WRIGHT COUNTY BOARD
AGENDA
SEPTEMBER 6, 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 8-30-16

Documents:

2016-08-30 WRIGHT COUNTY BOARD MINUTES REVISED.PDF

III. REVIEW & APPROVAL OF AGENDA

IV. CONSENT AGENDA

A. ADMINISTRATION

1. Authorize Attendance, AMC Annual Conference, 12-05-16 To 12-06-16
2. Cancel 12-06-16 County Board Meeting, AMC Conference

Documents:

WEBAMC ANNUAL CONFERENCE 2016.PDF

B. ADMINISTRATION

1. Approval Of Madden, Galanter & Hansen, LLP Claim $3,878.29
2. Adoption Of Revised County Mission Statement

Documents:

07.16 MADDEN, GALANTER AND HANSEN CLAIM.PDF
RFBA - APPROVE REVISED MISSION STATEMENT.PDF

C. ASSESSOR

1. Approve Abatement, PID 215-100-213101, Barrie Hill

Documents:

215-100-213101.PDF

D. ASSESSOR

1. Approve Abatement, PID 114-067-003020, Roger & Sandra Aaron

Documents:

114-067-003020.PDF

E. ASSESSOR

1. Approve Abatement, PID 114-190-001080, Elaine Wold

Documents:

114-190-001080.PDF

F. ASSESSOR

1. Approve Abatement, PID 114-190-001070, Joanne Funch

Documents:

114-190-001070.PDF

G. AUDITOR/TREASURER

1. Approve Claims As Listed In The Abstract, Subject To Audit, For A Total Of $643,253.93 With 101 Vendors And 175 Transactions

Documents:

AGENDA 9-6 CONSENT CLAIMS.PDF

H. COURT SERVICES

1. Position Replacement:
   A. Office Tech II

Documents:

REQUEST FOR BOARD ACTION 8-29-16.PDF

V. TIMED AGENDA ITEMS

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

1. Presentation Of Retirement Plaque To Bill Cordell - Over 44 Years Of Service At Wright County

Documents:

09-06-16 BILL CORDELL RETIRE.PDF

B. 9:20 A.M. BOB HIIVALA, AUDITOR/TREASURER

1. Approve Resolution Of Participation In The Minnesota Clean Water Partnership Project Implementation Loan Agreement
2. Approve Five Year SAS Agreement With OpenGov

Documents:

AGENDA 9-6 APPROVE CWP RESOLUTION.PDF
AGENDA 9-6 CWP LOAN RESOLUTION.PDF
AGENDA 9-6 MINNESOTA CWP LOAN AGREEMENT.PDF
AGENDA 9-6 APPROVE OPENGOV AGREEMENT.PDF
AGENDA 9-6 OPENGOV AGREEMENT.PDF

C. 9:25 A.M. GREG KRYZER, ASSISTANT COUNTY ATTORNEY

1. Schedule Public Hearing For Property Tax Abatement

Documents:

AGENDA ITEM - SEPTEMBER 6, 2016.PDF

D. **9:30 A.M. ADAM TAGARRO, INFORMATION TECHNOLOGY DIRECTOR**

1. Introduction Of IT Senior Developer, Tim Lorsung, To The County Board.
2. MN.IT Cyber Security Monitoring Grant Memorandum

Documents:

BOARD ACTION IT INFORMATIONAL - TIM LORSUNG.PDF
MN.IT FIREWALL GRANT 2016-09-06.PDF
SSMI MOU WRIGHT COUNTY DOC 2016 (1).PDF

E. **9:35 A.M. SUNNY HESSE, HR DIRECTOR**

1. Request Change In Benefit Carrier For Short- And Long-Term Disability From Assurance To Madison National

Documents:

090616_AGENDAFORM_STDLTDCARRIERCHANGE.PDF

VI. ITEMS FOR CONSIDERATION

A. **COMMITTEE OF THE WHOLE MEETINGS ON 9-20-16**

1. Reschedule 9-20-16 Committee Of The Whole Meeting To 3:00 - 4:00 PM (Previously Set For 1:00 - 4:00 P.M.)
2. Schedule Negotiation Committee Of The Whole Meeting In Closed Session On 9-20-16 @ 2:30 P.M. To Discuss Contract Negotiation Strategies

Documents:

092016_AGENDAFORM_COTWCONTRACTNEGOTIATIONS.PDF

B. **SCHEDULE A NEGOTIATION COMMITTEE OF THE WHOLE MEETING IN CLOSED SESSION ON 9-27-16 @ 1:30 P.M. TO DISCUSS CONTRACT NEGOTIATION STRATEGIES**

Documents:

092716_AGENDAFORM_COTWCONTRACTNEGOTIATIONS.PDF

C. **SCHEDULING COURT FACILITY RELATED MEETINGS (KELLY)**

D. **SCHEDULE COMMITTEE OF THE WHOLE MEETING RE: DNR RESTORATION ORDER (KELLY)**

E. *** STATE AUDITOR LAWSUIT (BORRELL)**

VII. ADVISORY COMMITTEE / ADVISORY BOARD UPDATES

VIII. ADJOURNMENT

IX. NOTE:

1. Budget Committee Of The Whole Budget Sessions Starting At 10:30 AM

X. NOTE:

* Petitioned Onto The Agenda

XI. CLAIMS LISTING

Documents:

AUDIT LIST FOR BOARD 9-6-2016.PDF

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

INFORMATIONAL

WRIGHT COUNTY BOARD
MINUTES
AUGUST 30, 2016

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

MINUTES
The following corrections were made to the 8-23-16 Board Minutes on Page 1, 2nd to last paragraph: Change all references to "Xcel Energy" (Sawatzke); correct 2nd sentence to read, "Sawatzke said the easement should be worth more than a dollar" (Sawatzke). Borrell moved to approve the 8-23-16 County Board Minutes, seconded by Husom. The motion carried 5-0.

AGENDA
Petitions were accepted to the Agenda as follows: Item For Consid. B, "Schedule Court Facility Related Meetings" (Kelly). Potter moved to approve the Agenda as amended, seconded by Daleiden. The motion carried unanimously.

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

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

B. HEALTH & HUMAN SERVICES
   1. Position Replacements:
      A. Child Support Hearing Officer
      B. Office Technician II
      C. Office Technician II

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

TIMED AGENDA ITEMS

COUNTY BOARD OF COMMISSIONERS
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
Potter moved to adopt Resolution #16-50 proclaiming 8-30-16 as "Kyla Mauk Day" in Wright County, recognizing Mauk for her reign as the 2015-2016 Princess Kay of the Milky Way. The motion was seconded by Daleiden and carried 5-0 on a roll call vote. Mauk said she appreciated the honor to serve and will always be a dairy advocate.

BOB HIIVALA, AUDITOR/TREASURER
Adopt Resolution Authorizing The Public Sale of Tax Forfeit Properties on Tuesday, 10-04-16 at 1:00 p.m.
Brian Asleson, Chief Deputy Attorney, presented changes to the tax forfeit property listing based on staff and Tax Forfeit Committee recommendations. These include:

1. 118-034-002270, 8304 Needham Ave NE., Otsego. Add Special Conditions of Sale that reflect that the property is being sold in "as is" condition and that the purchasers will be issued a bill of sale for any abandoned personal property remaining on the premises.
2. 155-033-001040, 7 Fairway Dr., Monticello. Add Special Conditions of Sale that reflect that the property is being sold in "as is" condition, that the purchasers will be issued a bill of sale for any abandoned personal property remaining on the premises, and that the City has declared the house to be uninhabitable.
3. 218-000-151401, 14224 85th St. SW., Stockholm Twp. The Minimum Bid Price will be changed from $150,000 to $171,000.

4. 155-500-101412, 601 Elm St., Monticello. This property includes a house that needs to be removed. Asleson is working with the City of Monticello as a site for a practice burn. Expenses will be about $10,000 (Fire Department and Brad Fyle Demo Work). The minimum bid price will be set at $20,000 to cover some of these costs. Sawatzke asked about Special Assessments against the property. Asleson explained that the City will have the opportunity to reassess the special assessments.
5. 103-156-002010, 100 Roberts Court, Buffalo. Husom said the Value reflects $10,000 but the Minimum Bid Price is $21,000. Asleson will follow up with the Assessor who recommended the Minimum Bid Price.

Daleiden moved to adopt Resolution #16-51 approving the public sale of tax forfeited properties on 10-04-16 at 1:00 P.M. The motion was seconded by Potter. Discussion led to forms of advertising for the sale of tax forfeited properties. Currently, properties are listed on the County's website. The suggestion was made to utilize location signs for more exposure. The motion was amended to include approval of the demolition of property at 601 Elm St., 155-500-101412. The motion carried 5-0 on a roll call vote.

SEAN RILEY - PLANNING & ZONING ADMINISTRATOR\HUMAN SERVICES\ADMINISTRATION

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

Riley said notice was sent to neighbors directly affected. HHS has submitted the form necessary reflecting appropriate need. A septic permit has been issued to service the existing home and the mobile home will be tied into it. One written public comment was received relating to the status of the septic system. Riley said an inspection of the system will be completed. The setback requirement is 30' from the side property line (not from the grass). Daleiden moved to approve the Medical Hardship Mobile Home request, noting that it is temporary and must be removed when no longer needed for the medical hardship. The motion was seconded by Husom and carried unanimously.

VIRGIL HAWKINS, HIGHWAY ENGINEER

Approve Minutes Of Owners Committee Meetings, 7-07-16 and 8-04-16

Potter moved to approve the 7-07-16 and 8-04-16 Owners Committee Minutes, seconded by Borrell. Daleiden referenced the $2,025 change order to extend electrical receptacles to the hose reel. He viewed this as poor planning on the Engineer's part. Sawatzke stated there are several large outstanding issues including the roof, grates, concrete near thresholds, and hose reels. The next Owners Committee Meeting will be 9-08-16. The motion carried 5-0.

The 7-07-16 Owners Committee Minutes follow:

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,

7-07-16 Owners Committee Minutes (cont.):

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.

7-07-16 Owners Committee Minutes (cont.):

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.

(End of 7-07-16 Owners Committee Minutes)

The 8-04-16 Owners Committee Minutes follow:

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

8-04-16 Owners Committee Minutes (cont.):

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.

8-04-16 Owners Committee Minutes (cont.):

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.

(End of 8-04-16 Owners Committee Minutes)

The meeting recessed at 9:37 A.M. and reconvened at 10:05 A.M.

MARC MATTICE, PARKS & RECREATION DIRECTOR

Recommend Award of the Following Bid:

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

Mattice stated the Facility will provide space for events such as family reunions, school groups, receptions, and business functions. This is the only four-season facility in the Wright County Parks System. The bid opening held on 8-19-16 included the following bid. There were six inquiries but only one bid package was received.

Bidder	Base Bid	Alternative, Maintenance Free Deck and Railings	Total Bid
Larson Building	$395,300	$7,250	$402,550

The recommendation from the Bertram Lakes Advisory Council is to award the bid to Larson Building for $402,550. Discussion followed on whether this expense is included in the Parks budget. Mattice explained that the budget includes a remodel of an existing building. However, a building inspector and an independent party both recommend removal of the building. The Parks budget will be discussed today during budget sessions. Mattice stated that three other portions of the Phase 1 Development Project will be discussed, including the beach house, the picnic shelter, and trail work. It will need to be decided whether to use additional CIP funds for the Facility or scale back the Project to delete the picnic shelter and trail work.

Potter moved to approve the bid plus alternate from Larson Building at a total cost of $402,550. The motion was seconded by Daleiden and carried 5-0.

ITEMS FOR CONSIDERATION

8-24-16 BUILDING COMMITTEE MINUTES

At today's County Board Meeting, Potter moved to approve the Building Committee Minutes and recommendations, seconded by Daleiden, and carried 5-0. The Building Committee Minutes follow:

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.

8-24-16 Building Committee Minutes (cont.):

V. Compost Facility Storm Damage Repair

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.

(End of 8-24-16 Building Committee Minutes)

8-24-16 PERSONNEL COMMITTEE MINUTES

At today's County Board Meeting, Husom moved to approve the Minutes and recommendations, seconded by Potter, and carried 5-0. The Minutes follow:

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".

(End of 8-24-16 Personnel Committee Minutes)

8-24-16 TECHNOLOGY COMMITTEE MINUTES

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

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.

8-24-16 Technology Committee Minutes (cont.):

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.

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.

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

(End of 8-24-16 Technology Committee Minutes)

8-24-16 WAYS & MEANS COMMITTEE MINUTES

At today's County Board Meeting, Husom moved to approve the Minutes and recommendations. The motion was seconded by Potter and carried unanimously. The Committee Minutes follow:

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).

8-24-16 Ways & Means Committee Minutes (cont.):

Recommendation: Asleson will contact Mr. Grinley to discuss the sale of the County's interest in the property. (End of 8-24-16 Ways & Means Committee Minutes)

SCHEDULING COURT FACILITY RELATED MEETINGS (KELLY)

Lee Kelly, County Coordinator, said the Request For Proposals (RFP) for architectural services for the Courts Facility are due on 9-12-16. He asked that the Board set dates for the Committee Of The Whole for tours, review of RFP's, and architect interviews.

Husom moved to set Committee Of The Whole Meetings for the purpose of touring court facilities in Benton and Carver Counties. Potential dates include 9-13-16, 9-19-16, and 9-22-16. Monica Tschumper, Court Administrator, will make contact in an effort to schedule the tours. The motion was seconded by Daleiden and carried 5-0.

Potter moved to schedule a Committee Of The Whole Meeting on 9-27-16 at 11:00 A.M. to review RFP's. The motion was seconded by Husom and carried 5-0.

The following dates were provided as potential dates for architect interviews: 10-13-16 (all day); 10-20-16 (all day); and 10-19-16 (start at 11:00 A.M.). Tschumper will check what dates work with the Judge's calendars. This information will be brought to the next Board Meeting.

ADVISORY COMMITTEE / ADVISORY BOARD UPDATES

1. I-94 Corridor Coalition. Potter attended an I-94 meeting on 8-26-16. The City of Becker and Becker Township may join and had representatives at the meeting. The Joint Powers Agreement will have to be reviewed. Information was provided from David Turch & Associates on potential Federal Transportation funding sources. The Coalition will meet once a month on Thursday mornings in the future to meet the schedule of MnDOT representatives. The City of Monticello will be the fiscal agent.
2. Central MN Mental Health Center. Husom attended a meeting on 8-29-16. The HR Director is working on matching job titles with responsibilities, a new FLSA law effective in December relative to salary criteria, and exempt vs. non-exempt employees. Sawatzke said the new Director is bringing forth items that the Board was not aware of previously. The fund balance has gone from $2.5 million to $3.6 million in 10 months.

The meeting adjourned at 10:53 A.M.

Join Your Friends & Colleagues at the County Event of the Year!

SOLUTIONS START HERE.

Association of Minnesota Counties

AMC Annual Conference • December 5-6, 2016 • Hyatt Regency Minneapolis

Each December for over 100 years, the Association of Minnesota Counties' (AMC) Annual Conference is where more than 600 county elected officials, department heads, and staff, come together to learn and discuss the important topics and trends affecting county government.

Minnesota's 87 counties have a long tradition of connecting with each other through AMC in order to work together toward finding solutions to common issues. There are always challenges and opportunities facing counties, and continuing to learn new or improved ways to work is more important now than ever before.

In order to give attendees a wide variety of subjects to learn more about during this two-day conference, our workshop schedule offers 20+ one-hour **WORKSHOPS** on a wide variety of topics over two days. There is literally something for everyone and then some!

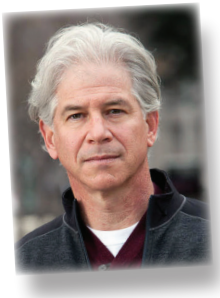
Silent Auction!

Place bids on great items and help a good cause, with all proceeds going toward the annual AMC Student Scholarship. Donated items range from gift certificates to iPods, from sporting event tickets to gift baskets, and everything in between!

Grand Prize Drawings!

Attendees will be asked to complete a stamp-map inside the Vendor Fair and completed maps will go into one final Grand Prize Drawing at the conclusion of the conference on Tuesday afternoon. You must be present to win.

We're also holding a **RESOURCE FAIR** on Monday where county staff will have information tables set-up on a wide varitey of successful county programs or innovations. Attendees will have the chance to chat with these experts and gather materials provided in order to help you learn more about the given subject or program that you may want to try out in your county!



We're excited to announce that this year's **OPENING SESSION** on Monday morning features keynote speaker **ANDREW FASTOW, FORMER ENRON CFO**, sponsored by the Minnesota Counties Intergovernmental Trust.

Despite today's more regulated and enlightened business environment, we continue to witness "Enron-esque" failures of corporate governance. Fastow makes observations about how the ambiguity and complexity of laws and regulations breeds opportunity for problematic decisions. He also discusses what questions corporate directors, management, attorneys, and accountants should ask in order to ensure that their companies not only follow the rules, but uphold the principles behind them.

The **ANNUAL AWARDS BANQUET** Monday night provides an opportunity to publicly recognize counties and individuals for outstanding achievements in government. Nomination forms are available at www.mncounties.org. Deadline: October 28, 2016.

The **ELECTION** of AMC's 2017 officers will be held at breakfast on Tuesday morning. AMC's **BUSINESS MEETING** Tuesday afternoon is the final part of the conference where input from all county delegates is encouraged as we vote on our legislative platform for the coming year. The conference ends with the final **GRAND PRIZE DRAWING** so you can get on the road by mid-afternoon.

"Surprize" Drawings!

We will be holding several drawings for smaller items throughout the conference inside the Vendor Fair. Names for these drawings will be drawn from the conference registration list and you must be present to win.

Vendor Fair!

Be sure to visit the 120+ exhibits in our Vendor Fair (open on Monday and Tuesday) which showcases exhibitors whose products and services help county government do its business better!

See agenda inside for details and register today!

Sunday, December 4

1:00 – 4:00 P.M. — **AMC BOARD OF DIRECTORS**

4:00 – 6:00 P.M. — **CONFERENCE REGISTRATION OPEN**

4:00 – 5:30 P.M. — **AMC ADVISORY COMMITTEES**

- Agriculture & Rural Development
- Broadband
- Indian Affairs

5:30 - 7:30 P.M. — **MINNESOTA RURAL COUNTIES CAUCUS (MRCC)**

Monday, December 5

7:00 A.M. — **CONFERENCE REGISTRATION OPEN**

7:00 – 8:00 A.M. — **ANNUAL CONFERENCE PLANNING COMMITTEE BREAKFAST**

8:00- 10:00 A.M. — **AMC POLICY COMMITTEES**

- Environment & Natural Resources
- General Government
- Health & Human Services
- Public Safety
- Transportation & Infrastructure

9:00 - 10:00 A.M. — **MCIT BOARD OF DIRECTORS**

9:00 A.M. - 5:00 P.M. — **VENDOR FAIR OPEN**

10:00 - 10:30 A.M. — **SURPRIZE DRAWING BREAK INSIDE VENDOR FAIR**

Winners are drawn from the registration list and you must be present to win.

10:30 A.M. - 12:00 P.M. — **OPENING SESSION**

- Pledge of Allegiance
- National Anthem
- Host County Welcome
- AMC President's Welcome
- **Keynote Speaker: Andrew Fastow, Former Enron CFO**
  Sponsored by MCIT

12:00 – 1:00 P.M. — **LUNCH INSIDE THE VENDOR FAIR**

12:00 - 1:00 P.M. — **AFFILIATE MEETINGS**

12:00 - 2:00 P.M. — **NEW COMMISSIONER CLASS OF 2016 ORIENTATION LUNCH**

1:00 - 2:00 P.M. — **"COUNTIES HELPING COUNTIES" RESOURCE FAIR**

2:00 – 2:30 P.M. — **SURPRIZE DRAWING BREAK INSIDE VENDOR FAIR**

2:30 – 3:30 P.M. — **CONCURRENT WORKSHOPS I**

Droning On: Understanding Risks and Regulations of Using Drones for Government Business

Although drones have the potential to provide valuable assistance for conducting government business, their use is not without risk. This session addresses some of the most common regulations and risks associated with drone use, provides suggestions about how to manage such risks, addresses considerations for LGUs that want to regulate drone use and discusses how MCIT coverage would or would not apply to members' use of drones.

Presenter: Jennifer Wolf, Staff Counsel for Risk Control, Minnesota Counties Intergovernmental Trust

An Accountable Community for Health Model for Healthier Schools, Communities and Work places: Understanding the Impact of Toxic Stress on Children and Adults

Adverse Childhood Experiences (ACEs) have been called the next public health crisis of our time. Research has shown that the effects of chronic toxic stress and traumatic events early in a person's life are both significant in terms of physical and mental health throughout life. By teaching adults and children to cope with stress effectively and self-regulate, these physical and mental health threats can be mitigated and reduced, creating healthier schools, communities, and work places.

Presenters: Laura Carleton, Care Coordinator, North Country Community Health Services Agency
Bonne Engen, North Country CHB Administrator
Robin Larson, ACH Grant Administrator

Leadership 2025: Leaders At All Levels

In this session you will hear how Hennepin County has shaped its leadership development infrastructure to not only create systems, processes, training and supports to grow and develop its employees, but hear how the organization has harnessed the collective voice of the organization through the use of Communities of Practice/ Interest, Networks and Employee Resource Groups to shape the county's organizational culture and practices to enhance the employee experience and grow leaders at all levels.

Presenter: Jan Williams, Strategic Initiatives Manager - Employee Engagement + Leadership Development, Hennepin County

Examination of Sex Trafficking in Minnesota

Human trafficking, by its very nature, is a hidden crime whose victims often go unidentified, misidentified or undiscovered. In addition, when victims are correctly identified and assisted, there is no systematic or centralized way to count them. We have heard about this issue and the safe harbor law at past meetings in Minnesota, but is this helping? What is the situation in Minnesota? Are we making headway in addressing sex trafficking in Minnesota?

Presenter: James Stuart, Anoka County Sheriff
Jim McDonough, Ramsey County Commissioner

Moral Courage: Building the Bridge Between What We Say and What We Do

Ethics is a "power word" that gets tossed around a lot in organizations today. But what does it really mean? In this session, we'll unpack the meaning of the word and explore the disconnect between how we talk about ethics and what we often do about ethics and challenge leaders to embrace a practice of question-based decision-making that fosters a culture of moral courage and inspires others toward a deeper commitment to ethics as well.

Presenters: Doug Host, Principal, CliftonLarsonAllen LLP

Learn more about a variety of successful programs that you may want to try out in your own county by visiting the "COUNTIES HELPING COUNTIES" RESOURCE FAIR on Monday from 1:00 - 2:00 p.m.

3:30 - 5:00 P.M. **MCIT ANNUAL MEETING**

Registration begins at 3:30 p.m.

Meeting begins at 4:00 p.m.

3:45 – 4:45 P.M. **CONCURRENT WORKSHOPS II**

Children of Incarcerated Parents

The University of Minnesota partnered with the Washington County Sheriff's Office over a two year period to study the effects of children visiting a parent incarcerated in jail. The university then presented their findings and recommendations to the sheriff's office staff and, in 2016, many of these recommendations are being implemented to be supportive of families and children visiting a parent in jail.

Presenters: Roger Heinen, Commander, Washington County Sheriff's Office
Dr. Rebecca Schlafer, University of Minnesota - Twin Cities
Dr. Laurel Davis, University of Minnesota - Twin Cities

There's No Place Like Home: How Housing Issues are Affecting Community Development, and What You Can Do About It

Across Minnesota, counties are working how to be the place people want to move to. Housing continues to be an issue for community, economic and workforce development. Hear from Ben Winchester from the Extension Center for Community Vitality, about how demographics and other factors will affect housing trends and housing availability in Minnesota. Rural and metro county economic developers will then discuss their role in addressing housing issues and the tools available to do so.

Presenters: Ben Winchester, Research Fellow, University of Minnesota Extension Center for Community Vitality
David L. Krueger, Executive Director, Meeker County Economic Development
Duane Northagen, Executive Director, Wright County Economic Development Partnership

Deleting the Silos : Maximizing Collaboration

In a time when Government is asked to do more with less, collaboration has become key. National Joint Powers Alliance (NJPA), a Service Cooperative in North-Central Minnesota, has been a catalyst for a shared service employment model in their Region that has been proven successful and efficient. NJPA has facilitated multiple shared service positions, including planning and zoning specialists, countywide public health contract management, IT specialists, and project managers.

Presenters: Anna Gruber, Manager of City & County Solutions, National Joint Powers Alliance (NJPA)
Paul Drange, Director Regional Programs, NJPA
Justin Burslie, Planning and Zoning Specialist, NJPA
Emily Saehr, Regional Contract Specialist, NJPA

Local Control of the Water Underground

There are places in Minnesota where municipalities, irrigators, or industries are all pulling water up from shared but shrinking aquifers. Invariably, county officials get pulled into these issues--especially when drinking water is involved. Knowing the basics of who gets involved, and when, is a big part of starting a local solution process for what is an intensely localized problem.

Presenters: Steve Woods, Executive Director, Freshwater Society
Carrie Jennings, Director of Research and Policy, Freshwater Society

Minnesota Public Sector Collaborative

The Minnesota Public Sector Collaborative was created by Lyon, Murray, Redwood and Swift counties and a health and human service agency to provide an alternative employee health insurance option. The session will describe how the collaborative was created and how it has been successful in controlling costs while still providing employees good coverage. The session will also describe a joint powers entity where each member develops its own plan design, determines rates, manages its reserves and maintain its own data.

Presenters: Loren Stromberg, County Administrator, Lyon County
Robert Moline, County Commissioner, Murray County

5:00 - 6:00 P.M. **RETIRING COMMISSIONERS & AMC PAST PRESIDENTS RECEPTION INSIDE THE VENDOR FAIR**

6:00 – 8:00 P.M. **DINNER & AWARDS BANQUET**

- Presentation of MCIT Awards
- Presentation of AMC Awards
- Outgoing AMC President's Speech
- Presentation of AMC President's Award

Tuesday, December 6

7:00 A.M. — **BREAKFAST BUFFET**

7:30 A.M. — **FEDERAL UPDATE**

Dennis McGrann, Lockgride Grindal Nauen

8:00 A.M. — **AMC OFFICER ELECTIONS**

- Screening Committee Reports
- AMC Officer Candidate Presentations
- Elections

8:00 A.M. - 12:00 P.M. — **VENDOR FAIR OPEN**

8:30 – 9:00 A.M. — **BREAK - INSIDE VENDOR FAIR**

9:00 – 10:00 A.M. — **CONCURRENT WORKSHOPS III**

Comprehensive Planning and Health

A comprehensive plan sets community priorities, provides a foundation for land use and public infrastructure decisions, and offers a framework for proactive planning. Learn how planners and local public health staff are partnering with rural and urban communities to successfully incorporate health into the planning process, prompting deeper local discussion and policy development on issues such as active spaces and transportation, healthy food access, and tobacco-free living that promote the public's health and well-being.

Presenters: Annie Harala, Healthy Northland (Aitkin, Carlton, Cook, Itasca, Koochiching, Lake and St. Louis counties), NE MN SHIP Regional Coordinator
Justin Otsea, Planner at Arrowhead Regional Development Commission
Susan Palchick, Hennepin County Public Health Director

Avoid Bad Headlines: Tips to Comply with the Minnesota Government Data Practices Act

Most of the letters, reports and e-mails public employees collect, create, receive, maintain or disseminate related to the government entity's operations are data subject to the Minnesota Government Data Practices Act. This session provides an overview of what board members, need to understand about the law to facilitate compliance.

Presenter: Jennifer Wolf, Staff Counsel for Risk Control, Minnesota Counties Intergovernmental Trust

Blinded By the Light: Everything You Ever Wanted to Know About Regulating Large Solar Energy Projects

Large Solar Energy projects have become the rage in Minnesota as of late: From PUC-regulated Solar Farms to Community Solar Gardens to Made in Minnesota Solar. Due in large part to federal and state incentives, solar companies are scouring the state looking for ideal sites and willing communities. Minnesota's counties are working hard to keep up. Come learn how Chisago and Pipestone counties have approached the management and regulation of large solar energy projects.

Presenters: Bruce Messelt, Chisago County Administrator
Sharon Hanson, Pipestone County Administrator
Kurt Schneider, Chisago County Environmental Services Director

Developing an Effective Cyber Security Strategy

Developing an effective cyber security strategy is about more than implementing the latest technology. To truly reduce your county's risk, a balanced plan that considers people, process and technology risks is required. During this session, you will learn about the latest trends and techniques for use in the development of a cyber security strategy, which includes tactics for reducing risk across your county's operations.

Presenter: Jon Ault, Technology Advisory Senior Manager, Eide Bailly, LLP

Restorative Approaches to County Governance

Restorative approaches are making news across the country and they are not only for the justice system, schools, or workplaces; it is a philosophy to govern. Effective, sustainable and productive relationships between departments, businesses, and the greater community are key to a healthy county. This workshop will examine how restorative approaches can be implemented in county government to create a stronger more vibrant county.

Presenters: Paul Mickelson, Carlton County Restorative Justice Coordinator

9:00 – 11:30 A.M. — **GROUP/AFFILIATE MEETINGS**

10:15 – 11:15 A.M. — **CONCURRENT WORKSHOPS IV**

Implementing a Multi-Systems Approach to Mental Health

Many communities are voicing a desire that we can and need to do better around mental health services and how it is impacting jails, persons with mental health and our communities. A multi-system approach has been launched in Stearns County regarding ways to more effectively use resources and how to work better together (HealthCare, Law Enforcement, Public Health, Human Services, Corrections, Courts, County/City Attorney, Schools, Non-profit, etc.) to keep persons with mental health events out of jail, help them transition out of jail and support a positive community that promotes health.

Presenters: Mark Sizer, Stearns County Human Services Administrator
Renee Frauendienst, Stearns County Public Health Division Director
Judge Kris Davick-Halfen
David Hartford, CentraCare

A Discussion of Minnesota's Open Meeting Law

Elected officials are legally required to conduct business in a public forum. A violation of the Open Meeting Law can affect the credibility of the organization and its leaders, as well as expose them to litigation, fines and penalties. Session highlights include: what constitutes a meeting, when the governing body can legally close a meeting, how properly to notice, close and record meetings, penalties that can accompany violations of the Open Meeting Law, and how MCIT coverage responds to claims that allege violations of the Open Meeting Law.

Presenter: Karen Clayton Ebert, Senior Staff Counsel for Risk Control, Minnesota Counties Intergovernmental Trust

Gray Area Thinking: Understanding Diverse Humans

Many diversity/inclusion trainings focus on unconscious bias but offer no real toolset for going forward. "Gray Area Thinking" is a toolset with three components: awareness of human vulnerability; risk-taking to minimize another's vulnerability; compassion/kindness.

Presenters: Ellie Krug, Speaker/Trainer/Consultant

Are Counties a Place Where Millennials Want to Work?

Millennials, also known as Generation Y, are rapidly becoming major players in today's workforce. Well-educated, savvy, optimistic and confident, Millennials have a lot to offer to today's employers. But the way Millennials prefer to work, learn and live is changing. Seeking meaningful work and personal fulfillment, Millennials won't tolerate unpleasant workplaces that do not allow them to express their values.

Sponsored by the Minnesota County Human Resources Management Association (MCHRMA).

Presenter: Catie Rasmussen, Extension Educator, UMN Extension

Next Generation Rural Arts and Culture

Rural Policy Research Institute (RUPRI) and Art of the Rural (AOTR) are national organizations that will share information about next generation initiatives in three pilot states (Minnesota, Iowa and Kentucky) as part of an National Endowment for the Arts' (NEA) *Our Town Grant*. This workshop will lift up exemplars across the country and in our state, while exploring the importance county leaders' engagement and leadership to build stronger rural communities, to identify opportunities to strengthen rural urban relationships and interdependencies in collaborations in art, culture, policy and philanthropy.

Presenters: Charles Fuharty, President and CEO, Rural Policy Research Institute (RUPRI)

11:15 – 11: 45 A.M. — **BREAK - VENDOR FAIR FINALE!**

Silent Auction Bidding Ends at 11:30 a.m.

11:15 A.M. – 12:45 P.M. — **AMC EXTENSION COMMITTEE**

11:45 A.M. — **LUNCH SERVED**

Performance by AMC's County Choir

1:00 P.M. — **AMC BUSINESS MEETING**

- Secretary/Treasurer Report
- AMC Platform Amendments/ Adoption
- Executive Director's Report
- 2017 AMC President's Address

3:00 P.M. — **GRAND PRIZE DRAWING/ ADJOURN**

You must be present to win.

Lodging

HYATT REGENCY MINNEAPOLIS

1300 Nicollet Mall, Minneapolis

www.minneapolis.hyatt.com

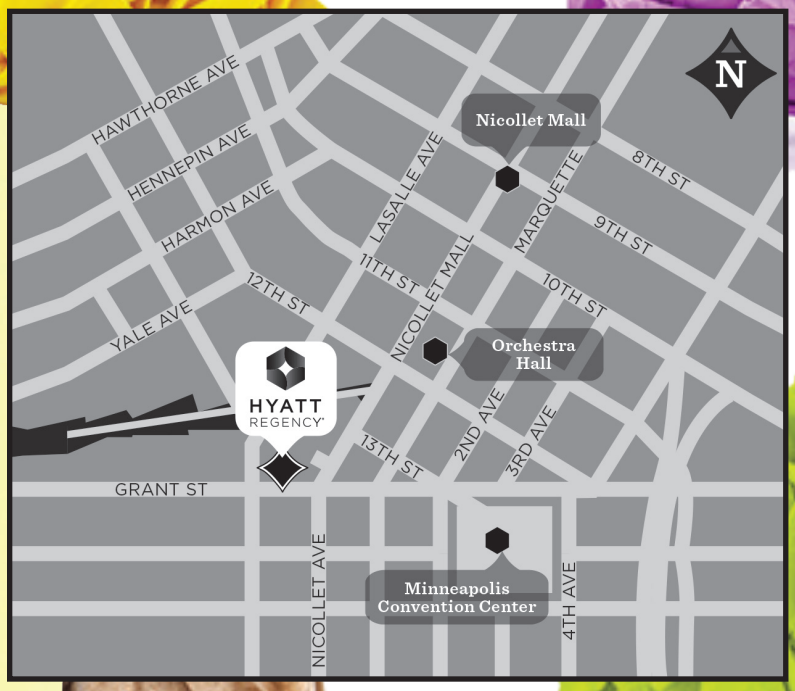
Toll Free: 1-888-421-1442

HYATT REGENCY MINNEAPOLIS On Nicollet Mall

You are responsible for making your own hotel reservations, but be sure to mention the Association of Minnesota Counties (or AMC) room block to receive the group rate.

Room Rate: Single/Double $128 + Tax

Room Cut-Off Date: November 11, 2016



WRIGHT COUNTY CLAIM FORM

FOR DEPARTMENT USE			** FOR AUDITORS OFFICE USE**
Account Code	Amount	Account Code	

REQUEST FOR REIMBERSEMENT, GOOD(S) DELIVERED OR SERVICES PROVIDED

Date 9/6/16 Vendor # 2468

Issue Check To:

Madden, Galanter & Hansen, LLP

7760 France Avenue South, Suite 290

Bloomington, MN 55435

Total Amount: 3,878.29

Account Code	Amount	Description	Invoice	P.O. #
01.100.6261	1,127.12	July Labor Relation Services	Jul-16	
A276	41.10	July 2016 Labor Relations Services - HHS	Jul-16	
01.100.6261	2,710.07	July Arbitration & Administrative Hearings	Jul-16	

Special notes regarding expenses incurred, services provided or good(s) delivered (attach invoices/receipts)

_____

MADDEN • GALANTER • HANSEN, LLP
ATTORNEYS AT LAW

Frank J. Madden
Susan K. Hansen
Sandi Blaeser
Pamela R. Galanter (Retired)

7760 France Avenue South, Suite 290
Bloomington, Minnesota 55435-5834
Telephone 763.545.2525
Facsimile 952.999.4789

August 01, 2016

Mr. Lee Kelly
County Coordinator
Wright County Government Center
10 Northwest Second Street
Buffalo, MN 55313

Re: Services Rendered Through 7/31/2016
(Labor Relations Services)

Dear Lee:

Enclosed is our statement for services rendered from 7/1/2016 through 7/31/2016, which is summarized as follows:

Billing Summary

Total for services rendered	$1,123.40
Total expenses	$44.82
Balance Due	$1,168.22

Please note that effective 9/1/16 we will be increasing our hourly rate for general employment and labor relations services to $141.00 per hour. If you have any questions regarding the above, please feel free to contact me.

Sincerely,

Frank J. Madden

FJM:ch
Enclosure

Madden Galanter Hansen, LLP

Telephone: (763) 545-2525
Facsimile: (763) 545-2866

August 01, 2016

Mr. Lee Kelly
County Coordinator
Wright County Government Center
10 Northwest Second Street
Buffalo, MN 55313

Re: Services Rendered Through 7/31/2016
(Labor Relations Services)

		Hrs/Rate	Amount
07/06/16	Review of email and phone discussion with County and preparation of email (Administration).	0.90 $137.00/hr	$123.30
07/07/16	Review of draft Memorandum of Understanding, phone discussion with County and review of grievance file (Administration).	0.90 $137.00/hr	$123.30
07/08/16	Review of grievance file (Administration).	0.40 $137.00/hr	$54.80
07/11/16	Preparation and attendance at grievance meeting with Deputy Association, phone discussion with County and review of material (Administration).	4.80 $137.00/hr	$657.60
07/15/16	Review and analysis of personnel matter (Social Services).	0.30 $137.00/hr	$41.10
07/27/16	Phone discussion with County and review notes (Sheriff's Office).	0.20 $137.00/hr	$27.40
07/29/16	Phone discussion with County, preparation of email and review notes (Sheriff's Office).	0.70 $137.00/hr	$95.90
	Total	**8.20**	**$1,123.40**

		Qty/Price	Amount
07/11/16	Mileage	83 $0.54	$44.82
	Total additional charges		**$44.82**
	Total amount of this bill		**$1,168.22**

MADDEN • GALANTER • HANSEN, LLP
ATTORNEYS AT LAW

Frank J. Madden
Susan K. Hansen
Sandi Blaeser
Pamela R. Galanter (Retired)

7760 France Avenue South, Suite 290
Bloomington, Minnesota 55435-5834
Telephone 763.545.2525
Facsimile 952.999.4789

August 01, 2016

Mr. Lee Kelly
County Coordinator
Wright County Government Center
10 Northwest Second Street
Buffalo, MN 55313

Re: Services Rendered Through 7/31/2016
(Arbitration and Administrative Hearings)

Dear Lee:

Enclosed is our statement for services rendered from 7/1/2016 through 7/31/2016, which is summarized as follows:

Billing Summary

Total for services rendered	$2,625.00
Total expenses	$85.07
Balance Due	$2,710.07

Please note that effective 9/1/16 we will be increasing our hourly rate for arbitration and administrative hearings to $155.00 per hour. If you have any questions regarding the above, please feel free to contact me.

Sincerely,

Frank J. Madden

FJM:ch
Enclosure

Madden Galanter Hansen, LLP

Telephone: (763) 545-2525
Facsimile: (763) 545-2866

August 01, 2016

Mr. Lee Kelly
County Coordinator
Wright County Government Center
10 Northwest Second Street
Buffalo, MN 55313

Re: Services Rendered Through 7/31/2016
(Arbitration and Administrative Hearings)

		Hrs/Rate	Amount
07/05/16	Phone discussion with County, review of issue and review of notes (Sheriff's Office).	0.20 $150.00/hr	$30.00
07/14/16	Preparation for grievance arbitration hearing and review of materials and issues (Sheriff's Office).	3.10 $150.00/hr	$465.00
07/15/16	Meeting with witnesses, preparation for grievance arbitration hearing and review of materials and issues (Sheriff's Office).	7.10 $150.00/hr	$1,065.00
07/20/16	Phone discussion with County and review notes (Sheriff's Office).	0.30 $150.00/hr	$45.00
07/22/16	Meetings with witnesses, preparation for grievance arbitration hearing and review of materials and issues (Sheriff's Office).	6.80 $150.00/hr	$1,020.00
	Total	**17.50**	**$2,625.00**

		Qty/Price	
07/22/16	Mileage	83 $0.54	$44.82
07/27/16	Postage	1 $6.80	$6.80

		Qty/Price	Amount
07/31/16	Photocopies	223 $0.15	$33.45
	Total additional charges		**$85.07**
	Total amount of this bill		**$2,710.07**

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: _____ ***BOARD MEETING DATE:*** ***September 6, 2016***

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

ITEM FOR CONSIDERATION: _____

Administration
ORIGINATING DEPARTMENT/SERVICE

X Sue Vergin
REQUESTOR'S SIGNATURE

_____
REVIEWED BY/DATE

BOARD ACTION REQUESTED:

To formally adopt the County's revised Mission Statement as recommended during the COTW Strategic Planning Meeting of August 2, 2016

"Wright County will provide its Citizens with responsive government and quality services in a fiscally responsible manner through innovation, leadership, and dedication."

BACKGROUND/JUSTIFICATION:

COUNTY ATTORNEY REVIEW DATE:

COUNTY COORDINATOR/DATE:

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

FINANCIAL IMPLICATIONS: $_____

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

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

COMMENTS:

COMMENTS:

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

Req. Agenda Time:		*Board Meeting Date:*	9-6-16	*Consent Agenda:*	X
Amt. of Time Required:		*Item For Consideration:*			

Assessor's Office	**Board Action Requested:**
Originating Department/Service	Approve Abatement, PID 215-100-213101, Barrie Hill
Requestor's Signature	
Reviewed By/Date	

Background/Justification:

Barrie Hill homestead PID#215-100-213101. The property owner was forced out of his home on April 5, 2015 as the result of a fire. The property owner was able to move back to the property on April 30, 2016. The Wright County Abatement policy does address this situation with the local option abatement. This abatement will adjust eight months of real estate taxes (payable year 2015) for the damaged structure.

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:*	9-6-16	*Consent Agenda:*	*X*
Amt. of Time Required:		*Item For Consideration:*			

Assessor's Office	**Board Action Requested:**
Originating Department/Service	Approve Abatement, PID 114-067-003020, Roger & Sandra Aaron
Requestor's Signature	
Reviewed By/Date	

Background/Justification:

Roger and Sandra Aaron homestead PID#114-067-003020. The property owners were forced out of their home on July 13, 2015 as the result of a fire. The property owners were able to move back to the property on April 1, 2016. The Wright County Abatement policy does address this situation with the local option abatement. This abatement will adjust five months of real estate taxes (payable year 2015) for the damaged structure.

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:*	9-6-16	*Consent Agenda:*	X
Amt. of Time Required:		*Item For Consideration:*			

Assessor's Office	**Board Action Requested:**
Originating Department/Service	Approve Abatement, PID 114-190-001080, Elaine Wold
Requestor's Signature	
Reviewed By/Date	

Background/Justification:

Elaine Wold homestead PID#114-190-001080. The property owner was forced out of her home on October 15, 2015 as the result of a fire. The property owner was able to move back to the property on April 15, 2016. The Wright County Abatement policy does address this situation with the local option abatement. This abatement will adjust two months of real estate taxes (payable year 2015) for the damaged structure.

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:*	9-6-16	*Consent Agenda:*	*X*
Amt. of Time Required:		*Item For Consideration:*			

Assessor's Office	**Board Action Requested:**
Originating Department/Service	Approve Abatement, PID 114-190-001070, Joanne Funch
Requestor's Signature	
Reviewed By/Date	

Background/Justification:

Joanne Funch homestead PID#114-190-001070. The property owner was forced out of her home on October 15, 2015 as the result of a fire. The property owner was able to move back to the property on May 20, 2016. The Wright County Abatement policy does address this situation with the local option abatement. This abatement will adjust two months of real estate taxes (payable year 2015) for the damaged structure.

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*:**	9-06-2016	***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 $643,253.93 with 101 Vendors and 175 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: 5 minutes | Board Meeting Date: 9/6/16 | Consent Agenda Yes

Amt of Time Required: | Item for Consideration: Approval to post position

Court Services

Originating Department

BOARD ACTION REQUESTED:

Position Replacement:
A. Office Tech II

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: Funding:

COMMENTS: **COMMENTS:**

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: _____ *BOARD MEETING DATE:* 09-06-16 *CONSENT AGENDA:* _____

AMT. OF TIME REQUIRED: 5 - 10 min *ITEM FOR CONSIDERATION:* _____

HIGHWAY
ORIGINATING DEPARTMENT/SERVICE

REQUESTOR'S SIGNATURE

REVIEWED BY/DATE

BOARD ACTION REQUESTED:

Presentation of Retirement Plaque
to
Bill Cordell
Senior Highway Technician/Traffic Operations Supervisor

BACKGROUND/JUSTIFICATION:

Bill has served over 44 years as a valuable and dedicated employee of Wright County in the Highway Department.

He will be greatly missed!

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*:**	9:05 a.m.	***Board Meeting Date*:**	9-06-2016	***Consent Agenda*:**	
Amt. of Time Required:	3 min.	***Item For Consideration*:**			

Auditor-Treasurer's Office	**Board Action Requested:**
Originating Department/Service	Approve Resolution Of Participation In The Minnesota Clean Water Partnership Project Implementation Loan Agreement.
Requestor's Signature	
Reviewed By/Date	

Background/Justification:

The Board approved the participation in this program in July. Now here is the resolution officially agreeing to be a sponsor in the program. There will be debt issuance costs that we have already agreed to use funds associated with this program to pay.

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:**

RESOLUTION OF THE WRIGHT COUNTY BOARD OF COMMISSIONERS

BE IT RESOLVED by the Wright County Board of Commissioners, that it hereby designates Environmental Health Officer, Bill Stephens as Project Representative for the implementation of the Crow River SSTS Restoration Clean Water Partnership Project.

The Project Representative shall have the authority to represent the Wright County Board of Commissioners in all Project matters that do not specifically require action by the Wright County Board of Commissioners.

BE IT FURTHER RESOLVED by the Wright County Board of Commissioners that, as Loan Sponsor, the Wright County Board of Commissioners enters into the attached Minnesota Clean Water Partnership Project Implementation Loan Agreement along with the Crow River Organization of Water (CROW), as Project Sponsor, and the Minnesota Pollution Control Agency to conduct the implementation of the Crow River SSTS Restoration Clean Water Partnership Project.

BE IT FURTHER RESOLVED by the Wright County Board of Commissioners that the County Board Chair, Patrick Sawatzke be authorized to execute the attached Minnesota Clean Water Partnership Project Implementation Loan Agreement for the above referenced Project on behalf of the Board as Loan Sponsor.

BE IT FURTHER RESOLVED by the Wright County Board of Commissioners that the Auditor/Treasurer, Robert Hiivala be authorized to execute loan disbursement requests for the above referenced project to the Minnesota Pollution Control Agency on behalf of the Board.

WHEREUPON the above resolution was adopted at a _____ this _____.

STATE OF MINNESOTA

County of Wright

I, **Lee Kelly**, do hereby certify that I am the custodian of the minutes of all proceedings had and held by the **6** of said ___, that I have compared the above resolution with the original passed and adopted by the ___ of said ___ at a ___ meeting thereof held on the ___ day of ___ at ___, that the above constitutes a true and correct copy thereof, that the same has not been amended or rescinded and is in full force and effect.

IN WITNESS WHEREOF, I have hereunto placed my hand and signature this ___, and have hereunto affixed the seal of the ___.

_____

Authorized Signature and Title *(SEAL)*

Minnesota Pollution Control Agency
520 Lafayette Road North
St. Paul, MN 55155-4194

Minnesota CWP Loan Agreement

Clean Water Partnership (CWP) Loan Program
Watershed Division

Doc Type: Agreement

Administrative Information

Project title: Crow River SSTS Restoration Project

Loan sponsor: Wright County

Project sponsor: Crow River Organization of Water

Loan agreement number: SRF0309

Loan amount: $300,000

MPCA Authorized Representative: Juline Holleran
Metro Watershed Section
Watershed Division
651-757-2442
Juline.holleran@state.mn.us

Project Implementation Loan Agreement

This Project Loan Agreement (Agreement) is made under the Clean Water Partnership Law, Minn. Stat. §§ 103F.701-103F.755 and the rules adopted thereunder, Minn. R. ch. 7076. Except as otherwise specifically provided in the Agreement, the definitions in Minn. Stat. §§ 103F.701-103F.755 and Minn. R. ch. 7076 apply.

A. Parties

The parties to this Agreement are (1) the State of Minnesota (State) through its **Minnesota Pollution Control Agency (MPCA),** (2) **Wright County** (Loan Sponsor); and (3) **Crow River Organization of Water** (Project Sponsor).

B. Purpose of agreement/description of project

1. The purpose of this Agreement is to provide funding for the Best Management Practices (BMPs) described in the approved Project Work Plan for the **Crow River SSTS Restoration Project** (Project).
2. Prior to execution of this Agreement, the *Project Sponsor* submitted to the MPCA a proposed Project Work Plan that describes the Project and its BMPs. The MPCA is in the process of reviewing the proposed Project Work Plan, but has not yet approved it. When approved in writing by the MPCA Commissioner, the approved Project Work Plan, including the budget for the Project, shall be incorporated by reference into this Agreement as Attachment 1. The proposed Project Work Plan is now available for reference at the offices of the MPCA, Watershed Division, 520 Lafayette Rd., St. Paul, Minnesota.
3. There are two types of BMPs that could be included in a Project Work Plan. A First-Tier BMP is an activity that is directly undertaken by *Project Sponsor* or *Loan Sponsor*. A Second-Tier BMP is an activity that is undertaken by a person other than the *Project Sponsor* or *Loan Sponsor.* Whether funds provided by the MPCA under this Agreement may be used for First-Tier or Second Tier BMPs, or both, depends on whether the activities are part of the approved Project Work Plan

C. MPCA commitment

1. The MPCA commits, subject to the conditions set forth in this Agreement, to loan **three hundred thousand dollars** (**$300,000**) to *Loan Sponsor* for the purpose of funding the BMPs described in the approved Project Work Plan. If there is a discrepancy in the total funding amount stated in the budget of the Project Work Plan and in this Part, the funding amount stated in this Part shall control.
2. The MPCA's commitment to disburse funds under this Agreement is specifically conditioned on the MPCA's first receiving from *Loan Sponsor* evidence that *Loan Sponsor* has secured the debt in this Agreement by issuance of a general obligation promissory note. At a minimum, this evidence must include the following: (a) copy of the Note; (b) certified copies of all resolutions or other authority by the appropriate governing body or bodies as shall legally authorize the execution and performance of the Note; and (c) an opinion from recognized bond counsel concluding that the Note and this Agreement are duly authorized, executed and delivered and will constitute valid, legal and binding agreements in accordance with their terms. For purposes of permitting issuance of the Note, the MPCA represents that it is a "board, department or agency" of the State within the meaning of Minn. Stat. § 475.60, subd. 2, clause (4).

D. Interest rate and term of loan

1. The interest rate for this loan is **two (2) percent per annum**. However, if a payment is late, interest shall accrue at four (4) percent per annum on the principal and interest owed commencing on the date payment is due and continuing until the late payment is received by the MPCA.

2. Appended to this Agreement as Attachment 2 is an Estimated Repayment Schedule, which establishes a loan term of **ten** (**10**) **years**. However, when the loan has been fully disbursed, the Project has been fully completed or the Project Implementation Period has expired (whichever comes first), the MPCA shall review the Estimated Repayment Schedule to determine if the payment amounts, due date and term of this Agreement should be revised. Based on this review, the MPCA will establish a Final Repayment Schedule. The Final Repayment Schedule will be based upon interest accrued during the project implementation period through the first payment due date and actual amounts disbursed under this Agreement for activities actually implemented before the expiration of the Project Implementation Period. At the sole discretion of the MPCA, the Final Repayment Schedule may provide a shorter or longer term than is stated in the Estimated Repayment Schedule first appended to this Agreement as Attachment 2. The MPCA will promptly forward to *Loan Sponsor* any revisions to the Estimated Repayment Schedule. The revisions will then become an integral and enforceable part of this Agreement.

E. Project sponsor duties and responsibilities

1. The *Project Sponsor* shall ensure that all BMPs for which loan funds are disbursed under this Agreement are completed in the time and manner set forth in the approved Project Work Plan.

2. The *Project Sponsor* is responsible for determining what, if any, federal, state (including MPCA) or local permits are required for the work described in the approved Project Work Plan and, if any are required, must obtain the permit(s) within their required time periods.

3. If the approved Project Work Plan describes Second-Tier BMPs, *Project Sponsor* is responsible for authorizing *Loan Sponsor* to make Second-Tier loans to implement the Second -Tier BMPs before any such loans are finalized.

F. Loan sponsor duties and responsibilities

1. Loan Sponsor shall provide the general obligation promissory note described in Part C.2. and shall repay all loan funds disbursed by the MPCA under this Agreement.

2. By resolution of its governing body, Loan Sponsor shall designate one or more persons to execute loan disbursement requests on behalf of Loan Sponsor. Loan Sponsor shall submit to the MPCA a certified copy of the resolution designating the authorized person or persons.

3. Loan Sponsor shall submit requests for loan disbursement as provided in Part G.

4. Loan Sponsor shall reserve for implementation jointly with Project Sponsor loan funds sufficient for Loan Sponsor and Project Sponsor to implement those parts of the approved Project Work Plan designated for implementation as First-Tier BMPs. First-Tier BMPs shall be subject to the provisions of Part J. of this Agreement.

5. If the approved Project Work Plan refers to Second-Tier BMPs and Project Sponsor has authorized Second-Tier loans for the implementation of those BMPs, Loan Sponsor may make Second-Tier loans for the implementation of the Second-Tier BMPs, as provided in Part K. of this Agreement.

6. Loan Sponsor is solely responsible for costs exceeding the loan amount authorized in this Agreement.

7. Loan Sponsor is encouraged to prepare and submit an affirmative action plan for the employment of minority persons, women, and the qualified disabled and submit the plan to the Commissioner of Human Rights pursuant to Minn. Stat. § 363A.36.

G. Disbursement of loan funds

1. The MPCA shall not disburse any funds under this Agreement until it has approved the Project Work Plan. The MPCA may provide approval of segments of the proposed Project Work Plan prior to approval of the entire Project Work Plan and may make disbursements on those parts of the proposed Project Work Plan that are approved in writing by the MPCA Commissioner.

2. To receive disbursements under this Agreement, *Loan Sponsor* shall submit, in a form acceptable to the MPCA, disbursement requests signed by a person authorized as provided in Part F.2. The requests shall certify that disbursements are being sought only for reimbursement of costs incurred to implement the approved Project Work Plan. The MPCA will process no more than one request for disbursement per month unless an alternate schedule is agreed to by the MPCA in writing.

3. The MPCA will disburse funds to *Loan Sponsor* on an incurred cost reimbursement basis, consistent with the approved Project Work Plan. Administrative costs will not be considered an incurred cost unless they were approved by the MPCA prior to their having been incurred and were included in the approved Project Work Plan.

4. Interest will begin to accrue on each disbursement on the day the MPCA delivers the funds to *Loan Sponsor*. If delivery is by mail, the date of mailing shall be considered the date of delivery.

5. The MPCA, at any time, may review and audit requests for disbursement under this agreement and may make adjustments for errors and discrepancies discovered in audits or other reviews of requests for disbursement.

H. Security for and repayment of the loan

1. This loan is secured by the general obligation promissory note described in Part C.2.
2. The date to begin repaying this loan is deferred until the loan has been fully disbursed, the Project has been fully completed or the Project Implementation Period has expired, whichever comes first. The Project Implementation Period is defined as exactly three (3) years from the effective date of this agreement.
3. After the loan has been fully disbursed, the Project has been fully completed, or the Project Implementation Period has expired, whichever comes first, the repayment of this loan is as stated in the Estimated Repayment Schedule (Attachment 2).
4. Notwithstanding any other provision of this agreement, the semiannual payments of principal and interest due on this loan shall be due not later than one year after the loan has been fully disbursed, the project has been fully completed or the Project Implementation Period has expired, whichever is first. Payments by *Loan Sponsor* shall be due every six months. The first payment shall be submitted on the closest date of either June 15 or December 15 (based on the execution date of this Agreement) and shall be due semiannually on June 15 and December 15 after the first payment. Additional payments may be made at any time without penalty.
5. *Loan Sponsor* may prepay this loan in whole or in part from any funds legally available to *Loan Sponsor* for this purpose. When *Loan Sponsor* elects to pay off the loan in full, it shall give written notice to the MPCA and the MPCA shall then prepare and provide to *Loan Sponsor* a payoff statement. The payoff statement shall include all principal, interest and late fees, if any, due and payable to the MPCA.

I. Denial of disbursements, default, rescission, or early termination

1. The MPCA may deny disbursement of funds to *Loan Sponsor* if the MPCA determines that the project does not substantially conform to the requirements for a Project Implementation Loan as provided under the Clean Water Partnership Law, Minn. Stat. §§ 103F.701-103F.761 and the rules implementing the law; that project activities do not satisfy the conditions of the approved Project Work Plan; or that there has been a significant violation of this Agreement, including the failure to submit a report as required by this Agreement. The MPCA shall notify *Loan Sponsor* of its decision to deny or withhold disbursement, and shall continue to deny or withhold disbursement until *Loan Sponsor* has corrected the condition causing the MPCA to deny or withhold the disbursement.
2. The MPCA may declare *Loan Sponsor* and *Project Sponsor* in default and may rescind this Agreement if it finds that there has been or will be substantial divergence from the approved Project Work Plan or that the approved Project Work Plan has not been or will not be implemented in a timely manner. Upon default, the MPCA shall give written notice and demand for the full payment of all amounts due.
3. In the event the MPCA declares a default under this Agreement and moves to recover repayments, *Loan Sponsor* and *Project Sponsor* shall pay the costs and damages, including reasonable attorney's fees and interest, incurred by the MPCA to recover repayments under this Agreement.
4. If *Project Sponsor* fails to request disbursement for reimbursement of incurred costs within one year of the effective date of this Agreement or as stated in the project timeline of the approved Project Work Plan, the MPCA may elect to terminate this Agreement early or reduce the loan amount. The MPCA's failure to terminate this Agreement early or reduce the loan amount shall not be deemed a waiver of its right to terminate this Agreement or reduce the loan amount at a later date or on different grounds. If the MPCA elects to terminate this Agreement early or reduce the loan amount, it shall notify Project Sponsor and Loan Sponsor in writing.
5. If the MPCA fails to enforce any provision of this Agreement, that failure does not waive that provision or its right to enforce it.

J. Contracting and oversight of first-tier BMPs (if applicable)

1. To the extent described in the approved Project Work Plan, *Project Sponsor* may enter into subcontracts to engage in architectural, engineering, and related services to implement BMPs approved in the Project Work Plan. All subcontracts shall comply with all State laws and rules applicable to the selection and employment of subcontractors providing architectural and engineering services.
2. *Loan Sponsor* and *Project Sponsor* shall exert all reasonable effort to investigate claims which *Project Sponsor* may have with respect to the work performed under this Agreement and, in appropriate circumstances, shall take whatever action, including withholding of payment and legal recourse, is available to resolve the claims.
3. *Project Sponsor* shall develop and submit to the MPCA and obtain MPCA approval of a uniform quality assurance program describing how *Project Sponsor* will assure that the subcontractor activities conducted under this Agreement comply with applicable state laws and with this Agreement. If these activities include the construction, alteration, repair or maintenance of real or personal property, the uniform quality assurance program must describe the following:

   (a) inspection and certification procedures for construction, alteration, repair or maintenance of real or personal property which will not be contracted
   (b) inspection and certification procedures for construction, alteration, repair or maintenance of real or personal property which will be contracted
   (c) certification methods for materials

   The level of inspection and certification provided for contracted and noncontracted construction activities shall be commensurate with the scope and complexity of the construction undertaken.

K. Contracting and oversight of second-tier BMPs (if applicable)

1. If BMPs are to be implemented through Second-Tier loans using funds provided by this Agreement, *Loan Sponsor* may make the Second-Tier loans after obtaining authorization from *Project Sponsor* and subject to the following conditions.
2. No Second-Tier loan may charge an interest rate greater than market rate for Second-Tier loans (for purposes of this Part, market rate means the highest prime lending rate as disclosed in the current *Wall Street Journal*).
3. *Loan Sponsor* may charge an application or origination fee for Second-Tier loans.
4. No Second-Tier loan may be given for any activity other than those in the approved Project Work Plan and authorized by *Project Sponsor* as Second-Tier BMPs.
5. *Loan Sponsor* shall use all principal repayments received on Second-Tier loans to repay the loan made to it under this Agreement.
6. *Loan Sponsor* shall use any interest earned on principal repayments received under this Agreement and any interest or application fee or origination fee received from persons who receive Second-Tier loans for the following:
   (a) to pay its documented administrative costs for implementation of the project
   (b) to defray the costs of delinquencies or defaults on Second-Tier loans or Second-Tier Work Plan Activities
   (c) for implementation of any additional approved Project Work Plan activities approved by the MPCA under this Agreement
7. If *Loan Sponsor* elects to subcontract with one or more financial institutions or other administrators, including *Project Sponsor*, for the purpose of administering its Second-Tier program, *Loan Sponsor* shall:
   (a) comply with all applicable State laws and rules in its selection of subcontractors
   (b) include in its subcontract terms that: (1) assure the financial institution or other administrators comply with the requirements of this Agreement; (2) make the MPCA a third party beneficiary of its subcontract; and (3) give the MPCA the right to enforce or otherwise seek remedies under the subcontract
   (c) provide for MPCA review a copy of the subcontract, including a breakdown of compensation to be received by the subcontractor, prior to the execution of the subcontract
   (d) provide the MPCA with an executed copy of each subcontract within 30 days of the execution of such subcontract
   (e) retain the right to assign to the MPCA, in regard to performance of this Agreement, the subcontract and any or all rights pursuant thereto
   (f) be responsible for the satisfactory and timely completion of all work required under each subcontract
   (g) be responsible for payment of subcontractors
8. *Loan Sponsor* is obligated to repay this loan in full regardless of the existence of default or delinquency of a Second-Tier loan.

L. General duties, responsibilities, and limitations on conduct of joint project sponsor and loan sponsor duties

1. Designation of Project Representatives. *Loan Sponsor* and *Project Sponsor* shall each, by resolution of its governing authority, appoint a Project Representative. The Project Representatives shall have the authority to represent them in all matters which, according to the conditions of this Agreement, do not specifically require action by the same parties who executed this Agreement or their successors in office. The MPCA shall consider correspondence from and action on the part of the Project Representatives as representations and actions taken by *Loan Sponsor* or *Project Sponsor*. *Loan Sponsor* and *Project Sponsor* shall each forward to the MPCA upon execution of this Agreement a certified resolution appointing its Project Representative.
2. Antitrust. Loan Sponsor and Project Sponsor hereby assign to the State any and all claims for overcharges as to goods and/or services provided in connection with this Agreement resulting from antitrust violations that arise under the antitrust laws of the United States and the antitrust laws of the State.
3. Government Data Practices Act. *Loan Sponsor* and *Project Sponsor* and State must comply with the Minnesota Government Data Practices Act, Minn Stat. ch. 13, as it applies to all data provided by the State under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the *Loan Sponsor* and *Project Sponsor* under this Agreement. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this Part by either the *Loan Sponsor,* the *Project Sponsor* or the State.
4. If the *Loan Sponsor* and *Project Sponsor* receives a request to release the data referred to it in this part, the *Loan Sponsor* and *Project Sponsor* must immediately notify the State. The State will give the *Loan Sponsor* and *Project Sponsor* instructions concerning the release of the data to the requesting party before the data is released.
5. Workers' Compensation. *Loan Sponsor* and *Project Sponsor* certifies that it is in compliance with Minn Stat. § 176.181, subd. 2, pertaining to workers' compensation insurance coverage. *Loan Sponsor* and *Project Sponsor* employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.
6. Americans with Disabilities Act (ADA) Compliance. In fulfilling the duties and responsibilities of the Agreement, *Project Sponsor* and *Loan Sponsor* shall comply with the requirements of P.L. 101-336, Americans with Disabilities Act of 1990, 42 U.S.C. Section 12101, et seq., and regulations promulgated pursuant to it.

7. Exclusive Use of Project Funds. The *Loan Sponsor* and *Project Sponsor* shall use all MPCA funds disbursed to it under this Agreement exclusively for the purposes described in this Agreement.

8. *Loan Sponsor* and *Project Sponsor* accept and agree to comply with all terms, provisions, conditions and commitments of this Agreement, including all incorporated documents, and to fulfill all assurances, declarations, representations and commitments made by *Project Sponsor* in its application, accompanying documents and communications filed in support of its request for a loan.

9. *Loan Sponsor* and *Project Sponsor* certify that, before any funds provided under this Agreement are disbursed to subcontractors, the terms of the subcontracts will be consistent with the terms of this Agreement.

M. Reports, record maintenance, and audit requirements

1. Reports. *Project Sponsor* shall make reports as provided in Minn. R. ch. 7076 as it may be amended.

2. Records Maintenance. *Loan Sponsor* and *Project Sponsor*, subcontractors, and contributing administrators with whom *Loan Sponsor* enters into agreements to perform any or all of the work required under the terms of this Agreement, shall maintain complete and accurate books, records, and documents according to Generally Accepted Government Accounting Standards (GAGAS). Such books, records, documents, and accounting procedures shall fully disclose the amount and disposition of all loan funds disbursed under this Agreement. Such records shall also account for: disposition of project expenditures; property purchased; program income; documentation of compliance with applicable statutes, regulations, and the conditions of this Agreement. Such records shall be available to authorized representatives of the State, including, but not limited to, the State contracting department and the legislative auditor, for examination and audit and shall be maintained for a minimum of six (6) years after termination of this Agreement. If, during the period when this Agreement is effective or within six (6) years thereafter, *Loan Sponsor* or *Project Sponsor* has an independent audit conducted which includes or addresses the activities of this Agreement, a copy of the audit shall be provided to the MPCA.

3. Fiscal Controls. *Loan Sponsor* and *Project Sponsor* shall establish fiscal controls and accounting procedures that are sufficient to assure proper accounting for payments received, disbursements made and balances at the beginning and end of the accounting period. *Loan Sponsor* and *Project Sponsor* shall use accounting, audit and fiscal procedures conforming to GAGAS as these are promulgated by the Governmental Accounting Standards Board. Generally accepted auditing standards are usually defined as, but not limited to, those contained in the U.S. General Accounting Office (GAO) publication "Government Auditing Standards." All accounts shall be established and maintained as separate accounts. *Loan Sponsor* and *Project Sponsor* shall expressly require all subcontractors to comply with the provisions of this Section.

4. Single Audit. *Loan Sponsor* and any subrecipient shall be responsible for obtaining audits in accordance with the Single Audit Act of 1984 (31 U.S.C. Sec. 7501-7507); the Single Audit Act Amendments of 1996 (P.L. 104-156); and Federal Agency implementation regulations, including 40 CFR Sec. 31.26. The audits shall be made by an independent auditor in accordance with GAGAS covering financial and compliance audits. *Loan Sponsor* agrees that the State, the Legislative Auditor, the State Auditor and any independent auditor designated by the State shall have such access to their records and financial statements as may be necessary for them to comply with the Single Audit Act of 1984, as amended, and the most recent revisions of Office of Management and Budget (OMB) Circulars A-128, A-110 or A-133, as applicable. Required audit reports must be filed with the Office of State Auditor, Single Audit Division, and state agencies providing federal assistance within six months of *Loan Sponsor* or subrecipient's fiscal year end. If a federal cognizant audit agency has been assigned, copies of required audit reports shall be filed with that agency also. *Loan Sponsor* and *Project Sponsor* shall require all subrecipients to comply with the provisions of this Section.

5. Audit. Upon request of the MPCA, *Loan Sponsor* shall provide an independent audit of one or more fiscal years during which *Loan Sponsor* received and disbursed financial assistance provided to *Loan Sponsor* according to the conditions of this Agreement for a minimum of six (6) years from the end of this Agreement.

N. General conditions of agreement

1. Liability. The MPCA shall not be held liable for any payment for damages or other relief associated with the implementation of the Project Work Plan or arising under contracts entered into by *Loan Sponsor* or *Project Sponsor* with third parties. *Loan Sponsor* and *Project Sponsor* must indemnify, save and hold the State, its agents, and employees, harmless from any claims or causes of action, including attorneys' fees incurred by the State, arising from the performance of this Agreement by *Loan Sponsor* or *Project Sponsor* or their agents, employees or subcontractors. This clause will not be construed to bar any legal remedies the *Loan Sponsor* or *Project Sponsor* may have for the State's failure to fulfill its obligations under this Agreement.

2. Environmental Review Requirements for Individual Sewage Treatment System (ISTS) Replacement or Upgrade Activities. When the implementation of project activities, as designated in the approved Project Work Plan as amended, includes the upgrade or replacement of ISTS as identified in Minn. R. ch. 7080, an Environmental Review shall be undertaken according to the provisions of Minn. R. ch. 4410. *Project Sponsor* may seek a categorical exclusion from this requirement under 40 CFR part 35.3140 as provided in (a) or (b) below:

   (a) *Project Sponsor* must complete the "Checklist for Categorical Exclusion from Environmental Review" and return it to the MPCA. After review of this checklist, the MPCA will determine the project's eligibility for exclusion from further environmental review. If it is determined that the Project does not need further environmental review, a public notice of the determination of a categorical exclusion, in a format provided by the MPCA, must be executed by *Project Sponsor*. The public notice of categorical exclusion must allow for a minimum of two weeks public comment period, with comments being directed to the MPCA. *Project Sponsor* must provide the MPCA with proof of that notice.

(b) If the Project does not meet the checklist requirements in (a), the MPCA will send a letter of determination and instructions for further environmental review. If the MPCA determines that further environmental review is necessary, the Project must comply with those requirements before construction can begin. A copy of all information regarding this process will be kept on file at the MPCA for review by the Environmental Protection Agency.

3. Amendments. Any amendments or modifications to this Agreement must be in writing and will not be effective until it has been executed by the same parties who executed and approved the original Agreement, or their successors in office. Loan Sponsor and Project Sponsor may undertake minor modifications of the approved Project Work Plan with prior written approval of the MPCA Commissioner. No changes to the tasks, schedules, eligible expenditures or any other provision in the approved Project Work Plan may be made without the written consent of the MPCA.

4. State Remedies. If there has been a failure to comply with the provisions of this Agreement, the MPCA may exercise any remedies available at law or in equity.

5. Non-Discrimination. During the performance of this Agreement, neither Loan Sponsor nor Project Sponsor shall, because of age, sexual preference, political affiliation, race, color, creed, religion, national origin, sex, marital status, or status with regard to public assistance or disability: (a) discriminate against any person with respect to hire, tenure, compensation, terms of employment, upgrading of employment, facilities, privileges or conditions of employment (b) refuse to hire persons seeking employment; (c) discharge an employee; or (d) otherwise exclude any person from access to or participation in this Clean Water Partnership loan. The Loan Sponsor and Project Sponsor shall not contract with subcontractors who are not in compliance with the provisions of this Section.

6. Governing Law, Jurisdiction, and Venue. Minnesota law, without regard to its choice-of law provisions, governs this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

7. Severability. If a provision of this Agreement shall be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision of this Agreement.

8. Effective Date. This Agreement shall be effective on the date that the final required signature is obtained by the State, pursuant to Minn. Stat. § 16C.05, subd. 2.

9. Termination. Except as provided in Part I.4. of this Agreement, this Agreement shall terminate when the MPCA has determined in writing that Loan Sponsor has fully repaid and retired the loan provided to Loan Sponsor according to the terms and conditions of this Agreement.

The State, Loan Sponsor and Project Sponsor acknowledge their consent to this Agreement and agree to be bound by its terms through their signatures entered below:

Loan Sponsor:
Wright County

Print name: _____

Signature: _____

Title: _____ Date: _____

Project Sponsor:
Crow River Organization of Water

Print name: _____

Signature: _____

Title: _____ Date: _____

Minnesota Pollution Control Agency
with delegated authority

Print name: _____

Signature: _____

Title: _____ Date: _____

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

Print name: _____

Signature: _____

Title: _____ Date: _____

Purchase order number: 3000017085

SWIFT ID number: 114172

Commissioner of Administration
As delegated to Materials Management Division

Print name: _____

Signature: _____

Title: _____ Date: _____

Attachment 1: Project Work Plan (in accordance with Part B.2.)
Attachment 2: Estimated Repayment Schedule (in accordance with Part D.2., H.3., and H.4.)

Attachment 2 – Estimated Repayment Schedule

Crow River SSTS Restoration Project
Clean Water Partnership Project

Principal Amount	**$ 300,000.00**
Estimated Interest Accrued	**$ 12,000.00**
(during project implementation period)	
Total Loan Balance	**$ 312,000.00**
Term (years)	**10**
Annual Percentage Rate	**2%**
Number of Payments	**20**
Payment Amount	**$ 17,289.58**

Year (Semiannual Payments)	Payment Due Date	Payment Amount Due	Principal (Includes estimated interest accrued)	Interest	Total Loan Balance
					$ 312,000.00
1	6/15/2020	$ 17,289.58	$ 14,169.58	$ 3,120.00	$ 297,830.42
	12/15/2020	$ 17,289.58	$ 14,311.27	$ 2,978.30	$ 283,519.15
2	6/15/2021	$ 17,289.58	$ 14,454.39	$ 2,835.19	$ 269,064.76
	12/15/2021	$ 17,289.58	$ 14,598.93	$ 2,690.65	$ 254,465.83
3	6/15/2022	$ 17,289.58	$ 14,744.92	$ 2,544.66	$ 239,720.91
	12/15/2022	$ 17,289.58	$ 14,892.37	$ 2,397.21	$ 224,828.54
4	6/15/2023	$ 17,289.58	$ 15,041.29	$ 2,248.29	$ 209,787.25
	12/15/2023	$ 17,289.58	$ 15,191.71	$ 2,097.87	$ 194,595.54
5	6/15/2024	$ 17,289.58	$ 15,343.62	$ 1,945.96	$ 179,251.92
	12/15/2024	$ 17,289.58	$ 15,497.06	$ 1,792.52	$ 163,754.86
6	6/15/2025	$ 17,289.58	$ 15,652.03	$ 1,637.55	$ 148,102.83
	12/15/2025	$ 17,289.58	$ 15,808.55	$ 1,481.03	$ 132,294.28
7	6/15/2026	$ 17,289.58	$ 15,966.64	$ 1,322.94	$ 116,327.65
	12/15/2026	$ 17,289.58	$ 16,126.30	$ 1,163.28	$ 100,201.34
8	6/15/2027	$ 17,289.58	$ 16,287.56	$ 1,002.01	$ 83,913.78
	12/15/2027	$ 17,289.58	$ 16,450.44	$ 839.14	$ 67,463.34
9	6/15/2028	$ 17,289.58	$ 16,614.94	$ 674.63	$ 50,848.39
	12/15/2028	$ 17,289.58	$ 16,781.09	$ 508.48	$ 34,067.30
10	6/15/2029	$ 17,289.58	$ 16,948.91	$ 340.67	$ 17,118.39
	12/15/2029	$ 17,289.58	$ 17,118.39	$ 171.18	$ 0.00
Totals		**$ 345,791.56**	**$ 312,000.00**	**$33,791.56**	**$ -**

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

***Req. Agenda Time*:**	9:05 a.m.	***Board Meeting Date*:**	9-06-2016	***Consent Agenda*:**	
Amt. of Time Required:	3 min.	***Item For Consideration*:**			

Auditor-Treasurer's Office	**Board Action Requested:**
Originating Department/Service	Approve Five Year SAS Agreement With OpenGov.
Requestor's Signature	
Reviewed By/Date	

Background/Justification:

From: Sara Wise [mailto:swise@opengov.com]
Sent: Wednesday, August 31, 2016 11:26 AM
To: Bob Hiivala <Bob.Hiivala@co.wright.mn.us>
Cc: Meredith Behm <mbehm@opengov.com>
Subject: Re: OpenGov Agreement

Hi Bob,
I'm super excited that we are finally close to getting this approved. As you know OpenGov is eager to make our partnership official. As such we worked hard to get approval to extended a great offer that is based on the 5 year upfront contract.

The $33,333.74 is the grand total for each of the applications being purchased. There is an annual discount of $10,639.30 for bundling. Therefore, if the Board elects to pay annually instead they would be paying $22,694.44 per year.

By paying upfront the County is saving an additional $19,499.60 over five years ($3,889.42 annually or 17.125%).

The savings is significant.

Cheers,
Sara

Sara Wise-Martinez
Account Executive
OpenGov
(650) 729-8283
swise@opengov.com
www.opengov.com
Silicon Valley | Washington DC

<table>
<tr><td colspan="3">Previous Action On Request/Other Parties Advised:</td></tr>
<tr><td>Date/Time Received In Administration Office:</td><td>County Attorney Review/Date:</td><td rowspan="2">Financial Implications: $

Budgeted:
Yes No

Funding:
Levy Other</td></tr>
<tr><td>County Coordinator/Date</td><td>Administrative Recommendation:
Approval
Denial
No Recommendation</td></tr>
<tr><td colspan="2">Comments:</td><td>Comments:</td></tr>
</table>

OPENGOV, INC. SOFTWARE AGREEMENT

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

Quote Number:	OG-000002582	Prepared By:	Sara Wise
Created Date:	8/16/2016	Phone:	650-729-8283
Expiration Date:	9/30/2016	Email:	swise@opengov.com
		Contract Dates:	Effective: 2016-09-01 Ends on: 2021-08-31

Customer Information

Contact Name	Bob Hiivala	Bill To Name	Wright County
Phone	763-682-7578	Bill To	10 2nd Street NW County Government Center Wright, MN 31530 United States
Email	bob.hiivala@co.wright.mn.us		

Order Details

Description: OpenGov Intelligence™ allows customers to easily create and share internal operational reports, combining unlimited financial (e.g., general ledger, chart of accounts, current year and month spending, transactions, and balance sheet) and non-financial data (performance metrics, operational data, census data, customer financial projections, etc.) from numerous sources to help governments make better financial decisions and operate more efficiently. OpenGov Intelligence includes the features of OpenGov Transparency, allowing multiple years of financial and non-financial data to be accessible by citizens through an online portal.

Fees

Billing Date	Product	Quantity	Sales Price	Total Price
09/30/2016	Year 1 - OpenGov Intelligence, Comparisons, Transparency & Projections (Beta) – Annual Subscription	1	$18,808.02	$18,808.02
	OpenGov – Deployment Fee	1	$2,632.50	$2,632.50
	Year 2 - OpenGov Intelligence, Comparisons, Transparency & Projections (Beta) – Annual Subscription	1	$18,808.02	$18,808.02
	Year 3 - OpenGov Intelligence, Comparisons, Transparency & Projections (Beta) – Annual Subscription	1	$18,808.02	$18,808.02
	Year 4 - OpenGov Intelligence, Comparisons, Transparency & Projections (Beta) – Annual Subscription	1	$18,808.02	$18,808.02
	Year 5 - OpenGov Intelligence, Comparisons, Transparency & Projections (Beta) – Annual Subscription	1	$18,808.02	$18,808.02

Billing Frequency: Upfront

Total Price **$96,672.62**

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

Conditions. Each party's acceptance of this Agreement is conditional upon the other's acceptance of the terms in the Agreement to the exclusion of all other terms.

Signature

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

Terms and Conditions

Appendix A

OpenGov Terms and Conditions

1. SOFTWARE SERVICES

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

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

2. RESTRICTIONS AND RESPONSIBILITIES

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

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

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

3. OWNERSHIP. OpenGov retains all right, title, and interest in the Software Services and all intellectual property rights (including all past, present, and future rights associated with works of authorship, including exclusive

exploitation rights, copyrights, and moral rights, trademark and trade name rights and similar rights, trade secret rights, patent rights, and any other proprietary rights in intellectual property of every kind and nature) therein.

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

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

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

7. TERM & TERMINATION

7.1 Subject to compliance with all terms and conditions, the term of this Agreement shall be from the Effective Date and shall continue until the End date specified on page one (1) of the Agreement. The Customer will be billed according to the Billing Frequency as specified above. Unless either party declines to renew in writing no less than thirty (30) days before the applicable term, this Agreement shall renew for two (2) additional (1) year periods. The customer will be billed on an annual basis for each twelve (12) month term. If either party materially breaches any term of this Agreement and fails to cure such breach within thirty (30) days after notice by the non-breaching party (ten (10) days in the case of non-payment), the non-breaching party may terminate this Agreement immediately upon notice.

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

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

8. WARRANTY AND DISCLAIMER

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

8.2 Customer represents and warrants that (i) it has all right and authority necessary to enter into and perform this Agreement; (ii) it owns all right, title, and interest in and to all data provided to OpenGov for use in and in connection

with this Agreement, or possesses the necessary authorization thereto; and (iii) OpenGov's use of such materials in connection with the Software Services will not violate the rights of any third party.

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

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

10. MISCELLANEOUS. Capitalized terms not otherwise defined in these Terms and Conditions have the meaning set forth in the applicable Software Agreement. Neither party shall be held responsible or liable for any losses arising out of any delay or failure in performance of any part of this Agreement, other than payment obligations, due to any act of god, act of governmental authority, or due to war, riot, labor difficulty, failure of performance by any third party service, utilities, or equipment provider, or any other cause beyond the reasonable control of the party delayed or prevented from performing. OpenGov shall have the right to use and display Customer's logos and trade names for marketing and promotional purposes in connection with OpenGov's website and marketing materials, subject to Customer's trademark usage guidelines (as provided to OpenGov). If any provision of this Agreement is found to be unenforceable or invalid, that provision will be limited or eliminated to the minimum extent necessary so that this Agreement will otherwise remain in full force and effect and enforceable. This Agreement is not assignable or transferable by either party without the other party's prior written consent, provided however that either party may assign this Agreement to a successor to all or substantially all of its business or assets. This Agreement (including the Software Agreement) is the complete and exclusive statement of the mutual understanding of the parties and supersedes and cancels all previous written and oral agreements, communications, and other understandings relating to the subject matter of this Agreement, and that all waivers and modifications must be in a writing signed by both parties. No agency, partnership, joint venture, or employment is created as a result of this Agreement and neither party has any authority of any kind to bind the other party in any respect. In any action or proceeding to enforce rights under this Agreement, the prevailing party will be entitled to recover costs and attorneys' fees. All notices under this Agreement will be in writing and will be deemed to have been duly given when received, if personally delivered; when receipt is electronically confirmed, if transmitted by facsimile or e-mail; the day after it is sent, if sent for next day delivery by recognized overnight delivery service; and upon receipt, if sent by certified or registered mail, return receipt requested. This Agreement shall be governed by the laws of the State of California without regard to its conflict of laws provisions

Appendix B
OpenGov Service Level Metrics

1. SCHEDULED DOWNTIME. When needed, OpenGov will schedule downtime for routine maintenance or system upgrades ("**Scheduled Downtime**") for its Services. OpenGov shall exercise commercially reasonable efforts to schedule Scheduled Downtime outside of peak traffic periods. OpenGov will notify Customer's designated contact at least twenty-four (24) hours prior to the occurrence of Scheduled Downtime.

2. SYSTEMS ACCESSABILITY WARRANTY.

A. The Services will be accessible 99.9% of the time, 7 days of the week, and 24 hours per day, as calculated over a calendar month ("**Systems Accessibility Warranty**"). Such System Accessibility Warranty shall not apply to, and OpenGov will not be responsible for, any inaccessibility which: 1) results from Scheduled Downtime, including a maintenance period every Tuesday from 6:00pm Pacific Time to 11:00pm Pacific Time ; 2) results from a failure of equipment, software or services not under the direct control of OpenGov; 3) results from the failure of communication or telephone access service or other outside service or equipment not the fault of OpenGov; 4) is caused by a third party not under OpenGov' control; or 5) is a result of causes beyond the reasonable control of OpenGov, including any force majeure event. To the extent solely under OpenGov' control, OpenGov shall be responsible for monitoring and maintaining adequate controls over Customer Data transmissions and storage. OpenGov shall be solely responsible for setting applicable data processing and transmission parameters.

B. If the Services experience Downtime, then as Customer's sole and exclusive remedy, and OpenGov' sole and exclusive financial liability and obligation, Customer is entitled to a Service Level Credit equal as follows:

Monthly Uptime Percentage	Percentage of monthly bill for Services to be credited to future monthly bills of Customer
99.00% - < 99.9%	10%
95.00% - < 99.00%	25%
< 95.00%	50%

- **"Downtime"** means that for a valid request by our external verification service, made on no less than a minutely basis, results in a server error (HTTP status 5XX or the server response takes 3 or more minutes).
- **"Downtime Period"** means a period of fifteen consecutive minutes of Downtime. Intermittent Downtime for a period of less than fifteen minutes will not be counted towards any Downtime Periods.
- **"Monthly Uptime Percentage"** means total number of minutes in a month, minus the number of minutes of Downtime suffered from all Downtime Periods in a month, divided by the total number of minutes in a month.

C. To receive a Service Level Credit, Customer must submit a written request for Service Level Credits to Customer's designated account manager or the OpenGov support team. To be eligible, the request must (i) include the dates and times of each incident of Downtime experienced by Customer in the preceding month; and (ii) be received by OpenGov within thirty days after the end of the current monthly period in which the Downtime occurred.

D. Upon receipt of a Service Level Credit request in compliance with the above requirements, OpenGov shall have 30 days to review the request and to validate the information provided. If OpenGov determines in good faith that the Services failed to meet the Systems Accessibility Warranty as alleged in such a request, then OpenGov will apply such Service Level Credits to Customer's next billing period. Customer's failure to comply with the provisions of Section 2.C. above will disqualify it from receiving a Service Level Credit.

E. Customers whose accounts are past due, delinquent, and/or not in good standing at any time during the service month of a given service outage are not eligible for a credit.

APPENDIX C
OpenGov Support Services

1. **Support**. Customer support is available via email 12 hours per day, Monday through Friday, excluding OpenGov' corporate designated holidays. See below for a list of holidays observed by OpenGov. Problems may be reported any time, however, OpenGov will not be obligated to assign work after business hours (9 a.m. to 5 p.m. Pacific Time).

2. **Liaisons**. On or before the Activation Date, Customer and OpenGov shall each designate a liaison as a respective point of contact for technical issues. Each party may change such liaison upon written notice from time to time at reasonable intervals. OpenGov will not be obligated to provide support to any person other than the Customer's designated liaison.

3. **Holidays**. OpenGov observes the following holidays: New Year's Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Eve Day, Christmas Day, and New Year's Eve.

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: X ***BOARD MEETING DATE: September 6, 2016*** ***CONSENT AGENDA: ___***

AMT. OF TIME REQUIRED: 3 min. ***ITEM FOR CONSIDERATION: _____***

County Attorney .
ORIGINATING DEPARTMENT/SERVICE

X Greg Kryzer
REQUESTOR'S SIGNATURE

_____
REVIEWED BY/DATE

BOARD ACTION REQUESTED:

Schedule Public Hearing for Property Tax Abatement

BACKGROUND/JUSTIFICATION:

Staff proposes the hearing be scheduled for October 11, 2016, at 9:30 a.m.

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: 9/06/16 | Consent Agenda No

Amt of Time Required: 3 Min | Item for Consideration: Introduction of new IT Staff

Information Technology

Originating Department

Requestor's Signature

BOARD ACTION REQUESTED:

No action requested. Introducing Senior Developer, Tim Lorsung, to the County Board

Reviewed by/date

BACKGROUND/JUSTIFICATION:

Wright County IT has recently hired Tim Lorsung to fill the second Senior Developer position.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED:

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

COMMENTS:

COMMENTS:

Wright County
Request for Board Action

Req. Agenda Time:		Board Meeting Date: 9/6/16	Consent Agenda
Amt of Time Required:	5 minutes	Item for Consideration:	MN.IT Cyber Security Monitoring Grant

Information Technology

Originating Department

Requestor's Signature

BOARD ACTION REQUESTED:

Approve and sign "Memorandum of Understanding Concerning Allocation and Usage of Homeland Security Cyber Security Grant Funds".

Reviewed by/date

BACKGROUND/JUSTIFICATION:

In the interest of increased cyber security, the State of Minnesota has a program, funded by a Federal grant, which offers counties new firewalls with network security monitoring functionality. The State would monitor the County's network 24/7 for in realtime for threats. The agreement would be in place for at least 3 years. 2 of those years are funded by the grant, while the County would be responsible for the 3rd year (equipment maintenance & monitoring service) plus any years beyond. Future costs to be determined based on equipment and configurations.

The County Attorney's Office has reviewed the agreement.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED:

Date/Time Received in Administration Office:	County Attorney Review Date: 8/29/16	Financial Implications
County Coordinator/Date	Administrative Recommendation: __ Approval __ Denial __ No recommendation	Budgeted: Funding:
COMMENTS:		**COMMENTS:**

MEMORANDUM OF UNDERSTANDING CONCERNING ALLOCATION AND USAGE OF HOMELAND SECURITY CYBER SECURITY GRANT FUNDS

This Memorandum of Understanding ("MOU") entered into between Wright County and the State of Minnesota, acting through its Commissioner of Public Safety, Division of Homeland Security and Emergency Management and MN.IT Services, Central, Enterprise Security Office, outlines the terms and conditions for the allocation and usage of Homeland Security Cyber Security Grant funds for the purpose of improved statewide situational awareness for local and state cyber security professionals and public safety officials.

WHEREAS, the Homeland Security Cyber Security Grant participants are composed of local units of government and cyber security professionals situated within certain Minnesota counties, including Wright County.

WHEREAS, the Homeland Security Cyber Security Grant participants have sought to engage all county IT leaders, emergency planners, security professionals and tribal governments operating in the above described counties into the cyber security infrastructure planning process.

WHEREAS, the Homeland Security Cyber Security Grant provides funding for planning, acquisition, deployment and training for cyber security monitoring systems that enables improved cyber security awareness around network perimeter attacks. The federal grant guidance requires that 80% of grant funds is to be obligated to local units of government.

WHEREAS, the federal grant guidance allows that non-local entities may hold portions of the 80% allocation of grant funds on behalf of local units of government provided that local organizations enter into a memorandum of understanding specifying the amount of funds to be retained by the non-local entity.

WHEREAS, the Division of Homeland Security and Emergency Management of the Minnesota Department of Public Safety is the state administrative agency for the Homeland Security Cyber Security Grant.

Based upon this MOU, the Division of Homeland Security and Emergency Management of the Minnesota Department of Public Safety will allocate Homeland Security Cyber Security Grant funds to MN.IT Services, Central, to be utilized for cyber security monitoring on behalf of local county IT officials and other local cyber security officials in accordance with the following approved investment justification:

1. $178,177 of equipment funds allocated by the Homeland Security Cyber Security Grant for Investment designated as Cyber Security – Local Component.

   The purpose for the allocation of these funds to a non-local entity is to allow for common acquisition of intrusion detection sensors and security information event management infrastructure improvements required to monitor five county network connections common to all counties. This investment will be provided by funds appropriated to the Minnesota Department of Public Safety for cyber security. This allocation provides for the coordination of grant fund expenditures and matching fund expenditures.

2. $200,000 of planning funds allocated by the Homeland Security Cyber Security Grant for Investment designated as Cyber Security – Local Component.

   The purpose for the allocation of these funds is to provide assistance for initial setup, coarse and fine tuning of IDS rules, developing normal traffic baseline, maintaining software and definitions updates and assistance with responding to and containing discovered incidents.

MN.IT Services, Central, will ensure that appropriate personnel will be assigned to accomplish the purposes provided for in the statewide security monitoring implementation project as outlined in Minnesota's Roadmap and Analysis for Statewide Security Monitoring as part of the Homeland Security Cyber Security Grant request.

WHEREAS, the Homeland Security Cyber Security Grant participants agree to the use of local grant funds to support the development and implementation of the security monitoring of county network connections associated with Minnesota Courts, Minnesota Department of Human Services, Minnesota Department of Employment and Economic Development and Minnesota Department of Public Safety – Minnesota Bureau of Criminal Apprehension Criminal Justice Information System connection.

This agreement shall be effective from December 31, 2015 to December 31, 2016 subject to renewal upon mutual agreement by both parties.

WRIGHT COUNTY	**MN.IT SERVICES, CENTRAL**
By: _____	By: _____ *(with delegated authority)*
Title: _____	Title: _____
Date: _____	Date: _____

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: _BOARD MEETING DATE: September 6, 2016 CONSENT AGENDA: __

AMT. OF TIME REQUIRED: ___5 minutes_____ ITEM FOR CONSIDERATION: ___

_ ADMINISTRATION ____. ORIGINATING DEPARTMENT/SERVICE X___Sunny M. Hesse_____ _____ REQUESTOR'S SIGNATURE _____ REVIEWED BY/DATE	**BOARD ACTION REQUESTED:** **Request change in benefit carrier for Short- and Long-Term Disability from Assurant to Madison National.**

BACKGROUND/JUSTIFICATION:
During the benefit renewal meeting on 8/25/16 with Ochs, Inc., Wright County's broker for Short- and Long-Term Disability and Life Insurance, we received information regarding an increase in renewal rates for STD and LTD with the current carrier (Assurant). Madison National submitted rates for 2017 at the same or lower cost with the exact same coverage.

	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: September 6, 2016 CONSENT AGENDA: __

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

__ADMINISTRATION_____.
ORIGINATING DEPARTMENT/SERVICE

X___Sunny M. Hesse_____ _____
REQUESTOR'S SIGNATURE

_____
REVIEWED BY/DATE

BOARD ACTION REQUESTED:
Request a Negotiation Committee of the Whole in closed session on September 20, 2016 at 2:30 p.m. to discuss contract negotiation strategies.

BACKGROUND/JUSTIFICATION:
COTW meeting scheduled for 1-4 p.m. on 9/20/16. Based on response from Unions, only 3 groups will be presenting. Reschedule this COTW for 3-4 p.m. Requesting a Negotiation Committee of the Whole in closed session at 2:30 p.m.

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: September 6, 2016 CONSENT AGENDA: __

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

_ ADMINISTRATION ____.
ORIGINATING DEPARTMENT/SERVICE

X___Sunny M. Hesse_____ _____
REQUESTOR'S SIGNATURE

_____
REVIEWED BY/DATE

BOARD ACTION REQUESTED:
Request a Negotiation Committee of the Whole in closed session on September 27, 2016 at 1:30 p.m. to discuss contract negotiation strategies.

BACKGROUND/JUSTIFICATION:

COUNTY ATTORNEY REVIEW DATE:

FINANCIAL IMPLICATIONS: $_____

COUNTY COORDINATOR/DATE:

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

BUDGETED: _____ _____
YES NO

FUNDING: _____ _____
LEVY OTHER

COMMENTS:

COMMENTS:

*** WRIGHT COUNTY ***

INTEGRATED FINANCIAL SYSTEMS

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

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
13	DEPT				COURT ADMINISTRATOR		
	1203	**GABRIEL/CATHLEEN**					
		01-013-000-0000-6270		100.00	FA 07 4286 APPEARANCE 8/25/16		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		
	25125	**GOLDEN TONGUE CONSULTANTS, INC**					
		01-025-000-0000-6261		116.40	86 JV 16 1501 INTERPRETER FEES	107593	PROFESSIONAL SERVICES
	25125	**GOLDEN TONGUE CONSULTANTS, INC**		**116.40**	**1** Transactions		
	6811	**HOLTHAUS/MELISSA**					
		01-025-000-0000-6331		37.00	74 MILES		TRAVEL
	6811	**HOLTHAUS/MELISSA**		**37.00**	**1** Transactions		
	3227	**JOHNSON/TAMMI**					
		01-025-000-0000-6331		67.50	135 MILES		TRAVEL
	3227	**JOHNSON/TAMMI**		**67.50**	**1** Transactions		
	5486	**MARCO**					
		01-025-000-0000-6343		691.00	8/15-9/15/2016	311597744	MACHINERY OR EQUIPMENT LEASES
	5486	**MARCO**		**691.00**	**1** Transactions		
	645	**MN CORRECTIONS ASSOCIATION**					
		01-025-000-0000-6245		35.00	MCA MEMBERSHIP BUSCH	04344	MEMBERSHIPS, DUES & FEES
		01-025-000-0000-6338		225.00	MCA REGISTRATION HOLTHAUS	04394	CONFERENCES & MEETINGS
		01-025-000-0000-6338		225.00	MCA REGISTRATION MILLER	04396	CONFERENCES & MEETINGS
	645	**MN CORRECTIONS ASSOCIATION**		**485.00**	**3** Transactions		
	6396	**WEBB/JANELLE**					
		01-025-000-0000-6331		103.00	206 MILES		TRAVEL
	6396	**WEBB/JANELLE**		**103.00**	**1** Transactions		
25	**DEPT Total:**			**1,499.90**	**COURT SERVICES**	**6 Vendors**	**8 Transactions**
31	DEPT				COUNTY COORDINATOR		
	3921	**OFFICE DEPOT**					

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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
	01-031-000-0000-6411		147.33	SUPPLIES 858462426001		OPERATING SUPPLIES
3921	**OFFICE DEPOT**		**147.33**	**1** Transactions		
31	**DEPT Total:**		**147.33**	**COUNTY COORDINATOR**	**1 Vendors**	**1 Transactions**
41	DEPT			COUNTY AUDITOR-TREASURER		
3996	**AMI IMAGING SYSTEMS INC**					
	01-041-000-0000-6411		81.50	EXCHANGE ROLLER SCANNER PARTS	0041501	OPERATING SUPPLIES
3996	**AMI IMAGING SYSTEMS INC**		**81.50**	**1** Transactions		
3921	**OFFICE DEPOT**					
	01-041-000-0000-6411		397.93	SUPPLIES 848682282001		OPERATING SUPPLIES
	01-041-000-0000-6411		129.53	SUPPLIES 853998873001		OPERATING SUPPLIES
	01-041-000-0000-6411		192.77	SUPPLIES 835865540001		OPERATING SUPPLIES
	01-041-000-0000-6411		108.81	SUPPLIES 850354542001		OPERATING SUPPLIES
	01-041-000-0000-6411		119.89	SUPPLIES 847915782001		OPERATING SUPPLIES
	01-041-000-0000-6411		84.74	SUPPLIES 850683497001		OPERATING SUPPLIES
	01-041-000-0000-6411		66.79	SUPPLIES 837643934001		OPERATING SUPPLIES
	01-041-000-0000-6411		183.87	SUPPLIES 852546064001		OPERATING SUPPLIES
	01-041-000-0000-6411		96.90	SUPPLIES 847915783001		OPERATING SUPPLIES
	01-041-000-0000-6411		59.18	SUPPLIES 827886391001		OPERATING SUPPLIES
	01-041-000-0000-6411		25.87	SUPPLIES 847915749001		OPERATING SUPPLIES
	01-041-000-0000-6411		71.42	SERVICE CHARGE	3/8-8/2/2016	OPERATING SUPPLIES
3921	**OFFICE DEPOT**		**1,537.70**	**12** Transactions		
1425	**SHI INTERNATIONAL CORP**					
	01-041-000-0000-6411		13.75	ADOBE PRO LIC	B05333523	OPERATING SUPPLIES
1425	**SHI INTERNATIONAL CORP**		**13.75**	**1** Transactions		
41	**DEPT Total:**		**1,632.95**	**COUNTY AUDITOR-TREASURER**	**3 Vendors**	**14 Transactions**
63	DEPT			IT (INFORMATIONAL TECHNOLOGY)		
1264	**DELL MARKETING LP**					
	01-063-000-0000-6301		115.19	REPLACEMENT MONITOR	XK1CXXCC3	EQUIPMENT MAINTENANCE
	01-063-000-0000-6620		230.38	MONITORS	XK1D1XTT2	COMPUTER OR SOFTWARE PURCHASES
1264	**DELL MARKETING LP**		**345.57**	**2** Transactions		

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	Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
63	**DEPT Total:**			**345.57**	**IT (INFORMATIONAL TECHNOLOGY)**	**1 Vendors**	**2 Transactions**
71	DEPT				ELECTIONS		
	6158	**ARAMARK SERVICES INC**					
		01-071-000-0000-6411		60.19	REFRESHMENTS ELECTION	200723300013	OPERATING SUPPLIES
	6158	**ARAMARK SERVICES INC**		**60.19**	**1** Transactions		
	1691	**DEPARTMENT OF HUMAN SERVICES**					
		01-071-000-0000-6411		10.00	SERVICE CHARGE		OPERATING SUPPLIES
		01-071-000-0000-6411		718.14	POSTAL VERIFY CARDS ELECTIONS	A300IC86160I	OPERATING SUPPLIES
	1691	**DEPARTMENT OF HUMAN SERVICES**		**728.14**	**2** Transactions		
	2317	**DS SOLUTIONS INC**					
		01-071-000-0000-6261		1,500.00	ONLINE ELECTION JUDGE TRAINING	11258	PROFESSIONAL SERVICES
		01-071-000-0000-6411		79.77	VOTED STICKERS	11265	OPERATING SUPPLIES
		01-071-000-0000-6411		1,300.00	PRE MARKED TEST BALLOTS	11357	OPERATING SUPPLIES
		01-071-000-0000-6411		36.53	SERVICE CHARGE	6/20-7/14/2016	OPERATING SUPPLIES
	2317	**DS SOLUTIONS INC**		**2,916.30**	**4** Transactions		
	5357	**ELECTION SYSTEMS & SOFTWARE INC**					
		01-071-000-0000-6411		135.63	M100 MEMORY CARD BATTERIES	968599	OPERATING SUPPLIES
		01-071-000-0000-6411		5,319.05	M100 PROGRAMMING 2016	980848	OPERATING SUPPLIES
	5357	**ELECTION SYSTEMS & SOFTWARE INC**		**5,454.68**	**2** Transactions		
	3921	**OFFICE DEPOT**					
		01-071-000-0000-6411		2.69	SUPPLIES 846033297001		OPERATING SUPPLIES
		01-071-000-0000-6411		52.41	SUPPLIES 846033241001		OPERATING SUPPLIES
		01-071-000-0000-6411		86.97	SUPPLIES 840788109001		OPERATING SUPPLIES
		01-071-000-0000-6411		5.00	SUPPLIES 827886432001		OPERATING SUPPLIES
		01-071-000-0000-6411		169.95	SUPPLIES 841797947001		OPERATING SUPPLIES
		01-071-000-0000-6411		58.50	SUPPLIES 844675027001		OPERATING SUPPLIES
		01-071-000-0000-6411		39.99	SUPPLIES 846033296001		OPERATING SUPPLIES
		01-071-000-0000-6411		14.69-	CREDIT 850309285001		OPERATING SUPPLIES
		01-071-000-0000-6411		129.99	SUPPLIES 846033294001		OPERATING SUPPLIES
		01-071-000-0000-6411		27.26	SERVICE CHARGE	3/8-8/2/2016	OPERATING SUPPLIES
	3921	**OFFICE DEPOT**		**558.07**	**10** Transactions		
	3596	**SEACHANGE PRINTING AND MARKETING I**					
		01-071-000-0000-6261		200.00	ERM REFRESHER TRAINING	16639	PROFESSIONAL SERVICES

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
3596	**SEACHANGE PRINTING AND MARKETING I**		**200.00**	**1** Transactions		
71	**DEPT Total:**		**9,917.38**	**ELECTIONS**	**6 Vendors**	**20 Transactions**
91	DEPT			COUNTY ATTORNEY		
1001	**ANOKA COUNTY SHERIFF**					
	01-091-000-0000-6263		14,965.62	50% REG FORENSIC LAB 7/2016	72016	REGIONAL CRIME LAB
1001	**ANOKA COUNTY SHERIFF**		**14,965.62**	**1** Transactions		
91	**DEPT Total:**		**14,965.62**	**COUNTY ATTORNEY**	**1 Vendors**	**1 Transactions**
100	DEPT			OTHER GENERAL GOVERNMENT		
6158	**ARAMARK SERVICES INC**					
	01-100-000-0000-6808		350.00	WELLNESS WRAP LUNCH	2007233000139	EMPLOYEE ENHANCEMENT PROGRAM
6158	**ARAMARK SERVICES INC**		**350.00**	**1** Transactions		
5507	**CUB FOODS**					
	01-100-000-0000-6808		111.04	WELLNESS WRAP LUNCH		EMPLOYEE ENHANCEMENT PROGRAM
5507	**CUB FOODS**		**111.04**	**1** Transactions		
1284	**NEOPOST GREAT PLAINS**					
	01-100-000-0000-6205		10.00	SERVICE CHARGE		POSTAGE
	01-100-000-0000-6205		102.00	MAIL TAPES	GPAR53397	POSTAGE
1284	**NEOPOST GREAT PLAINS**		**112.00**	**2** Transactions		
100	**DEPT Total:**		**573.04**	**OTHER GENERAL GOVERNMENT**	**3 Vendors**	**4 Transactions**
103	DEPT			SURVEYOR		
4728	**WOODFORD/MICHAEL**					
	01-103-000-0000-5830		300.00	BEACON WETLAND REVIEW		MISCELLANEOUS REVENUE
4728	**WOODFORD/MICHAEL**		**300.00**	**1** Transactions		
103	**DEPT Total:**		**300.00**	**SURVEYOR**	**1 Vendors**	**1 Transactions**
105	DEPT			ASSESSOR		
5486	**MARCO**					
	01-105-000-0000-6343		439.41	8/15-9/15/2016	311433445	MACHINERY OR EQUIPMENT LEASES

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
5486	**MARCO**		**439.41**	**1** Transactions		
54030	**PRECISION PRINTS OF WRIGHT CO**					
	01-105-000-0000-6411		79.00	OPERATING SUPPLIES	152716	OPERATING SUPPLIES
54030	**PRECISION PRINTS OF WRIGHT CO**		**79.00**	**1** Transactions		
1192	**TOTAL PRINTING**					
	01-105-000-0000-6411		475.00	OPERATING SUPPLIES		OPERATING SUPPLIES
1192	**TOTAL PRINTING**		**475.00**	**1** Transactions		
105	**DEPT Total:**		**993.41**	**ASSESSOR**	**3 Vendors**	**3 Transactions**
107	DEPT			PLANNING AND ZONING		
5486	**MARCO**					
	01-107-000-0000-6233		594.00	8/15-9/15/2016	311433676	PHOTOCOPYING
5486	**MARCO**		**594.00**	**1** Transactions		
2429	**MID-AMERICA BUSINESS SYSTEMS**					
	01-107-000-0000-6411		119.82	LABELS	738709	OPERATING SUPPLIES
2429	**MID-AMERICA BUSINESS SYSTEMS**		**119.82**	**1** Transactions		
1192	**TOTAL PRINTING**					
	01-107-000-0000-6411		142.00	INSPECTION NOTICES	11109	OPERATING SUPPLIES
	01-107-000-0000-6411		115.00	SEWAGE SYSTEMS CARDS	11112	OPERATING SUPPLIES
1192	**TOTAL PRINTING**		**257.00**	**2** Transactions		
4728	**WOODFORD/MICHAEL**					
	01-107-000-0000-6331		72.50	145 MILES		TRAVEL
4728	**WOODFORD/MICHAEL**		**72.50**	**1** Transactions		
107	**DEPT Total:**		**1,043.32**	**PLANNING AND ZONING**	**4 Vendors**	**5 Transactions**
201	DEPT			SHERIFF		
4268	**ABBOTT NORTHWESTERN HOSPITAL**					
	01-201-000-0000-6261		60.49	SANE EXAM ICR 16000389	EH5999803100	PROFESSIONAL SERVICES
4268	**ABBOTT NORTHWESTERN HOSPITAL**		**60.49**	**1** Transactions		
1168	**ALL STATE COMMUNICATIONS 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
	01-201-000-0000-6261		1,846.00	INSTALL CABLE LEC CAMERAS	252381	PROFESSIONAL SERVICES
1168	**ALL STATE COMMUNICATIONS INC**		**1,846.00**	**1** Transactions		
1001	**ANOKA COUNTY SHERIFF**					
	01-201-000-0000-6263		14,965.62	50% REG FORENSIC LAB 7/2016	72016	REGIONAL CRIME LAB
1001	**ANOKA COUNTY SHERIFF**		**14,965.62**	**1** Transactions		
6158	**ARAMARK SERVICES INC**					
	01-201-000-0000-6261		24.00	REFRESHMENTS LEC MEETING	200723300134	PROFESSIONAL SERVICES
6158	**ARAMARK SERVICES INC**		**24.00**	**1** Transactions		
10734	**CENEX FLEETCARD**					
	01-201-000-0000-6451		721.46	FUEL	124815CL	FUEL - LUBE ETC
10734	**CENEX FLEETCARD**		**721.46**	**1** Transactions		
1227	**EXPERT AUTOMOTIVE & TOWING INC**					
	01-201-000-0000-6261		210.00	16024866		PROFESSIONAL SERVICES
1227	**EXPERT AUTOMOTIVE & TOWING INC**		**210.00**	**1** Transactions		
1623	**GERADS/GLENN**					
	01-201-000-0000-6451		16.09	REIMBURSE FUEL		FUEL - LUBE ETC
1623	**GERADS/GLENN**		**16.09**	**1** Transactions		
5486	**MARCO**					
	01-201-000-0000-6343		1,032.00	8/15-9/15/2016	311434278	MACHINERY OR EQUIPMENT LEASES
5486	**MARCO**		**1,032.00**	**1** Transactions		
4503	**NELSON/EDWARD**					
	01-201-000-0000-6804		67.05	PADI E LEARNING DIVE TRAINING	2508761	STAFF TRAINING
	01-201-000-0000-6804		22.35	PADI E LEARNING DIVE TRAINING	2535757	STAFF TRAINING
4503	**NELSON/EDWARD**		**89.40**	**2** Transactions		
3921	**OFFICE DEPOT**					
	01-201-000-0000-6411		423.12	SUPPLIES 857000031001		OPERATING SUPPLIES
	01-201-000-0000-6411		37.78	SUPPLIES 858239086001		OPERATING SUPPLIES
	01-201-000-0000-6411		22.48	SUPPLIES 858239240001		OPERATING SUPPLIES
	01-201-000-0000-6411		167.90-	CREDIT857200524001		OPERATING SUPPLIES
	01-201-000-0000-6411		23.98	SUPPLIES 858239241001		OPERATING SUPPLIES
	01-201-000-0000-6411		143.94	SUPPLIES 857654015001		OPERATING SUPPLIES

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
3921	**OFFICE DEPOT**		**483.40**	**6** Transactions		
2077	**SAFARILAND TRAINING GROUP**					
	01-201-000-0000-6411		263.00	RIFLE BOXES	1027914	OPERATING SUPPLIES
2077	**SAFARILAND TRAINING GROUP**		**263.00**	**1** Transactions		
1436	**STREICHERS**					
	01-201-000-0000-6621		349.95	GUN MAG EXTENSION KITS	1224336	FURNITURE & EQUIPMENT
1436	**STREICHERS**		**349.95**	**1** Transactions		
6851	**TASER INTERNATIONAL**					
	01-201-000-0000-6411		745.86	SIMULATION CARTRIDGES	1449019	OPERATING SUPPLIES
6851	**TASER INTERNATIONAL**		**745.86**	**1** Transactions		
2490	**UNITED PARCEL SERVICE**					
	01-201-000-0000-6205		16.51	SHIPPING	140177346	POSTAGE
2490	**UNITED PARCEL SERVICE**		**16.51**	**1** Transactions		
4628	**VERIZON WIRELESS**					
	01-201-000-0000-6203		6.15	780564637 00001 CELL 7/21-8/20	9770684556	TELEPHONE
4628	**VERIZON WIRELESS**		**6.15**	**1** Transactions		
201	**DEPT Total:**		**20,829.93**	**SHERIFF**	**15 Vendors**	**21 Transactions**
521	DEPT			PARKS		
3858	**ALBION ACRES BAIT**					
	01-521-000-0000-6807		34.50	BAIT FOR RESALE	001912	MATERIALS FOR RE-SALE - POP ETC.
3858	**ALBION ACRES BAIT**		**34.50**	**1** Transactions		
1582	**ASTECH**					
	01-521-000-0000-6605		30,390.50	SEAL COATING PARKS		SITE IMPROVEMENTS
1582	**ASTECH**		**30,390.50**	**1** Transactions		
5974	**CENTER POINT ENERGY**					
	01-521-000-0000-6251		105.48	5856795 9		UTILITY SERVICES - ELECTRICITY
	01-521-000-0000-6251		70.75	5856799 1		UTILITY SERVICES - ELECTRICITY
5974	**CENTER POINT ENERGY**		**176.23**	**2** Transactions		
194	**ELK RIVER MUNICIPAL UTILITIES**					

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
	01-521-000-0000-6251		89.13	ELECTRIC SERVICE	3179	UTILITY SERVICES - ELECTRICITY
194	**ELK RIVER MUNICIPAL UTILITIES**		**89.13**	**1** Transactions		
5486	**MARCO**					
	01-521-000-0000-6343		314.00	8/15-9/15/2016	311433767	MACHINERY OR EQUIPMENT LEASES
5486	**MARCO**		**314.00**	**1** Transactions		
3445	**PIKSTIK LLC**					
	01-521-000-0000-6411		165.85	LITTER PICK UP STICKS	549316	OPERATING SUPPLIES
3445	**PIKSTIK LLC**		**165.85**	**1** Transactions		
3777	**SJ ROOFING**					
	01-521-000-0000-6605		19,680.00	ROOF NATURE CENTER	592	SITE IMPROVEMENTS
3777	**SJ ROOFING**		**19,680.00**	**1** Transactions		
766	**STEVE O SEPTIC**					
	01-521-000-0000-6301		630.00	PORTA TOILET RENTAL	1008	REPAIRS & MAINTENANCE
766	**STEVE O SEPTIC**		**630.00**	**1** Transactions		
4433	**XCEL ENERGY**					
	01-521-000-0000-6251		132.50	51 4402454 4	513983666	UTILITY SERVICES - ELECTRICITY
	01-521-000-0000-6251		2,023.89	51 4402454 4	513983666	UTILITY SERVICES - ELECTRICITY
	01-521-000-0000-6251		187.86	51 4402454 4	513983666	UTILITY SERVICES - ELECTRICITY
4433	**XCEL ENERGY**		**2,344.25**	**3** Transactions		
521	**DEPT Total:**		**53,824.46**	**PARKS**	**9 Vendors**	**12 Transactions**
1	**Fund Total:**		**106,172.91**	**GENERAL REVENUE FUND**		**93 Transactions**

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529	DEPT			COUNTY PARK		
	3777 **SJ ROOFING**					
	02-529-000-0000-6605		10,930.00	ROOFS HOUSE,GARAGE,OFFICE	595	SITE IMPROVEMENTS
	3777 SJ ROOFING		**10,930.00**	**1** Transactions		
529	**DEPT Total:**		**10,930.00**	**COUNTY PARK**	**1 Vendors**	**1 Transactions**
2	**Fund Total:**		**10,930.00**	**RESERVES FUND**		**1 Transactions**

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310	DEPT			HIGHWAY ADMINISTRATION		
525	**CENTURYLINK**					
	03-310-000-0000-6203		147.07	INTERNET SHOPS 090616	430864594	TELEPHONE
525	**CENTURYLINK**		**147.07**	**1** Transactions		
2618	**CENTURYLINK**					
	03-310-000-0000-6203		15.24	PHONE LINE HWY DEPT 090616	6824305	TELEPHONE
2618	**CENTURYLINK**		**15.24**	**1** Transactions		
310	**DEPT Total:**		**162.31**	**HIGHWAY ADMINISTRATION**	**2 Vendors**	**2 Transactions**
320	DEPT			HIGHWAY ENGINEERING		
321	**BRAUN INTERTEC CORPORATION**					
	03-320-000-0000-6504		1,291.50	PROF SERVICES 090616	B067696	MN/DOT TESTING
	03-320-000-0000-6504		2.40	PROF SERVICES 090616	B067696	MN/DOT TESTING
	03-320-000-0000-6504		77.92	PROF SERVICES 090616	B067696	MN/DOT TESTING
	03-320-000-0000-6504		527.47	PROF SERVICES 090616	B067696	MN/DOT TESTING
	03-320-000-0000-6504		497.50	PROF SERVICES 090616	B067696	MN/DOT TESTING
	03-320-000-0000-6504		2,259.74	PROF SERVICES 090616	B067696	MN/DOT TESTING
	03-320-000-0000-6504		173.83	PROF SERVICES 090616	B067696	MN/DOT TESTING
	03-320-000-0000-6504		2,455.14	PROF SERVICES 090616	B067696	MN/DOT TESTING
321	**BRAUN INTERTEC CORPORATION**		**7,285.50**	**8** Transactions		
1663	**COMMISSIONER OF TRANSPORTATION**					
	03-320-000-0000-6504		316.59	MNDOT TESTING 090616	006218	MN/DOT TESTING
	03-320-000-0000-6504		444.80	MNDOT TESTING 090616	006218	MN/DOT TESTING
	03-320-000-0000-6504		508.96	MNDOT TESTING 090616	006218	MN/DOT TESTING
	03-320-000-0000-6504		2,046.40	MNDOT TESTING 090616	006218	MN/DOT TESTING
	03-320-000-0000-6504		880.32	MNDOT TESTING 090616	006218	MN/DOT TESTING
	03-320-000-0000-6504		190.63	MNDOT TESTING 090616	006218	MN/DOT TESTING
	03-320-000-0000-6504		703.84	MNDOT TESTING 090616	006218	MN/DOT TESTING
	03-320-000-0000-6504		847.24	MNDOT TESTING 090616	006218	MN/DOT TESTING
1663	**COMMISSIONER OF TRANSPORTATION**		**5,938.78**	**8** Transactions		
4634	**FASTENAL COMPANY**					
	03-320-000-0000-6502		752.79	SIGN DEPT EQUIPMENT 090616	BUF65004	ENGINEERING EQUIPMENT
4634	**FASTENAL COMPANY**		**752.79**	**1** Transactions		
7330	**NAGELL APPRAISAL & CONSULTING**					

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	03-320-000-0000-6606		1,500.00	PARCEL 55 COND, APPRAIS 090616	24000	PERMANENT ROW LAND ACQUISITION
7330	**NAGELL APPRAISAL & CONSULTING**		**1,500.00**	**1** Transactions		
320	**DEPT Total:**		**15,477.07**	**HIGHWAY ENGINEERING**	**4 Vendors**	**18 Transactions**
330	DEPT			HIGHWAY MAINTENANCE		
525	**CENTURYLINK**					
	03-330-000-0000-6543		29.14	SIGNAL LIGHT 090616	314117353	TRAFFIC SIGNALS
525	**CENTURYLINK**		**29.14**	**1** Transactions		
194	**ELK RIVER MUNICIPAL UTILITIES**					
	03-330-000-0000-6543		14.96	LIGHT ON CR 36 090616	C#22826	TRAFFIC SIGNALS
	03-330-000-0000-6543		14.95	LIGHT ON CR 42 090616	C#22826	TRAFFIC SIGNALS
	03-330-000-0000-6543		17.96	LIGHT ON CR 37 090616	C#22827	TRAFFIC SIGNALS
	03-330-000-0000-6543		17.95	LIGHT ON CR 42 090616	C#22827	TRAFFIC SIGNALS
194	**ELK RIVER MUNICIPAL UTILITIES**		**65.82**	**4** Transactions		
4634	**FASTENAL COMPANY**					
	03-330-000-0000-6539		66.15	SIGN SUPPLIES 090616	BUF65004	TRAFFIC CONTROL
4634	**FASTENAL COMPANY**		**66.15**	**1** Transactions		
4222	**GARLOCK NORTH**					
	03-330-000-0000-6536		583.00	CRS2 OIL 090616	270318	CUTBACK OILS
4222	**GARLOCK NORTH**		**583.00**	**1** Transactions		
1144	**HELENA CHEMICAL COMPANY**					
	03-330-000-0000-6550		246.00	HI-LIGHT RED DYE 090616	134730298	ROADSIDE VEGETATION
1144	**HELENA CHEMICAL COMPANY**		**246.00**	**1** Transactions		
1721	**M-R SIGN COMPANY INC**					
	03-330-000-0000-6539		124.28	SIGNS 090616	144578	TRAFFIC CONTROL
	03-330-000-0000-6539		319.23	SIGNS 090616	144578	TRAFFIC CONTROL
	03-330-000-0000-6539		370.56	SIGNS 090616	144578	TRAFFIC CONTROL
1721	**M-R SIGN COMPANY INC**		**814.07**	**3** Transactions		
6966	**TRAFFIC MARKING SERVICE INC**					
	03-330-000-0000-6532		53,668.16	MARKING 090616	8639	PAVEMENT MARKING
6966	**TRAFFIC MARKING SERVICE INC**		**53,668.16**	**1** Transactions		

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4433	**XCEL ENERGY**					
	03-330-000-0000-6543		10.22	LIGHT 090616	10828515	TRAFFIC SIGNALS
	03-330-000-0000-6543		7.93	LIGHT 090616	10828526	TRAFFIC SIGNALS
4433	**XCEL ENERGY**		**18.15**	**2** Transactions		
330	**DEPT Total:**		**55,490.49**	**HIGHWAY MAINTENANCE**	**8 Vendors**	**14 Transactions**
340	DEPT			HIGHWAY SHOP MAINTENANCE		
6156	**AMERIPRIDE SERVICES**					
	03-340-000-0000-6411		49.41	SHOP SUPPLIES AUG 23 090616	00818529	OPERATING SUPPLIES
	03-340-000-0000-6599		15.34	RUGS WEEK AUG 23 090616	00818529	BUILDING MAINTENANCE-P.W.BLDG.
	03-340-000-0000-6411		49.41	SHOP SUPPLIES WK AUG 3 090616	00821075	OPERATING SUPPLIES
	03-340-000-0000-6599		9.59	RUGS WK AUG 30 090616	00821075	BUILDING MAINTENANCE-P.W.BLDG.
6156	**AMERIPRIDE SERVICES**		**123.75**	**4** Transactions		
4858	**BUFFALO AUTO VALUE**					
	03-340-000-0000-6571		137.99	BUFF AUTO VALU-BATT 090616	82113547	BATTERIES
4858	**BUFFALO AUTO VALUE**		**137.99**	**1** Transactions		
5974	**CENTER POINT ENERGY**					
	03-340-000-0000-6596		54.49	COKATO SHOP ELECTRIC 090616	5942963	UTILITIES-OUTLYING SHOPS
5974	**CENTER POINT ENERGY**		**54.49**	**1** Transactions		
7544	**CENTRA SOTA COOPERATIVE - BUFFALO**					
	03-340-000-0000-6563		1,410.10	DIESEL FUEL 090616	6113340	DIESEL
	03-340-000-0000-6564		15,594.54	UNLEADED FUEL 090616	8103649	UNLEADED GASOLINE
	03-340-000-0000-6563		15,100.50	DIESEL FUEL 090616	8103666	DIESEL
7544	**CENTRA SOTA COOPERATIVE - BUFFALO**		**32,105.14**	**3** Transactions		
1783	**CNH INDUSTRIAL CAPITAL PRODUCTIVITY**					
	03-340-000-0000-6574		2.32	5043931119101198 090616	FC	REPAIR PARTS
1783	**CNH INDUSTRIAL CAPITAL PRODUCTIVITY**		**2.32**	**1** Transactions		
438	**COTTENS INC**					
	03-340-000-0000-6574		3,272.83	PARTS - AUG, NO STMT YE 090616		REPAIR PARTS
	03-340-000-0000-6411		30.82	SHOP SUPPLIES 090616	590493	OPERATING SUPPLIES
	03-340-000-0000-6574		2.52	COTTENS - PARTS 090616	590749	REPAIR PARTS
438	**COTTENS INC**		**3,306.17**	**3** Transactions		

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1118	**CULLIGAN OF BUFFALO**					
	03-340-000-0000-6596		45.20	OTSEGO SHOP SOFT SALT 090616	102715674	UTILITIES-OUTLYING SHOPS
1118	**CULLIGAN OF BUFFALO**		**45.20**	**1** Transactions		
377	**CWP ENTERPRISE INC**					
	03-340-000-0000-6574		82.04	PART-HOSE 090616	3005	REPAIR PARTS
377	**CWP ENTERPRISE INC**		**82.04**	**1** Transactions		
4744	**EAST SIDE OIL COMPANY**					
	03-340-000-0000-6411		75.00	RECYCLE FILTERS 090616	R53870	OPERATING SUPPLIES
4744	**EAST SIDE OIL COMPANY**		**75.00**	**1** Transactions		
1873	**FORESTRY SUPPLIERS INC**					
	03-340-000-0000-6574		1,077.74	REPAIR PARTS 090616	930937	REPAIR PARTS
1873	**FORESTRY SUPPLIERS INC**		**1,077.74**	**1** Transactions		
600	**MORRIES PARTS & SERVICE GROUP**					
	03-340-000-0000-6574		18.04	REPAIR PARTS 090616	502013FOW	REPAIR PARTS
	03-340-000-0000-6574		40.57	REPAIR PARTS 090616	502055FOW	REPAIR PARTS
600	**MORRIES PARTS & SERVICE GROUP**		**58.61**	**2** Transactions		
595	**O'REILLY AUTO PARTS**					
	03-340-000-0000-6574		41.57	PARTS 090616	183043	REPAIR PARTS
	03-340-000-0000-6574		319.92	PARTS 090616	183944	REPAIR PARTS
595	**O'REILLY AUTO PARTS**		**361.49**	**2** Transactions		
2068	**SAFELITE FULFILLMENT INC**					
	03-340-000-0000-6575		39.95	SAFELITE - LABOR 090616	184499	OUTSIDE LABOR
	03-340-000-0000-6574		103.82	SAFELITE - PARTS 090616	184756	REPAIR PARTS
	03-340-000-0000-6575		67.00	SAFELITE - LABOR 090616	184756	OUTSIDE LABOR
	03-340-000-0000-6574		160.00	SAFELITE - PARTS 090616	184927	REPAIR PARTS
	03-340-000-0000-6575		67.00	SAFELITE - LABOR 090616	184927	OUTSIDE LABOR
2068	**SAFELITE FULFILLMENT INC**		**437.77**	**5** Transactions		
2474	**SIGN MAN OF MN INC/THE**					
	03-340-000-0000-6574		36.00	TRUCK NUMBERS 090616	7939	REPAIR PARTS
2474	**SIGN MAN OF MN INC/THE**		**36.00**	**1** Transactions		
3707	**SPECIALTY TURF & AG**					

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	03-340-000-0000-6599		117.15	SEED AROUND NEW BLDG 090616	I45674	BUILDING MAINTENANCE-P.W.BLDG.
3707	**SPECIALTY TURF & AG**		**117.15**	**1** Transactions		
1785	**WAVERLY/CITY OF**					
	03-340-000-0000-6596		140.01	WAV SHOP WAT/SEWER 090616	0200000260004	UTILITIES-OUTLYING SHOPS
1785	**WAVERLY/CITY OF**		**140.01**	**1** Transactions		
340	**DEPT Total:**		**38,160.87**	**HIGHWAY SHOP MAINTENANCE**	**16 Vendors**	**29 Transactions**
380	DEPT			UNALLOCATED NON-HIGHWAY OPERAT		
1646	**BOYER TRUCK PARTS**					
	03-380-000-0000-6699		107,278.50	2017 WESTERN STAR CHASS 090616	WS17434	EQUIPMENT-R & B MAJOR
	03-380-000-0000-6699		103,022.76	2017 WESTERN STAR SEMI 090616	WS17435	EQUIPMENT-R & B MAJOR
1646	**BOYER TRUCK PARTS**		**210,301.26**	**2** Transactions		
4372	**CHADALAWADA/RAJASEKHAR**					
	03-380-000-0000-6520		125.00	BOOT REIMB. RAJ C. 090616		SAFETY PROGRAM & SUPPLIES
4372	**CHADALAWADA/RAJASEKHAR**		**125.00**	**1** Transactions		
102	**WOLFF/J. SHANNON**					
	03-380-000-0000-6520		125.00	BOOT REIM. WOLFF 090616		SAFETY PROGRAM & SUPPLIES
102	**WOLFF/J. SHANNON**		**125.00**	**1** Transactions		
380	**DEPT Total:**		**210,551.26**	**UNALLOCATED NON-HIGHWAY OPERAT**	**3 Vendors**	**4 Transactions**
3	**Fund Total:**		**319,842.00**	**ROAD AND BRIDGE FUND**		**67 Transactions**

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393	DEPT			S.C.O.R.E.		
1774	**DYNAMIC RECYCLING**					
	20-393-000-0000-6801		3,532.42	ELECTRONICS RECYCLING	19664	MISCELLANEOUS EXPENSE
1774	**DYNAMIC RECYCLING**		**3,532.42**	**1** Transactions		
3141	**LAPLANT DEMO INC**					
	20-393-000-0000-6801		608.75	WASTE DISPOSAL	43573	MISCELLANEOUS EXPENSE
	20-393-000-0000-6801		332.50	SCRAP METAL TRANSPORT	43606	MISCELLANEOUS EXPENSE
3141	**LAPLANT DEMO INC**		**941.25**	**2** Transactions		
1345	**MIDDLEVILLE TOWNSHIP**					
	20-393-000-0000-6801		586.60	2016 2ND QTR RECYCLING		MISCELLANEOUS EXPENSE
1345	**MIDDLEVILLE TOWNSHIP**		**586.60**	**1** Transactions		
393	**DEPT Total:**		**5,060.27**	**S.C.O.R.E.**	**3 Vendors**	**4 Transactions**
20	**Fund Total:**		**5,060.27**	**WASTE MANAGEMENT FUND**		**4 Transactions**

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150	DEPT			LEVY STABILIZATION FUND		
3777	**SJ ROOFING**					
	34-150-000-0000-6605		4,500.00	ROOFS ON RESTROOMS PARKS	596	SITE IMPROVEMENTS
3777	**SJ ROOFING**		**4,500.00**	**1** Transactions		
150	**DEPT Total:**		**4,500.00**	**LEVY STABILIZATION FUND**	**1 Vendors**	**1 Transactions**
161	DEPT			HIGHWAY BUILDING BOND PROCEEDS		
4384	**CENTURY FENCE COMPANY**					
	34-161-000-0000-6605		48,074.75	HWY BUILDING		HIGHWAY BUILDING
4384	**CENTURY FENCE COMPANY**		**48,074.75**	**1** Transactions		
3954	**DONLAR CONSTRUCTION COMPANY**					
	34-161-000-0000-6605		41,495.29	HWY BUILDING		HIGHWAY BUILDING
3954	**DONLAR CONSTRUCTION COMPANY**		**41,495.29**	**1** Transactions		
1196	**FRANSEN DECORATING INC**					
	34-161-000-0000-6605		3,953.90	HWY BUILDING		HIGHWAY BUILDING
1196	**FRANSEN DECORATING INC**		**3,953.90**	**1** Transactions		
4165	**MULCAHY NICKOLAUS LLC**					
	34-161-000-0000-6605		9,500.00	HWY BUILDING		HIGHWAY BUILDING
4165	**MULCAHY NICKOLAUS LLC**		**9,500.00**	**1** Transactions		
4249	**SKOLD SPECIALTY CONTRACTING LLC**					
	34-161-000-0000-6605		18,078.50	HWY BUILDING		HIGHWAY BUILDING
4249	**SKOLD SPECIALTY CONTRACTING LLC**		**18,078.50**	**1** Transactions		
4386	**SMB OF MINNESOTA**					
	34-161-000-0000-6605		24,700.00	HWY BUILDING		HIGHWAY BUILDING
4386	**SMB OF MINNESOTA**		**24,700.00**	**1** Transactions		
4144	**TEKTON CONSTRUCTION COMPANY**					
	34-161-000-0000-6605		6,480.61	HWY BUILDING		HIGHWAY BUILDING
4144	**TEKTON CONSTRUCTION COMPANY**		**6,480.61**	**1** Transactions		
4387	**THE CAULKERS COMPANY INC**					
	34-161-000-0000-6605		24,605.00	HWY BUILDING		HIGHWAY BUILDING

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
4387	**THE CAULKERS COMPANY INC**		**24,605.00**	**1** Transactions		
3960	**WEIDNER PLUMBING AND HEATING CO**					
	34-161-000-0000-6605		19,860.70	HWY BUILDING		HIGHWAY BUILDING
3960	**WEIDNER PLUMBING AND HEATING CO**		**19,860.70**	**1** Transactions		
161	**DEPT Total:**		**196,748.75**	**HIGHWAY BUILDING BOND PROCEEDS**	**9 Vendors**	**9 Transactions**
34	**Fund Total:**		**201,248.75**	**CAPITAL IMPROVEMENTS FUND**		**10 Transactions**
	Final Total:		**643,253.93**	**101 Vendors**	**175 Transactions**	

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Recap by Fund

Fund	Amount	Name
1	106,172.91	GENERAL REVENUE FUND
2	10,930.00	RESERVES FUND
3	319,842.00	ROAD AND BRIDGE FUND
20	5,060.27	WASTE MANAGEMENT FUND
34	201,248.75	CAPITAL IMPROVEMENTS FUND
All Funds	643,253.93	Total

Approved by, ...

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