrative Recommendation:** **Approval** **Denial** **No Recommendation**	**Budgeted:** **Yes** **No** **Funding:** **Levy** **Other**
Comments:		**Comments:**

RESOLUTION 15-

WHEREAS The Wright County Board of Commissioners has considered a list of tax forfeited properties, with those properties classified as nonconservation land, and has also reviewed the basic sale price for each parcel, as established by the County Auditor-Treasurer; and

WHEREAS Minnesota Statutes, Section 282.02 requires that notice of the public sale of tax forfeit property be published for two consecutive weeks in the official newspaper of the County; and

WHEREAS Notice of said public sale of tax forfeit property must also be mailed to all owners of property adjacent to those properties on the sale list;

NOW, THEREFORE, BE IT RESOLVED,

1) That all parcels of tax forfeited land contained on the attached list, with basic sale price as listed, shall be sold at public sale on **October 4th , 2016 at 1:00 PM**, by the Wright County Auditor-Treasurer, at the Wright County Government Center, for not less than the basic sale price;

2) That all sales shall be by full payment of the purchase price and any fees and costs; and

3) That notice of said sale shall be published and mailed as required by statute.

October 4th 1:00 PM
Wright County Courthouse, County Board Room

The Minnesota Department of Health strongly recommends that ALL homebuyers have an indoor radon test performed prior to purchase or taking occupancy and recommends having the radon levels mitigated if elevated radon concentrations are found. Elevated radon concentrations can easily be reduced by a qualified, certified, or licensed, if applicable, radon mitigator.

Every buyer of an interest in residential real property is notified that the property may present exposure to dangerous levels of indoor radon gas that may place the occupants at risk of developing radon-induced lung cancer. Radon, a Class A human carcinogen, is the leading cause of lung cancer in nonsmokers and the second leading cause overall. The seller of any interest in residential real property is required to provide the buyer with any information on radon test results of the dwelling.

Persons and entities owing delinquent taxes on other parcels in Wright County will be prohibited from bidding on parcels at this sale.

The balance of any special assessments that were levied before forfeiture and canceled at forfeiture are not included in the basic sale price and may be reassessed by the municipality. These special assessments are shown on the list of tax-forfeited land under the column entitled "Specials Before Forfeiture."

	PROPERTIES							
PID	**ADDRESS**	**SPECIAL CONDITIONS OF SALE**	**TAX DESCRIPTION**	**CITY/TOWNSHIP**	**VALUE**	**SPECIALS AFTER**	**SPECIALS BEFORE**	**MINIMUM BID PRICE**
101-124-004010	Mackenzie Ave NE		Lot 1 Block 4 Green Haven Estates	City of Albertville	25,000			**$7,500.00**
103-119-001080	1425 Woodlawn Beach		Lot 8 Block 1 Northview		25,000			**$25,000.00**
103-156-002010	100 Roberts Court		Lot 1, Block 2, Roberts Ridge	Buffalo	10,000		$6,761.80	**$21,000.00**
107-035-000113			The N 90 Ft of Lot K and the N 90 ft of the W 67 feet of Lot L, Young's First	Delano	500		$4,132.41	**$500.00**
109-010-023100			Lot 10 Block 23 Original Plat of Howard Lake	Howard Lake	16,100			**$15,000.00**
110-045-000020			Outlot B, Happy Knoll Estates First Addition	Maple Lake	2,400			**$100.00**
110-045-000030			Outlot C, Happy Knoll Estates First Addition	Maple Lake	1,300			**$300.00**
110-053-000010			Outlot A, Happy Knoll Estates Second Addition	Maple Lake	700			**$300.00**
114-151-001010	5410 Quam Cir NE	1) Property sold in an "as-is" condition 2) Purchasers will be issued a bill of sale for any abandoned personal property remaining on the premises	Lot 1 Block 1 Crow River Ind Park 3rd Addn	St. Michael	259,800		$456.84	**$125,000.00**
116-037-001010			Lot 1 Block 1 Spring Meadows	Waverly	7,500		$925.00	**$5,000.00**
116-037-001020			Lot 2 Block 1 Spring Meadows	Waverly	7,500		$925.00	**$5,000.00**
116-037-003040			Lot 4 Block 3 Spring Meadows	Waverly	7,500		$925.00	**$5,000.00**
116-037-003050			Lot 5 Block 3 Spring Meadows	Waverly	7,500		$925.00	**$5,000.00**
118-034-002270	8304 Needham Ave NE		LOT 27, BLOCK 2, VASSEUR'S OAK GROVE ESTATES 3RD ADDITION	Otsego	43,300		$3,661.61	**$15,000.00**
155-033-001040	7 Fairway Dr	The house on this parcel has been declared uninhabitable by the City of Monticello. More information can be obtained by contacting the City.	Lot 4, Block 1, Country Club Manor	Monticello	158,800		$11,162.55	**$115,000.00**
155-054-001020			Lot 2 Block 1 Harold Ruff's Addn	Monticello	22,800		$2,606.68	**$33,000.00**
155-185-001010			Th Part of Lot 1 Block 1 Wh Lies NELY of vacated Chelsea Court	Monticello	185,500			**$100,000.00**
155-193-001020			Lot 2, Block 1, Jefferson Commons Third Addition	Monticello	399,200		$305,572.29	**$350,000.00**
155-500-101412	601 Elm Street		Rev Des No 6 Bk 14 DDS Pg 215 Unplatted of Monticello	Monticello	63,600		$9,649.41	**$20,000.00**
204-121-000030				Clearwater Township	6,800			**$5,000.00**
208-217-001150		This parcel has been declared unbuildable by the Wright County Board of Adjustment. Please contact Wright County Planning & Zoning for more information.	LOT 15, BLOCK 1, MELQUIST'S FOUNTAIN LAKE PENINSULA	Franklin Township	22,000			**$10,000.00**
218-000-151401	14224 85th St SW		The Part of SE 1/4 of the NE 1/4	Stockholm Township	171,800	$0.00	$97.00	**$150,000.00**

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: _____ ***BOARD MEETING DATE:*** _8-30-16__ ***CONSENT AGENDA:*** ____

AMT. OF TIME REQUIRED: __5 Minutes _____ ***ITEM FOR CONSIDERATION:*** _____

PARKS
ORIGINATING DEPARTMENT/SERVICE

Marc Mattice
REQUESTOR'S SIGNATURE

REVIEWED BY/DATE

BOARD ACTION REQUESTED:

Recommend Award of the Following Bid:

Bertram Chain of Lakes Regional Park;
Four Season Rental Facility, Part 2 of the Phase 1 Development Project.

BACKGROUND/JUSTIFICATION:
The bid opening was held on Friday, August 19, 2016 the tabulation of bids include:

Bidder	Base Bid	Alternative, Maintenance Free Deck and Railings	Total Bid
Larson Building	$395,300.00	$7,250.00	$402,550.00
Funk Construction			No Bid
Hellman Construction			No Bid
Shingobee Builders			No Bid
Ernst General Construction			No Bid
Scott Builders			No Bid

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:* 08-30-16 *CONSENT AGENDA:* _____.

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

HIGHWAY.
ORIGINATING DEPARTMENT/SERVICE

_____.
REQUESTOR'S SIGNATURE

_____.
REVIEWED BY/DATE

BOARD ACTION REQUESTED:

Approve Owners Committee Meeting Minutes from July 7, 2016 and August 4, 2016

BACKGROUND/JUSTIFICATION:

Minutes and attachments are included.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED:

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

COMMENTS:

COMMENTS:

WRIGHT COUNTY
OWNERS COMMITTEE

Meeting Minutes
UNAPPROVED
July 7, 2016
10:30 a.m.
Wright County Highway Department Building
Meeting Room C-200

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

Others Attending:
Ken Francois, Kraus-Anderson
Chris Larkin, Kraus-Anderson
Brad Hatfield, Building Maintenance
Alan Wilczek, Facilities Service Director
Bill Cordell, Senior Traffic Technician
Chad Hausmann, Assistant Highway Engineer
Adam Tagarro, IT Department Head
Barb Holmquist, Highway Department

The meeting was brought to order at 10:30 a.m., and Ken Francois was asked to share information.

1. Change Order Update [Attachment 1]
There were a total of three change orders presented. PCO #164 ($1,234) was for the makeup air units in the vehicle storage area. This was to change the breaker size to a 40 amp and to upsize the wiring of both makeup units #2 and #3. PCO #127 ($1,027) was to add cedar trim at the perimeter of ceilings. PCO #193 ($775.00) was for compressed air piping and added valves, which were needed in order to keep operating if there were ever the need to isolate an area within the building. The projected total of change orders was $3,036. There was a consensus that the change orders were necessary and were recommended for approval.

2. Budget Review [Attachment 2]
Overall, Francois said that the project is currently 10.5% under projected costs, and the building cleaning costs came in just under $20,000, when they were estimated to be closer to $35,000.

3. Project Update [Attachment 3]
Francois said that there are still a handful of issues remaining, and Chris Larkin (project superintendent) is working on them. Kraus-Anderson will be meeting with Central Roofing about the problems/defects that have been identified in the roof. A 30-year warranty was secured with the bid, and currently there are ripples and bubbles that are appearing in the surface, which is supposed to be fully adhered at this time. There are probably some areas where the membrane will have to be ripped off and redone, and Sawatzke commented that that will amount to seams where otherwise there wouldn't have been any. Francois said that there will be brand new rolls, so there will be no more seams that they would have had initially. There are too many areas that need to be fixed, so it makes more sense to redo it. A letter was sent rejecting the final product, and Wilczek said that there are huge portions of the roof membrane that need attention. Perhaps because of the winter conditions, the final product did not turn out as intended. The owner was out here last week to personally survey the problem, and he is fully involved with Wright County on this issue. They will come to a resolution, and all have agreed that the final product, at this point, doesn't look good. They all want a

good product for the county, both in functionality and in appearance. There is a 30-year warranty for this roof. It is functioning well, but it needs to be replaced. The 30-year warranty is prorated, so they want to make sure that the product is good from the beginning. This will be fixed at no extra charge.

The office doors in the front office end of the building will be getting new door jambs as the door latch was cut in the wrong place. New jambs have been ordered for the strike location, and the company will be working around the office schedule. Work will take about one-half hour per door.

The overhead garage doors continue to be an issue, with the concrete slab underneath the point of contact sloping toward rather than away from the inside of the shop area. There are a couple of options to consider, including cutting out or grinding out some of the concrete in order to change the slope. Sawatzke asked if the plans had been correctly drawn up, and Francois said that plans called for it to be flat for that six inches, but it was not constructed according to the architectural drawings. This won't affect operations, but they still don't want water coming in under the doors and flowing inside. Sawatzke said that if that happens, the water will freeze when the temperature drops. Francois said that this is why he is pressing this issue and asking them to fix it. Fleet services still has not moved into the new building.

Another problem encountered in both the fleet services and storage areas is that the metal plates for the trench drains (and/or the ledges they rest on) just inside the outside garage doors are defective, and some grates have fallen into the trenches when heavy equipment has driven over them. The problem might have been caused when the grates were packaged and caused the ledges on which they are to rest become misshaped. A representative from the company will be flying in from Boston to take a look at this problem and to help suggest a solution. Either the grates too small or the opening is too large. They will try to figure out how to make it operational. In the meantime, plates have been secured over the grates they are concerned about so that trucks can enter the building without damaging either the tires or the cavities.

The door on the engineering testing room will be fixed so that the handle is at the correct height.

Operators are currently working on the card readers in the designated doors throughout the building. Francois said that there will be 100 tags for vehicles that will allow them access into the fleet storage area through the overhead doors when fully locked. The vendor is still in the process of programming them. Access groups can be set up for use of the tags, similar to how the groups were set for interior and exterior door access throughout the building. The gates will accept a programmed key card, and tags will also be mounted inside the vehicles. If a vehicle is unable to enter a locked gate during business hours, a video/intercom system can be activated in the front office to open the gate(s) and allow admittance. At this time, the overhead garage doors are timed to close 30 seconds after opening.

Interior fencing will be installed in vehicle storage on Tuesday.

They have been experiencing some difficulties with the Hotsy wash bay system, as it doesn't appear to be correctly interfacing with the outside air damper. Hot water is not yet available, so they are hoping to get that figured out today.

The monument designed for the north entrance to the parking lot is scheduled to be placed in the next two or three weeks, and the lettering will come later.

Francois said that Larkin has been working with the various contractors on the punch list that was drawn up by the architects. Once each item is taken care of, he will sign off on it and then have the engineer sign off until all items are completed. Francois said that all posts and garage doors have been galvanized so that they won't need paint.

4. Other:

Wilczek asked about the rebates that were first available when lighting design changes were made to meet the rebate criteria, and Francois said that this will have to be done before the final sign off occurs. Once the books are closed, it becomes much tougher to collect the rebate. He will need invoices on the light fixtures for proof of expenditure.

Larkin, the project superintendent, will be on site until approximately July 18, and then he will be in and out as he moves on to another project. Larkin stated that electrical and mechanical work was done this week and the architects have some hardware ordered for other issues. The painter will be back to do some touchup work, and then work should be 95-98% done this week. Anything open after two weeks from then will be tracked and fixed so as not to interfere with Highway business going on inside the building. Both Francois and Larkin will be the contacts for this.

Wilczek asked if the cameras were all installed, and Larkin said that they were installed in some areas but wasn't sure where they all were. There are still some things to correct with the supplies that were received. Sawatzke asked about the final landscaping and whether the large pile on the north side of the building would remain where it is. Hawkins said that this is actually part of the gravel that the Highway Department will be mining during the next 10 years. Some regrading will be done and pavement markings will be put down in the parking lots next week, weather permitting, and parking spaces have been marked in the fleet storage area and will be striped close to that same time. The turf and landscaping still need some attention, and New Look will be taking care of this. The area around the building appears to be filled with rocks and needs more top soil. Francois said that they will have to come back and he will make sure that they take care of it.

Tagarro said that the AV work is running a bit behind, but he is hoping to touch base with the electrician to start finalizing all the work necessary to complete the connections from the servers to the screens in the conference rooms.

A minimum of five percent (5%) will be withheld from final payments until all work is satisfactorily completed.

5. Set Meeting Date:

A tentative meeting date for the next Owners Committee was set for Thursday, August 4, 2016 at 10:30 a.m. Sawatzke indicated that he would like to get updates on the final progress of this project. He said that he is not overly concerned about the quality of the work, but that a few items don't seem to have easy solutions. Francois said that he would give an update at the next meeting.

The meeting was adjourned.

Respectfully submitted,

Barb Holmquist

ATTACHMENT 1

Wright County Highway Department Project

July 7, 2016

Change Order Review

Change Orders Presented for Approval:

1. **PCO #164 (RFI #114) – Total $1,234**: Change breaker size to a 40 amp break and upsize the wiring on both MAU #2 & #3.
2. **PCO #127 (RFI #127) – Total $1,027:** Add cedar trim at the perimeter of the T&G ceilings.
3. **PCO #193– Total $775:** Revised compressed air piping and add valves to separate area B from C&D.

Total Change Orders Presented: $3,036

ATTACHMENT 2

KRAUS-ANDERSON® CONSTRUCTION COMPANY

Date: 7/7/2016

Overall Project Budget

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

Description	Budget	Remarks
Total Available Dollars		
2015 Bond Issue	$17,000,000	
TOTAL REVENUE	**$17,000,000**	
Construction Costs Budget		
Site Improvements		
Wright County Site Rough Grading Work	$99,730	
Wright County Aggregate Base	$25,000	By Wright County
Wright County Asphalt Pavement	$193,804	
New Facility		
Bid Day Contracts - BP #1 & BP#2 w/ Alternates	$11,062,191	
Contracts Writen After BP 1&2		
Joint Sealants	$25,900	
Fence and Gates	$50,605	
Monument Sign	$11,000	
Equipment		
Vehicle Lifts	$375,000	County is purchasing off of State contract
Hose Reels, tanks, compressors and associated piping	$229,585	
Parts Racking / Storage Racking	$75,000	Allowance
Welding Equipment	$100,000	Allowance
Work Benches	$95,000	Allowance
Construction Contingency		
Change Orders Written	$196,987	
Change Orders Proposed	$3,036	
Potential Change Orders	$3,846	Still under review
Contingency Remaining	$356,478	
Total Construction Budget	**$12,903,162**	
Soft Cost Budget		
A/E Fees	$638,850	Updated 11/4/15
CM Fee / Site Services	$528,424	
General Conditions	$375,000	
FFE Programming	INCLD	Architect Provided
Construction Testing / Special Inspections Testing / Soil Borings	$57,938	Updated 5/25/16
Final Cleaning	$19,650	Updated 6/20/16
Building Permits	$80,000	Allowance
SAC Charges / WAC Charges	$15,000	Allowance
Site Survey	$12,500	By Wright County
Total Soft Cost Budget	**$1,777,362**	
Owner Costs Budget		
Furniture Fixtures and Equipment	$250,000	Allowance
Technology / Equipment	$257,000	Allowance
Total Owner Costs Budget	**$507,000**	
TOTAL PROJECT COST	**$15,187,524**	Constr. Cost + Soft Costs + Owner Costs
Project Balance Available	**$1,812,476**	Under Budget
		10.7%

Wright County Highway Department

Remaining Known Issues

July 7th, 2016

ATTACHMENT 3

Open Issues:

- Building:
  - Roof Corrective work.
  - Aluminum Office Door Jamb Replacement scheduled for week of July 20th.
  - Overhead door thresholds. Donlar is presenting 2 options to correct the issue.
  - Trench Drain Grates: Weidners has the manufacturer's rep from Boston come out next week. In the meantime they will replace any faulty grates with metal plates to keep the space safe.
  - The Shaker Closet Door: Kendell intends to modify the door to raise the hardware the week of July 20th.
  - Card readers on the gate operators are scheduled to be completed week of July 11th.
  - Interior fencing will be installed Tuesday July 12th.
  - Hotsy wiring interface with damper. Climate Air and Hotsy are working out the wiring details.
- Site:
  - Monument Sign Scheduled to be installed the week of July 11th.

WRIGHT COUNTY
OWNERS COMMITTEE

Meeting Minutes
UNAPPROVED
August 4, 2016
10:30 a.m.
Wright County Highway Department Building
Meeting Room C-200

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

Others Attending:
Ken Francois, Kraus-Anderson
Pat Sibley, Kraus-Anderson
Dan Lind, HCM Architect
Brad Hatfield, Building Maintenance
Alan Wilczek, Facilities Service Director
Bill Cordell, Senior Traffic Technician
Chad Hausmann, Assistant Highway Engineer
Steve Meyer, Highway Maintenance Superintendent
Brian Jans, Highway Shop Superintendent
Adam Tagarro, IT Department Head
Barb Holmquist, Highway Department
[See Attachment 1]

The meeting was brought to order at 10:30 a.m., and Francois introduced Pat Sibley as the new project superintendent who will help wrap things up on this project. Former project superintendent Chris Larkin was called to substitute on another project site.

1. Change Order Update [Attachment 2]
There were a total of eight change orders presented for a total of $14,953. PCO #195 ($1,648) was to cover the cost of lowering the breakroom cabinets for easier access and to install a filler from the soffit to the top of the lowered cabinet. The cabinets had been installed as drawn, but the ceiling height caused them to be at an inconvenient height. PCO #198 ($3,775) was to install additional 20' fence sections at the gates to prevent vehicles from driving around the gates (where there is no obstruction). PCO #199 ($1,125) is to cover the cost of replacing a single pane window with a sliding window with a lock in the parts room. PCO #200 ($513) was to change the outlets in the welding bay to GFI outlets, the necessity of which Francois said is up for discussion, but the inspector's interpretation prompted the change. PCO #202 ($3,791) was necessary to install below-grade safety loop wiring at the exterior gates, so that it doesn't shut on itself. PCO #203 ($1,125) covered the cost of adding a light in the engineering/testing/shaker room located in the fleet storage area. PCO #205 ($2,225) was to extend the electrical receptacles down to the hose reel beams for the retractable power reels. PCO #206 ($751) covered the cost of adding two speaker horns in order to achieve adequate fire alarm coverage in the hallway and fleet storage area. There was a consensus that the change orders were necessary.

2. Project Update [Attachment 3]
Some additional IT items still need to be addressed, such as some jacks that need to be redirected. The overhead interior door in the sign shop is not able to be closed from the fleet area, unless an individual reaches inside the room while standing in the fleet area, and this would not be a good practice. The likely solution is probably to install a closing switch/button on the outside of the sign shop, near this

door, so that the door can be closed after exiting the sign shop. Cordell stated that he would like to keep the sign shop secured. Meyer expressed his concern that the timing on the overhead garage doors should be shortened from 30 seconds to 15 seconds. Research is still being done to help alleviate the problem of poor signal for cell phones at the new facility. Tagarro said that coverage is not good and the cost is probably going to be significant to correct the problem, perhaps as high as $50,000. Cell phones and the two-way radios are two separate projects. Most of the architectural/cosmetic punch list items are being addressed and are going well, with many of them completed. There are still a handful of items to cover, but most of them are related to New Look, the landscape contractor. Francois has been working on getting New Look to use some good top soil and to get the area reseeded. He is also checking on what can be done with the catch basin and the price of taking care of that.

The roof needs corrective work, and the manufacturer and Central Roofing offered three different options, one of which is invalid according to Francois. The other two options are being reviewed in order to figure out which is the best way to move forward. Francois said that he would like to get started on a final solution and see what is best in order to keep the warranty intact.

The aluminum door jambs are supposed to be sent to Empire House, perhaps next week, and then the work will be done during the week of August 8th. This should take about two days to complete.

Donlar is going to provide a sample for the overhead door thresholds in the fleet area, so a decision will have to be made to see if that is satisfactory. If not, they'll have to do some more research and figure out how to correct the problem caused by a slope going into the building from the threshold under the door. The company has proposed bolting down a plate to take care of the slope, but Sawatzke commented that this would not be a good long-term solution, and Jans agreed. Francois said that they can review it and then still reject it if it doesn't seem satisfactory. Lind said that there is still an option of grinding the surrounding surface down or replacing the sections.

The manufacturer's first suggested solution for the failed drain trenches did not work. Hawkins said that Jans came up with a possible solution, but it was rejected by the Josam company. Francois agreed that there are two options, either cut concrete out for a larger ledge or provide a deeper ledge for a deeper grate. Currently, this is back in the manufacturer's hands. The grates are going to need to be able to bear more weight than they are capable of at this time.

Representatives from the Hotsy wash bay system company will be out here Wednesday next week to check on a number of things that might be interfering with the proper performance of the system. They hope to be able to resolve the issues soon so that the car wash can be operated.

The monument sign has been installed, but the metal panels are still three weeks out. After the metal panels are installed, the lettering can be added.

New Look is scheduling a time to replace the top soil that was put down in error. They will strip the current covering and replace it with good soil and then reseed. Someone from the company is also coming out to reset the timing of the irrigation system. Wilczek said that it needs to keep running every two hours for germination, and Francois said that he will double check to see if the system has a rain sensor to help avoid watering during rainfalls, which is generally not a favorable impression to the public, and not a good practice in general.

3. Budget Review [Attachment 4]
Sawatzke said that he would like to see the overall project budget updated to get an idea of how many funds might be remaining when compared to the original estimates. Francois said that current expenditures are still under budget. He suggested that most companies carry a balance for about a year for the things that come up as the building is inhabited, and Potter agreed that this sounded reasonable. Sawatzke said that any money left over from this project will be used for changes/upgrades to the building next door (former Public Works/Highway/Parks/Surveyor Building). He added that funds used for improvements should come out of the building bond fund.

Additional expenditures from this point forward include but are not limited to items such as chairs, clocks, conference tables, chairs mats, bulletin boards, mail slots, and shelving.

Some of the big items continue to present a challenge, and it was agreed that getting it right from the beginning was important and preferable to fixing it in the future.

Tagarro said that all the AV work is now done and they are waiting on the network connections to be completed.

4. Set Meeting Date:
A tentative meeting date for the next Owners Committee was set for Thursday, September 8, 2016 at 10:00 a.m. Both Sawatzke and Potter agreed that they would like to have another meeting to see how the issues have been addressed and, perhaps, resolved.

The meeting was adjourned at 11:20 a.m.

Respectfully submitted,

Barb Holmquist

ATTACHMENT 1

Public Meeting
Wright County Highway Department
OWNERS COMMITTEE
Highway Department Facility
August 4, 2016
SIGN-IN SHEET

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

ATTACHMENT 2

Wright County Highway Department Project

August 4, 2016

Change Order Review

Change Orders Presented for Approval:

1. **PCO #195 – Total $1,648**: Lower the breakroom cabinets 8" and install a 8" filler above the cabinets.
2. **PCO #198 – Total $3,775:** Add 20' fence sections onto the new gates.
3. **PCO #199 – Total $1,125:** Provide a sliding window with a lock at the parts room.
4. **PCO #200 – Total $513:** Change the outlets in the welding bay to GFI outlets per the inspector.
5. **PCO #202 – Total $3,791:** Install the below grade safety loop wiring at the exterior gates.
6. **PCO #203– Total $1,125:** Add a light in the eng/testing shaker room.
7. **PCO #205 – Total $2,225:** Extend the electrical receptacles down to the hose reel beams for the retractable power reels.
8. **PCO #206 – Total $751:** Add 2 speaker/horn to achieve adequate fire alarm coverage.

Total Change Orders Presented: $14,953

Wright County Highway Department

Remaining Known Issues
August 4th, 2016

ATTACHMENT 3

Open Issues:

- Building:
  - Roof Corrective work. The manufacturer and Central roofing issued a letter offering 3 potential solution that is currently being reviewed.
  - Aluminum Office Door Jamb Replacement scheduled for week of Aug 8th.
  - Overhead door thresholds. Donlar is installing a sample from county review next week.
  - Trench Drain Grates: Any faulty grates have metal plates to keep the space safe. The manufacturer's first solution failed earlier this week so they are working on coming up with other options.
  - Hotsy – The engineer issued a PD to the electrician and mechanical contractors on Monday that will resolve the issues.
  -
- Site:
  - Monument Sign – Precast panels are set however the metal panels are still several weeks out.
  - New Look is scheduling a time to replace the top soil and seeding.

ATTACHMENT 4

KRAUS-ANDERSON®
CONSTRUCTION COMPANY

Date: 8/4/2016

Overall Project Budget

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

Description	Budget	Remarks
Total Available Dollars		
2015 Bond Issue	$17,000,000	
TOTAL REVENUE	$17,000,000	
Construction Costs Budget		
Site Improvements		
Wright County Site Rough Grading Work	$99,730	
Wright County Aggregate Base	$25,000	By Wright County
Wright County Asphalt Pavement	$193,804	
New Facility		
Bid Day Contracts - BP #1 & BP#2 w/ Alternates	$11,062,191	
Contracts Writen After BP 1&2		
Joint Sealants	$25,900	
Fence and Gates	$50,605	
Monument Sign	$11,000	
Equipment		
Vehicle Lifts	$375,000	County is purchasing off of State contract
Hose Reels, tanks, compressors and associated piping	$229,585	
Parts Racking / Storage Racking	$75,000	Allowance
Welding Equipment	$100,000	Allowance
Work Benches	$95,000	Allowance
Construction Contingency		
Change Orders Written	$200,023	
Change Orders Proposed	$14,953	
Potential Change Orders	$10,000	Still under review
Contingency Remaining	$335,371	
Total Construction Budget	$12,903,162	
Soft Cost Budget		
A/E Fees	$688,850	Updated 11/4/15
CM Fee / Site Services	$528,424	
General Conditions	$375,000	
FFE Programming	INCLD	Architect Provided
Construction Testing / Special Inspections Testing / Soil Borings	$69,683	Updated 8/3/16
Final Cleaning	$19,650	
Building Permits	$80,000	Allowance
SAC Charges / WAC Charges	$15,000	Allowance
Site Survey	$12,500	By Wright County
Total Soft Cost Budget	$1,789,107	
Owner Costs Budget		
Furniture Fixtures and Equipment	$250,000	Allowance
Technology / Equipment	$257,000	Allowance
Total Owner Costs Budget	$507,000	
TOTAL PROJECT COST	$15,199,269	Constr. Cost + Soft Costs + Owner Costs
Project Balance Available	$1,800,731	Under Budget
		10.6%

WRIGHT COUNTY

REQUEST FOR BOARD ACTION

REQ. AGENDA TIME any **BOARD MEETING DATE: August 30, 2016** **CONSENT AGENDA:** X

AMT. OF TIME REQUIRED 5 min **ITEM FOR CONSIDERATION: Medical Hardship Mobile Home**

HUMAN SERVICES/ PLANNING & ZONING & COORDINATOR **Originating Dept.** _____ **Requester's Signature** _____ **Reviewed by/Date**	**Action on medical hardship mobile home request at 4729 County Road 7 NW.**

BACKGROUND/JUSTIFICATION:

See attached documents

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED:

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

COMMENTS:

Office of
PLANNING AND ZONING

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

August 16, 2016

TO: Lee Kelly, County Coordinator

FROM: Sean Riley, Planning and Zoning Administrator

RE: Medical Hardship Mobile Home – Applicants are Carol and Robert Wurm

Notice for this request was sent to the required neighbors and the Town Board on August 19, 2016. The property is located in Maple Lake Township at 4729 County Road 7 NW, Maple Lake, MN. Staff have reviewed the request and have been working closely with the applicants. Our EHO's have determined the newly proposed on-site septic for the existing home can be used for this additional mobile home and will be addressed through the permitting process.

Since we do have an ongoing concern that these mobile homes have a tendency to become permanent, especially once there is an investment in plumbing connections and sewer, Staff would request the County Board emphasize, on the record, that this use is temporary and that he mobile home must be removed when no longer used for an approved medical hardship. Also the applicants would be reminded that a building permit and sewer permit are required after the County Board action, if approved. The applicant is currently working with our building inspector and Environmental Health Officer on permitting requirements.

Considering the size of the property and the data we have so far, Staff have no issues with the request and the proposed location. Please schedule this for the August 30, 2016 County Board Agenda.

Printed on recycled paper.
Equal Opportunity / Affirmative Action Employer

Pursuant to Wright County Ordinance 85-2 (as amended) "Supportive Care to the Frail, Elderly or Disabled":

This is your notice that the Wright County Board of Commissioner has received application for the placement of a mobile home on the following described property:

Tax #210-000-072400
Legal Description: Part of the SE ¼ of NW ¼, Section 7, Township 120, Range 26, Wright County, Minnesota. Containing Approx. 40 acres (Maple Lake Twp.)

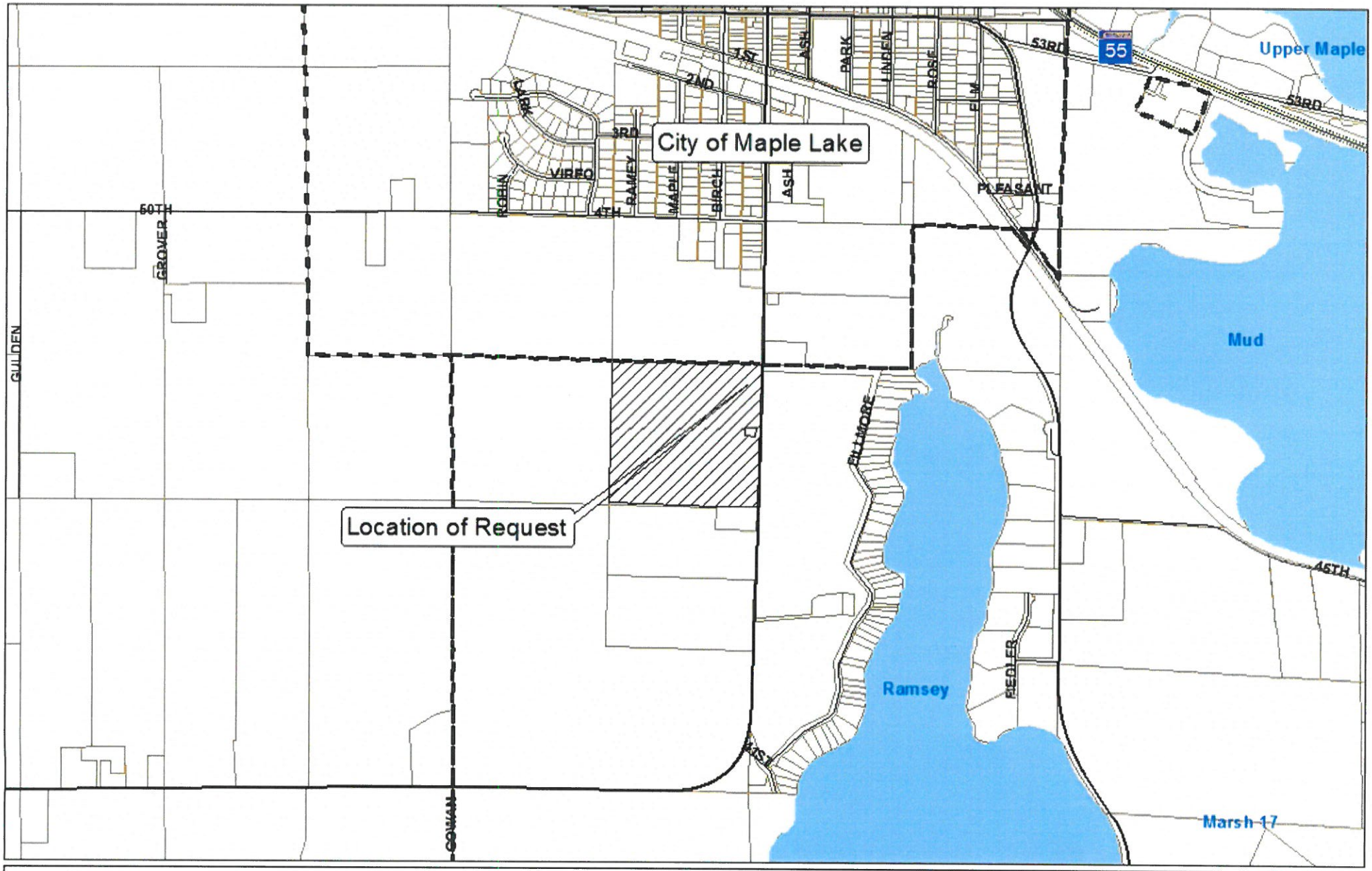
Property owner and address: Robert & Carol Wurm
4729 County Road 7 NW
Maple Lake MN 55358

YOU MAY SUBMIT WRITTEN COMMENTS FOR THE COUNTY BOARD TO CONSIDER, OR YOU MAY DEMAND A PUBLIC HEARING BEFORE THE COUNTY BOARD IF YOU OBJECT TO THIS MOBILE HOME PLACEMENT. Comments or request for hearing should be submitted to:

Lee Kelly, County Coordinator
Wright County Government Center
10 Second Street NW, Room 235
Buffalo, MN 55313

YOUR RESPONSE MUST BE RECEIVED BY 12:00 NOON ON WEDNESDAY, August 24, 2016. The County Board will review the request at their meeting on **Tuesday, August 30, 2016.** You are not required to respond, and if you do not send any response, then it will be assumed that you have no objection this request.

LOCATION MAP - Robert & Carol Wurm



This map was compiled from recorded documents and does not reflect an actual survey. Wright County does not assume responsibility for errors or omissions herein.

Produced by the Wright County Planning and Zoning Office

RECEIVED
WRIGHT COUNTY
JUN 13 2016
HUMAN SERVICES
#2

Jami Goodrum Schwartz
Director

WRIGHT COUNTY HEALTH & HUMAN SERVICES

www.co.wright.mn.us
Administration · Fiscal Technology & Support
Social Services · Public Health
1004 Commercial Drive, Buffalo, MN 55313 – Phone: 763-682-7400

Financial Services · Child Support
10 2nd Street NW, Room 300, Buffalo, MN 55313 – Phone: 763-682-7414

To: The Wright County Board
Mobile Home Placement through Wright County Supportive Care to Frail, Elderly or Disabled Ordinance (1998)

Following an assessment to determine the appropriateness of a mobile home placement to provide care and /or supervision for a frail, elderly or disabled person, the screening team recommends:

☒ A mobile home placement would be appropriate.

☐ A mobile home placement would NOT be appropriate.

Jenna Johnson, PHN	PHN	6-06-2016
Assessor Name (Please Print)	Assessor Signature and Credentials	Date

I have been assessed by the County Team and have been informed of their recommendation.

☐ I DO

☐ I DO NOT

☒ NEW

☐ ANNUAL

Agree with the recommendation for the following reasons:

Click here to enter text.

Carol MacWurm	Carol MacWurm	6-9-16
Client Name (Please Print)	Signature	Date

4729 Co Rd 7 NW	Maple Lake, Mn	55358
Address	City, State, Zip Code	

Jami Goodrum Schwartz
Director

WRIGHT COUNTY HEALTH & HUMAN SERVICES

www.co.wright.mn.us
Administration · Fiscal Technology & Support
Social Services · Public Health
1004 Commercial Drive, Buffalo, MN 55313 – Phone: 763-682-7400

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☒ A mobile home placement would be appropriate.

☐ A mobile home placement would NOT be appropriate.

Jenna Johnson, PHN	Jenna Johnson PHN	6-06-2016
Assessor Name (Please Print)	Assessor Signature and Credentials	Date

I have been assessed by the County Team and have been informed of their recommendation.

☐ I DO ☐ NEW

☐ I DO NOT ☐ ANNUAL

Agree with the recommendation for the following reasons:

Click here to enter text.

Robert A. Wurm	Robert A. Wurm	6-9-16
Client Name (Please Print)	Signature	Date

4729 Co Rd 7 NW	Maple Lake, Mn 55358
Address	City, State, Zip Code

RECEIVED
AUG 24 2016
BY:

Pursuant to Wright County Ordinance 85-2 (as amended) "Supportive Care to the Frail, Elderly or Disabled":

This is your notice that the Wright County Board of Commissioner has received application for the placement of a mobile home on the following described property:

Tax #210-000-072400
Legal Description: Part of the SE ¼ of NW ¼, Section 7, Township 120, Range 26, Wright County, Minnesota. Containing Approx. 40 acres (Maple Lake Twp.)

Property owner and address: Robert & Carol Wurm
4729 County Road 7 NW
Maple Lake MN 55358

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Lee Kelly, County Coordinator
Wright County Government Center
10 Second Street NW, Room 235
Buffalo, MN 55313

YOUR RESPONSE MUST BE RECEIVED BY 12:00 NOON ON WEDNESDAY, August 24, 2016. The County Board will review the request at their meeting on **Tuesday, August 30, 2016.** You are not required to respond, and if you do not send any response, then it will be assumed that you have no objection this request.

Board has No objection To Placement OF mobile Home. Placment To be subject To Periodic review.

Maple Lake Twp: Dick Oley on Clerk 8-22-16

08/22/16

RE: Robert & Carol Wurm

ID # 210-000-072400

Placement of Mobile Home on Property

To Whom It May Concern:

We have two concerns to move a mobile home on to the above mentioned property:

1) We believe the existing sewer system is not up to code. We have cause to believe the existing system drains into our farm tile and not a drain field. This drain tile drains into Ramsey Lake. If this is found to be non compliant, we request compliance be met prior to the placement of the mobile home.

2) We also request that the mobile home meet all zoning setback requirements accroding to actual surveyed property makers (lines).

If you want to know where the property lines are (I do have a current survey) and to locate the drain tile I will gladly meet with you.

Sincerely

John & Rita McAlpine

103 Star St E, #14

Maple Lake, MN 55358

612-719-2773 (c)

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

BUILDING COMMITTEE
MINUTES
August 24, 2016

MEMBERS PRESENT: Potter, Daleiden, Kelly
OTHERS PRESENT: Wilczek, Tschumper, Jobe, Chur, Goodrum Schwartz

I. Courtroom Bench Remodel Designs

Wilczek presented information that a decision was made by Tschumper and staff to keep the existing courtroom 5 clerk workstation at the existing elevated height and add the second station to the side at floor level. Wilczek noted that the decision will be communicated to Wold Architects for design consideration. Tschumper reminded the group of the August 5th letter from Judge McPherson that courtroom 1 design options were not suitable and there will not be modifications to that room at this time. She indicated there would be an ongoing effort to be creative with the calendar and use of that particular room. The group spoke about the timing of the project and that it would depend on material availability. Potter & Daleiden indicated there are a number of local cabinet & furniture shops that could potentially complete the work in a short timeframe. Wilczek indicated he would be speaking with Wold to discuss.

Recommendation:

Daleiden and Potter recommended continuing to move forward with the project and completing the work to courtrooms 2 & 5, preferring to use local shops to make the modifications if possible.

II. Modification To The Human Services Center Room 127

Wilczek provided an update on the status of the room 127's north emergency exit door and moveable partition as well as the building's east exit door. The projects are awaiting delivery of materials and the doors are planned to be completed at the same time as the wall. Delivery is expected in roughly 3-4 weeks. Goodrum Schwartz asked about the work scheduling and Wilczek indicated the work would be completed on a Friday evening & Saturday as to not disrupt the functionality of the space during business hours. Wilczek will notify Goodrum Schwartz in advance of scheduling.

Recommendation:

Update only, no recommendation.

III. Annex Restroom

Wilczek provided an update on the project and the status of the architect's work. The full bid document set has been delivered by the architect and reviewed by Wilczek. There are several changes to notes and specs that will be modified and resubmitted. Upon completion of the modifications, the set will be ready to go for bid.

Recommendation:

Update only, no recommendation. It was noted by Daleiden & Potter the project will be considered for 2017.

IV. Public Works Deferred Maintenance & Remodel

Wilczek provided updates on the status of the architect work, the consultant work, and the shop area modifications. The architect's plan is nearly final, pending a couple modifications and is moving to bid documents. Chur, Jobe, and Mattice have agreed with the current plans and configuration. The consultant's full report of the findings and recommendations for the roof and windows has been submitted, however there is a meeting scheduled for 8-30-16 to discuss the findings and go through the recommendations. There are multiple options for the sloped roof and window replacement plans based on the findings to this point, and Wilczek needs to meet with

Inspec to discuss those options. More details will be available following that meeting. Jobe presented a proposal to Daleiden & Potter, looking for approval to move forward on shop bench & misc. office furniture purchases to fit the current workspace that will not be modified. The total cost was noted to be $2000 for workbenches and approximately $6000 for office area work surface with underfiles (similar to what the new HWY building office installed), a conference room table, and chairs. Chur indicated that Extension does not need any cubicles in their work area and Wilczek noted they will be eliminated from the architectural plans.

Recommendation:
It was recommended by Potter and Daleiden to move forward with the purchase of the work benches for the shop area and the conference table & chairs. Daleiden indicated he would like to explore the work surface & file furniture further, and would be stopping at the site to review with Jobe. Potter & Daleiden recommended that Wilczek keep moving forward with the drawings and report roof & window recommendations for discussion at the next building committee meeting.

V. <u>Compost Facility Storm Damage Repair</u>
Wilczek provided an update on the site in that MCIT has delivered their loss report and recommendations through Tim Dahl. It was noted the payout value if repaired was $117,800. Wilczek has connected with Marcus Construction of Willmar, MN and will be meeting with their representative at the site on 8-30-16 to obtain a construction bid to repair. Marcus Construction is the local certified company for Varco Pruden buildings. After their proposal is delivered, a discussion will be needed to decide a plan for the site. At that time, the engineer report, the MCIT report, and the construction bid will be in hand for discussion and a final decision.

Recommendation:
It was recommended by Potter and Daleiden to wait for the Marcus Construction bid to arrive before moving forward. It was discussed by the group that likely a meeting of the whole will be appropriate at that time and will be recommended when all information is delivered.

DRAFT

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

PERSONNEL COMMITTEE MINUTES
COUNTY BOARD
August 24, 2016

MEMBERS PRESENT: Husom, Sawatzke, Kelly

OTHERS PRESENT: S. Hesse, V. Hawkins, C. Hausmann, S. Jobe

I. Request to Reclassify Senior Engineering Technician-Traffic to Traffic Engineer

Request to approve reclassification of one (1) Senior Engineering Technician FTE specific to traffic engineering expertise to a Traffic Engineer classification. The responsibilities related to traffic engineering have evolved over time requiring revisions to the job description to accurately reflect the essential duties of the position and the minimum qualifications necessary to perform those duties.

This request is being brought before the board for consideration outside of the scheduled as defined in Policy 101 Position Classification and Reclassification due to the upcoming retirement of the current employee responsible for traffic engineering duties.

Recommendation: Approve request to reclassify one (1) Senior Engineering Technician FTE specific to traffic engineering responsibilities to Traffic Engineer.

II. Performance Review – Steve Jobe, County Surveyor

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

DRAFT

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

WRIGHT COUNTY TECHNOLOGY COMMITTEE MINUTES

8/24/2016

MEMBERS PRESENT: Borrell, Daleiden, Hawkins, Hiivala, Goodrum Schwartz, Jobe, Kelly, Partlow, Rasmuson, Tagarro.

OTHERS PRESENT: Cooper, Meyer, Nelson, O'Dell, Robertson, Strobel, Vergin.

I. LiveWright Website

Presented by Mikaela Robertson, Public Health

Health and Human Services have requested a website for the Live Wright initiative, as a collaboration effort by Public Health with partners in the area to promote healthy living in Wright County. The reason behind requesting a website, separate from the Wright County public website, is the need for LiveWright to have an identity as an entity, representing a number of agencies and partners, and for these organizations to continue to have a shared sense of ownership over Live Wright. Tagarro explained this requested has been vetted through IT and Administration departments, with a recommendation for creating a governance document, which should include a disclaimer and agreement for partners to maintain the website.

This website is going to be funded through Public Health SHIP grant. If the funding expires, the website will cease to exist.

Recommendation: Approve Public Health with creating and maintaining Live Wright website.

II. ACom Accounts Payable Solution

Presented by Bob Hiivala and Lindsey Meyer, Auditor/Treasurer Department

Hiivala informed the committee that Auditor/Treasurer Department has been actively evaluating an Accounts Payable solution, ACom.

Meyer stated that other counties' solutions have been considered as well. A while back RTVision was considered as a potential solution, until their solution development took a turn to focus on business processes, not desired by Wright County. Kandiyohi and Lyon counties are currently working on implementing ACom solution. The solution is flexible to either be housed on-site or in the cloud. It provides document management and approval workflows, in addition to electronic checks feature. Committee members questioned the appeal of this solution over current county-owned Electronic Document Management System (OnBase). Hiivala responded that this solution could be deployed faster than developing solution from scratch.

Committee members discussed an enterprise initiative of leveraging County investment into the two major Electronic Document Management platforms (SharePoint and OnBase), flexible

enough to handle multi-department needs. Strobel recommended for this solution be added to the list of vendors/solution to be vetted through during the “E-Claim/E-Invoice” project. The project been placed on hold a while back per Hiivala’s directive due to two other projects taking priority over it. Committee discussed projects prioritization. The “E-Claim/E-invoice” project has been re-prioritized, being next in order to complete, before the “Credit Card Acceptance” project.

Action: Information only.

III. Office 365 Update

Nelson reminded committee that it is a new way to buy Microsoft Office. It is subscription based and brings additional features. Currently this initiative is in the analysis phase. Hiivala stated that the county is going to be moving with purchasing Office 365 starting in 2017. Budget numbers are still being worked on.

Action: Information only.

IV. IT Staffing Requests for 2017

Telecom Specialist: Tagarro stated that the need for additional staff has been identified with newly discovered information this year about lack of expertise in 800MHz/ARMER radio equipment. We've discovered that we have equipment without any support agreements on it, neither do we have any experts/staff to be dedicated to support the system. In addition, Wright County has over 800 land phones, and a very complex phone system in need of on-going maintenance.

Systems Engineer: Tagarro stated that this request is based on the prediction of growth for Wright County, as additional buildings and equipment are being added. There is a need for an additional infrastructure support person.

Discussion followed.

Action: Information Only

DRAFT

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

WAYS AND MEANS COMMITTEE
MINUTES
August 24, 2016

MEMBERS PRESENT: Sawatzke, Husom, L. Kelly

OTHERS PRESENT: Asleson

I. Conveyance of Parcel in Franklin Township

Asleson contacted Dick Grinley who is representing the family with a shared interest in the parcel. Grinley informed him that his client would be interested in purchasing the County's interest in the property. Asleson recommended the meeting be closed to discuss the asking price for the County's fractional interest in the property (PID number 208-200-204400). The meeting was closed at 8:46am under MN statute 13D.05(c).

The meeting concluded at 8:52am.

Recommendation: Asleson will contact Mr. Grinley to discuss the sale of the County's interest in the property.

DRAFT

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		
1304	**WRIGHT CTY ECONOMIC DEVELOPMENT I**					
	01-005-000-0000-6338		25.00	TRANSPORTATION UPDATES POTTER	8182016	CONFERENCES & MEETINGS
1304	**WRIGHT CTY ECONOMIC DEVELOPMENT I**		**25.00**	**1** Transactions		
5	**DEPT Total:**		**25.00**	**COUNTY BOARD**	**1 Vendors**	**1 Transactions**
13	DEPT			COURT ADMINISTRATOR		
1203	**GABRIEL/CATHLEEN**					
	01-013-000-0000-6270		100.00	PR 16 3065 APPEARANCE 8/18/16		COURT APPOINTED COUNSEL
1203	**GABRIEL/CATHLEEN**		**100.00**	**1** Transactions		
13	**DEPT Total:**		**100.00**	**COURT ADMINISTRATOR**	**1 Vendors**	**1 Transactions**
25	DEPT			COURT SERVICES		
3364	**BACKES/JOE**					
	01-025-000-0000-6331		55.00	110 MILES		TRAVEL
3364	**BACKES/JOE**		**55.00**	**1** Transactions		
2949	**BRETHORST/DARNELL**					
	01-025-000-0000-6331		68.50	137 MILES		TRAVEL
	01-025-000-0000-6331		13.00	REIMBURSE PARKING		TRAVEL
2949	**BRETHORST/DARNELL**		**81.50**	**2** Transactions		
19621	**ECM PUBLISHERS INC**					
	01-025-000-0000-6235		38.00	SUBSCRIPTION		PUBLICATIONS & BROCHURES
19621	**ECM PUBLISHERS INC**		**38.00**	**1** Transactions		
4097	**JAHNKE/CHRIS**					
	01-025-000-0000-6331		54.50	109 MILES		TRAVEL
4097	**JAHNKE/CHRIS**		**54.50**	**1** Transactions		
4275	**MINNESOTA MONITORING INC**					
	01-025-000-0000-6261		9,925.25	ADULT EHM JULY 2016	2962	PROFESSIONAL SERVICES
	01-025-000-0000-6265		140.00	JULY 2016 JUV ELECT HOME MONIT	2962	DETENTION
	01-025-000-0000-6265		98.00	JULY 2016 JUV CORR EHM FEES	2963	DETENTION
4275	**MINNESOTA MONITORING INC**		**10,163.25**	**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
1588	**MULTI HEALTH SYSTEMS INC**					
	01-025-000-0000-6261		399.60	QUIKSCORE FORMS	873101	PROFESSIONAL SERVICES
1588	**MULTI HEALTH SYSTEMS INC**		**399.60**	**1** Transactions		
6140	**RUSSELL SECURITY RESOURCE INC**					
	01-025-000-0000-6621		250.00	LOCKER LOCKS	A27973	FURNITURE & EQUIPMENT
6140	**RUSSELL SECURITY RESOURCE INC**		**250.00**	**1** Transactions		
1951	**WALMART COMMUNITY RFCS LLC**					
	01-025-000-0000-6411		13.10	SUPPLIES		OPERATING SUPPLIES
1951	**WALMART COMMUNITY RFCS LLC**		**13.10**	**1** Transactions		
25	**DEPT Total:**		**11,054.95**	**COURT SERVICES**	**8 Vendors**	**11 Transactions**
31	DEPT			COUNTY COORDINATOR		
5486	**MARCO**					
	01-031-000-0000-6343		563.80	8/10-9/10/2016	311193585	MACHINERY OR EQUIPMENT LEASES
5486	**MARCO**		**563.80**	**1** Transactions		
31	**DEPT Total:**		**563.80**	**COUNTY COORDINATOR**	**1 Vendors**	**1 Transactions**
41	DEPT			COUNTY AUDITOR-TREASURER		
284	**MN COUNTIES COMPUTER COOPERATIVE**					
	01-041-000-0000-6260		150.00	2016 FINANCE/GEN GOV ENH FUND	2Y1608045	SOFTWARE OR SYSTEMS SUPPORT
	01-041-000-0000-6260		500.00	2016 FGG IFS ENHANCEMENT FUND	2Y1608045	SOFTWARE OR SYSTEMS SUPPORT
284	**MN COUNTIES COMPUTER COOPERATIVE**		**650.00**	**2** Transactions		
3986	**SPRINT**					
	01-041-000-0000-6203		135.72	7632383825 GILLMAN HS	880683316	TELEPHONE
3986	**SPRINT**		**135.72**	**1** Transactions		
41	**DEPT Total:**		**785.72**	**COUNTY AUDITOR-TREASURER**	**2 Vendors**	**3 Transactions**
63	DEPT			IT (INFORMATIONAL TECHNOLOGY)		
5721	**CDW GOVERNMENT INC**					
	01-063-000-0000-6411		82.43	LABEL PAPER FOR PRINTER	DWN8697	OPERATING SUPPLIES
5721	**CDW GOVERNMENT INC**		**82.43**	**1** Transactions		

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
2609	**CENTURYLINK**					
	01-063-000-0000-6203		75.42	763 682 1312 542		TELEPHONE
2609	**CENTURYLINK**		**75.42**	**1** Transactions		
1264	**DELL MARKETING LP**					
	01-063-000-0000-6301		104.99	LAPTOP BATTERY	XK1834378	EQUIPMENT MAINTENANCE
1264	**DELL MARKETING LP**		**104.99**	**1** Transactions		
5486	**MARCO**					
	01-063-000-0000-6343		217.00	8/10-9/10/2016	311248009	MACHINERY OR EQUIPMENT LEASES
5486	**MARCO**		**217.00**	**1** Transactions		
6915	**OFFICE OF MN IT SERVICES**					
	01-063-000-0000-6261		2,100.00	NETWORK CHARGES JULY 2016	DV16070492	PROFESSIONAL SERVICES
6915	**OFFICE OF MN IT SERVICES**		**2,100.00**	**1** Transactions		
2877	**PROCISE SOLUTIONS INC**					
	01-063-000-0000-6261		385.00	PROFESSIONAL SERVICES	2303	PROFESSIONAL SERVICES
2877	**PROCISE SOLUTIONS INC**		**385.00**	**1** Transactions		
1425	**SHI INTERNATIONAL CORP**					
	01-063-000-0000-6620		220.00	ACROBAT STANDARD	B05332671	COMPUTER OR SOFTWARE PURCHASES
1425	**SHI INTERNATIONAL CORP**		**220.00**	**1** Transactions		
3986	**SPRINT**					
	01-063-000-0000-6203		232.11	880683316		TELEPHONE
3986	**SPRINT**		**232.11**	**1** Transactions		
63	**DEPT Total:**		**3,416.95**	**IT (INFORMATIONAL TECHNOLOGY)**	**8 Vendors**	**8 Transactions**
91	DEPT			COUNTY ATTORNEY		
4491	**ANASTASI/ANDREA**					
	01-091-000-0000-6261		1,255.00	TRANSLATION SERVICES	160808	PROFESSIONAL SERVICES
4491	**ANASTASI/ANDREA**		**1,255.00**	**1** Transactions		
1528	**BENTON COUNTY SHERIFF**					
	01-091-000-0000-6261		50.00	SERVICE FEES	16000521	PROFESSIONAL SERVICES
1528	**BENTON COUNTY SHERIFF**		**50.00**	**1** Transactions		

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2321	**KRYZER/GREG**					
	01-091-000-0000-6331		100.00	200 MILES		TRAVEL
2321	**KRYZER/GREG**		**100.00**	**1** Transactions		
5486	**MARCO**					
	01-091-000-0000-6233		402.40	COPY OVERAGE	311597272	PHOTOCOPYING
	01-091-000-0000-6343		838.00	8/10-9/10/2016	311597272	MACHINERY OR EQUIPMENT LEASES
5486	**MARCO**		**1,240.40**	**2** Transactions		
46443	**MCIT**					
	01-091-000-0000-6338		60.00	REGISTRATION SEMINAR		CONFERENCES & MEETINGS
46443	**MCIT**		**60.00**	**1** Transactions		
1347	**MN COUNTY ATTORNEYS ASSOCIATION**					
	01-091-000-0000-6235		66.00	2016 CHILD SUPPORT CODE BOOKS	200001263	PUBLICATIONS & BROCHURES
	01-091-000-0000-6338		190.00	REGISTRATION CHIPS SEMINAR X2	200001340	CONFERENCES & MEETINGS
1347	**MN COUNTY ATTORNEYS ASSOCIATION**		**256.00**	**2** Transactions		
3986	**SPRINT**					
	01-091-000-0000-6203		98.56	880683316		TELEPHONE
3986	**SPRINT**		**98.56**	**1** Transactions		
2293	**WILLIS/KARI**					
	01-091-000-0000-6331		44.00	88 MILES		TRAVEL
2293	**WILLIS/KARI**		**44.00**	**1** Transactions		
91	**DEPT Total:**		**3,103.96**	**COUNTY ATTORNEY**	**8 Vendors**	**10 Transactions**
100	DEPT			OTHER GENERAL GOVERNMENT		
4300	**ALTERNATIVE BUSINESS FURNITURE INC**					
	01-100-000-0000-6605		116.74	REFINISH DOORS IT PROJECT	53878	SITE IMPROVEMENTS-COURTHOUSE
4300	**ALTERNATIVE BUSINESS FURNITURE INC**		**116.74**	**1** Transactions		
5721	**CDW GOVERNMENT INC**					
	01-100-000-0000-6605		1,614.47	EQUIPMENT IT EXPANSION	DXL1410	SITE IMPROVEMENTS-COURTHOUSE
	01-100-000-0000-6605		824.67	EQUIPMENT IT EXPANSION	DXS1712	SITE IMPROVEMENTS-COURTHOUSE
	01-100-000-0000-6605		145.46	EQUIPMENT IT EXPANSION	DZJ2815	SITE IMPROVEMENTS-COURTHOUSE
	01-100-000-0000-6605		13.88	EQUIPMENT IT EXPANSION	DZK4673	SITE IMPROVEMENTS-COURTHOUSE
	01-100-000-0000-6605		178.34	EQUIPMENT IT EXPANSION	FBC8654	SITE IMPROVEMENTS-COURTHOUSE

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5721	**CDW GOVERNMENT INC**		**2,776.82**	**5** Transactions		
1264	**DELL MARKETING LP**					
	01-100-000-0000-6605		410.37	MONITORS GC IT TECH BENCH	XK1842XJ3	SITE IMPROVEMENTS-COURTHOUSE
1264	**DELL MARKETING LP**		**410.37**	**1** Transactions		
159	**INTEGRATED FIRE & SECURITY**					
	01-100-000-0000-6605		759.73	REPAIRS IT DOOR BUZZER	66565	SITE IMPROVEMENTS-COURTHOUSE
159	**INTEGRATED FIRE & SECURITY**		**759.73**	**1** Transactions		
4502	**KANTOLA PRODUCTIONS LLC**					
	01-100-000-0000-6804		3,527.50	CONTRACT 600 SEATS VIDEOS	217233A	STAFF TRAINING
	01-100-000-0000-6804		468.00	CONTRACT ADDITION SEATS VIDEOS	4407	STAFF TRAINING
4502	**KANTOLA PRODUCTIONS LLC**		**3,995.50**	**2** Transactions		
3855	**MAILFINANCE**					
	01-100-000-0000-6205		504.84	MAIL MACHINE LEASE 6/14-9/13	6079925	POSTAGE
3855	**MAILFINANCE**		**504.84**	**1** Transactions		
626	**NORTH STAR AWARDS & TROPHIES**					
	01-100-000-0000-6808		109.90	RETIREMENT PLAQUES CORDELL/BAR	7179	EMPLOYEE ENHANCEMENT PROGRAM
	01-100-000-0000-6808		54.95	RETIREMENT PLAQUE CAVALLIERE	7180	EMPLOYEE ENHANCEMENT PROGRAM
626	**NORTH STAR AWARDS & TROPHIES**		**164.85**	**2** Transactions		
3280	**RATWIK,ROSZAK,&MALONEY**					
	01-100-000-0000-6261		4,301.00	PROFESSIONAL SERVICES HHS	59054	PROFESSIONAL SERVICES
	01-100-000-0000-6261		53.65	DISBURSEMENTS	59054	PROFESSIONAL SERVICES
3280	**RATWIK,ROSZAK,&MALONEY**		**4,354.65**	**2** Transactions		
1535	**WRIGHT HENNEPIN ELECTRIC**					
	01-100-000-0000-6305		350.28	150 1684 6962		800MHZ MAINTENANCE EXPENSE
	01-100-000-0000-6305		347.19	150 1684 6963		800MHZ MAINTENANCE EXPENSE
1535	**WRIGHT HENNEPIN ELECTRIC**		**697.47**	**2** Transactions		
100	**DEPT Total:**		**13,780.97**	**OTHER GENERAL GOVERNMENT**	**9 Vendors**	**17 Transactions**
101	DEPT			COUNTY RECORDER		
3921	**OFFICE DEPOT**					
	01-101-000-0000-6411		298.90	SUPPLIES 857606342001		OPERATING SUPPLIES

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	01-101-000-0000-6411		11.58	SUPPLIES 857516672001		OPERATING SUPPLIES
	01-101-000-0000-6411		7.52-	CREDIT 857147782001		OPERATING SUPPLIES
	01-101-000-0000-6411		17.80-	CREDIT 857147689001		OPERATING SUPPLIES
	01-101-000-0000-6411		55.44	SUPPLIES 855465383001		OPERATING SUPPLIES
3921	**OFFICE DEPOT**		**340.60**	**5** Transactions		
3986	**SPRINT**					
	01-101-000-0000-6203		49.28	880683316		TELEPHONE
3986	**SPRINT**		**49.28**	**1** Transactions		
58254	**ST CLOUD STAMP & SIGN INC**					
	01-101-000-0000-6411		103.79	CUSTOMIZED STAMP		OPERATING SUPPLIES
58254	**ST CLOUD STAMP & SIGN INC**		**103.79**	**1** Transactions		
101	**DEPT Total:**		**493.67**	**COUNTY RECORDER**	**3 Vendors**	**7 Transactions**
105	DEPT			ASSESSOR		
841	**JANZEN/MELISSA**					
	01-105-000-0000-6804		409.95	REIMBURSE RES SALES COURSE		STAFF TRAINING
	01-105-000-0000-6804		185.00	REIMBURSE INCOME CASE WORKSHOP		STAFF TRAINING
841	**JANZEN/MELISSA**		**594.95**	**2** Transactions		
3921	**OFFICE DEPOT**					
	01-105-000-0000-6411		50.43	SUPPLIES 856557611001		OPERATING SUPPLIES
3921	**OFFICE DEPOT**		**50.43**	**1** Transactions		
5860	**RASMUSON/ANTHONY**					
	01-105-000-0000-6621		130.00	REIMBURSE SUPPLIES		FURNITURE & EQUIPMENT
5860	**RASMUSON/ANTHONY**		**130.00**	**1** Transactions		
3986	**SPRINT**					
	01-105-000-0000-6203		79.98	880683316		TELEPHONE
3986	**SPRINT**		**79.98**	**1** Transactions		
105	**DEPT Total:**		**855.36**	**ASSESSOR**	**4 Vendors**	**5 Transactions**
107	DEPT			PLANNING AND ZONING		
3986	**SPRINT**					

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	01-107-000-0000-6203		33.16	880683316		TELEPHONE
3986	**SPRINT**		**33.16**	**1** Transactions		
107	**DEPT Total:**		**33.16**	**PLANNING AND ZONING**	**1 Vendors**	**1 Transactions**
111	DEPT			BUILDING CARE		
2609	**CENTURYLINK**					
	01-111-000-0000-6251		134.38	763 682 4213 302		UTILITY SERVICES
	01-111-000-0000-6251		33.00	763 682 9707 099		UTILITY SERVICES
	01-111-000-0000-6251		67.19	763 682 6301 951		UTILITY SERVICES
	01-111-000-0000-6251		134.42	763 682 4213 302		UTILITY SERVICES
	01-111-000-0000-6251		32.98	763 682 9707 099		UTILITY SERVICES
	01-111-000-0000-6251		67.21	763 682 6301 951		UTILITY SERVICES
2609	**CENTURYLINK**		**469.18**	**6** Transactions		
5196	**CLIMATE AIR**					
	01-111-000-0000-6301		324.20	REPAIRS LIEBERT GC SERVER	38130	REPAIRS & MAINTENANCE
5196	**CLIMATE AIR**		**324.20**	**1** Transactions		
1118	**CULLIGAN OF BUFFALO**					
	01-111-000-0000-6411		88.50	SOLAR SALT PW BLD	365766	OPERATING SUPPLIES
1118	**CULLIGAN OF BUFFALO**		**88.50**	**1** Transactions		
2812	**GRAINGER**					
	01-111-000-0000-6412		254.46	SUPPLIES	9200167121	JAIL/LEC OPERATING SUPPLIES
	01-111-000-0000-6412		90.30	SUPPLIES	9200167139	JAIL/LEC OPERATING SUPPLIES
2812	**GRAINGER**		**344.76**	**2** Transactions		
3531	**GRANITE PEST CONTROL SERVICES**					
	01-111-000-0000-6301		94.00	PEST CONTROL PWB AUG-OCT 2016	74333	REPAIRS & MAINTENANCE
	01-111-000-0000-6302		120.00	PEST CONTROL LEC AUG-OCT 2016	74334	JAIL/LEC REPAIRS AND MAINTENANCE
3531	**GRANITE PEST CONTROL SERVICES**		**214.00**	**2** Transactions		
3271	**IDC AUTOMATIC**					
	01-111-000-0000-6301		989.56	REPAIRS DOOR OTSEGO HWY BLD	D324733IN	REPAIRS & MAINTENANCE
3271	**IDC AUTOMATIC**		**989.56**	**1** Transactions		
2285	**METRO GROUP INC/THE**					
	01-111-000-0000-6411		3,829.36	HVAC CHEMICALS	464461	OPERATING SUPPLIES

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2285	**METRO GROUP INC/THE**		**3,829.36**	**1** Transactions		
3986	**SPRINT**					
	01-111-000-0000-6204		514.98	880683316		JAIL/LEC TELEPHONE
3986	**SPRINT**		**514.98**	**1** Transactions		
3687	**VOSS LIGHTING**					
	01-111-000-0000-6411		264.00	LIGHTS GC	1528916800	OPERATING SUPPLIES
3687	**VOSS LIGHTING**		**264.00**	**1** Transactions		
1535	**WRIGHT HENNEPIN ELECTRIC**					
	01-111-000-0000-6251		3,669.11	114 1094 3600		UTILITY SERVICES
1535	**WRIGHT HENNEPIN ELECTRIC**		**3,669.11**	**1** Transactions		
111	**DEPT Total:**		**10,707.65**	**BUILDING CARE**	**10 Vendors**	**17 Transactions**
121	DEPT			VETERANS SERVICE		
3986	**SPRINT**					
	01-121-000-0000-6203		37.99	880683316		TELEPHONE
3986	**SPRINT**		**37.99**	**1** Transactions		
121	**DEPT Total:**		**37.99**	**VETERANS SERVICE**	**1 Vendors**	**1 Transactions**
201	DEPT			SHERIFF		
608	**BP AMOCO**					
	01-201-000-0000-6451		630.42	FUEL 7/20-8/19/2016	48207686	FUEL - LUBE ETC
608	**BP AMOCO**		**630.42**	**1** Transactions		
4902	**BURDAS TOWING**					
	01-201-000-0000-6261		301.00	16023617	034558	PROFESSIONAL SERVICES
4902	**BURDAS TOWING**		**301.00**	**1** Transactions		
631	**CENTRAL FIRE PROTECTION**					
	01-201-000-0000-6301		153.75	FIRE EXTINGUISHER MAINT	35676	REPAIRS & MAINTENANCE
631	**CENTRAL FIRE PROTECTION**		**153.75**	**1** Transactions		
6496	**COKATO MOTOR SALES INC**					
	01-201-000-0000-6633		14,700.00	NEW SQUAD 2015 IMPALA #170369	5735P	VEHICLES PURCHASED

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	01-201-000-0000-6633		14,700.00	NEW SQUAD 2015 IMPALA #167360	5736P	VEHICLES PURCHASED
	01-201-000-0000-6633		14,800.00	NEW SQUAD 2015 IMPALA #162033	5737P	VEHICLES PURCHASED
6496	**COKATO MOTOR SALES INC**		**44,200.00**	**3** Transactions		
1227	**EXPERT AUTOMOTIVE & TOWING INC**					
	01-201-000-0000-6261		185.00	16023755		PROFESSIONAL SERVICES
1227	**EXPERT AUTOMOTIVE & TOWING INC**		**185.00**	**1** Transactions		
3162	**GRANITE ELECTRONICS**					
	01-201-000-0000-6301		198.55	RADIO REPAIR	1500009851	REPAIRS & MAINTENANCE
3162	**GRANITE ELECTRONICS**		**198.55**	**1** Transactions		
1147	**INTOXIMETERS INC**					
	01-201-000-0000-6301		194.50	BREATHALYZER REPAIR	540178	REPAIRS & MAINTENANCE
1147	**INTOXIMETERS INC**		**194.50**	**1** Transactions		
1181	**J & J MARINE INC**					
	01-201-000-0000-6412		68.10	ANCHOR	34842	B&W OPERATING SUPPLIES
1181	**J & J MARINE INC**		**68.10**	**1** Transactions		
6841	**L3 COMMUNICATIONS INC**					
	01-201-000-0000-6621		3,068.75	MICROPHONES VIDEO CAMERA	0244430IN	FURNITURE & EQUIPMENT
6841	**L3 COMMUNICATIONS INC**		**3,068.75**	**1** Transactions		
2687	**LACOUNT SALES LLC**					
	01-201-000-0000-6411		240.55	BATTERIES	4669	OPERATING SUPPLIES
2687	**LACOUNT SALES LLC**		**240.55**	**1** Transactions		
3588	**NEOPOST USA INC**					
	01-201-000-0000-6205		66.32	RENT/MAINT METER 9/15-10/14/16	54144283	POSTAGE
3588	**NEOPOST USA INC**		**66.32**	**1** Transactions		
3844	**NET TRANSCRIPTS INC**					
	01-201-000-0000-6261		507.45	TRANSCRIBE STATEMENTS	8972IN	PROFESSIONAL SERVICES
3844	**NET TRANSCRIPTS INC**		**507.45**	**1** Transactions		
3921	**OFFICE DEPOT**					
	01-201-000-0000-6411		147.60	SUPPLIES 857219524001		OPERATING SUPPLIES

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3921	**OFFICE DEPOT**		**147.60**	**1** Transactions		
3986	**SPRINT**					
	01-201-000-0000-6203		8.70	763 458 6001		TELEPHONE
	01-201-000-0000-6203		1.98	EQUIPMENT PO 1238770		TELEPHONE
	01-201-000-0000-6203		13.99-	CREDIT		TELEPHONE
	01-201-000-0000-6203		149.99	EQUIPMENT PO 1241622		TELEPHONE
	01-201-000-0000-6203		81.47	612 807 6563		TELEPHONE
	01-201-000-0000-6203		3,051.87	880683316		TELEPHONE
	01-201-000-0000-6301		2,997.09	271188815 DATA CARDS 7/15-8/14	271188815105	REPAIRS & MAINTENANCE
3986	**SPRINT**		**6,277.11**	**7** Transactions		
4006	**TASER**					
	01-201-000-0000-6804		435.00	INSTRUCTOR CERTIFY FLADUNG	TASE49670	STAFF TRAINING
4006	**TASER**		**435.00**	**1** Transactions		
1951	**WALMART COMMUNITY RFCS LLC**					
	01-201-000-0000-6621		108.00	SUPPLIES		FURNITURE & EQUIPMENT
1951	**WALMART COMMUNITY RFCS LLC**		**108.00**	**1** Transactions		
4168	**WEINMANN/TREVOR**					
	01-201-000-0000-6451		25.37	REIMBURSE FUEL		FUEL - LUBE ETC
4168	**WEINMANN/TREVOR**		**25.37**	**1** Transactions		
201	**DEPT Total:**		**56,807.47**	**SHERIFF**	**17 Vendors**	**25 Transactions**
250	DEPT			SHERIFF-CORRECTIONS		
6158	**ARAMARK SERVICES INC**					
	01-250-000-0000-6459		8,265.01	INMATE MEALS 08/04-08/10/16	200723300132	LAW ENFORCE-JAIL FOOD-LAUNDRY
	01-250-000-0000-6459		8,234.52	INMATE MEALS 08/11-08/17/16	200723300135	LAW ENFORCE-JAIL FOOD-LAUNDRY
6158	**ARAMARK SERVICES INC**		**16,499.53**	**2** Transactions		
8122	**BROOKLYN PARK POLICE DEPT**					
	01-250-000-0000-6804		75.00	DATA PRACTICES LAW ENFORCE	110116LIPELT	STAFF TRAINING
8122	**BROOKLYN PARK POLICE DEPT**		**75.00**	**1** Transactions		
5406	**BUFFALO HOSPITAL**					
	01-250-000-0000-6458		735.75	ER ROOM/CT SCAN/PHARMACY	6254324101	JAIL MEDICAL
	01-250-000-0000-6458		60.80	CHEST XRAY	6436820900	JAIL MEDICAL

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5406	**BUFFALO HOSPITAL**		**796.55**	**2** Transactions		
5486	**MARCO**					
	01-250-000-0000-6343		586.00	8/10-9/10/2016	311259279	MACHINERY OR EQUIPMENT LEASES
5486	**MARCO**		**586.00**	**1** Transactions		
3413	**MEND CORRECTIONAL CARE LLC**					
	01-250-000-0000-6458		379.50	E KIT REPLACEMENTS JULY 2016	1446	JAIL MEDICAL
3413	**MEND CORRECTIONAL CARE LLC**		**379.50**	**1** Transactions		
1538	**WRIGHT COUNTY HIGHWAY DEPT**					
	01-250-000-0000-6451		262.77	JULY 2016 FUEL CHARGES	562	FUEL - LUBE ETC
	01-250-000-0000-6452		372.36	JULY 2016 VEHICLE MAINT	562	VEHICLE MAINTENANCE
1538	**WRIGHT COUNTY HIGHWAY DEPT**		**635.13**	**2** Transactions		
250	**DEPT Total:**		**18,971.71**	**SHERIFF-CORRECTIONS**	**6 Vendors**	**9 Transactions**
521	DEPT			PARKS		
3858	**ALBION ACRES BAIT**					
	01-521-000-0000-6807		35.00	BAIT FOR RESALE	001909	MATERIALS FOR RE-SALE - POP ETC.
3858	**ALBION ACRES BAIT**		**35.00**	**1** Transactions		
9	**HEDLUND PLUMBING**					
	01-521-000-0000-6301		210.00	OUTHOUSE PUMPING	16846	REPAIRS & MAINTENANCE
9	**HEDLUND PLUMBING**		**210.00**	**1** Transactions		
1706	**MARTIN MARIETTA MATERIALS**					
	01-521-000-0000-6301		548.79	SUPPLIES TRAIL BRIDGES	18415140	REPAIRS & MAINTENANCE
1706	**MARTIN MARIETTA MATERIALS**		**548.79**	**1** Transactions		
7510	**MENARDS - BUFFALO**					
	01-521-000-0000-6301		44.14	SUPPLIES	20980	REPAIRS & MAINTENANCE
7510	**MENARDS - BUFFALO**		**44.14**	**1** Transactions		
2875	**NUT MAN/THE**					
	01-521-000-0000-6807		46.00	ITEMS FOR RESALE	46640	MATERIALS FOR RE-SALE - POP ETC.
2875	**NUT MAN/THE**		**46.00**	**1** Transactions		
3208	**POWER DISTRIBUTORS LLC**					

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	01-521-000-0000-6452		237.46	MOWER BLADES	52206978	VEHICLE MAINTENANCE
3208	**POWER DISTRIBUTORS LLC**		**237.46**	**1** Transactions		
3909	**RIVARD COMPANIES**					
	01-521-000-0000-6301		1,765.00	SAFETY SURFACE	350887	REPAIRS & MAINTENANCE
3909	**RIVARD COMPANIES**		**1,765.00**	**1** Transactions		
3986	**SPRINT**					
	01-521-000-0000-6203		63.41	880683316		TELEPHONE
3986	**SPRINT**		**63.41**	**1** Transactions		
521	**DEPT Total:**		**2,949.80**	**PARKS**	**8 Vendors**	**8 Transactions**
603	DEPT			EXTENSION		
4284	**DAHL/ALICE**					
	01-603-000-0000-6331		87.50	175 MILES		TRAVEL
4284	**DAHL/ALICE**		**87.50**	**1** Transactions		
4496	**FARM & RANCH LIVING**					
	01-603-000-0000-6244		15.00	SUBSCRIPTION		PROGRAM EXPENSES
4496	**FARM & RANCH LIVING**		**15.00**	**1** Transactions		
3744	**GREDER/ROD**					
	01-603-000-0000-6244		233.09	REIMBURSE PROGRAM SUPPLIES		PROGRAM EXPENSES
3744	**GREDER/ROD**		**233.09**	**1** Transactions		
4498	**HOBBY FARMS**					
	01-603-000-0000-6244		19.97	SUBSCRIPTION		PROGRAM EXPENSES
4498	**HOBBY FARMS**		**19.97**	**1** Transactions		
606	**HUSTON/TARAH**					
	01-603-000-0000-6331		117.10	234.2 MILES		TRAVEL
606	**HUSTON/TARAH**		**117.10**	**1** Transactions		
3990	**JERDE/KATELYN**					
	01-603-000-0000-6331		244.85	489.70 MILES		TRAVEL
3990	**JERDE/KATELYN**		**244.85**	**1** Transactions		
4481	**KELZER/ASHLEY**					

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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
	01-603-000-0000-6331		205.70	411.40 MILES		TRAVEL
4481	**KELZER/ASHLEY**		**205.70**	**1** Transactions		
1344	**MARCO**					
	01-603-000-0000-6244		114.97	TONER CARTRIDGE	3498784	PROGRAM EXPENSES
1344	**MARCO**		**114.97**	**1** Transactions		
5486	**MARCO**					
	01-603-000-0000-6343		416.40	7/10-8/10/2016	309133478	MACHINERY OR EQUIPMENT LEASES
	01-603-000-0000-6343		437.22	8/10-9/10/2016	311259170	MACHINERY OR EQUIPMENT LEASES
5486	**MARCO**		**853.62**	**2** Transactions		
1384	**MN STATE HORTICULTURAL SOCIETY**					
	01-603-000-0000-6244		34.00	SUBSCRIPTION		PROGRAM EXPENSES
1384	**MN STATE HORTICULTURAL SOCIETY**		**34.00**	**1** Transactions		
3921	**OFFICE DEPOT**					
	01-603-000-0000-6244		101.99	SUPPLIES 845158950001		PROGRAM EXPENSES
	01-603-000-0000-6244		82.73	SUPPLIES 852538325001		PROGRAM EXPENSES
	01-603-000-0000-6244		57.55	SUPPLIES 852297638001		PROGRAM EXPENSES
	01-603-000-0000-6244		55.62	SUPPLIES 850891744001		PROGRAM EXPENSES
	01-603-000-0000-6411		114.79	SUPPLIES 850889212001		OPERATING SUPPLIES
	01-603-000-0000-6411		19.97	SUPPLIES 857901590001		OPERATING SUPPLIES
	01-603-000-0000-6411		31.18	SUPPLIES 857901430001		OPERATING SUPPLIES
	01-603-000-0000-6411		17.49	SUPPLIES 845158870001		OPERATING SUPPLIES
	01-603-000-0000-6411		76.76	SUPPLIES 857589916001		OPERATING SUPPLIES
	01-603-000-0000-6411		52.43	SUPPLIES 85119700001		OPERATING SUPPLIES
	01-603-000-0000-6411		17.80	SUPPLIES 850892483001		OPERATING SUPPLIES
	01-603-000-0000-6411		100.99	SUPPLIES 852538253001		OPERATING SUPPLIES
	01-603-000-0000-6411		16.89	SUPPLIES 851197999001		OPERATING SUPPLIES
3921	**OFFICE DEPOT**		**746.19**	**13** Transactions		
1617	**REGENTS OF THE UNIVERSITY OF MN**					
	01-603-000-0000-6117		1,835.03	REIMBURSE INTERN POSITIONS	0300016022	CONTRACT PROGRAM COORDINATOR
	01-603-000-0000-6117		1,354.50	REIMBURSE INTERN POSITIONS	0300016024	CONTRACT PROGRAM COORDINATOR
	01-603-000-0000-6244		11.76	NAMETAG	0430002857	PROGRAM EXPENSES
1617	**REGENTS OF THE UNIVERSITY OF MN**		**3,201.29**	**3** Transactions		
3303	**STREI/KELLY**					

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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
	01-603-000-0000-6244		15.16	REIMBURSE PROGRAM SUPPLIES		PROGRAM EXPENSES
3303	**STREI/KELLY**		**15.16**	**1** Transactions		
74317	**WRIGHT COUNTY 4-H**					
	01-603-000-0000-6244		140.00	REIMBURSE FAIR EXPENSES		PROGRAM EXPENSES
74317	**WRIGHT COUNTY 4-H**		**140.00**	**1** Transactions		
603	**DEPT Total:**		**6,028.44**	**EXTENSION**	**14 Vendors**	**29 Transactions**
1	**Fund Total:**		**129,716.60**	**GENERAL REVENUE FUND**		**154 Transactions**

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
101	DEPT			COUNTY RECORDER		
3921	**OFFICE DEPOT**					
	02-101-000-0000-6622		26.99	SUPPLIES 856415107001		EQUIPMENT PURCHASED
	02-101-000-0000-6622		72.98	SUPPLIES 855465383001		EQUIPMENT PURCHASED
	02-101-000-0000-6622		78.01	SUPPLIES 857593039001		EQUIPMENT PURCHASED
	02-101-000-0000-6622		279.99	SUPPLIES 856903068001		EQUIPMENT PURCHASED
3921	**OFFICE DEPOT**		**457.97**	**4** Transactions		
101	**DEPT Total:**		**457.97**	**COUNTY RECORDER**	**1 Vendors**	**4 Transactions**
282	DEPT			NUCLEAR POWER PLANT		
3986	**SPRINT**					
	02-282-000-0000-6859		171.85	880683316		MISCELLANEOUS EXPENSES
3986	**SPRINT**		**171.85**	**1** Transactions		
282	**DEPT Total:**		**171.85**	**NUCLEAR POWER PLANT**	**1 Vendors**	**1 Transactions**
2	**Fund Total:**		**629.82**	**RESERVES FUND**		**5 Transactions**

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
310	DEPT			HIGHWAY ADMINISTRATION		
3048	**EAGLE POINT CORPORATION**					
	03-310-000-0000-6260		1,300.00	SOFTWARE RENEWAL 083016	5-14132	SOFTWARE OR SYSTEMS SUPPORT
3048	**EAGLE POINT CORPORATION**		**1,300.00**	**1** Transactions		
4364	**MARCO TECHNOLOGIES LLC**					
	03-310-000-0000-6261		655.50	INV 3112596196 PRINTER 083016	c554e	PROFESSIONAL SERVICES
4364	**MARCO TECHNOLOGIES LLC**		**655.50**	**1** Transactions		
871	**MN TRANSPORTATION ALLIANCE**					
	03-310-000-0000-6245		385.00	ANNUAL DUES OCT-SEP 17 083016	P16-1177	MEMBERSHIPS, DUES & FEES
871	**MN TRANSPORTATION ALLIANCE**		**385.00**	**1** Transactions		
3921	**OFFICE DEPOT**					
	03-310-000-0000-6409		55.06	OFFICE SUPPLIES 083016	857958656	OFFICE SUPPLIES
3921	**OFFICE DEPOT**		**55.06**	**1** Transactions		
3986	**SPRINT**					
	03-310-000-0000-6203		84.22	880683316		TELEPHONE
3986	**SPRINT**		**84.22**	**1** Transactions		
2487	**WINDSTREAM**					
	03-310-000-0000-6203		184.44	3 LINES 7636581570 INTN 083016	AUG 18	TELEPHONE
2487	**WINDSTREAM**		**184.44**	**1** Transactions		
310	**DEPT Total:**		**2,664.22**	**HIGHWAY ADMINISTRATION**	**6 Vendors**	**6 Transactions**
320	DEPT			HIGHWAY ENGINEERING		
321	**BRAUN INTERTEC CORPORATION**					
	03-320-000-0000-6504		2,427.00	MNDOT TESTING 083016	B067986	MN/DOT TESTING
	03-320-000-0000-6504		2,427.00	MNDOT TESTING 083016	B067986	MN/DOT TESTING
	03-320-000-0000-6504		2,427.00	MNDOT TESTING 083016	B067986	MN/DOT TESTING
321	**BRAUN INTERTEC CORPORATION**		**7,281.00**	**3** Transactions		
2456	**COMMISSIONER OF TRANSPORTATION**					
	03-320-000-0000-6338		175.00	RIGHT OF WAY CONFERENCE 083016	J CARLSON	CONFERENCES & MEETINGS
2456	**COMMISSIONER OF TRANSPORTATION**		**175.00**	**1** Transactions		
4542	**FRONTIER PRECISION INC**					

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
	03-320-000-0000-6503		113.40	ENG FIELD SUPPLIES 083016	151820	ENGINEERING FIELD SUPPLIES
4542	**FRONTIER PRECISION INC**		**113.40**	**1** Transactions		
320	**DEPT Total:**		**7,569.40**	**HIGHWAY ENGINEERING**	**3 Vendors**	**5 Transactions**
330	DEPT			HIGHWAY MAINTENANCE		
1194	**BERG BAG COMPANY**					
	03-330-000-0000-6859		335.00	1000 SANDBAGS 083016	5099420	MISCELLANEOUS EXPENSES
1194	**BERG BAG COMPANY**		**335.00**	**1** Transactions		
4634	**FASTENAL COMPANY**					
	03-330-000-0000-6696		26.84-	CREDIT ON ACCOUNT 083016		HWY MAINT MINOR FIELD EQUIP
	03-330-000-0000-6696		62.77	BUF64889 083016	SM TOOLS	HWY MAINT MINOR FIELD EQUIP
4634	**FASTENAL COMPANY**		**35.93**	**2** Transactions		
4222	**GARLOCK NORTH**					
	03-330-000-0000-6536		416.05	CRS2 OIL 083016	269880	CUTBACK OILS
	03-330-000-0000-6536		829.45	CRS2 OIL 083016	269881	CUTBACK OILS
4222	**GARLOCK NORTH**		**1,245.50**	**2** Transactions		
925	**HANCOCK CONCRETE PRODUCTS LLC**					
	03-330-000-0000-6540		4,920.32	CULV REPLACEMENT 083016	1228779	COUNTY WIDE CULVERT PROJECTS
	03-330-000-0000-6540		3,200.00	CULV REPLACEMENT 083016	1229272	COUNTY WIDE CULVERT PROJECTS
925	**HANCOCK CONCRETE PRODUCTS LLC**		**8,120.32**	**2** Transactions		
3766	**MID-MINNESOTA HOT MIX INC**					
	03-330-000-0000-6540		8,484.33	BITUMINOUS 083016	12664	COUNTY WIDE CULVERT PROJECTS
3766	**MID-MINNESOTA HOT MIX INC**		**8,484.33**	**1** Transactions		
1383	**WRIGHT HENNEPIN COOP ELEC ASSN**					
	03-330-000-0000-6543		1,834.12	RURAL LIGHTING VARIOUS 083016	SEE SLIP	TRAFFIC SIGNALS
1383	**WRIGHT HENNEPIN COOP ELEC ASSN**		**1,834.12**	**1** Transactions		
4433	**XCEL ENERGY**					
	03-330-000-0000-6543		303.99	VARIOUS LIGHTS 083016	5149988710	TRAFFIC SIGNALS
4433	**XCEL ENERGY**		**303.99**	**1** Transactions		

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
330	**DEPT Total:**		**20,359.19**	**HIGHWAY MAINTENANCE**	**7 Vendors**	**10 Transactions**
340	DEPT			HIGHWAY SHOP MAINTENANCE		
7544	**CENTRA SOTA COOPERATIVE - BUFFALO**					
	03-340-000-0000-6563		1,290.17	DIESEL FUEL 083016	6113299	DIESEL
7544	**CENTRA SOTA COOPERATIVE - BUFFALO**		**1,290.17**	**1** Transactions		
1118	**CULLIGAN OF BUFFALO**					
	03-340-000-0000-6596		36.60	MAPLE LK SOFTENER SERV 083016	02549511	UTILITIES-OUTLYING SHOPS
1118	**CULLIGAN OF BUFFALO**		**36.60**	**1** Transactions		
3162	**GRANITE ELECTRONICS**					
	03-340-000-0000-6560		243.00	BATT FOR HAND RADIOS 083016	50001029	RADIO COMMUNICATION
3162	**GRANITE ELECTRONICS**		**243.00**	**1** Transactions		
600	**MORRIES PARTS & SERVICE GROUP**					
	03-340-000-0000-6574		171.31	MORRIES - PARTS 083016	CS871222	REPAIR PARTS
	03-340-000-0000-6575		550.00	MORRIES - LABOR 083016	CS871222	OUTSIDE LABOR
600	**MORRIES PARTS & SERVICE GROUP**		**721.31**	**2** Transactions		
2316	**OTSEGO/CITY OF**					
	03-340-000-0000-6596		87.54	SHOP WATER/SEWER 083016	2810000	UTILITIES-OUTLYING SHOPS
2316	**OTSEGO/CITY OF**		**87.54**	**1** Transactions		
270	**RYAN CHEVROLET**					
	03-340-000-0000-6574		58.48	RYAN CHEV - PARTS 083016	574288	REPAIR PARTS
	03-340-000-0000-6575		89.98	RYAN CHEV - LABOR 083016	574288	OUTSIDE LABOR
270	**RYAN CHEVROLET**		**148.46**	**2** Transactions		
6221	**SUBURBAN TIRE WHOLESALE INC**					
	03-340-000-0000-6570		3,795.00	TIRES 083016	10140894	TIRES
6221	**SUBURBAN TIRE WHOLESALE INC**		**3,795.00**	**1** Transactions		
1192	**TOTAL PRINTING**					
	03-340-000-0000-6411		532.50	CHRG TKTS & REP ORDERS 083016	11108	OPERATING SUPPLIES
1192	**TOTAL PRINTING**		**532.50**	**1** Transactions		
1383	**WRIGHT HENNEPIN COOP ELEC ASSN**					
	03-340-000-0000-6596		182.91	MAPLE LK SHOP ELECT. 083016	10810310900	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
	03-340-000-0000-6596		79.33	FR LAKE SHOP ELECT. 083016	11110659400	UTILITIES-OUTLYING SHOPS
	03-340-000-0000-6596		249.00	OTSEGO SHOP ELECT. 083016	15016805561	UTILITIES-OUTLYING SHOPS
1383	**WRIGHT HENNEPIN COOP ELEC ASSN**		**511.24**	**3** Transactions		
4433	**XCEL ENERGY**					
	03-340-000-0000-6596		332.14	COKATO SHOP ELECT. 083016	5149988710	UTILITIES-OUTLYING SHOPS
	03-340-000-0000-6596		104.79	WAV SHOP ELECT. 083016	5149988710	UTILITIES-OUTLYING SHOPS
	03-340-000-0000-6596		36.78	WAV MISC LIGHTS 083016	5149988710	UTILITIES-OUTLYING SHOPS
	03-340-000-0000-6596		25.00	WAV SHOP GAS FOR HTG 083016	5149988710	UTILITIES-OUTLYING SHOPS
4433	**XCEL ENERGY**		**498.71**	**4** Transactions		
340	**DEPT Total:**		**7,864.53**	**HIGHWAY SHOP MAINTENANCE**	**10 Vendors**	**17 Transactions**
380	DEPT			UNALLOCATED NON-HIGHWAY OPERAT		
3646	**BAYERL/NATHAN**					
	03-380-000-0000-6520		125.00	BOOT REIMBURSEMENT-BAYE 083016		SAFETY PROGRAM & SUPPLIES
3646	**BAYERL/NATHAN**		**125.00**	**1** Transactions		
1281	**TOWMASTER**					
	03-380-000-0000-6699		630.66	ROADWATCH KIT 083016	383701	EQUIPMENT-R & B MAJOR
1281	**TOWMASTER**		**630.66**	**1** Transactions		
3336	**WARNING LITES OF MN INC**					
	03-380-000-0000-6520		137.39	SAFETY VESTS 083016	159093	SAFETY PROGRAM & SUPPLIES
3336	**WARNING LITES OF MN INC**		**137.39**	**1** Transactions		
380	**DEPT Total:**		**893.05**	**UNALLOCATED NON-HIGHWAY OPERAT**	**3 Vendors**	**3 Transactions**
3	**Fund Total:**		**39,350.39**	**ROAD AND BRIDGE FUND**		**41 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.		
947	**BEAUDRY OIL CO**					
	20-393-000-0000-6801		359.80	DIESEL FUEL DELIVERY	831356	MISCELLANEOUS EXPENSE
947	**BEAUDRY OIL CO**		**359.80**	**1** Transactions		
7418	**ROCKFORD TOWNSHIP**					
	20-393-000-0000-6801		1,079.50	COMMUNITY CLEAN UP 5/21/16		MISCELLANEOUS EXPENSE
7418	**ROCKFORD TOWNSHIP**		**1,079.50**	**1** Transactions		
1535	**WRIGHT HENNEPIN ELECTRIC**					
	20-393-000-0000-6801		532.00	107 1017 3800		MISCELLANEOUS EXPENSE
1535	**WRIGHT HENNEPIN ELECTRIC**		**532.00**	**1** Transactions		
393	**DEPT Total:**		**1,971.30**	**S.C.O.R.E.**	**3 Vendors**	**3 Transactions**
20	**Fund Total:**		**1,971.30**	**WASTE MANAGEMENT FUND**		**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
150	DEPT			LEVY STABILIZATION FUND		
1655	**CENTRAL MCGOWAN INC**					
	34-150-000-0000-6605		529.59	WELDING ROOM EQUIP HWY BLD	956758	SITE IMPROVEMENTS
1655	**CENTRAL MCGOWAN INC**		**529.59**	**1** Transactions		
150	**DEPT Total:**		**529.59**	**LEVY STABILIZATION FUND**	**1 Vendors**	**1 Transactions**
160	DEPT			BOND PROCEEDS		
3993	**HECKSEL MACHINE INC**					
	34-160-000-0000-6605		12,900.00	WORK BENCH ORDER HWY BLD	101120	SITE IMPROVEMENTS
3993	**HECKSEL MACHINE INC**		**12,900.00**	**1** Transactions		
160	**DEPT Total:**		**12,900.00**	**BOND PROCEEDS**	**1 Vendors**	**1 Transactions**
161	DEPT			HIGHWAY BUILDING BOND PROCEEDS		
4300	**ALTERNATIVE BUSINESS FURNITURE INC**					
	34-161-000-0000-6605		39.60	DUPLEX RECEPTACLES HWY BLD	53513	HIGHWAY BUILDING
	34-161-000-0000-6605		148.25	TACKBOARD HWY BLD	53907	HIGHWAY BUILDING
4300	**ALTERNATIVE BUSINESS FURNITURE INC**		**187.85**	**2** Transactions		
161	**DEPT Total:**		**187.85**	**HIGHWAY BUILDING BOND PROCEEDS**	**1 Vendors**	**2 Transactions**
170	DEPT			CAPITAL TECHNOLOGY		
284	**MN COUNTIES COMPUTER COOPERATIVE**					
	34-170-000-0000-6262		2,040.59	CSTS ENHANCEMENTS ONBASE	2Y1607164	EDMS - LAW LEGAL
284	**MN COUNTIES COMPUTER COOPERATIVE**		**2,040.59**	**1** Transactions		
170	**DEPT Total:**		**2,040.59**	**CAPITAL TECHNOLOGY**	**1 Vendors**	**1 Transactions**
34	**Fund Total:**		**15,658.03**	**CAPITAL IMPROVEMENTS FUND**		**5 Transactions**
	Final Total:		**187,326.14**	**140 Vendors**	**208 Transactions**	

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Recap by Fund

Fund	Amount	Name
1	129,716.60	GENERAL REVENUE FUND
2	629.82	RESERVES FUND
3	39,350.39	ROAD AND BRIDGE FUND
20	1,971.30	WASTE MANAGEMENT FUND
34	15,658.03	CAPITAL IMPROVEMENTS FUND
All Funds	187,326.14	Total

Approved by, ...

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