WRIGHT COUNTY BOARD
AGENDA
SEPTEMBER 20, 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 9-13-16**

Documents:

2016-09-13 WRIGHT COUNTY BOARD MINUTES (INFO).PDF

III. **REVIEW & APPROVAL OF AGENDA**

IV. **CONSENT AGENDA**

A. **ADMINISTRATION**

1. Claim - Madden, Galanter & Hansen, LLP $3,663.64

Documents:

08.16 MADDEN, GALANTER AND HANSEN CLAIM.PDF

B. **ADMINISTRATION**

1. Authorize Signatures On Addendum To Local 49ers Memorandum Of Agreement Of April, 2015, Extending Their Ability To Work Four Consecutive 10 Hr Days/Workweek To 9-30-16

Documents:

RFBA - ADDENDUM TO 49ERS MOA 10 HR DAYS.PDF
MOA ADDENDUM 10 HR DAYS.PDF

C. **ADMINISTRATION**

1. Refer To Ways & Means Committee - Otsego Levee Update

D. **AUDITOR/TREASURER**

1. Approve Claims As Listed In The Abstract, Subject To Audit, For A Total Of $443,434.57 With 127 Vendors And 222 Transactions.

Documents:

AGENDA 9-20 CONSENT CLAIMS.PDF

E. **AUDITOR/TREASURER**

1. Approve Procurement Card Transactions As Listed In The Abstract, Subject To Audit, For A Total Of $20,779.24 With 4 Vendors And 193 Transactions.

Documents:

AGENDA 9-20 APPROVE PROCUREMENT CARD TRANSACTIONS.PDF

F. INFORMATION TECHNOLOGY

1. Refer To The Technology Committee:
   - A. OpenGov
   - B. RightFax Update
   - C. IT SAN Purchase
   - D. CIP Projects/Requests
   - E. Project Prioritization

Documents:

BOARD ACTION IT REQUEST TECH COMMITTEE SEP 2016.PDF

V. TIMED AGENDA ITEMS

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

1. Update On County Ditch 38 From Ditch Inspector
2. Approve August Revenue/Expenditure Budget Report
3. Approve Joint Ditch 14 Repair Claim For $25,754.44

Documents:

AGENDA 9-20 UPDATE ON COUNTY DITCH 38.PDF
AGENDA 9-20 DITCH 38 INSPECTION REPORT.PDF
AGENDA 9-20 APPROVE AUGUST REV-EXP REPORT.PDF
AGENDA 9-20 APPROVE JD 14 REPAIR CLAIM.PDF
AGENDA 9-20 JOINT DITCH 14 REPAIR WORK.PDF

B. 9:20 A.M. VIRGIL HAWKINS, HIGHWAY ENGINEER

1. Approve 9-08-16 Owners Committee Minutes
2. Approve Service Agreement With Dakota County For "One-Stop" Permit System

Documents:

09-20-16 1-APPROVE OWNERS COMMITTEE 09-08-2016.PDF
09-20-16 2-APPROVE SERVICE AGREEMENT WITH DAKOTA COUNTY.PDF

C. 9:25 A.M. BRIAN ASLESON, CHIEF DEPUTY ATTORNEY

1. Approve Of Retaining Kevin Casserly And Dwight Dahlen To Perform Appraisals For Purposes Of Tax Court

Documents:

9-20-16 AGENDA REQ.PDF

VI. ITEMS FOR CONSIDERATION

A. COMMITTEE MINUTES

Documents:

9-14-16 BUILDING COMMITTEE MINUTES AND ATTACHMENTS.PDF

B. SCHEDULE SPECIAL COUNTY BOARD MEETING FOR 11-29-16 AT 6:00 PM RE: 2017 BUDGET AND LEVY (KELLY)

C. **DITCH 31 UPDATE**

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

VIII. **ADJOURNMENT**

IX. **NOTE:**

1. 2:30 PM, Negotiation Committee Of The Whole Meeting-Closed Session, RE: Contract Negotiation Strategies
2. 3:00-4:00 PM, Committee Of The Whole Meeting RE: Union Presentations Of Contract Negotiations Proposals

X. **CLAIMS LISTING**

Documents:

AUDIT LIST FOR BOARD 9-20-2016.PDF

XI. **PROCUREMENT CARD AUDIT LISTING**

Documents:

PROCUREMENT CARD AUDIT LIST FOR BOARD 9-20-2016.PDF

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

INFORMATIONAL

WRIGHT COUNTY BOARD
MINUTES
SEPTEMBER 13, 2016

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

MINUTES
Daleiden moved to approve the 9-06-16 County Board Minutes, seconded by Husom. The motion carried 5-0.

AGENDA
Potter moved to approve the Agenda, seconded by Daleiden. The motion carried unanimously.

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

A. ADMINISTRATION
   1. Appoint Brian Hagen To The Water Management Task Force, Eff. 9-22-16 Through 12-31-17, City Administrator Appointment (Filling Vacancy Created By Mert Auger)

B. ADMINISTRATION
   1. Schedule Owners Committee Meeting For 10-20-16 @ 10:00 A.M.

C. AUDITOR/TREASURER
   1. Approve Claims As Listed In The Abstract, Subject To Audit, For A Total Of $203,557.32 With 180 Vendors And 253 Transactions

D. SHERIFF'S OFFICE
   1. Position Replacement:
      A. Deputy

E. SHERIFF'S OFFICE
   1. Refer To Personnel Committee Discussion RE: Chief Deputy Wage

TIMED ITEMS

BOB HIIVALA, AUDITOR/TREASURER
Authorize Return Of Funds Given To The Cafeteria Plan
Tammi Vaith, Chief Deputy Auditor/Treasurer, explained the County switched from TASC to SelectAccount in March 2015. At that time, the Board approved a temporary transfer of $50,000 to the Cafeteria Plan to cover employee expenses until there were adequate funds to draw from. Previously, TASC covered these expenses and were paid back as funds were withheld from employees' checks. Borrell moved to approve the fund transfer and to return the funds to the account they were drawn from. The motion was seconded by Husom and carried 5-0.

Approve 1 Day to 4 Day Temporary On Sale Liquor License for the Clearwater American Legion
The event is scheduled for 10-01-16 at the Clearwater Rodeo Grounds in Clearwater Township. Vaith said Clearwater Township approved the License at their meeting last evening. On a motion by Potter, second by Daleiden, all voted for approval of the License.

ITEMS FOR CONSIDERATION

RESOLUTION SETTING THE DRAFT 2017 BUDGET AND CERTIFIED LEVY (KELLY)
Lee Kelly, County Coordinator, presented a resolution to adopt the draft 2017 Budget and Certified Levy. The draft Budget is proposed at $113,868,869 and the draft Levy at $58,191,277 (4.99% increase over 2016). Discussed during Budget Sessions was the impact of a premium reduction in short and long term disability line items. Kelly stated that is estimated at only $3,000. Staff will continue to double check budget figures for accuracy. The final 2017 Budget and Certified Levy will be adopted in December. Daleiden made a motion to adopt Resolution #16-53

setting the draft 2017 Budget at $113,868,869 and the draft Levy at $58,191,277. The motion was seconded by Potter and carried 5-0 on a roll call vote.

ADVISORY COMMITTEE / ADVISORY BOARD UPDATES

1. Public Works Labor Management Meeting. Husom attended the meeting on 9-08-16. Kraus Anderson has a new Project Manager for the Highway Department Project who is working on outstanding items.
2. Safe Communities of Wright County. Husom said the group is looking into purchasing cell phone sleeves for teens. The sleeve would prevent signals to cell phones in an effort to prevent distracted driving. Once pulled from the sleeve, the cell phone has all information on messages and callers. Surveys indicate the majority polled feel drivers should not be allowed to talk while driving. Minnesota Safety Council is looking at legislation on how to address distracted driving. EMS/Allina is getting 30 new ambulances designed for crew safety.
3. Central MN Jobs & Training Services. CMJTS received a $600,000 grant awarded by Wal-Mart (two-year grant). CMJTS is one of 10 sites in the nation to receive this retail award. Job statistics were discussed by the group, noting that 1 in 5 jobs relate to retail.
4. Great River Regional Library. The GRRL had a fire at the St. Cloud location about a month ago with repair estimates at about $500,000. The building is owned by the City of St. Cloud. Bids are due 9-16-16. Insurance is through MCIT and the League of MN Cities. Hours at the Waite Park and Clearwater locations have been increased to accommodate patrons. It may be mid to the end of October before the work is complete at the St. Cloud location.
5. Owners Committee. Potter stated there are outstanding items including:
   A. The concrete under the doors slopes inside. One solution being reviewed is using epoxy under doors.
   B. Drains are being replaced in the tempered storage area. The challenge is what to do in the mechanical area due to in-floor heat. A solution is being sought with the manufacturer.
   C. Roof. Kelly said that Central Roofing was out last week and the rolling solution appears to be working. Some areas will need to be completely removed and new sheets put in. Sawatzke said leaks into the building occurred as a roof cap was not installed potentially because of a wrong roof cap. He said they made it clear at the last meeting that this is not acceptable. Kelly said the most recent update is that the roof cap has been installed and the sod laid. The Commissioners agreed that even if there was an incorrect roof cap, there should have been something temporary in place. Discussion followed on potential damage and the importance of testing, and an extended warranty or longer monitoring period.
   D. Hoses. The water hoses are inadequate and reels will need to be replaced. It appears specifications were not drawn up properly. The specifications required a certain type of reel but not a certain size. After discussion, it was decided that Daleiden will visit with Highway Department staff about the use of a booster pump.

   Sawatzke said the good news is that there are viable options on 2-3 of the mentioned issues. There will be no cost to the County on the concrete cut. Daleiden said they learned that plastic wrap was left on the grates when the concrete was poured, and the thickness of the plastic wrap was not consistent.
6. Dickinson Solar Project. A dedication ceremony will be held on 9-16-16 at 1:00 P.M. at 2769 Deadrick Avenue Southeast, Buffalo. It is the largest solar installation owned by Minnesota electric cooperatives.
7. River Rider. Sawatzke has not heard anything from the State. He will follow up with a phone call to the Attorney.
8. Parks Commission Meeting. Daleiden attended a meeting on 9-12-16 at the YMCA building. The older chalet building has been taken down at Bertram Park. Current work at the Park includes expansion of the turnaround and roadway coming into Bertram. A triathlon held at the Park included mountain biking with 150 participants. Monticello also held a cross country meet. The Parks Commission has decided to try something different next year with Collinwood and Schroeder Parks campground schedules. Those campgrounds will open one week later and close one week later. Sawatzke volunteered for the Blazin' through Bertram Phillip LaVallee Memorial Run event which included a 4-mile run and 2.5-mile walk.
9. SWCD. Borrell attended a SWCD Meeting on 9-12-16 where Kerry Saxton announced his retirement, effective 1-01-17.

The meeting adjourned at 9:42 A.M.

DRAFT

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 9/20/16 Vendor # 2468

Issue Check To:

Madden, Galanter & Hansen, LLP
7760 France Avenue South, Suite 290
Bloomington, MN 55435

Total Amount: 3,663.64

Account Code	Amount	Description	Invoice	P.O. #
01.100.6261	274.00	August - Labor Relation Services	Aug-16	
01.100.6261	3,389.64	August - Arbitration & Administrative Hearings	Aug-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

September 01, 2016

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

Re: Services Rendered Through 8/31/2016
(Labor Relations Services)

Dear Lee:

Enclosed is our statement for services rendered from 8/1/2016 through 8/31/2016, which is summarized as follows:

Billing Summary

Total for services rendered	$274.00
Total expenses	$0.00
Balance Due	$274.00

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

September 01, 2016

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

Re: Services Rendered Through 8/31/2016
(Labor Relations Services)

		Hrs/Rate	Amount
08/08/16	Review of email and phone message to County (Administration).	0.20 $137.00/hr	$27.40
08/09/16	Review of emails and phone discussion with County regarding negotiations (Administration).	0.30 $137.00/hr	$41.10
08/16/16	Phone discussion with County and review notes (Sheriff's Office).	0.50 $137.00/hr	$68.50
08/19/16	Review of file and phone discussion with County regarding bargaining unit issue (Administration).	0.50 $137.00/hr	$68.50
08/29/16	Phone discussions with County and Bureau of Mediation Services regarding bargaining unit issues (Administration).	0.50 $137.00/hr	$68.50
	Total	**2.00**	**$274.00**

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

September 01, 2016

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

Re: Services Rendered Through 8/31/2016
(Arbitration and Administrative Hearings)

Dear Lee:

Enclosed is our statement for services rendered from 8/1/2016 through 8/31/2016, which is summarized as follows:

Billing Summary

Total for services rendered	$3,300.00
Total expenses	$89.64
Balance Due	$3,389.64

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

September 01, 2016

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

Re: Services Rendered Through 8/31/2016
(Arbitration and Administrative Hearings)

		Hrs/Rate	Amount
08/01/16	Preparation for grievance arbitration hearing and review of materials and issues (Sheriff's Office).	2.30 $150.00/hr	$345.00
08/02/16	Meeting with witnesses, preparation for grievance arbitration hearing and review of materials and issues (Sheriff's Office).	9.10 $150.00/hr	$1,365.00
08/03/16	Attendance at arbitration hearing and review of notes (Sheriff's Office).	10.10 $150.00/hr	$1,515.00
08/09/16	Review and analysis of arbitration panel for purposes of striking arbitrators and phone discussion with Union (Sheriff's Office).	0.50 $150.00/hr	$75.00
	Total	**22.00**	**$3,300.00**
		Qty/Price	
08/02/16	Mileage	83 $0.54	$44.82
08/03/16	Mileage	83 $0.54	$44.82
	Total additional charges		**$89.64**

	Amount
Total amount of this bill	**$3,389.64**

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: ___X_____ ***BOARD MEETING DATE:*** ____***September 20, 2016***____

CONSENT AGENDA: _____ ***AMT. OF TIME REQUIRED:***____ ***ITEM FOR CONSIDERATION:***_X__

Administration_____
ORIGINATING DEPARTMENT/SERVICE

X __Sue Vergin_____
REQUESTOR'S SIGNATURE

_____
REVIEWED BY/DATE

BOARD ACTION REQUESTED:

To consider the acceptance of an addendum (as attached) to the Local 49ers MOA of April 2015 to extend their ability to work four consecutive 10 hour days in a workweek, to September 30, 2016; and authorize appropriate signatures.

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:

ADDENDUM TO MEMORANDUM OF AGREEMENT

This Addendum to Memorandum of Agreement is entered into between Wright County (hereafter "County") and International Union of Operating Engineers, Local No. 49, AFL-CIO (hereafter "Union").

WHEREAS, the County and the Union are parties to a collective bargaining agreement for 2015-2016; and

WHEREAS, the County and Union agreed in Article 13.1 to overtime recognized as all hours worked in excess of eight (8) hours per day or forty (40) hours per week; and

WHEREAS, on April 9, 2015, the County and Union entered into a Memorandum of Agreement (attached as Appendix A) which provided for a change in overtime payment due under the Labor Agreement's ARTICLE XIII – OVERTIME, Section 13.1, whenever the County of Wright and I.U.O.E Local No. 49 agree to a work schedule for employees providing for four (4) consecutive ten (10) hour days in a work week.

NOW, THEREFORE, the County and Union agree to the following:

1. The schedule for calendar year 2016 shall be extended through the last Friday in September (September 30, 2016).

2. This Addendum to Memorandum of Agreement is based upon the unique circumstances of the present situation and shall not constitute a precedent with respect to any other work schedule arrangements between the County and the Union.

3. This Addendum to Memorandum of Agreement constitutes the full and complete agreement between the parties regarding this matter.

4. The parties acknowledge they have read the foregoing Addendum to Memorandum of Agreement and by signing the below affirm they full understand and agree to be bound by its terms and conditions.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Agreement to be executed this _____ day of _____, 2016.

FOR COUNTY OF WRIGHT	FOR I.U.O.E LOCAL NO. 49
_____	_____
_____	_____

APPENDIX A

MEMORANDUM OF AGREEMENT
BETWEEN
COUNTY OF WRIGHT
AND
INTERNATIONAL UNION OF OPERATING ENGINEERS
LOCAL NO. 49
AFL-CIO

This **MEMORANDUM OF AGREEMENT** provides for a change in overtime payments due under the Labor Agreement's ARTICLE XIII- OVERTIME, Section 13.1, whenever the County of Wright and I.U.O.E. Local No. 49 agree to a work schedule for employees providing for four (4) consecutive ten (10) hour days in a work week. This shall apply to all employees in the Highway, Survey, and Parks Departments. The Employer may find it necessary to require an employee to work eight (8) hour days in the Shop Maintenance and Engineering Divisions of the Highway Department, the Parks Department and Survey Department.

In the event the County establishes a work week of four (4) consecutive ten (10) hour *days*, the requirements of ARTICLE XIII, Section 13.1, shall be modified. Under such a schedule overtime will be paid only after ten (10) hours of work in one day and forty (40) hours in one week. If the Employer determines that it is necessary to staff the County on Friday, then they may assign some employees to the Tuesday through Friday shift.

Either party may terminate this Memorandum of Agreement with seven (7) days notice to the other party. Termination of this Memorandum of Agreement is not grievable.

This schedule shall be effective for 2014- 2016, from the third Monday in April to the third Friday in September.

FOR THE COUNTY OF WRIGHT:

Michael Potter

Michael Potter, Board Chair

Susan Vergin

~~Lee Kelly, County Coordinator~~
SUSAN VERGIN, ASSIST. COUNTY COORDINATOR

Dated this ____ day of April, 2015

FOR I.U.O.E. Local No. 49:

Ron Boesel

Ron Boesel

Dated this 9th day of April, 2015

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

***Req. Agenda Time*:**		***Board Meeting Date*:**	9-20-2016	***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 $443,434.57 with 127 Vendors and 222 Transactions.
Requestor's Signature	
Reviewed By/Date	

Background/Justification:

Previous Action On Request/Other Parties Advised:

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

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

***Req. Agenda Time*:**		***Board Meeting Date*:**	9-20-2016	***Consent Agenda*:**	X
Amt. of Time Required:		***Item For Consideration*:**			

Auditor-Treasurer's Office	**Board Action Requested:**
Originating Department/Service	Approve Procurement Card Transactions as Listed in the Abstract, Subject to Audit, for a Total of $20,779.24 with 4 Vendors and 193 Transactions.
Requestor's Signature	
Reviewed By/Date	

Background/Justification:

Previous Action On Request/Other Parties Advised:

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

Wright County
Request for Board Action

Req. Agenda Time:		Board Meeting Date:	9/20/16	Consent Agenda	X
Amt of Time Required:	0	Item for Consideration:	Refer to Technology Committee		

IT

Originating Department

Requestor's Signature

BOARD ACTION REQUESTED:

Refer Items to September 28th Technology Committee

Reviewed by/date

BACKGROUND/JUSTIFICATION:

Refer to the Technology Committee:

a. OpenGov
b. RightFax Update
c. IT SAN Purchase
d. CIP Projects/Requests
e. Project Prioritization

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*:**	09/20/2016	***Consent Agenda*:**	
Amt. of Time Required:	5 minutes	***Item For Consideration*:**			

Bob Hiivala-Auditor/Treasurer

Board Action Requested:

1. Update on County Ditch 38 from Ditch Inspector

Originating Department/Service

Requestor's Signature

Reviewed By/Date

Background/Justification:

CONSENT AGENDA:

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:** **9 Approval** **9 Denial** **9 No Recommendation**	
Comments:		**Comments:**

County Ditch 38 Update

In response to the Drainage Authorities questions about CD 38 I have attached my Inspection Report which is inclusive with Repair Order 16-004. It was entered into Drainage DB on March 30th of this year. There were two recommendations noted on the bottom of the Inspection report. Item #1 (Culvert elevation) has been addressed and completed by working with engineers from the City of Montrose. Item #2, has not been begun yet.

Item #2 in Inspection Report/Repair Order 16-004 is specifically dealing with the outlet portion of CD 38. This area has been the source of much discussion and many opinions. The Landowners along with the DNR, BWSR, and County SWCD and contended, in writing, that the Drainage Authority has no jurisdiction over the area marked in red on the Inspection Report. My hope for this summer was to be able to obtain the actual elevation data needed to calculate the footage to be cleaned at the outlet recognized by the Drainage Authority. Weather has not provided a window of opportunity to obtain that data because the area to be checked has remained flooded throughout the summer.

I have discussed repairs and maintenance on other parts of the system with members of the Drainage Authority and they, as well as I, feel that completing the outlet portion of the system should be the first priority to ensure that added localized flooding does not occur.

I appreciate the Drainage Authority's interest in this and other drainage infrastructure projects and will continue to work towards addressing Repair Order 16-004 as soon as conditions allow.

Mike Young
Wright County Drainage Inspector

Inspection report

County Ditch #38-Main

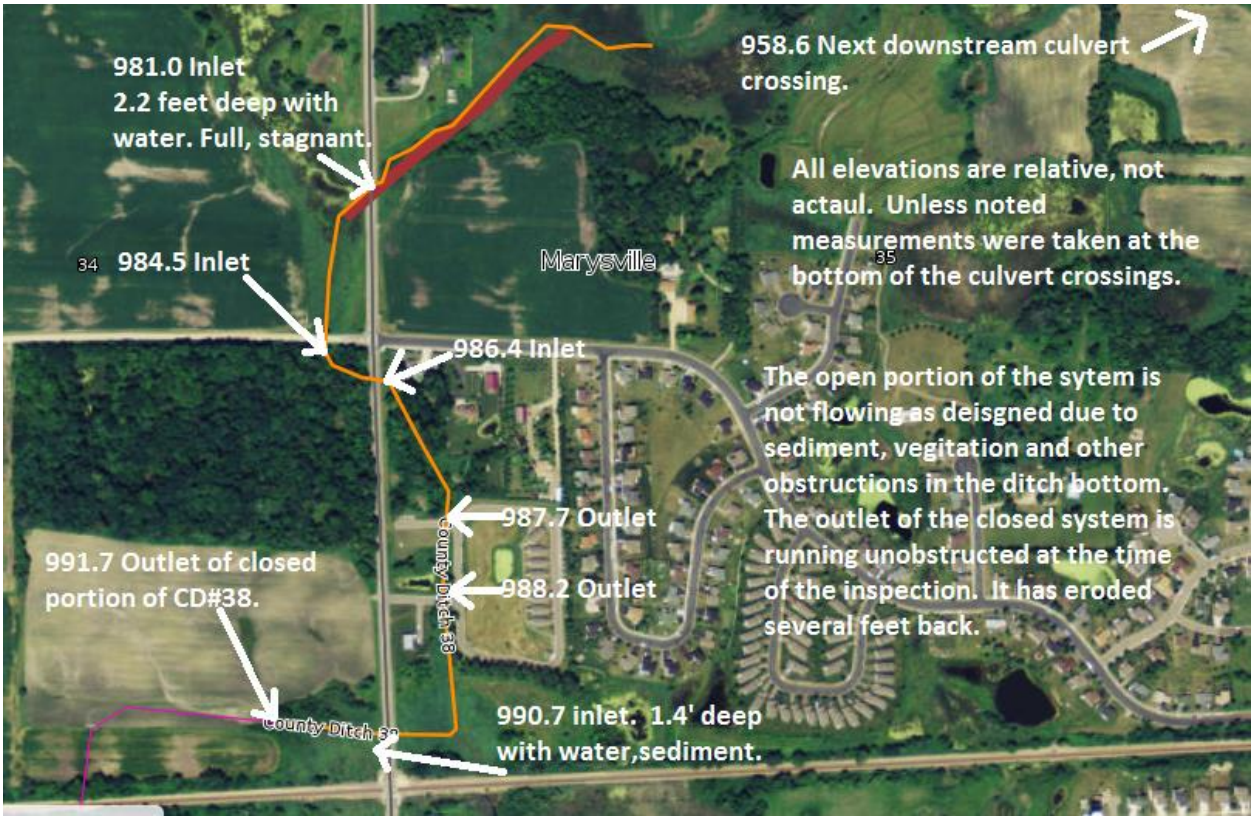
Open System Portion

3-30-2016

Mike Young, Wright County Drainage Inspector

Repair #16-004

On 3-22-16, I conducted an inspection on the open portion of County Ditch System #38 including relative elevation checks at crossings in the system. See below:



The inspection showed that there was grade in the ditch, however, throughout the ditch there was significant sediment, vegetation, and other debris holding back the flow of water. Starting from the outlet of the closed portion of the system:

The concrete tile that feeds the open ditch is flowing, however, there is some erosion at the outlet and several feet of concrete tile have broken off and are lying in the trench. At the first crossing, the water was flowing slowly and the culvert was 1.4 feet deep with water. Just beyond that point there is significant narrowing of the ditch and vegetation is choking the flow. The ditch conditions are similar

through the next four crossings with narrowing, sediment, vegetation and debris choking the effectiveness of the system.

Beyond the culvert marked with relative elevation 981.0 there is a large swamp area. At the time of the inspection, the culvert was completely full and the flow was being forced primarily into a wetland north of the culvert and outside of the established ditch system. This localized flooding has begun to affect sub surface agriculture tile systems. MN TOPO survey indicates that a cleaning of about 1000 feet of the end of the system may reverse the localized flooding in the area just upstream of the culvert indicated.

Also noted at the time of the inspection was evidence that the culvert and roadway has significantly heaved in the last couple years. Contact has been made with the City of Montrose to obtain installed elevations. The City of Montrose is currently in the process of repairing that roadway and was eager to ensure that elevations were correct.

Recommendations:

1. Work with the City of Montrose on the elevation and setting of the culvert.
2. Work with landowners/contractors to establish an elevation that needs to be cleaned in order to ensure the flow can occur from the culvert into the basin without obstruction.

Additional phases of this system will need to be competed. At this time, the only work to be done is marked on the map above in red.

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

***Req. Agenda Time*:**	9:05 a.m.	***Board Meeting Date*:**	9-20-16	***Consent Agenda*:**	
Amt. of Time Required:	5 min.	***Item For Consideration*:**			

Auditor-Treasurer's Office	**Board Action Requested:**
Originating Department/Service	Approve August Revenue/Expenditure Budget Report.
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*:**	9:05 a.m.	***Board Meeting Date*:**	9-20-16	***Consent Agenda*:**	
Amt. of Time Required:	2 min.	***Item For Consideration*:**			

Auditor-Treasurer's Office	**Board Action Requested:**
Originating Department/Service	Approve Joint Ditch 14 Repair Claim For $25,754.44.
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 CLAIM FORM

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

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

Date: September 15, 2016 Vendor #

Please issue check payable to: **Dude's Tiling, LLC**
415 160th Ave NE
Murdock MN 56271

Total Amount: $25,754.44

Account Code	Amount	Description	Invoice	P.O. #
41-689-6261	$25,754.44	JD #14 Repair work	20160915	

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

Joint Ditch 14

Approved by: Robert Hiivala

3

Dude's Tiling, LLC
415 160TH AVE NE
MURDOCK, MN 56271

AUGUST/SEPTEMBER, 2016

WRIGHT COUNTY

AREA #2

1900 ft. - 15" DUAL WALL PLASTIC	$ 12,217.00
1900 ft installation	9,500.00
400 ft INSTALLATION- EXCESSIVE DEEP CUTS ABOVE AND BEYOND THE BID INFORMATION	900.00
CONNECTION #1 - MACHINE, LABOR, & FITTINGS	1,371.39
CONNECTION #2 - MACHINE, LABOR, & FITTINGS	183.39
CONNECTION #3 - MACHINE, LABOR, & FITTINGS	234.54
CONNECTION #4 - MACHINE, LABOR, & FITTINGS	188.66
CONNECTION #5 - MACHINE, LABOR, & FITTINGS	184.46
TOTAL AMOUNT DUE:	$ 24,779.44

1

Dudes Tiling LLC
415 160TH AVE NE
MURDOCK, MN 56271

IB-14

Wright Co Sect 30 Stockholm
Meeker Co Sect 36 Collinwood Twsp

Tile Line Repair

Sect 30	4-hrs Bragging + Labor trip to Hutchinson for concrete cut to Lengths	$ 600.00
Sect 36	3hrs Digging + Labor Reset tile + wrap Joints	375.00
"		

TOTAL AMOUNT DUE: $ 975.00

Additional work

Janice D. Edmonson

From:	Mike Young <michael.young7895@gmail.com>
Sent:	Wednesday, September 07, 2016 1:45 PM
To:	Janice D. Edmonson
Subject:	Bills for JD 14 13-011
Attachments:	JD 14 Sheet 2 Area 2.jpg; JD 14 Sheet 4 Area 2.jpg; JD 14 Sheet 3 Area 2.jpg; JD 14 Sheet 1 Area 2.jpg

Jan,

Below is an overview of the JD 14 Repair/Maintenance Project 13-011 and explanations for each sheet attached above. I have not entered any of the current bills into Drainage DB. Please advise if you feel it is necessary for me to present these to the Drainage Authority or if Auditor Hiivala will handle it.

SHEET #1 $975.00-Payment due.

Work completed. Over and above what was originally bid.

This work was completed just north of Area #2. Two large suck holes were discovered just downstream from the proposed project in Area #2. Failure to fix these two suck holes prior to completing Area #2 and Area #1 would have resulted in additional damage to the system.

SHEET #2 $4506.00-Billed by contractor to Meeker Co. Highway directly, NOT due to the JD 14 System.

Work completed.

Sheet #2 represents a savings for Benefitted Land Owners of approx. $20,000.00. These savings were realized by way of two things. First, the cost of the actual crossing of Meeker Co Rd 5 was billed to the Meeker Co Highway Dept. rather than to the JD14 System per MN State Statute. Second, the method of crossing Meeker Co Rd 5 had been originally spec'ed as "boring" only. That method was revised to "trenching" after the acceptance of the bid.

SHEET #3 $24,779.44-Final cost, Area #2 Payment due.

Work completed.

Sheet #3 represents work completed for Area #2. This sheet shows the savings outlined above, final connections made and pipe sizing. In addition to the savings above, there was also a savings realized based upon pipe size that was smaller than specified in the Bid specifications. There was one $900.00 overage

due to a significantly deeper digging depth than what was specified, 12 feet rather than 5-7 feet.

SHEET #4-Original Bid for Area #2

Original bid price was $44,868.00. Payments due above represent total costs for Area #2 and illustrate the cost saving for the first area completed in this overall project.

NOTE: Area #4 has been monitored throughout this very wet late summer. It has not been reacting as expected. I do have significant concerns that once actual elevations are obtained upon opening up that branch that there may be additional footage that will need to be replaced. 110th St SW (Area #4) has been closed for a large portion of the summer due to localized flooding.

Area #2

1. Replacement of concrete closed system tile at the same/or close to same grade.
2. New section of tile will be installed along the west side of 750th St SW, crossing under CR5.
3. Permitting for crossing will be obtained by the contractor. Tile must be bored per Meeker rules and be of belled, rigid plastic piping.
4. Concrete closed system will be replaced with dual wall plastic tile, except where noted above.
5. Size of tile will match size of current concrete tile. Increasing one additional size is allowed if the same size is not manufactured in plastic dual wall.
6. Average depth needed in this area will be approx. 5-7 feet. Deeper as it crosses CR5.
7. Size ranges from 16 inch to 18 inches, exact locations of tile size changes is unknown.
8. Connections to be made into new tile where existing private tile connects to current concrete tile line.
9. Connections to original concrete tile lines that run under 750th at the beginning and end of this repair.
10. Total Distance not to exceed 2000 feet.

Updated area #2
3-4-2016
1968 ft
Click last point to finish line.

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: _____ *BOARD MEETING DATE:* 09-20-16 *CONSENT AGENDA:* _____

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

HIGHWAY
ORIGINATING DEPARTMENT/SERVICE

REQUESTOR'S SIGNATURE

REVIEWED BY/DATE

BOARD ACTION REQUESTED:

Approve Owners Committee Meeting Minutes from September 8, 2016

BACKGROUND/JUSTIFICATION:

Minutes and attachments are included.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED:

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

COMMENTS:

COMMENTS:

WRIGHT COUNTY
OWNERS COMMITTEE

Meeting Minutes
UNAPPROVED
September 8, 2016
10:00 a.m.
Wright County Highway Department Building
Meeting Room C-200

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

Others Attending:
Ken Francois, Kraus-Anderson Project Manager
Mark Opsal, Kraus-Anderson Project Superintendent
Bill Cordell, Senior Traffic Technician
Steve Meyer, Highway Maintenance Superintendent
Brian Jans, Highway Shop Superintendent
Adam Tagarro, IT Department Head
Barb Holmquist, Highway Department

The meeting was brought to order at 10:07 a.m., and Francois introduced Mark Opsal as the new project superintendent who will help wrap things up on this project.

1. Project Update [Attachment 1]

Corrective work still remains to be done on the roof of the Highway Building. The manufacturer and Central Roofing would like to roll out an area to see if they can make the wrinkles disappear and do a core cut to see if the under layers are staying in place. They usually cut down a couple of inches where the wrinkles were marked. Sawatzke asked about the wisdom of cutting into the roof if there is no wrinkle after the rolling and wondered how the membrane was going to lie flat if it has already stretched enough to cause wrinkles. It seems logical that parts of the membrane will overlap and be more susceptible to failure in the future. The roof will still be covered by the warranty, so it might be okay to give it a try. Jans said that the thought this approach might work on the smaller areas but possibly not on the larger areas. Potter agreed and said that it didn't seem to make any sense to cut a hole in areas that appear to adhere. Francois said that the total roofing job was bid at about $600,000, and there is a significant amount being held back, somewhere in the neighborhood of $150,00-$180,000, and no payments have been made since May 2016. No more money will be paid until the problem is corrected. If they are unable to get the roofing membrane to re-adhere by rolling it, the backup plan is to fix the wrinkles and replace the full sheets of membrane, which is about 60-70 percent of the roof. Francois will keep the others posted with information, which should be available sometime after this coming week when the roofing people will be doing some work on site. Potter expressed his desire to be on site when the roof is tested and would like some lead time to see it in action. Sawatzke commented that he thought some of the smaller wrinkles might be satisfactorily addressed, but he has reservations about the larger ones. Francois said that there will be a number of people representing Wright County when this testing occurs.

There have been concerns about the thresholds of the overhead garage doors because the concrete pad slopes down from several inches outside the door thresholds to several inches on the interior side of the doors. The concern is that a driving rain or melting ice/snow will find its way into the building, and in the worst cases, will pool at the threshold and freeze the doors shut when the temperature drops. There have been numerous discussions about how to fix this situation to avoid potential problems and poor sealing of the doors, but replacing the concrete or reshaping it were not favorable solutions. Opsal said that he has been

involved in various situations, similar to this one, where using epoxy on the threshold took care of the problem and was a good permanent solution. The epoxy can be put down and shaped to create a good seal and direct the proper flow of moisture, and he has seen it work in freezers and coolers, in both exterior and interior locations. The surface needs to be scratched and then the epoxy is applied and actually becomes harder than the original concrete. Francois said that he would like to see a sample or two before this action is taken, but at this time it sounds promising. There are thresholds for 18 large overhead doors and one smaller overhead door that need to be fixed. Jans said that this solution sounds good, because there would be no interference with the in-floor heating that is already in place under the concrete. Opsal said that this has been used in all kinds of projects, including ones of this kind, and he has found that it is stronger than concrete. Further payments to Donlar will be withheld until this problem is corrected.

The drainage grates that were put in the floor close to the overhead garage doors in both the fleet maintenance and fleet storage area will need to be replaced because they have not been able to withstand the weight of the heavier vehicles. These grates are in place over the floor drains, and the concrete trenches do not work effectively with the grates. The problem becomes more complicated because of the in-floor heating that is nearby the concrete trenches in the fleet maintenance area, and repair/replacement work could damage this system. They are still searching for an acceptable solution, but no time frame has been given for a fix. For the vehicle storage area, a larger area of concrete might have to be cut out and rebar might have to be cut and drilled in, which would be pretty labor intensive. These grate/drain systems have been installed on many different projects, and this is the only one with problems. At this point, they are hoping to install the same style of drain trenches, but ones that will safety accommodate the grates. Work should begin in the storage area soon.

Precast panels for the monument sign are in place at the entrance/exit to the main parking lot, but the metal panels are still several weeks out.

New Look is scheduled to come out this afternoon and plans to strip a couple inches off the current landscaping area and replace the gravelly soil with black topsoil, which is what was supposed to be put down in the first place. They plan to sod rather than re-seed. One area of concern is potential damage to the irrigation lines that are buried in the ground. All areas that have been seeded will be sodded, and dead trees/bushes will be replaced.

There was discussion about the size of the 21 hose reels that need to be replaced in order to be properly fitted to the size of hoses are needed in the fleet maintenance and vehicle storage areas. The problem seems to have originated because the bidder did not first see them in the specs, and then a size smaller than is needed was bid. The manufacturer of the reels (Graco) won't take them back because they are not in the original boxes, and the cost of replacing them with the reels with the proper sized fittings will probably run close to $25,000. The current reels could probably be resold on an auction site, but it is unlikely that the selling price will be close to what Wright County initially paid for them. Hawkins has talked with other counties with new buildings, and they all used the same company, Pump & Meter, and the sizes of the fittings were varied and all larger, and no one had 3/8" or1/2", which is what was provided for Wright County. Jans said that he has tried to accommodate these reels by using shorter hoses for less weight, but that hampers the effectiveness and use of the hoses. The longevity might also be negatively affected because heavier loads would wear them out faster. Several of these reels might have some value for use by the Parks Department, but even if that were the case, it would only be a few. Sawatzke said that we might be better off getting rid of the reels right away for a better return on the value. Perhaps they can be advertised on an online auction site with a reserve. No definite conclusion was reached.

Tagarro said that he had received some quotes for antennas and other necessary equipment for the communication system for both the two-way radios and the cell phone systems. Various equipment for the computers/servers/information technology systems was under budget, but the additional costs to improve the quality of the signals for the radios and cell phones could use up most of the remaining allowance. He would like to wait for a quote from Granite Electric before making a decision on who to hire for the cell phone boosters. He can move ahead with the 800 MHZ for radios, but he will get more prices on the cellular portion of it and then move ahead. He still hasn't seen a bill for the cameras in and around the building, but that expense wasn't supposed to come from this portion of the budget. There are still some issues with the humidity in the server room. The air conditioning unit is so large that it cycles fast and cools the air down to the designated temperature before the humidity drops to an acceptable level. A reheat coil has been ordered and should be here next week, which will allow the system to cycle longer and dry more air out.

There are a few other areas inside the building that show signs of leaking, and this is most likely coming from those areas in the roof that are not sealed or from where the cap needs to be adjusted. Originally, the wrong cap was put on around the edges, and a new one was ordered. When the problems with the roof itself surfaced, a decision was made to wait until a final solution for the roof was determined before further work was done. Francois said that the wall is a mineral wall and should not mold, but he will look into it further. Spray insulation won't mold either. Opsal said that areas will be recapped, and he would let the owners know about them.

2. Change Order Update [Attachment 2]

There was one change order presented. PCO #205 ($2,584) was the quote received to cover the cost of modifying the handrails on the mezzanine to create more clearance for hoisting bigger items up to this area. Without the adjustment, there are only two feet of clearance, which limits the usefulness of both the crane and the storage area.

3. Budget Review [Attachment 3]

A summary of the expenditures to date was distributed, which is running under budget. There are still a few purchases that need to be made which aren't included in the remarks, but which will affect the bottom line. It is anticipated that the total project will be completed under budget, even after additional items are purchased and certain improvements are made.

No date has been scheduled for fixing the grates/drains in the tempered storage, but Francois will get the information out when he receives it. The flooring will be fully cured before it is sealed, and it will probably need a couple of seals. Meyer commented that he has been working with Brad Hatfield and his staff of Building Maintenance, and they have been very cooperative, helpful, and good to work with. Holmquist expressed her appreciation of their quality of work and their promptness and willingness to address the various issues that arise on an almost daily basis.

4. Set Meeting Date:

A meeting date for the next Owners Committee was set for Thursday, October 20, 2016 at 10:00 a.m., to be held in C-200 in the new Highway Building. This will be a good time to get an update on continued progress on the outstanding issues.

The meeting was adjourned at 11:05 a.m.

Respectfully submitted,

Barb Holmquist

Wright County Highway Department

Remaining Known Issues
September 8, 2016

ATTACHMENT 1

Open Issues:

- Building:
  - Roof Corrective work. The manufacturer and Central roofing believe they can get the roofing membrane to readhere by rolling the roof on a hot day. Working on rolling a sample area to see how effective it really is. Back up plan is to fix the wrinkles and reinstall new membrane.
  - Overhead door thresholds: County wants to wait and see how the doors go through a winter season.
  - Trench Drain Grates: The manufacturer is working with Donlar to remove and replace the trench drains in the storage bay and still working toward a solution in maintenance.
  -
- Site:
  - Monument Sign – Precast panels are set however the metal panels are still several weeks out.
  - New Look is scheduled to start to replace the top soil and seeding/Sodding this afternoon.

ATTACHMENT 2

Wright County Highway Department Project

September 8, 2016

Change Order Review

Change Orders Presented for Approval:

1. **PCO #205 (PD #31) – Total $2,584**: Modify the mezzanine handrails and install a gate for the overhead crane.

Total Change Orders Presented: $2,584

ATTACHMENT 3

KRAUS-ANDERSON® CONSTRUCTION COMPANY

Date: 9/7/2016

Overall Project Budget

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

Description	Budget	Remarks
Total Available Dollars		
2015 Bond Issue	$17,000,000	
TOTAL REVENUE	**$17,000,000**	
Construction Costs Budget		
Site Improvements		
Wright County Site Rough Grading Work	$99,730	
Wright County Aggregate Base	$25,000	$19,336 updated 9/7/16
Wright County Asphalt Pavement	$193,804	$271,254 updated 9/7/16
New Facility		
Bid Day Contracts - BP #1 & BP#2 w/ Alternates	$11,062,191	
Contracts Writen After BP 1&2		
Joint Sealants	$25,900	
Fence and Gates	$50,605	
Monument Sign	$11,000	
Equipment		
Vehicle Lifts	$375,000	$378,256 updated 9/7/16
Hose Reels, tanks, compressors and associated piping	$229,585	
Parts Racking / Storage Racking	$75,000	$54,604 updated 9/7/16
Welding Equipment	$100,000	$69,030 updated 9/7/16
Work Benches	$95,000	$34,882 updated 9/7/16
Construction Contingency		
Change Orders Written	$214,976	
Change Orders Proposed	$2,584	
Potential Change Orders	$10,000	Still under review
Contingency Remaining	$332,787	
Total Construction Budget	**$12,903,162**	
Soft Cost Budget		
A/E Fees	$688,850	
CM Fee / Site Services	$528,424	
General Conditions	$375,000	
FFE Programming	INCLD	Architect Provided
Construction Testing / Special Inspections Testing / Soil Borings	$69,683	Updated 9/7/16
Final Cleaning	$19,650	
Building Permits	$68,542	Updated 9/7/16
SAC Charges / WAC Charges	$0	Included in Building Permit
Site Survey	$10,262	Updated 9/7/16
Total Soft Cost Budget	**$1,760,411**	
Owner Costs Budget		
Furniture Fixtures and Equipment	$250,000	$210,000 updated 9/7/16
Technology / Equipment	$257,000	Allowance
Total Owner Costs Budget	**$507,000**	
TOTAL PROJECT COST	**$15,170,573**	Constr Cost + Soft Costs + Owner Costs
Project Balance Available	**$1,829,427**	Under Budget
		10.8%

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: _____ *BOARD MEETING DATE:* 09-20-16 *CONSENT AGENDA:* _____

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

HIGHWAY
ORIGINATING DEPARTMENT/SERVICE

[signature]
REQUESTOR'S SIGNATURE

_____
REVIEWED BY/DATE

BOARD ACTION REQUESTED:

Approve Service Agreement with Dakota County for "One-Stop" Permit System

BACKGROUND/JUSTIFICATION:

This permit system would make transportation permitting (moving permits, right-of-way permits, utility permits) more efficient for our customers and staff. This was vetted through and approved by the Technology Committee on 2/24/16. The County Attorney's office has reviewed the agreement.

Proposed agreement is attached.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED:

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

COMMENTS:

COMMENTS:

DAKOTA COUNTY
SERVICE AGREEMENT
WITH
WRIGHT COUNTY FOR
ONE-STOP PERMIT SYSTEM

THIS DAKOTA COUNTY SERVICE AGREEMENT FOR ONE-STOP PERMIT SYSTEM ("Agreement") is made and entered into by and between the County of Dakota, a political subdivision of the State of Minnesota ("Dakota County"), and County of Wright, a political subdivision of the State of Minnesota ("Wright County"). Dakota County and Wright County are each sometimes referred to herein as a "Party" and collectively as the "Parties."

WHEREAS, Dakota County's One-Stop Permit System brings together the permitting processes of Dakota County and participating subscribers into one, easy to use permitting application process where the public can easily apply for permits that apply to one or more entities within Dakota County and Wright County; and

WHEREAS, Dakota County and Wright County desire to partner with each other to offer the One-Stop Permit System to the public as part of their mission to provide efficient, effective and responsive government to their citizens.

NOW, THEREFORE, in consideration of the mutual promises and agreements made herein the Parties agree as follows:

1. **Definitions**.

(a) "System Software" means Dakota County's proprietary computer software program(s) described in **Exhibit A** (the "System Overview"), in object code form only, including all Updates.

(b) "Permit System" means the One-Stop Permit System Internet site operated by Dakota County, accessible by Wright County and the general public as applicable, through secure access points, with a specific Uniform Resource Locator to be provided to Wright County (or any successor URL).

(c) "Wright County Data" means the data collected by the Permit System issued on behalf of Wright County relating to the Permits issued.

(d) "Documentation" means any Permit System user manuals, training or education materials, technical manuals, and specifications describing the System Software and Services created by the Dakota County relating to the Permit System, in printed and/or electronic form, including all Updates.

(e) "Permitted User" means Wright County employees and the general public who are provided access to the Permit System in accordance with the procedures in Section 10 of this Agreement.

(f) "Provider Content" means Dakota County's reports, information, and data other than Wright County Data made available to Wright County and its Permitted Users as part of the Services.

(g) "Renewal Term" has the meaning set forth in Section 16.

(h) "Services" means operating the System Software and utilities in Dakota County's host computer system, providing Provider Content to Wright County, storing Wright County Data, and making the System Software, Provider Content and Wright County Data available to Permitted Users via the Permit System, as more fully described in **Exhibit A**. Services do not include integrating the Permit System or Wright County Data with any application or computer system other than email notification that a permit has been issued and the standard reports included in the Permit System.

(i) "Update" means, as applicable, any update, modification, or new release of the System Software, Documentation, or Provider Content that Dakota County makes generally available to Wright County at no additional cost.

2 Provision of On-line Services.

(a) Wright County hereby engages Dakota County, and Dakota County hereby agrees (subject to the terms and conditions herein) to provide the Services more fully described in this Agreement and in the system overview attached hereto as **Exhibit A** (the "System Overview") and grants to Wright County a non-exclusive, non-assignable and non-transferable license to use the Permit System for its intended purpose during the term of this Agreement.

(b) Wright County acknowledges and agrees that Dakota County's provision and performance of the Services is dependent and conditioned upon Wright County's full performance of its duties, obligations and responsibilities hereunder.

(c) Each party shall at all times during the term of this Agreement designate an individual to serve as its primary point of contact regarding the Services provided and the rights or obligations of each Party under this Agreement.

3. Additional Dakota County Responsibilities.

During the Term of this Agreement, Dakota County shall be responsible for the following:

(a) Dakota County shall provide all required hosting and operations support for the Permit System.

(b) Dakota County may, from time to time, in its sole discretion, install Updates, modify the Services or any component thereof provided that such Updates shall perform and contain functionality that is equal to or better than the current version of the Services. Dakota County will complete such installations and modifications in accordance with Dakota County's normal application implementation plan and will, where possible, minimize any impact on Wright County or general public's use of the Permit System and its Services. Dakota County will notify Wright County by standard methods of notification such as email, system generated messages on the Permit System home page or similar communication methods, in advance of the installation of an Update or modification to the Services.

(c) Dakota County will provide support and system maintenance to the Permit System as more fully described in this Agreement and the System Overview.

(d) Dakota County will provide the computer servers that will run the Permit System, providing secured (SSL Certificate) access Wright County and the general public.

(e) Dakota County will provide technical support for the servers that are hosting the Permit System and for the Permit System code and the databases that hold the information collected and used to run the Permit System.

(f) Dakota County will provide timely email notification to Wright County prior to any scheduled maintenance outages that could make the Permit System unavailable.

(g) Dakota County will provide help desk support for the Permit System during the hours of 7:00 am to 4:30 pm (CST) on Dakota County business days.

(h) Dakota County shall have in place a Business Continuity and Disaster Recovery Plan and will utilize industry standard back-up and archival procedures.

(h) Dakota County will configure and maintain the Permit System to provide reasonable system response time for Wright County's Permitted Users and the general public that is within the control of Dakota County.

(k) Dakota County will provide training on the use of Permit System for Wright County staff as set forth in Section 9 of this Agreement.

4. <u>Wright County Responsibilities</u>.

During the Term of this Agreement, Wright County shall be responsible for the following:

(a) Wright County will pay the initial "sign on fee" and monthly fee as set out in the Payments section below.

(b) Wright County shall be responsible for providing, at no cost to Dakota County, the necessary personnel and information needed to configure and run the Permit System for Wright County.

(c) Wright County shall identify Wright County's staff that need to have access to the Permit System so that the security access can be setup for them.

(e) Wright County shall be responsible for ensuring that Wright County's use of the Permit System complies with this Agreement and all laws applicable to Wright County.

(f) As between the Parties, Wright County shall be responsible for the accuracy and completeness of all records and data provided by Wright County in connection with this Agreement.

5. <u>System Features and Configuration</u>.

Wright County acknowledges and agrees that it will be using the Permit System that is also utilized by other subscribers and agencies in Dakota County and potentially elsewhere in Minnesota. The capabilities and functions of the Permit System will be determined by Dakota County. Dakota County will consult with the County Permits Collaborative Users Group (the User Group), which is comprised of the members who have met and continue to meet the payment responsibilities described in the Payments section of this agreement. When settings or features have been added to the Permit System that are designed by Dakota County in conjunction with the Users Group, the Parties shall work cooperatively to identify System features or functionality (common practices, processes, and procedures conducted by the members in day-to-day operations as they relate to utilizing the Permit

System) that are configurable to best fit the Member's business practices. Dakota County shall set available configurations in the Permit System for Wright County.

6. Ownership, Protection and Security.

(a) Dakota County shall own the intellectual property and all other proprietary rights and interests associated with the Permit System and Services and all components thereof and associated documentation, except as expressly provided herein. Wright County acknowledges and agrees that nothing in this Agreement or any other agreement grants Wright County any licenses or other rights with respect to the Permit System (source code or object code) or Services other than the right to receive Services as expressly provided herein.

(b) Ownership of any data, text, graphics or other information or content materials and all records and databases supplied or furnished or entered into the System by Wright County hereunder for incorporation into or delivery through the application(s) described in the System Overview shall remain with Wright County, and Dakota County shall cease use of all such material upon termination of this Agreement.

(c) Dakota County grants to Wright County a limited license during the term of this Agreement to use and reproduce Dakota County's trademarks and logos pertaining to the Permit System for purposes of including such trademarks and logos in Wright County materials and links relating to the Permit System. All uses of such trademarks and logos shall conform to Dakota County's guidelines and requirements for use of such trademarks and logos.

(d) By storing Wright County Data on Dakota County's equipment and System, Dakota County does not obtain any ownership interest in Wright County's Data except to the extent that Dakota County is obligated to keep said data intact and secure and to regularly backup the data for redundancy and disaster recovery purposes. As between Wright County and Dakota County, Wright County Data is and shall remain the sole and exclusive property of Wright County, including all applicable rights to copyrights, trademarks or other proprietary or intellectual property rights thereto.

(e) Wright County shall be responsible for responding to any data practices requests related to any Wright County Data that Dakota County or its Permitted Users have entered into the System.

7. Implementation.

Dakota County agrees that upon execution of the Agreement and payment of the required funds as set forth in the Payments section, Dakota County will work with Wright County to setup and configure the Permit System so that Wright County permits can be requested and paid for by the general public in accordance to Wright County's schedule of fees. The time table for implementation is provided in **Exhibit C.**

8. Training and Acceptance Testing.

Dakota County will hold a half day training session for Wright County when the Permit System initially goes live. An Administration User's Guide will be provided to all people attending the training session. Wright County will be asked by Dakota County to participate in the Acceptance Testing of the Permit System, which will take 10 (ten) days. Any defects found by Wright County will be communicated to Dakota County giving full details of the situation that caused the defect and screen shots where possible to assist in the troubleshooting process. Dates for the Training Sessions and the Acceptance

Test period will be communicated to Wright County by Dakota County's Project Manager. Dakota County will undertake to have, wherever possible, all defect corrections made prior to going live. If a defect is found that cannot be resolved prior to the go live date, and if Wright County agree to go live anyway, Dakota County will communicate the date on which the final defect resolutions will be implemented.

9. User Access Restrictions.

The Parties acknowledge and agree that access to the Permit System will be restricted to those employees or agents of Wright County having a business need to enter and view Wright County Data or Provider Content. Wright County will request access to the Permit System by filling out a Permit System Access Request form and emailing it to Dakota County's Help Desk at help.desk@co.dakota.mn.us. The Permit System Access Request form can be obtained from Dakota County's Help Desk by emailing the above email address or by contacting Dakota County's Help Desk on (651) 438 4346. The Permit System Access Request form will be included in the Permit System Administration User's Guide given out in the training sessions.

Wright County shall promptly notify Dakota County's Help Desk whenever an Authorized User ceases to be an employee or agent of Wright County or no longer has a position that requires access to the Permit System. Authorization to access to the System by all Wright County Approved Users will expire on the date this Service Agreement terminates.

10. Dakota County Representations and Warranties.

(a) Dakota County shall provide the Provider Content and Services to Wright County for the Permit System to be accessible to Wright County and the General Public without interruption, except for scheduled maintenance and required repairs, and except for any interruption due to causes beyond the reasonable control of Dakota County including, but not limited to, any Force Majeure Event (as defined in Section 19).

(b) Dakota County warrants that the Permit System and Services will operate in conformance with the criteria set forth in this Agreement, its Schedules and Exhibits, and the applicable specifications and Documentation, not including any post-Acceptance modifications or alterations to the Documentation which represent a material diminishment of the functionality of the Permit System, Service, or Provider Content; when used in accordance with the Documentation and all of the terms and conditions hereof.

(c) Dakota County warranties that the Permit System is compatible with and will operate successfully with the following internet browsers: Microsoft Internet Explorer version 7 and up, Firefox version 10 and up, Google Chrome version 17 and above and Apple's Safari version 5 and above.

(d) In the event that Wright County discovers a non-conformance with any of Dakota County's warranties or representations as stated in this Agreement, Wright County shall promptly inform Dakota County of such fact in writing, and, upon receipt of such notice Dakota County shall correct the non-conformity within a reasonable period of time not to exceed thirty (30) days without any additional charge to Wright County.

(e) THE SERVICE LEVEL WARRANTY SET FORTH HEREIN SHALL ONLY APPLY TO THE PERMIT SYSTEM PROVIDED BY DAKOTA COUNTY AND DOES NOT APPLY TO (A) ANY PROFESSIONAL SERVICES; (B) ANY SUPPLEMENTAL SERVICES; (C) ANY SERVICE(S) THAT EXPRESSLY EXCLUDE THIS SERVICE LEVEL WARRANTY (AS STATED IN THE SYSTEM

OVERVIEW FOR SUCH SERVICES). THIS SECTION STATES WRIGHT COUNTY'S SOLE AND EXCLUSIVE REMEDY FOR ANY FAILURE BY DAKOTA COUNTY TO PROVIDE SERVICE(S).

(f) *Ownership of Services and System Software*. Dakota County warrants that it is the sole owner and developer of the Permit System and has the right and authority to provide access and use of the Permit System software, Provider Content and Services to Wright County and authorized users as set forth in this Agreement. If Dakota County's ownership rights are successfully challenged to the extent that Wright County must cease using the Services, Dakota County shall refund a prorated portion of the annual fees paid by Wright County (should the fees be paid annually) for the current term of this Agreement as measured from the date Wright County must cease using the Services.

(g) *No Other Warranty.* EXCEPT FOR THE EXPRESS WARRANTIES SET FORTH IN THIS AGREEMENT, THE SERVICES ARE PROVIDED ON AN "AS IS" BASIS, AND WRIGHT COUNTY'S USE OF THE SERVICES IS AT ITS OWN RISK. DAKOTA COUNTY DOES NOT MAKE, AND HEREBY DISCLAIMS, ANY AND ALL OTHER EXPRESS AND/OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, NONINFRINGEMENT AND TITLE, AND ANY WARRANTIES ARISING FROM A COURSE OF DEALING, USAGE, OR TRADE PRACTICE. DAKOTA COUNTY DOES NOT WARRANT THAT THE SERVICES WILL BE UNINTERRUPTED, ERROR-FREE, OR COMPLETELY SECURE. DAKOTA COUNTY DOES NOT AND CANNOT WARRANT THE RESULTS OBTAINED BY USE OF THE SERVICES. DAKOTA COUNTY DOES NOT WARRANT THAT THE FUNCTIONS CONTAINED IN DAKOTA COUNTY SOFTWARE WILL MEET THE REQUIREMENTS OF WRIGHT COUNTY OR GENERAL PUBLIC.

(h) *Disclaimer of Actions Caused by and/or Under the Control of Third Parties*. DAKOTA COUNTY DOES NOT AND CANNOT CONTROL THE FLOW OF DATA BETWEEN THE POINT THAT THE PERMIT SYSTEM CONNECTS TO THE INTERNET (WHETHER SECURE OR NOT) AND WRIGHT COUNTY'S FACILITIES AND EQUIPMENT. SUCH FLOW DEPENDS IN LARGE PART ON THE PERFORMANCE OF THE INTERNET SERVICES PROVIDED OR CONTROLLED BY THIRD PARTIES. ACTIONS OR INACTIONS OF SUCH THIRD PARTIES CAN IMPAIR OR DISRUPT WRIGHT COUNTY'S CONNECTIONS TO DAKOTA COUNTY'S PERMIT SYSTEM. ALTHOUGH DAKOTA COUNTY WILL USE REASONABLE EFFORTS IT DEEMS APPROPRIATE TO REMEDY AND AVOID SUCH EVENTS, DAKOTA COUNTY CANNOT GUARANTEE THAT SUCH EVENTS WILL NOT OCCUR. ACCORDINGLY, DAKOTA COUNTY DISCLAIMS ANY AND ALL LIABILITY RESULTING FROM OR RELATED TO SUCH EVENTS.

11. Nondisclosure.

Through exercise of each Party's rights under this Agreement, each Party may be exposed to the other party's technical and financial information and data, in electronic, magnetic, photographic and other forms that is confidential or private information ("Confidential Information"). In recognition of the other Party's need to protect its legitimate business interests and legal obligations, each party agrees that it shall regard and treat each item of information or data constituting Confidential Information of the other Party as confidential or private and that, except as required by law including the Minnesota Government Data Practices Act, it will not redistribute or disclose to any other person, firm or entity, or use or modify for use, directly or indirectly in any way for any person or entity any of the other Party's Confidential Information. If Confidential Information is required by subpoena, court order or government requirement to be disclosed, each Party shall give the other Party prompt written notice of such subpoena, court order or government requirement to allow the other Party an opportunity to obtain a protective order to prohibit or restrict such disclosure.

12. Data Security.

During the term of this Agreement, Dakota County shall, at a minimum, implement the following procedures designed to protect the security of Wright County Data:

(a) User identification and access controls designed to limit access to Wright County Data to Authorized Users;

(b) Industry standard firewalls regulating data entering Dakota County's internal data network from an external source, which will enforce valid secure connections between internal and external systems;

(c) Dakota County will maintain and follow a disaster recovery plan designed to maintain access to the System Software and Services and to prevent the unintended destruction of Wright County Data;

13. Liability Limitations.

(a) **DAKOTA COUNTY SHALL NOT BE LIABLE TO WRIGHT COUNTY OR TO ANY OTHER PERSON OR ENTITY, UNDER ANY CIRCUMSTANCE OR DUE TO ANY EVENT WHATSOEVER, FOR CONSEQUENTIAL OR INDIRECT DAMAGES, INCLUDING, WITHOUT LIMITATION, LOSS OF PROFIT, LOSS OF USE OR BUSINESS STOPPAGE.**

(b) Under no circumstances shall Dakota County's total liability to Wright County related to the System Software, Provider Content, or performance of Services under this Agreement exceed the aggregate amount of fees and revenue received by Dakota County hereunder for the prior twelve (12) month period.

14. Parties Liable for Own Acts.

Each party to this agreement shall be liable for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party, its agents, volunteers or employees. The Municipal Tort Claims Act, Minn. Stat. Ch. 466, and other applicable laws shall govern Dakota County and Wright County's liability.

15. Term and Termination.

(a) This Agreement shall commence as of the date executed by both Parties and shall remain in effect unless terminated by either party as set forth herein ("Initial Term"). After three years and every three years after that, Dakota County may revise the cost associated with this agreement, by creating an amendment to this agreement which would then be agreed to and signed by both parties.

(b) Each Party reserves the right to terminate this Agreement immediately if the Services provided hereunder become illegal or contrary to any applicable law, rule, regulation or public policy. Each Party shall have the right to terminate this Agreement upon ninety (90) days prior written notice to the other party. Termination of this Agreement by either party does not entitle Wright County to a refund of any annual fees Wright County has paid to Dakota County.

(c) Within sixty (90) days of termination of this Agreement, Dakota County shall provide Wright County with a copy of all Wright County Data contained in the Permit System. Within a reasonable time after providing the Wright County Data, Dakota County shall delete and remove all Wright County Data from Dakota County's servers and data storage.

16. Payments.

(a) *Initial Buy In Payment and Monthly Fees.* Wright County will pay Dakota County an Initial Buy-In Fee of $2,500 as a share of the development costs. Wright County will also pay Dakota County a monthly fee to cover the hosting and support costs. The monthly fee is calculated using the average count of the last three years permits multiplied by $3.50, divided by 12 months, plus $25. Wright County may pay this fee on an annual basis, calculated as the Monthly Fee multiplied by 12 months. Based on the information provided and these calculations, the monthly fee to be paid by Wright County is $172.

(b) The Permit System will allow the public to apply for a permit in a *"one stop shop"* portal that is accessed from the internet. For example, if the member of the public requires a permits from Wright County, the Permit System will allow the member of the public to apply for as many permits as needed at once. If the permits are paid for by credit card, Dakota County will collect the money paid for the permits and will distribute the permit fees to Wright County according to Wright County's permit fees structure. Credit card fees applied to Dakota County by the credit card companies will be subtracted from the permit fees distributed to Wright County by Dakota County.

(c) If the permits are paid for with a check instead of by credit card, the person applying for the permits will pay the check directly to Wright County.

(d) Fees for any extra services provided by Dakota County that are outside the services that Dakota County must provide under this Agreement shall be at pay for by a rate of $65.00 per hour.

17. Participation on the Permit System User Group.

The Permit System User Group provides input to Dakota County's Information Technology staff as to upgrades and enhancements that need to be made to the Permit System. The User Group consists of representatives from Dakota County and all subscribers who have committed to using the Permit System by paying the above mentioned fees and by signing this Agreement. Dakota County will take Wright County's requests into consideration when planning work on the Permit System. Dakota County retains the right to make the final decision on what new functionality will be included in future releases.

18. Force Majeure.

Neither Party shall be liable to the other Party for any damages, costs, expenses or other consequences incurred by a Party or by any other person or entity as a result of delay in or inability to deliver any Services or comply with other obligations and responsibilities under this Agreement due to circumstances or events beyond the Party's reasonable control, including, without limitation: (i) acts of God; (ii) changes in or in the interpretation of any law, rule, regulation or ordinance; (iii) strikes, lockouts or other labor problems; (iv) transportation delays; (v) unavailability of supplies or materials; (vi) fire or explosion; (vii) riot, military action or usurped power; or (viii) actions or failures to act on the part of a governmental authority.

19. Miscellaneous.

Assignment. The Parties shall not assign its rights or obligations under this Agreement without the prior written consent of the other party.

Severability. If any provision of this Agreement is held by a court of competent jurisdiction to be contrary to law, such provision shall be changed and interpreted so as to best accomplish the objectives of the original provision to the fullest extent allowed by law and the remaining provisions of this Agreement shall remain in full force and effect.

Waiver and Amendment. No modification, amendment or waiver of any provision of this Agreement shall be effective unless in writing and signed by the Parties. No failure or delay by either Party in exercising any right, power, or remedy under this Agreement shall operate as a waiver of any such right, power or remedy.

Governing Law. This Agreement shall be governed by the laws of the state of Minnesota, and the Parties hereby submit to exclusive jurisdiction in the federal and state courts located in Dakota County, Minnesota for all disputes in connection with this Agreement or the transaction contemplated hereby.

Notices. All notices and other communications required or permitted hereunder shall be in writing and shall be mailed by United States first class mail, postage prepaid, sent by facsimile or delivered personally by hand or nationally recognized courier. All such notices and other written communications shall be effective one business day after the date of mailing, receipt of confirmed facsimile transmittal or delivery. All notices shall be addressed to the applicable Party at its respective address first set forth above or such other address as may be designated on notice to the other Party pursuant hereto.

Independent Contractors. Dakota County and its personnel or agents, in performance of this Agreement, are acting as independent contractors and not as an employees or agents of Wright County. Under no circumstances will either Party have the right or authority to enter into any contracts or assume any obligations for the other or to give any warranty to or make any representation on behalf of the other.

IN WITNESS WHEREOF, the parties have caused this Service Agreement for One-Stop Permit System to be executed by their respective duly authorized officers as of the date set forth above. This Agreement shall be effective only when executed below by both Parties.

COUNTY OF WRIGHT

By_____

Date _____

Approved As To Form:

_____
Assistant County Attorney / Date

Attest: _____

Date _____

COUNTY OF DAKOTA

By Dan Cater

Dan Cater, Director
Information Technology Department

Date 9-13-16

Approved As To Form:

/s/ Lucie O'Neill 9/1/2016
Assistant County Attorney / Date
File No. KS-12-99-10

Dakota County Board
Resolution No. 16-255
Contract No. C0

EXHIBIT A

SYSTEM OVERVIEW

Dakota County's one stop Permit System brings together the permitting processes of Dakota County and Wright County into one, easy to use permitting application where the public can apply for permits.

Customers will have an online web user interface where they will be able to:

1) Create and update their profile
2) Purchase multiple permits in a shopping cart environment
3) Make one payment via Credit Card for all permits
4) Be able to view purchased permits and reprint permit copies
5) Be able to view pending permits and update as needed

Wright County will be able to:

1) View all permits at a glance
2) Create user profiles or update user profiles
3) View reports of purchased permits, be able to see who has not paid for a permit and suspend their purchase abilities until payment has been made
4) Update permits that have been purchased and accept or reject their status for further review.
5) Add/Update/Delete documents to permits as needed
6) Create permits for customers as needed

Procedure:

A member of the public can become a customer by creating a user or company profile to do business with the Permit System. A customer can go to their "work place" where they have options to purchase a permit or print existing permit copies. Once they request to purchase a permit a customer will be given an option to select a permit type. Upon the completion of the purchase the customer will receive verification of the purchase and notification that a representative will be in contact with them regarding their purchase. Wright County can accept or reject the permit. If accepted the customer is notified by email that the permit was approved and a copy of their permit will be included in the email to them. If Wright County rejects the permit, Wright County will contact the customer and tell them why and allow them to update and supplement the permit request as needed.

EXHIBIT B

MAINTENANCE AND SUPPORT SERVICES

Dakota County shall maintain the Permit System including related hardware and software hosted by the County according to the separate Service Level Agreement (SLA) between Dakota County Information Technology and Wright County, which is attached and incorporated herein.

EXHIBIT C
IMPLEMENTATION SCHEDULE

Permit	Date	Comment
Utility Right of Way Permit	Fourth Quarter	Week of testing in test environment
		Week training in production environment
Training for Utility Right Of Way & Registration	To be determined by the Parties	Dakota County Northern Service Center for all Wright County staff affected
		Release to the public
Registration Form	To be determined by the Parties	Week of testing in test environment
		Week trialing in production environment
		Release to the public
General Excavation Permit	To be determined by the Parties	Release to the public
Obstruction Permit	To be determined by the Parties	Release to the public
Special Event Permit	To be determined by the Parties	Release to the Public
Oversized Load Permit	Fourth Quarter	Release to the Public
Access (New Driveway)	To be determined by the Parties	Release to the Public – New Permit
Landscaping	To be determined by the Parties	Release to the Public – New Permit

EXHIBIT B

Service Level Agreement (SLA)
Between
Dakota County IT
And
Wright County
For One-Stop Permit System

Effective Date: October 1, 2016

IT Relationship Manager:	Dave Miland

Version

Version	Date	Revision / Description	Author
1.0	3-11-16	Draft	

Approval

(By signing below, all Approvers agree to all terms and conditions outlined in this Agreement.)

Approvers	Title	Approval Date and Signature
Dan Cater	IT Director, Dakota County	
Wright Co. POC		

Agreement Termination

Approvers	Title	Termination Approval Date and Signature
Dan Cater	IT Director, Dakota County	
Wright Co. POC		

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1. Agreement Overview

This Agreement represents a Service Level Agreement ("SLA" or "Agreement") between the Dakota County IT Department and Dakota County IT Customers of the One-Stop Permit System for the provisioning and delivery of IT infrastructure core services and support.

This Agreement may be updated by Dakota County from time to time after consultation with the Stakeholders. Update changes will be recorded in the Amendments section of this Agreement and are effective upon the date recorded therein.

2. Goals & Objectives

The **purpose** of this Agreement is to define the service level expectations as it relates to the delivery and support of IT infrastructure core services to Dakota County IT Customers by the Service Provider (Dakota County IT).

The **goal** of this Agreement is to obtain mutual agreement and understanding for IT infrastructure services and support between the Service Provider and Customer.

The **objectives** of this Agreement are to:

- Provide clear reference to service ownership, accountability, roles and/or responsibilities.
- Present a clear, concise and measurable description of service provision to the customer.
- Match perceptions of expected service provision with actual service support & delivery.

3. Stakeholders

The following Service Provider(s) and Customer(s) will be used as the basis of the Agreement and represent the **primary stakeholders** associated with this SLA:

IT Service Provider(s): Dakota County IT Infrastructure
IT Customer(s): Wright County

The following stakeholders are responsible for the deployment and ongoing support of this agreement

Stakeholder	Title / Role	Contact Information
Dan Cater	IT Director, Dakota County	Dan.cater@co.dakota.mn.us
Dave Miland	IT Manager, Dakota County	Dave.Miland@co.dakota.mn.us
Tim Auld	IT Manager, Dakota County	Tim.Auld@co.dakota.mn.us
Wright Co. POC		

4. Service Environment

The following information provides an estimate of the number of users, permits and the infrastructure supported by this SLA:

User Base Description	All Staff
Number of Users	Unlimited
Number of Servers	One web server and one database server.
Location	Dakota County Administration Center
Network Devices	Switches, firewalls, load balancers, tape libraries, etc.

5. Periodic Review

This Agreement is valid from the above **Effective Date** and is valid until the **Date of Termination**. This Agreement may be reviewed on an annual basis; however, in lieu of a review during any period specified, the current Agreement will remain in effect.

The **IT Relationship Manager** ("Document Owner') is responsible for facilitating regular reviews of this document. Contents of this document may be amended by Dakota County after consultation with the primary Stakeholders and communicated to all affected parties. The Document Owner will incorporate all subsequent revisions and obtain mutual agreements / approvals as required.

IT Relationship Manager: Tim Auld
Review Period: Annually
Previous Review Date: None
Next Review Date: 07/01/2017

This Agreement will be made accessible to all Stakeholders electronically.

6. Service Agreement

The following detailed service parameters are the responsibility of the Service Provider in the ongoing support of this Agreement.

6.1 Service Scope and Costs

The following Services are covered by this Agreement. The funds for these standard services are provided via Dakota County I.T. operating budget. The operating budget supports personnel costs, training, contractual services, equipment maintenance, software licensing and maintenance and technology infrastructure improvements for Dakota County. A breakdown of what services are charged back to the cities is in the table below.

Reference	Service Provided	Costs to be Recovered

No.		
TS1.1	**Network Infrastructure Support Services** - installation, configuration, management and support for data networks, network servers, firewall maintenance and administration and other security related services, management of the storage and backup of files and data.	**Included in $25 a month flat fee**
TS1.2	**Application Hosting Services** – installation, configuration, management, and support for application software, server hardware, server operating systems, and management of remote network access.	**Included in $25 a month flat fee**
TS1.3	**Help Desk Services** – single point of contact for reporting of all IT related problems and requests. Records and tracks reported incidents and service requests; assigns related priority levels and coordinates IT communications, manages the accounts required for security and access control to systems and files.	**Included in $25 a month flat fee**
TS1.4	**Fee per permit processed**	**$3.50**

- The funds required to provide these services – including the tools required to provide them – are generally supported via the Dakota County I.T. operating budget. Exceptions to this rule are found where services are not evenly consumed or can be directly attributed to a specific request to enhance the application for Wright County. For example, the cost of establishing a new permit type or customization that is specific to Wright County or a request to add additional functionality that is requested by all subscribers.

- Non-Standard services are not covered by the terms of this SLA and may require further negotiation and may be subject to additional fees. Any required fees will be agreed to prior to the work commencing.

6.2 Service Availability

Coverage parameters specific to the service(s) covered in this Agreement are as follows:

- **Monday to Friday 7:00 A.M. to 6:00 P.M.**
- **Coverage from 6:00 P.M. to 9:30 P.M. on most nights**

6.3 Incident and Service Request Reporting and Management

The IT Help Desk is the single point of contact for all IT related services and requests. There are primarily two classifications of all inquiries received by the Help Desk categorized as:

- **Incident** – any event which is not part of the standard operation of a service and which causes, or may cause, an interruption to, or a reduction in, the quality of that service.

- **Service Request** – a simple request from a Customer that does not involve a failure such as a software installation, telecom change, etc.

6.4 Reporting Procedures

To report incidents or initiate service requests, please select one of the methods below:

- Call the Help Desk telephone number to be connected with an agent – **651-438-4346** - and after hours select from the main menu the appropriate option for assistance. Based on your selection, your call will be handled appropriately.

  OR

- Email Help.Desk@co.dakota.mn.us and enter your problem and/or service request. The Help Desk will review your request, assigned a priority, and route it to the appropriate technical teams for action.

Once an incident or service request has been received, the Help Desk primary responsibilities are to:

- Record and track reported incidents (e.g. problem) and service requests;
- Enter a ITSM ticket
- Provide initial classification (e.g. assign service category) and support;
- Assess impact and urgency;
- Determine priority level;
- Alert appropriate technical teams
- Monitor escalation procedures
- Coordinate IT communications (e.g. downtime notifications, IT updates, etc.)

When the Help Desk receives an incident or service request from a customer, a tracking number and priority level (See Section 6.5 – Incident and Service Request Prioritization) will be assigned. If the Help Desk agent cannot resolve the incident quickly either through a permanent solution or workaround, they will hand it off to the appropriate technical specialists and/or teams for further investigation, diagnosis and resolution. The customer is notified of the incident status and priority level assigned.

6.5 Incident and Service Request Prioritization

One of the key roles of the Help Desk staff is to assess event impact and urgency and determine an adequate priority level. These activities are not an exact science, as there are virtually unlimited scenarios and potential situations. However, the following framework and variables/factors are used as a benchmark when determining priority ratings:

- **Number of Users Affected** by the Incident
  - Single user
  - Multiple Users, floors or work units
  - Work site
  - Multiple work sites

- **Business Impact** of the Incident

  - Low – low/minimal impact on business customer
  - Moderate – moderate/minor impact on business customer
  - High – high impact on business customer

- Existence of a **short term fix or work around**

Service parameters are defined based on criticality of service and/or application and appropriate priority assigned based on impact and urgency. A guideline to the priorities assigned is specified below:

SERVICE PARAMETERS	PRIORITY TO BE ASSIGNED
• A major service or mission critical application is unavailable; • Has a high impact and is highly visible; affects a large number of users, application or service; • Short term fix or work around is not available	**Priority 1 - Immediate**
• Service request in this category are rare and limited to those that are considered urgent in nature; Provider management approval required	
• A service or application is unavailable or degraded; • Has a high impact and is highly visible; affects a large number of users, application or service; • Short term fix or work around is available	**Priority 2 - High**
• Service request for access to applications, systems, directories, groups, etc.	
• A service or application is down or degraded; • Has a moderate impact or moderately visible; affects a limited number of users, application or service	**Priority 3 - Moderate**
• Service request for new hardware, software, telecom changes, etc.	
• A non-critical service or application is down or degraded; • Has a low impact; affects a small number of users or a single user; • A workaround or maintenance is acceptable	**Priority – 4 Low**
• Service request for a general question or a request for information	

Where:

- Large number of users = 75 or more
- Limited number of users = 25-75
- Small number of users = 1-25

The above numbers are provided as guidelines but business impact may also be a factor.

6.6 Response and Resolution Times

INCIDENTS

An **incident** (problem) is an event which causes an interruption to, or reduction in, the quality of a service, incidents are given a priority rating between 1 and 4 with priority 1 being the highest.

The following table outlines the Key Performance Indicators for **INCIDENTS:**

Priority	Maximum Time to Respond	Maximum Time to Resolve
1 - Immediate	15 Minutes	4 hours or less
2 - High	1 hour	4 hours
3 - Moderate	2 hours	2 business days
4 - Low	4 hours	5 business days

- **Time to Respond** is the time the Incident is opened to initial contact by a technician.
- **Time to Resolve** is the total time from incident reported to resolution.
- Priority of incidents can be raised from lower to higher priority if no response is received from the Service Provider within the response time window defined as per this SLA. Please refer to section 6. 7 – Escalation Procedures for further details.

SERVICE REQUESTS

A **service request** refers to common customer request that does not involve a failure or disruption of a service. Examples of such requests include: new hardware/software requests, telecom requests, physical staff moves, etc.

All service requests are assigned a priority from 1 through 4. It is recommended, whenever possible that customers provide as much advance notice as possible prior to the required date.

The following table outlines the Key Performance Indicators for **SERVICE REQUESTS:**

Priority	Time to Respond	Time to Resolve
1 - Immediate	Same Day	within 1 business day
2 - High	2 Days	within 3 business days
3 - Moderate	2 Days	within 4 business days
4 - Low	2 Days	within 8 business days

- Custom requests are excluded from the above key performance indicators. Custom Requests refers to an IT related request that does not fall into the Incident or Service Request categories. Examples of such requests include: new system design and technical review and analysis, major office relocations/moves etc. The Provider manages these requests on a case-by-case basis as each request is unique and may require significant project planning and resources. As a result, it is not possible to define standard response and resolution times. The Provider will respond to and discuss such requests within a reasonable period of time.

6.7 Escalation Procedures

The Help Desk escalates incidents and service requests according to the procedures outlined below. Customers may initiate escalation when they believe their incidents or service requests are not being handled in a timely manner.

The customer should contact the Help Desk and ask for their incident or service request to be escalated. The Help Desk agent will escalate your request to the Provider's internal management team as noted below.

PROVIDER INTERNAL NOTIFICATION AND ESCALATION PROCEDURES				
Standard Business Hours are 7:00 a.m. – 6:00 p.m. Monday – Friday				
Escalation Level Contact*	**Priority 1 Incident**	**Priority 2 Incident**	**Priority 3 Incident**	**Priority 4 Incident**
Help Desk	Immediate Notification	Immediate Notification	2 hours	4 hours
Service Delivery Manager or Technical Team Manager or Lead	Immediate Notification	1 hour	4 hours	8 hours
Technology Director	1 hour	2 hours	8 hours	Next Business Day
Business Unit Management	1 hour	2 hours	8 hours	Next Business Day

6.8 Service Provider Responsibilities

Service Provider responsibilities and/or requirements in support of this Agreement include:

- Meet service measurements as outlined in Section 7.2 – Service Measurement and Performance Targets;
- Monitor customer satisfaction via a customer survey tool;
- Follow escalation process when deemed appropriate;
- Provide Service Reviews to Customer as outlined in Section 7.3 – Service Level Reviews;
- Provide appropriate notification to Customer for all scheduled maintenance as outlined in Section 7.6 – Server Maintenance.

6.9 Service Assumptions

Assumptions related to in-scope services and/or components include:

- Services are provided to Dakota County & Wright County customers only;
- Services are provided only for standard devices and applications;
- Support for major upgrades will be defined as "projects" and are outside the scope of this agreement;
- Availability of needed equipment in the event of failure;
- Availability of external vendor support, if required;
- Changes to services will be communicated to all stakeholders.

Some components of service delivery are outside the Provider's control. These components could affect the service goals listed in this document. While the Provider will make every effort to mitigate any damage caused by these problems, **excluded** from the service measurements listed in this agreement are any problems related to:

- Failure of the Provider's vendor's equipment;
- Actions or inactions of the Provider's vendor or contractor;
- Outages and/or degraded performance of infrastructure not managed by the Provider

6.10 Customer Requirements

Customer responsibilities and/or requirements in support of this Agreement include:

- Staff/users within the business units report problems/issues in a timely manner;
- Staff/users follow the established procedures as outlined in Section 6.4 – Incident and Service Request Reporting and Management for reporting incidents or initiating service requests;
- Staff/users within Wright County understand the features and functionality of the permitting application they need to use in order to complete their work assignments. It is the responsibility of Wright County to ensure staff obtains the necessary training.
- Provide a detailed description of the problem/issue being encountered;
- Provide error messages received, if appropriate;
- Reasonable availability of customer(s) when resolving a reported incident or service request

7. Service Level Management

Effective support of in-scope services is a result of maintaining consistent service levels. The following sections provide relevant details on service availability, monitoring, measurement and reporting of in-scope services and related components.

7.1 Availability Restrictions

Customer requests for service availability outside the coverage parameters as outlined in Section 6.3 - Service Availability should be submitted in writing to the Provider for review. If needed, this SLA may be amended to reflect those changes or a supplemental SLA negotiated.

7.2 Service Measurement and Performance Targets

The following measurements will be established and maintained by the Service Provider to ensure optimal service provision to the Customer:

Measurement	Definition	Performance Target
Target Incident Acknowledgment Time	Time the Help Desk responds to customer acknowledging receipt and/or report of incident.	90% of incidents will be acknowledged in 30 Minutes or less
Target Incident Response Time	Provider response time from time incident is opened to initial contact by a technician.	80% of incidents responded to within established timelines based on priority levels. (See Section 6.6)
Target Incident Resolution Time	Total time from incident reported to resolution.	80% of incidents resolved within established timelines based on priority levels. (See Section 6.6)
Number of Unscheduled Outages	Number of outages during the Core Availability Time	99.9% of the time mission critical systems will be available.*
Target Service Request Resolution Time	Total time from service request reported to resolution	80% of service requests resolved within established timelines based on priority levels (See Section 6.6)

*Mission critical systems are currently defined as: Email, Phones, Internet Access, Jail Management Systems, JAIIMS, CJIIN, CIBERLaw, Portals (Criminal History), and any Community Services Systems that administer support to Public Health and Social Services. Most of those systems are housed at the State of Minnesota but our network is required to run them.

7.3 Service Level Reviews

The Service Provider will use a phased approach in initially conducting Service Level reviews. The reviews will be conducted on an annual basis or as needed. The IT Relationship Management will facilitate the Service Level reviews with the appropriate Wright County point of contact.

7.4 Service Requests

In support of services outlined in this Agreement, the Service Provider will respond to reported incidents and/or service requests submitted by the Customer within the established time frames as outlined in Section 6.6 – Response Times.

7.5 Service Maintenance

All services and/or related components require regularly scheduled maintenance ("Maintenance Window") in order to meet established service levels. Please refer to the table provided in Appendix E – Maintenance Schedule for a description of those activities and scheduled timeframes. Those activities will render systems and/or applications unavailable for normal user interaction.

- For those activities outlined in Appendix B – Maintenance Schedule the customer will be notified 5 days in advance of the scheduled maintenance;
- Notification of service outages and/or emergency or critical maintenance will be made within 60 minutes of an occurrence, whenever possible. These notifications may come from either the Help Desk or some other part of Information Technology depending on the source of the problem.

Amendments:

Appendix A: Definitions

Acknowledgement Time is the time the Help Desk responds to Customer acknowledging receipt and/or report of incident.

Availability – the ability of a component of or an IT service to perform its required function at the required times.

Category – a classification of a group of incidents that are similar in a defined way.

Customer – the term used to refer to the department, or division using the services.

Downtime – the period of time during which a Service or component is not available to customers.

Escalation – the mechanism that assists in the timely resolution of an Incident.

Impact – the measure of business criticality.

Incident – any event which is not part of the standard operation of a service and which causes, or may cause, an interruption to, or a reduction in, the quality of that service.

IT Infrastructure – all of the components required to deliver IT Services (e.g. hardware, software, telecom, networks, etc.).

Known Error – the status give to a **Problem** once root cause is identified and a **Workaround** is developed (if appropriate)

Problem – the unknown root cause of one or more existing or potential **Incidents**.

Priority – the value given to an Incident/Problem to indicates its level of importance in the organization.

Help Desk – the single point of contact for customers to report incidents/problems and submit service requests.

Service Level Agreement (SLA) – a written and signed agreement between IT and internal Customers documenting the delivery and support of IT services.

Service Request – a simple request from a Customer that does not involve a failure such as a software installation, enhancement request, etc.

Time to Resolve is the total time from incident reported to resolution.

Time to Respond is the time the Incident is opened to initial contact by a technician.

Underpinning Contract – an agreement made between an external vendor/supplier and IT in support of an SLA.

User – the term used to refer to the person who makes day-to-day use of the service.

Workaround – a temporary fix to an Incident/Problem that allows the Customer to maintain a level of productivity.

Appendix B: Maintenance Schedule

Maintenance Task	Description	Frequency	Estimated Hours of Outage
Windows Updates on Windows Servers	Apply Microsoft Windows Security Patches, Hot-Fixes, and Hardware Driver Updates	Monthly	10 hours – from approximately 6:30 p.m.- Midnight one Friday per month
Avaya Call Pilot Maintenance	Apply fixes	As needed – average 4-5 times per year	1 hour Call Pilot Server Outage
New Windows Server Installation and Replacement	Servers are generally replaced on a four year cycle, required hardware upgrades for increased capacity and performance	Annually	No Server outage Our Virtualized environment allows us to handle these upgrades. We are 100% virtualized.
Window Server Hardware Upgrades	Upgrade memory, hard drive space, etc.	Annually	1 hour Server outage Systems deemed critical will be scheduled for after hours. As operating systems get better the ability to add disk space without interruption to the Servers is coming.
Windows Operating System and Service Pack Upgrades	Install new versions of the Operating System and/or Service Pack releases	Annually	1 hour Server outage during normal business hours – systems deemed critical will be scheduled for after hours.
Avaya CS1000 Maintenance	Install fixes or upgrades to the telephony environment	3-4 Times a Year	2 hour Phone Server outage during normal business hours – This is deemed critical will be scheduled for after hours.
Network Switch Devices	Installation of new switches	Annually	2 hour Switch outages deemed critical and will be done after hours.
Server Firmware Upgrades	Install fixes to correct hardware and performance problems; and general release versions	Annually	No Server outage during normal business hours – systems deemed critical will be scheduled for after hours. We will do these upgrades using

			Vmotion in VMware
Remote Office Windows Servers Tape Backup Rotation	Rotate Server backup tapes to Information Technology to be sent to Iron Mountain daily	Daily – by designated remote office staff	No outage
Dakota Firewall Rule Base and Policy Updates	Update Dakota Firewall rules and policies	As needed	1 hour during off business hours
Mainframe Software Fixes and Upgrades	Upgrade Software to keep current	Monthly	4 hours during off business hours

WRIGHT COUNTY
REQUEST FOR BOARD ACTION

REQ. AGENDA TIME: N/A ***BOARD MEETING DATE:*** 9/20/16 ***CONSENT AGENDA:*** N/A

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

COUNTY ATTORNEY
ORIGINATING DEPARTMENT/SERVICE

X Brian J Ahlin
REQUESTOR'S SIGNATURE

9/14/16
REVIEWED BY/DATE

BOARD ACTION REQUESTED:

Approve Of Retaining Kevin Casserly and Dwight Dahlen To Perform Appraisals For Purposes Of Tax Court.

BACKGROUND/JUSTIFICATION:

Attached are two proposals for appraisals to be performed for Tax Court valuation appeals. The County has worked with both appraisers previously. Mr. Casserly would be retained for PID # 118-096-001010, a commercial/industrial property in the City of Otsego. Mr. Dahlen would be retained for PID # 118-057-001010, a bank property in Otsego.

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

CASSERLY APPRAISALS
21895 County Road 117
Rogers, MN 55374
763-428-4894

Kevin J. Casserly, MAI - Principal

September 14, 2016

Tony Rasmuson, SAMA
Wright County Assessor
10 2nd Street NW
Buffalo, MN 55313

APPRAISAL PROPOSAL: PIN 118096001010

RE: The appraisals of the property, owned by Mayimy LLC, located at 15751 85th Street NE, Otsego, MN with PIN 118096001010. The effective dates of the appraisals are January 2, 2013 and January 2, 2014 and January 2, 2015.

Dear Mr. Rasmuson:
Thank you for asking me to prepare this proposal.

The purpose of the appraisal is to provide you with an opinion of the market value for each date. The intended use of the appraisal is for litigation purposes. Wright County and the Minnesota Tax Court are the intended users of the appraisal. The report would be presented in an appraisal report format such that data, analysis and conclusions which are significant to the value opinion are described. I would appraise the real estate excluding built-in furniture, fixtures and equipment (FFE), if any.

According to Wright County's Beacon website, PIN 118096001010 at 15751 85th Street NE, Otsego, MN has: a site containing 2.72 acres (118,279 sf) much of which contains a storm water retention pond; a concrete block industrial building built in 2005 with 14,406 sf on the main level. The legal description is Lot 1 Block 1 Otsego Commercial Park.

Source: Realist Tax Service Website

AERIAL MAP OF PROPERTY– OUTLINED IN RED

The complexity of the appraisal results from researching, analyzing and delineating the market for industrial property in the Otsego area for each of the effective dates.

The scope of the work for this valuation service includes:

- inspection of the property;
- review and analysis of the site and improvements;

- review and analysis of the zoning and land use regulations;
- review and analysis of the property taxes;
- research, analysis, description and delineation of the market for the property;
- analysis of the highest and best use of the property;
- an analysis of the market value of the property by applying the appropriate approaches to value;
- the preparation and delivery of one pdf of the appraisal report to you at Tony.Rasmuson@co.wright.mn.us;
- preparation for court testimony; and
- court testimony.

Following is a list of items that I like to obtain for an appraisal of this type:

1. Correct ownership name as of the effective dates;
2. Certificate of Survey;
3. Legal description(s) including –
   a. any easements both in favor and against the subject property, and
   b. any other legal restrictions or legal benefits;
4. Building –
   a. plans (or sketches)
   b. specifications
   c. construction cost documents;
5. Lease(s), if any;
6. Owner and / or tenant contact information;
7. Access to the property for the inspection, including the interior;
8. If leased, then the financial statements for three to five years predating the effective dates of the appraisals–
   a. Since the first effective date is January 2, 2013, five years would include statements for 2008, 2009, 2010, 2011, 2012, 2013, 2014 and 2015; and
   b. Financial statements include income tax statements or accounting statements or both;

9. A history of the of the property, including types and dollar amounts of the following –
   a. construction / remodeling / repairs / replacements / upgrades
   b. listing / sale / purchase data
   c. offers to buy / sell / rent, and
   d. development proposals;
10. Documents, maps or data about the property, including soil borings, wetlands delineations, development proposals, and environmental testing;
11. Information about sales, rents, expenses or capitalization rates of similar properties;
12. Names and contact information for property owners, property managers or real estate agents who are involved with similar properties; and
13. Any other helpful documents or information.

This appraisal work will comply with the professional and ethical standards of the Appraisal Institute, and the 2016-2017 Edition of the Uniform Standards of Professional Appraisal Practice (USPAP) of the Appraisal Foundation. I am a designated member of the Appraisal Institute.

The appraisal fees for these services are as follows.

1. $6,000 for the appraisal report.
2. $125 per hour for appraisal review, consultations, meetings, pre-trial and pre-hearing conferences, testimony preparation, travel time, and all miscellaneous work not stated elsewhere in this proposal.
3. $175 per hour for expert witness testimony in depositions, hearings or court proceedings.
4. At cost for reimbursement for out-of-pocket expenses, for example, mileage.

The terms are due and payable upon completion of each component of this work.

My fees are not contingent upon the estimates of market value that are made.

The appraisal report will be completed one month after my receipt of your authorization to proceed.

Tony Rasmuson

September 14, 2016

Please sign the authorization below and return it to me via email or mail.

Thank you again for asking me to prepare this proposal.

Please call me at 763-428-4894 if you have any questions, comments or concerns.

Very truly yours,

CASSERLY APPRAISALS

Kevin Casserly, MAI - Principal

Certified General Real Property Appraiser

Minnesota License #4002724, expires August 31, 2018

Attachment – Appraiser Qualifications

Authorization to Proceed: _____

Date: _____

APPRAISER QUALIFICATIONS

KEVIN J. CASSERLY, MAI

Certified General Real Property Appraiser, Minnesota License #4002724, expires Aug 31, 2016
Principal of Casserly Appraisals, 21895 County Road 117, Rogers, MN 55374, 612-805-2700,
kevincasserly@casserlyappraisals.com, www.casserlyappraisals.com

TYPES OF ASSIGNMENTS

- Appraisal
- Appraisal Review
- Valuation Consulting
- Testimony and Public Presentation

PROPERTY TYPES APPRAISED

Real Estate Airport hangers, antenna, apartment buildings, auto dealerships (new / used), bars, billboards, bulk warehouses, campgrounds, campuses (post secondary), car washes, churches, condominiums, convenience stores, day care centers, dental office buildings, dormitories, earth berm homes, easements (avigation, construction, drainage, dredged material placement, driveway, levee, parking, perpetual flood protection, right-of-way, temporary construction, utility, wetlands), engineering buildings, farms (potato, general crops, horse), fast food restaurants, fire stations, flood plain properties, gas stations, garden stores, gravel / sand pits, group homes, hobby farms, houses, land and lots (agricultural, commercial, crop, display, industrial, lake front, railroad, recreational, residential, rural, sales-lot, speculative), Laundromats, light industrial buildings, log homes, lumber yards, manufacturing buildings, medical office buildings, mini-storage facilities, mobile home parks, motels, nurseries, office buildings, office/showrooms, office/warehouses, outdoor storage, poultry houses, restaurants, retail buildings, right-of-way, rooming houses, schools, Section 42 housing, shopping centers, storage warehouses, storm water retention ponds, subdivisions, supermarkets, townhomes, transit facilities, vehicle service buildings, warehouse stores, waterfront homes, and wetlands.
Personal Property Furniture Fixtures and Equipment for bars, restaurants, motels, apartments, rooming houses, vehicle shops, trucking company, and circular irrigation pivots for potato farms.
Business Enterprise Value Motel (including franchise value), bar (including inventory and accounts), rooming houses, trucking company.

PROPERTY RIGHTS APPRAISED

Access rights, easements of many kinds (see Property Types Appraised), fee simple interest, leased fee interest, leasehold interest, life estate, partial interests of various types (ask for details), personal property / business valuation (ask for details), and water rights.

USES

Arbitration, absorption analysis, appraisal review, buying, condemnation, consulting, easement acquisition, economic and environmental planning, employee relocations, estate planning, estate tax valuation, expert witness testimony, federal government planning (for eco-system restoration, recreational use, flood protection, dredged material placement, and flood diversion channel routing), financial accounting reporting, financing, gift valuation, highest and best use analysis, income tax reporting, investment analysis, litigation, marital division, market analysis, mediation, partnership division, property tax valuation, prospective valuation, retrospective valuation, right-of-way acquisition, selling, special assessment / special benefit analysis, and subdivision analysis.

CLIENTS & USERS

Accountants, Attorneys, Banks (community, regional and national), Buyers (both investors and owner occupants), Engineering Firms, Estates, Governmental Units (federal, state, county, city, township, school district, watershed), Litigants, Mortgage Companies, Property Owners (for condemnation, estate planning, financial accounting reporting, and special assessment), Sellers.

FUNDAMENTAL MARKET ANALYSES COMPLETED

Bulk warehouse, campgrounds, car wash, developable land, cropland including potato farms, Laundromat, manufacturing facility, medical office, mini-storage facility, motel, office building, office showroom, office warehouse, retail building, retail center, special assessments/benefits, subdivisions – commercial / industrial / residential.

APPRAISAL EMPLOYMENT, EDUCATION & CAREER DEVELOPMENT

Appraisal Employers:

- Casserly Appraisals 1991 to Present - Principal
- United States Army Corps of Engineers, 2009 to 2012 – Staff Appraiser, St. Paul District
- Integra Realty Resources, 2001 to 2002 – Senior Analyst

University of Minnesota:

- ***Carlson School of Management,*** Master of Business Administration, Marketing – 1984
- ***College of Liberal Arts,*** Bachelor of Arts, Geography – 1975

Appraisal Institute:

Course – Supervisory Appraiser/Trainee Appraiser Course, 2015; Region III Alternate, 2014/5/6; Seminar – Marketability Studies: Advanced Consideration and Applications, 2013; Seminar – 15th Annual Real Estate Trend Seminar: 2013; Course – Business Practices and Ethics: 2012; Course – National USPAP Update: 2012, 2010, 2008, 2006, 2004, 2002, *etc.*; Grader – General Demonstration Reports (2010 to 2011); Seminar – Uniform Appraisal Standards for Federal Land Acquisitions (for Navy and Army appraisers), 2011; Seminar – Grading General Demonstration Reports, 2010; Course - Appraisal Curriculum Overview – *for general appraisers*, 2009; Participant of the Leadership Development & Advisory Council of the Appraisal Institute: 2008 and 2007; General Demonstration Report – Completed, 2007; Seminar – Uniform Appraisal Standards for Federal Land Acquisitions (the "Yellow Book" seminar); Appraisal Review – Completed 3,000 Hour Final Level National Experience Review; Seminar – General Demonstration Report Writing; Course – The Appraiser as an Expert Witness: Preparation and Testimony; Course – Condemnation Appraising: Basic Principles and Applications; General Comprehensive Examination - passed; Seminar-Regression Analysis; Seminar-Legal Issues in Valuation; Seminar-Comprehensive Appraisal Workshop; Class 430, Standards of Professional Practice, Part C; Class 540 Report Writing and Valuation Analysis; Class 520, Highest and Best Use and Market Analysis; Class 550, Advanced Applications; Class 530, Advanced Sales Comparison and Cost Approaches; Seminar-Eminent Domain & Condemnation Appraising.; Class 510, Advanced Income Capitalization; Class 420, Standards of Professional Practice, Part B; Seminar-Easement Valuations; Seminar-Appraising Special Use Properties; Class 410, Standards of Professional Practice, Part A; and numerous short programs.

Pro-Source Educational Services (now Kaplan): Pre-licensing education

International Right of Way Association: Course 501, Residential Relocation Assistance, 2010; and Course 502, Business Relocation, 2010.

Miscellaneous: Class - Appraiser Technology Tools, Resources, MN eCRV, 3.5 hrs; Seminar – 2014 Commercial Real Estate Valuation & Appraisal Forecast Summit, 2014, 4 hrs; Course – National USPAP Update, 2014/6, 8 hrs each; Seminar – Septic System Introduction and Advanced Topics, 2013, 4 hours; Conservation Easement Appraisal, 2009, 8 hours; Minnesota GreenStar Training: 2008, 8 hours; State of Minnesota Assessing Education: 1993, 54 hours; Real estate sales training and education: 1985 – 1991, 450± hrs.

STATES WORKED

Minnesota, North Dakota, Wisconsin, Iowa, Missouri, and Louisiana; plus consulting work in Kentucky and Illinois

TESTIMONY AND PUBLIC PRESENTATIONS

Testified as an expert witness in: district court; commissioner condemnation hearings; arbitration; and mediation. Gave public presentations to city councils.

BUSINESS AND COMMUNITY SERVICE

Real estate sales, management, construction and development:

- Home renovation –
  - in 2009, a 1973 rambler on 18 acres; and
  - in 1980, an 1890, 2.5 story, urban, balloon frame, Victorian;
- Transacted – in 1980s, over $6,000,000 of real estate sales and leasing of residential, commercial and industrial properties;
- Owned or managed – 3 rental homes;
- Developed – two residential subdivisions, a 32,000 sf industrial building, and a 25 unit leasehold cooperative; and
- Designed and built fireplaces.

Instruction: Taught business management courses, including macroeconomics, microeconomics, and investments.

Small business:

- Casserly Appraisals – Principal, 1991 to present;
- Hearth & Home Co. – Managed fireplace construction business and a factory representation business, owner's administrative assistant, and retail sales, 1976 – 1983.

Community Service:

- Cedar Lake Park Association (Minneapolis) – Member (2012 to present)
- City of Corcoran Planning Commission – Member (2007 to 2010);
- Corcoran Jaycees – Chapter President (1986/7). Oversaw increase of annual revenues from $2,500 to $2,200,000. Member (1986 to 1994);
- Fairview Neighborhood Development Corporation – organizer and first Chair (1983-6);
- Child Care Inc., a non-profit child care corporation – Director (1981-2);
- Minneapolis Public School, Community Resource Volunteers Program – Committee Member (1978-80);
- De La Salle High School Long Range Planning Committee – Member (1978-9);
- Minneapolis City Council – 3rd Ward Council Member's Aide (1975).

LICENSES & MEMBERSHIPS

- Designated Member (MAI) of the Appraisal Institute
- Certified General Real Property Appraiser in the State of Minnesota, License #4002724, expires Aug 31, 2016
- Shareholder & Subscriber - Appraisal Data Network, Inc. (i.e., RediComps)
- Participant in Xceligent – the commercial property database of MNCAR (Minnesota Commercial Association of Realtors)
- Member of the Rotary Club of Rogers
- *former* Professional Member of the I-94 West Chamber of Commerce
- *former* Affiliate Member of the Minneapolis Area Association of Realtors

Prepared: March 24, 2016

Dahlen, Dwyer & Foley, Inc.

55 EAST 5TH STREET • SUITE 1350 • ST. PAUL, MINNESOTA 55101 • (651) 224-1381 • FAX (651) 223-5736

DWIGHT W. DAHLEN, MAI, SREA
DANIEL E. DWYER
SEAN M. FOLEY
JEFFREY A. DAHLEN
JANE E. HAMMES
MICHAEL T. TINKER
BRIAN W. DAHLEN

September 13, 2016

Mr. Tony Rasmuson, S.A.M.A.,
Wright County Assessor
Government Center
10 Second Street NW - Room 100
Buffalo, Minnesota 55313-1183

RE: Bank of Elk River
15800 88Th St., NE

Dear Mr. Rasmuson:

I appreciate the opportunity to be considered for professional real estate appraisal services to Wright County. You have requested a proposal to prepare an "Appraisal" on the above referenced property for the purpose of developing an opinion of the market value, fee simple interest for Ad Valorem purposes with effective dates of valuation of January 2, 2013, 2014 and January 2, 2015. It is my understanding the owner has petitioned the County for a reduction in the assessed valuations. It is also my understanding that an appearance as an "expert witness" in tax court may be required.

My proposal contemplates the preparation of a preliminary opinion of value (Restricted) for the property, prior to completing the formal "Appraisal" to facilitate settlement discussions with the owner's attorney.

Preliminary-Restricted	$4,000
Additional fees for completion for Tax Court	$3,000

The Restricted appraisal will be prepared in accordance with will contain only a sales comparison approach. The estimated fee "not to exceed" of $7,000 would be a maximum and includes preparation of both the Restricted and formal "Appraisal" and the initial meetings with yourself and staff, but doesn't include an appearance at Tax Court, or meetings with the County Attorney, immediately prior to trial. These additional litigation services will be billed at $250/hour.

The following information will be beneficial to receive before commencing the assignment:

- Prior 3 years of historical profit and loss summaries; real estate operating expenses
- Property lease, if any
- Prior 3 years of historical retail sales
- Cross easements and parking agreements relative to adjacent properties; if any
- Recent sales of other bank properties in Wright County.

Please note that the proposal contemplates a thorough and comprehensive appraisal since the Tax Court considers the appraisal as direct testimony. My experience indicates the Court expects all opinions by the "expert" to be fully substantiated. Any information provided will be held in strictest confidence and will be subject to the Government Data Practices Act, Minnesota Statute Section 13.05.

I appreciate the opportunity to be considered for this challenging assignment, and welcome any questions you may have in regards to this proposal. I thank you for your time and consideration and look forward to working with you, should you find the proposal acceptable.

Respectfully submitted,

DAHLEN, DWYER & FOLEY, INC

Dwight W. Dahlen, MAI SRA
Certified General Real Property Appraiser
MN License #: 4001430

DWD/dwd

Dwight W. Dahlen

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

BUILDING COMMITTEE
MINUTES
September 14, 2016

MEMBERS PRESENT: Potter, Daleiden, Kelly
OTHERS PRESENT: Wilczek, Jobe, Mattice

I. Courtroom Bench Remodel Designs

Wilczek presented information that Wold Architects has identified two local millworkers with interest in the project. The pricing from them is expected back soon with installation timing to be discussed when the millworker is selected.

Recommendation:
No recommendation, status update only.

II. 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 fit plan was approved and the construction documents are being created for bid. They are expected to be delivered by the end of next week and will go to bid when complete & reviewed.

Wilczek presented the schematic design report on the windows and the roof options from Inspec. Although there are three options for roofing and two options for window types, the recommended options are to replace the windows with manufactured units (not storefront systems like existing) and remove & replace the entire roof system to the deck with metal panels. Daleiden, Potter, and Wilczek discussed all of the options in depth and agreed to be most confident in replacing it completely with a newly designed system. Inspec would then be responsible for the oversight of installation and the ongoing, long term performance because it would be 100% their design and installed per their spec. Wilczek also presented a proposal for window design, bidding, and construction administration services with a total cost from start to finish of $8,800 including site visits, installation oversight, and documentation. Another recommended project from Inspec is to spray foam the thermal bridge behind the soffit, above the wall and below the roof deck on the west and east walls. There is currently outside cold air transfer in this area condensing on the deck when it meets the warm air, causing dripping into the perimeter offices.

Mattice requested approval to move forward with new racking for the Extension storage area and the mezzanine above the old HWY parts room at a total amount of $5600. Wilczek and Jobe presented a proposed cost of $5,580 for the modification of the mezzanine structure to remove a support column and install components to clear-span the distance. The higher than expected cost was explained by the installation company as requiring a certified welder to field-weld the clips on the beam to install. Mattice & Daleiden presented furniture ideas as requested by the Extension office staff. Wilczek will note them for inclusion in the plan.

Recommendation:
It was recommended by Potter and Daleiden to move forward with the design and installation of a new metal roof system (Option C - Metal in the report), replacement of the windows with manufactured units (as opposed to storefront) along with construction administrative services, and completion of the repairs to the flat roof at an estimated $3,000. It was also recommended to move forward with the Mattice proposal for racking, order the mezzanine structure parts only, and obtain bids for the spray foam project.

III. <u>Compost Facility Storm Damage Repair</u>

Wilczek provided an update that Marcus Construction has viewed the site several times and has said they are planning to deliver their proposal on 9/16/16. Wilczek explained that after discussions with Jim Bach of Marcus Construction, it was identified the scope of the project will include two options: 1) remove the three walls and roof of the tipping floor space as to leave it as an open concrete area going forward 2) remove the three walls and roof, then rebuild. The message from the demolition and construction groups was that even though some of the columns and roof trusses did not appear to have corrosion to the point of losing structural integrity, the process of removing the roof and the significantly corroded purlins, girts, and wall panels would not be reasonable if one was trying to save some columns and trusses. It would be more cost effective and a better plan to remove it all and rebuilt it with new metals.

Wilczek presented the proposal for the installation of a security camera at the compost site as previously requested by Daleiden. The scope of the project includes a camera near the pile and a camera on the west side of the recycling facility to record people driving in. The total costs from Loberg Electric and Russell Security including all cabling, materials, installation, and electrical work is $7,477. The cameras would record on an on-site recorder and be networked to the current county system for viewing.

Recommendation:

It was recommended by Potter and Daleiden that a meeting of the whole would be appropriate and should be planned to have discussion on the site storm damage construction and facility use plans. It was also recommended for Kelly to inquire if one of the funds related to the compost facility could be used to pay for the installation of the cameras and move forward with installation.

DRAFT

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Ph. 414-744-6962
Fax 414-744-6981

8618 West Catalpa
Suites 1109-1110
Chicago, IL 60656
Ph. 773-444-0206
Fax 773-444-0221

PROJECT: Public Works Service Building
Wright County
1901 Highway 25 North
Buffalo, MN 55313

DATE: August 19, 2016
FILE NO.: 213986.1

REPORTED TO:
Wright County Administration Department
Government Center
10 Second Street Northwest, Room 235
Buffalo, MN 55313-1193

Attn: Mr. Alan Wilczek – Facilities Service Director

SCHEMATIC DESIGN REPORT

GENERAL

On July 28, 2016, Inspec conducted an assessment at the above-mentioned project site. The purpose of this assessment was to evaluate the essentially flat adhered EPDM roof, structurally sloped shingle roof, exterior storefront punched windows, and to make recommendations regarding remedial repair and/or major repair and/or system replacement.

Our services included review of original documents, field verification of existing conditions through destructive testing, visual observations of the conditions, and conditional photographs of pertinent items. Referenced photographs taken during the review and a CAD-generated sketch are included with this report for reference.

Investigation and evaluation of other building envelope components (e.g. walls, and doors), hygrothermal modeling (WUFI), and hazardous material evaluation/testing were beyond the scope of our assignment.

The Public Works Service Building is a single-story building which consists of a 1998 office addition that contains offices/conference/entry areas. The building consists of a 5/12 sloped asphalt shingle roof and single wythe split-faced concrete masonry unit walls with aluminum punched windows (see attached roof plan and photos 1-5).

There are two separate metal roofs located below the 1998 addition roof. The metal roof located on the south side of the building was designed as part of the addition and is approximately 75 square feet in size. The other metal roof is located on the northeast corner of the addition and was not part of the original design of the addition and is approximately 25 square feet in size. (See attached roof plan and photo 6.)

The 1974 original building is connected to the 1998 office addition and is a two-story high bay vehicle storage and shop area constructed of a 60-mil fully-adhered EPDM roof. Concrete wall panels make up the exterior vertical surfaces. (See attached roof plan and photos 7-10.)

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The rough estimates of the square footage for each roof area are 8,900 square feet of shingle roof and 29,000 square feet for the essentially low-sloped fully-adhered EPDM area.

BACKGROUND INFORMATION

The building personnel we met with reported that the 5/12 sloped shingle roof was experiencing water infiltration at certain times during the winter, as visualized by the presence of significant staining of the ceiling tiles on the underside of the steel deck at the eaves and wall transition between the 1974 and 1998 roofs. The low-sloped roof has reportedly leaked during rain events; however, leakage is minimal and has been repaired by a roofing contractor.

Building personnel also indicated the storefront windows were severely frosting up on the inside sill and glazing during the winter months. The south elevation windows reportedly leaked during a recent storm.

OBSERVATIONS

The following observations and deficiencies were noted.

WINDOWS

On the morning of July 28, 2016, Inspec who was assisted by W. L. Hall, a window installation contractor, visited the site to conduct an investigation of the existing window system. The window reviewed was in the southwest corner office. The following observations were made:

- Window masonry opening 4'-8" x 4'-8" and the window is aluminum frame with 1" insulated glazing (photo 1).
- Wall construction – single wythe concrete masonry units with 3" of rigid insulation and metal "Z" channels at 2'-0" on-center to the interior side of wall.
- The window system is set to the exterior side of the opening, therefore, the walls thermal plane is not aligned at the window opening which may contribute to the condensation.
- The drip flashing at the window head is sealed (photo 2).
- Thru-wall flashing is not evident.
- The window has an aluminum drip flashing at the sill, but it is without end dams (photo 3).
- Sealants around the window opening are in very poor condition. They are cracked and separating from the window frame and the CMU (photo 3).
- Glazing gaskets have shrunk away from the corners allowing moisture penetration (photos 4 and 8).

The trim cap was removed revealing that the window is a non-thermally broken thermal clip storefront system (photos 5 and 7). This system has poor condensation resistance. There are voids all the way around the perimeter frame, which allows cold air to penetrate, cooling the aluminum window frame as well as the aluminum interior sill (photo 6). Under the right atmospheric conditions during cold weather condensation can develop on the frame and sill. Photos 9-12 show re-assembly of the window.

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ROOFS

On the morning of July 28, 2016, Inspec who was assisted by Horizon Roofing, a roofing installation contractor, visited the site to conduct an investigation of the existing roof systems. The following observations were made:

1998 Office Addition

The steep-slope roof construction consists of a 12"x 36" architectural asphalt shingle with a 5" exposure over a granular surfaced self-adhering membrane, 3/4" exterior grade plywood over 3" isocyanurate insulation (with insul – air vent cavities 1" deep x 6" wide beneath the plywood) over 5/8" gypsum board over metal roof deck. The eave is vented by a soffit vent 4" wide with a 2" air space x 11-1/2" deep. Two metal roofs exist – one beneath the triangular window on the south and the other on the northeast above the exit door.

- There were isolated locations of exposed nail heads located at the base of the architectural shingle (photo 11).
- At the three test locations, the roof system was dry and no deteriorated roof materials were noted. The joints of the isocyanurate insulation boards were not in alignment with the exterior plywood joints and in some cases, the joints of the plywood were located adjacent and/or over the insul-air vent cavities which can cause instability of the plywood (photos 12 and 13).
- In the test cut locations and by interior visual observation, it was noted that the roof system seemed to be secured to the steel deck at the perimeters, but not in the field of the roof.
- The sheet metal flashing along the precast wall transition is continuous and extends into the roof system 17" with the self-adhering membrane beneath. There are signs that the flow of water gets under the shingles and finds its way under the rake flashing along the wall. The existing roof construction has a 1" gap along the wall. There is no insulation in this gap currently. The original drawings indicate this is an expansion joint condition and should have been designed to accommodate movement. Therefore, there could be a thermal bridge occurring at this location. There are stained ceiling tiles along this wall that indicate water entry/condensation is occurring at this wall (see drawing sheet 3 and photo 14).
- The sloped metal deck structure at the eave is anchored to the top of the exterior masonry unit through a treated wood blocking and open to the roof edge eave condition which includes the soffit venting. This condition causes a thermal bridge of the soffit venting re-circuiting into the interior just under the steel deck and could be causing condensation to occur under the right atmospheric conditions during winter months. The underside of the steel deck had signs of water staining that could be due to the condensation. Currently, foil faced batt insulation has been stuffed in these locations (see drawing sheet 2 and photo 15).
- Batt insulation was observed sitting on the acoustical ceiling tile in isolated locations and/or full coverage over the ceilings of different room spaces (photos 16 and 17). This was not part of the original design. We are not sure if these batts were added for thermal or acoustic reasons.

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1974 Original Shops and Maintenance Building

The essentially flat roof construction consists of a fully-adhered 60-mil EPDM membrane over 1/2" high-density wood fiberboard insulation, tapered expanded polystyrene insulation over a 3" base layer of expanded polystyrene insulation mechanically fastened to the wood deck, 3/4" perlite insulation with a kraft paper laid loose over a 2 x 6 tongue and grove wood deck.

- The EPDM membrane at isolated locations has started to bridge and become loose along the perimeters and at the roof curbs (photo 18).
- The parapet sheet metal copings and cover plates were constructed approximately 1-1/2" larger than the width of the parapet and therefore, the contractor screw fastened the copings down to the parapet at the top of the sheet metal. These screw fasteners are rusted and the washers are non-existent (photo 19).
- There are several isolated locations of ponding water prevalent. With a fully-adhered EPDM roof, this will usually occur when the deck/ insulation could possibly create a depression. This is more visible on this type of roof in lieu of a ballasted or gravel surfaced roof (photo 20).
- Many of the corner patches on the units, tee patches at the intersecting EPDM field sheets, and repair patches are open and susceptible to water entry (photo 21).
- The mechanical fasteners that are securing the insulation down to the wood deck are starting to back out (photo 22).
- At the existing parapet construction, the existing wood blocking, roofing materials, and sheet metal coping remained in place when the new wood blocking and sheet metal copings were added when the roof was reroofed (photo 23).
- The existing air conditioning unit over the shops building is serviced by conduit and coolant piping that penetrate the wall transition between the shops building and office building. The penetration is open to water entry and the foam insulation is saturated. No grommet or boot is present (photo 24).
- One of the exhaust stacks located east of the roof hatch is missing its rain hood and is allowing water entry into the stack.

DRAWING REVIEW

Review of the 1998 construction documents found that the existing conditions are basically as designed. In addition to the non-thermally broken window system, there is a thermal bridge at the window heads (Detail 10/A13) where the CMU bearing plate extends from the interior to the exterior without any insulation protection. Similar conditions are shown on the attached drawings 5-7.

MECHANICAL SYSTEM INFORMATION

During our review of the windows, we noticed that the office has a forced air heating system with ceiling mounted supply diffusers. The diffusers are typically located several feet away from the exterior wall, therefore the supply air does not provide much warm air wash across the windows, which could aid in the prevention of condensation on the windows. Return air grilles are located in the ceiling and the space above the ceilings serves as a return air plenum.

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We contacted Climate Air and spoke to Scott Fischer, who provides maintenance on the system. Scott confirmed that the mechanical system is a variable air volume system (VAV). The supply air diffusers can be relocated and changed to a linear style which will provide a better air wash of the exterior wall. He also indicated that a transfer grille, above the ceiling, is too small to efficiently move return air back to the mechanical room, which also effects system performance.

The mechanical system in the winter season is set-up for 70 degree interior temperature and approximately 30% relative humidity. The humidity level (which is a little higher than the typical office) is necessary for the printers and copier equipment to operate correctly.

STRUCTURAL

Inspec contracted with L.S. Engineers to provide a structural analysis of the existing roof structures for both the 1998 office building addition and the 1974 original shops and maintenance building to determine if the structure could support the new proposed roof systems.

The existing structure (steel deck and bar joist) of the 1998 office building does have adequate capacity to support the proposed roof systems indicated in our recommendations.

There is not adequate information to confirm the capacity of the 1974 shop and maintenance building. Without considerable additional investigation, testing and analysis, we will not know the existing capacity.

The structure was analyzed to confirm stresses in the original beams and purlins, and nothing appeared unreasonable. Equipment has been added to the roof since its original construction and the roof should have been reinforced where required at that time.

The proposed system is essentially the same weight as the existing roofing system and on that basis, the proposed roofing system indicated in our recommendations, is reasonable.

If you would like additional assurance regarding the existing structure; please advise.

RECOMMENDATIONS

Windows

Due to the non-thermally broken frame and the air gaps around the perimeter of the windows, we recommend replacing the windows with an aluminum frame thermally broken window with 1" insulated glazing with Low E coating. Additionally, the thermal plane, between the window system and the wall insulation should be aligned. There are two options that can accomplish this without much impact to the building. The first is to inset the window to align the thermal break of the system with the insulation. This would result in a narrower sill on the interior spaces, or revise the head, jambs and sill to allow some insulation to be installed to eliminate the thermal bridge.

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Mechanical

To aid window system performance, we would recommend revising the supply diffusers to a linear style and locate them closer to the exterior wall. We would also recommend that the transfer air grille above the ceiling, be enlarged, or an additional transfer grille installed, sized to provide the correct square footage of return to mechanical room which will provide for a more efficient system operation. Once the above changes are implemented, the 70° degree approximately 30% relative humidity conditions for the winter season could be accomplished.

Roof Systems

1974 Original Shop and Maintenance Building

The current age of the roof system on the 1974 original shop and maintenance building is unknown, although it could be approximately 18 years old if the original built-up roof lasted 25 years. In our opinion, based on the age of this roof and the deficiencies observed, this roof could last approximately 3-5 years with isolated repairs. Although the current problems can and should be repaired, continued performance issues should be expected and likely increase as the roof ages. This assumes no significant changes to the roof penetrations and no construction-related impact.

At the time of roof replacement for this portion of the building, a proposed roof system, which we based our construction cost estimate effort, could be as follows: The existing roof system will be removed down to the deck and a new self-adhering membrane (vapor retarder) will be installed on the deck, 1/4"/ft. tapered isocyanurate insulation, followed by 1/2" cover board set in low-rise foam, and a fully-adhered 90-mil EPDM membrane with a 30-year no-dollar-limit total system warranty.

1998 Office Addition

The roof system on the1998 office addition is 18 years old. In our opinion, based on the age of this roof, the condensation that is occurring at the perimeters and wall transitions, and the deficiencies observed, this roof should be replaced as soon as funding is available. The installation of insulation and air stop at the areas of thermal bridging along with a proper roof expansion joint (between original building and addition) should be completed when reroofed with any of the options highlighted below.

It is our recommendation that the continuity of the vapor retarder between the wall system and underside of the roof deck be verified and if not, continuous be established.

Based on our understanding of the roofing industry guidelines for vapor retarder needs, no vapor retarder will be required in the roof system, in our opinion, if the building has a humidity level below 35%.

The following are some replacement options that could be considered:

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Option A:

The existing roof system will remain in place. Mechanically fasten the existing system down to the steel deck to meet current wind uplift requirements. Install new 1/2" exterior plywood to create a more stable substrate for the new shingle roof system. Install new self-adhering underlayment and shingles or pre-engineered standing seam metal roof system.

Items to consider related to this system:

- This will provide the lowest overall cost for replacement. The installation of shingles will provide a lower cost than the pre-engineered metal roof system.
- The existing ventilation system appears to be at the minimum required for the size of the roof it is ventilating.
- Current code requires an R-20 based on 2010 ASHRAE 90.1 or up to R-30 based on the 2012 IECC. A higher R-value can provide a lower building heating and cooling savings cost. The existing R-value is 15 which is acceptable as an exception to the code requirement if only replacing the roof surface and not exposing the existing insulation.
- The roof system warranty provided by the roofing manufacturer will only cover the new roofing material installation, not the existing materials.

Option B:

The existing roof system will remain in place. Add additional R-value to the roof system (between an R-value of 25 - 30). Mechanically fasten the existing system down to the steel deck to meet current wind uplift. Close-off the existing ventilation system and leave unvented or create new vented system. Install new self-adhering underlayment and shingles or pre-engineered standing seam metal roof system.

Items to consider related to this system:

- This will be more expensive then Option A for replacement.
- The new R-value will meet the requirements of energy code. R-20 based on 2010 ASHRAE 90.1 or up to R-30 based on the 2012 IECC. A higher R-value can provide a lower building heating and cooling savings.
- The roof system warranty provided by the roofing manufacturer will only cover the new roofing material installation, not the existing materials.
- If additional insulation and substrate is installed over the existing roof system, the existing venting will be closed off and the new roof system will be unvented. If a new metal roof is installed, it does not require venting. If a new shingle roof system is installed, the manufacturers may require venting in order to provide a manufacturer's warranty.

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Option C:

The existing roof system will be removed down to the deck. The existing thermal barrier will remain. Three layers of isocyanurate insulation (to meet an R-value of between 25 – 30) will be installed with a wood nailer running perpendicular to the slope in the middle layer mechanically fastened to the steel deck, followed by the installation of an additional wood nailer running parallel to the slope to create a vented space if required, and the installation of 3/4" plywood, followed by the installation of a new shingle roof or pre-engineered metal roof system.

Items to consider related to this system:

- This will be most expensive roof replacement cost then Options A and B
- The new R-value will meet the requirements of energy code. R-20 based on 2010 ASHRAE 90.1 or up to R-30 based on the 2012 IECC. A higher R-value can provide a lower building heating and cooling savings.
- The roof system warranty provided by the roofing manufacturer will cover the entire roof system from the deck up.

Metal Roofs

- The existing metal roofs are in good condition and can remain. There are voids at the base of the metal roof connection to the building which allow cold air penetrations. Under the right atmospheric conditions during cold weather, conditions can develop inside the space. This should be corrected when the main roof is replaced.

REPAIR AND PREVENTATIVE MAINTENANCE RECOMMENDATIONS

The following repair and/or preventative maintenance items are recommended and should be completed to sustain weatherproofing performance. These items are referenced on the enclosed roof sketch at specific locations. However, some may typically apply throughout all roof areas.

1974 Original Shops and Maintenance Building

1. Monitor the roof flashings at the perimeter parapet and curb bases for continued deterioration (bridging and/or separation of the EPDM).

2. Monitor the membrane at the mechanical fastener locations for continued back-out of the fasteners and initial verification of holes in the membrane.

3. At the wall transition to the shingle roof where the condensing lines and conduit for the air condition unit penetrate. The mechanical foam insulation around the condensing line should be replaced, the existing sealant removed, the membrane scrubbed clean, and the installation of a grommet or pipe boot should be installed (one location).

4. At the open corner, at tee patches, and previous repair patches, new patches should be installed after the membrane is thoroughly scrubbed clean per the manufacturer's recommendations (approximately twenty locations).

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PRELIMINARY OPINION OF CONSTRUCTION COST

Below is a summary of the opinion of probable construction cost for the repair/replacement approaches in the table below:

Repair/Replacement Approach	Opinion of Probable Construction Cost
Window Replacement (no entrances)	$50,000
1998 Office Addition – Option A Shingle Roof	$75,000
1998 Office Addition – Option A Metal Roof	$150,000
1998 Office Addition – Option B Shingle Roof	$95,000
1998 Office Addition – Option B Metal Roof	$175,000
1998 Office Addition – Option C Shingle Roof	$150,000
1998 Office Addition – Option C Metal Roof	$230,000
1974 Original Building – Repairs	$3,000
1974 Original Building – Roof Replacement	$350,000

* The opinion of probable construction cost includes a 10% contingency in addition to the cost for the recommended replacement/repairs. The cost does not include any associated fees for design or construction administration of the recommended repairs.

At this time, costs have not been provided for the mechanical recommendations.

REMARKS

This report is a summary of our Schematic Design Report of the Wright County Public Service Building. Neither the evaluation nor this report is intended to cover structural or indoor air quality issues or mold-related issues. Additional photographs and field notes will be retained in our files. If you should have any questions regarding this report or require additional information, assistance with remedial action, or information regarding our exterior services in windows, walls, waterproofing, and pavement areas, please feel free to call our office. If there are any questions or concerns regarding this report, please contact our office.

INSPEC

By: Cynthia J. Long
Cynthia J. Long
Associate/Senior Consultant

By: L. Koch
Laurence J. Koch, AIA
Registered Architect

CJL/bap

Enclosures: Photographs
Roof Plan
Drawing Sheets

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Photo #1 – Window elevation.

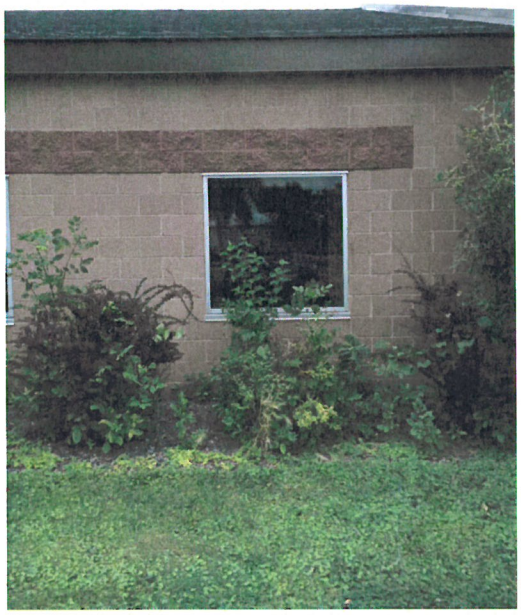


Photo #2 – Sealant at window head flashing.

Photo #3 – Failed jamb sealant joint.

Photo #4 – Thermal clip style aluminum storefront window system. Shrunken gaskets.

Photo #5 – Top of frame after removal of sealant and snap trim cap.

Photo #6 – Batt insulation infill at joint behind the removed backer rod and sealant.

Photo #7 – Sill with the snap trim cap removed.

Photo #8 – Shrunken gaskets on the backside of the snap trim cap.

Photo #9 – Replacing backer rod.

Photo #10 – Cleaning aluminum prior to installing new sealant.

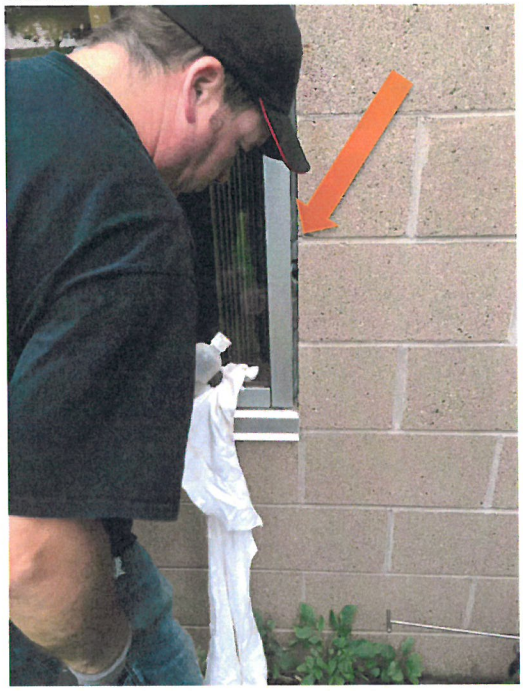


Photo #11 – New sealant.

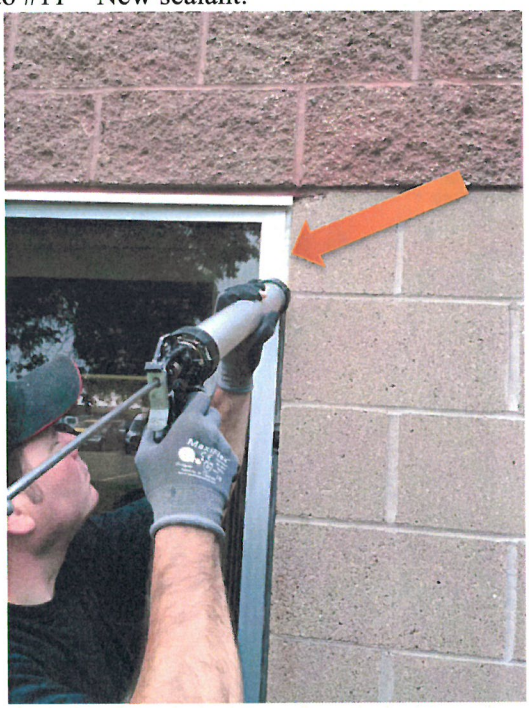


Photo #12 – Tooling and trimming sealant.

Photo #1

Photo #2

Photo #3

Photo #4

Photo #5

Photo #6

Roof Reference Photos

Photo #7

Photo #8

Photo #9

Photo #10

Photo #11

Photo #12

Roof Reference Photos

Photo #13

Photo #14

Photo #15

Photo #16

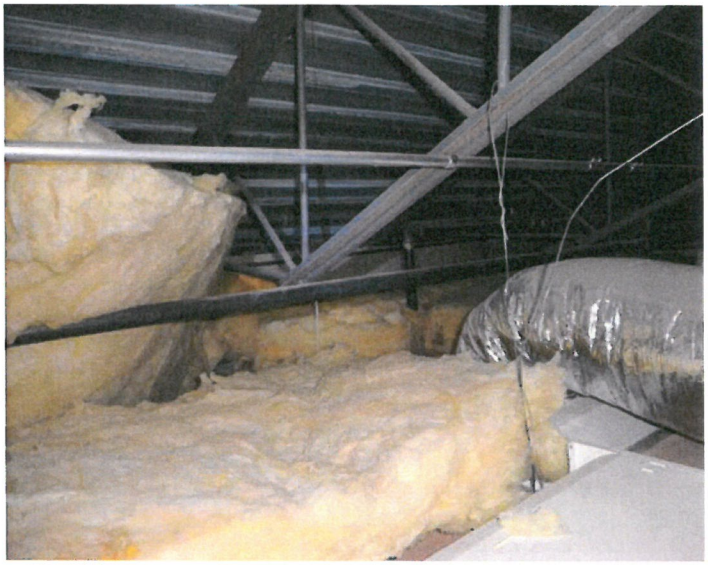


Photo #17

Photo #18

Roof Reference Photos

Photo #19

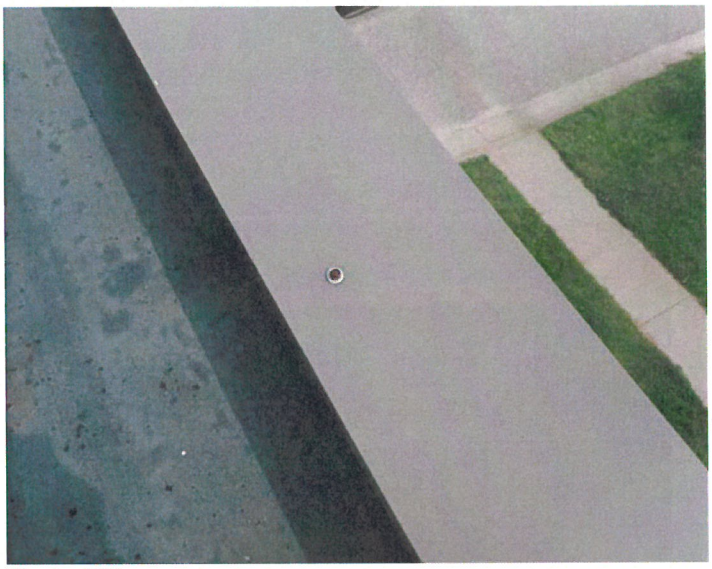


Photo #20

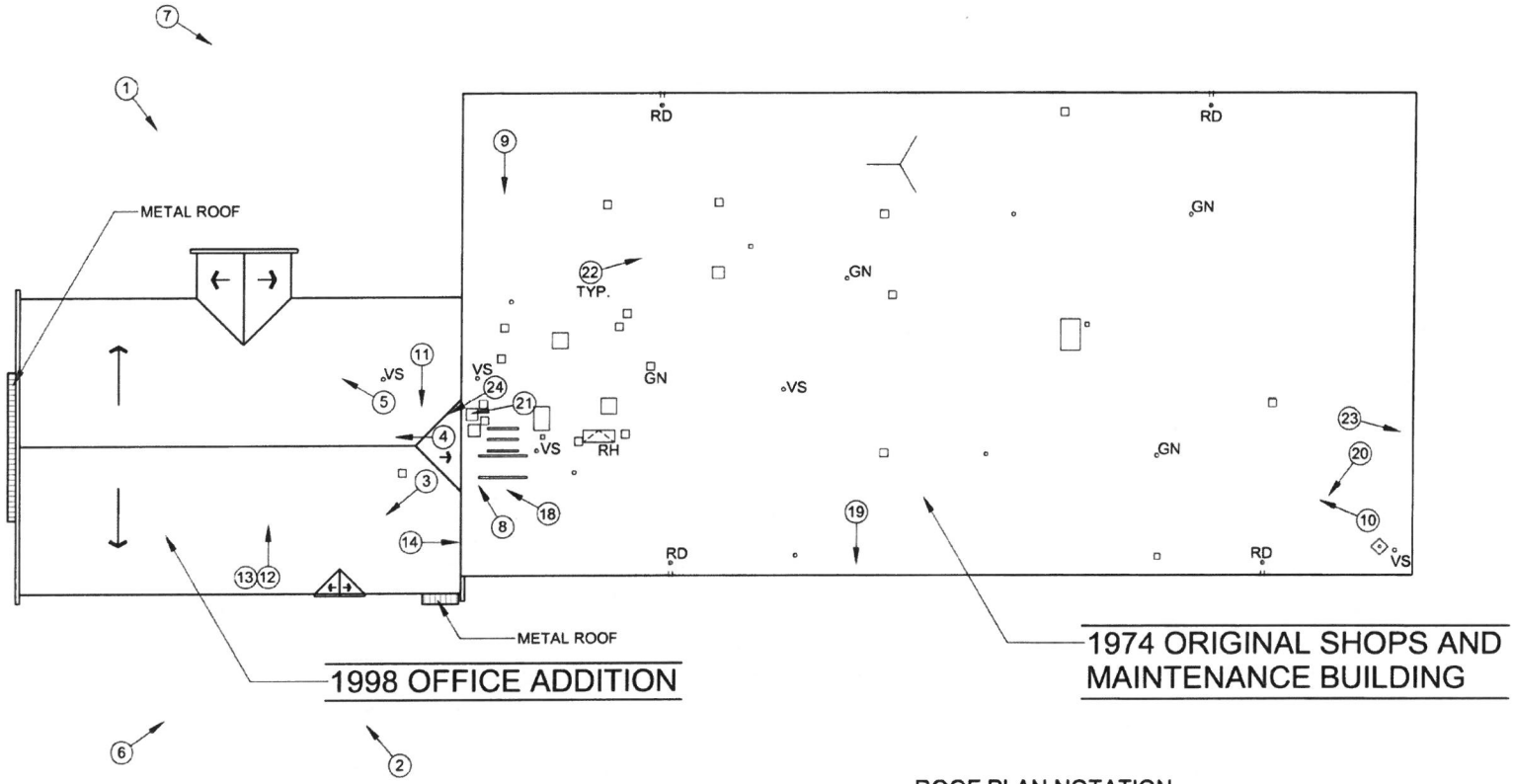
Photo #21

Photo #22

Photo #23

Photo #24

Roof Reference Photos



ROOF PLAN

1" = 30'-0"

NORTH

0 3' 9' 15' 30' 60'

ROOF PLAN NOTATION

- (1) PHOTOS
- GN GOOSE NECK
- RD ROOF DRAIN
- RH ROOF HATCH
- VS VENT STACK
- MECHANICAL CURB
- SLEEPER CURBS

Client
WRIGHT COUNTY

Project title
SCHEMATIC DESIGN REPORT
1901 HWY 25 NORTH
BUFFALO, MN

DATE: 08/15/2016
CLIENT PROJECT No.:
INSPEC PROJECT No.: 2013088.1
PROJECT MGR: CL
DRAWN BY: RJM
CHECKED BY: CL

Sheet No.
1

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Minneapolis, MN
55422
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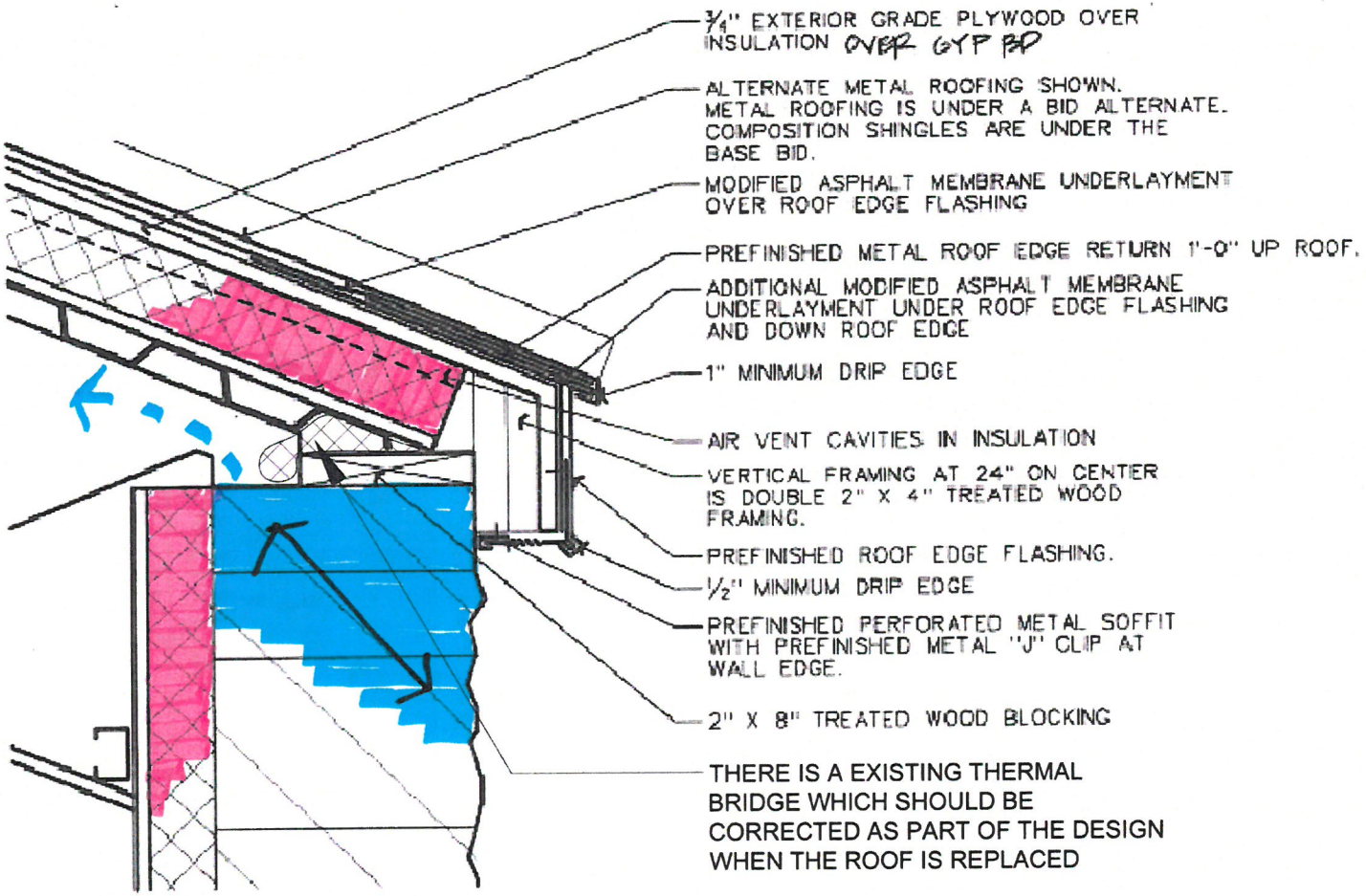

2
A8

TYPICAL ROOF EDGE

Client
WRIGHT COUNTY

Project title
SCHEMATIC DESIGN REPORT
1901 HWY 25 NORTH
BUFFALO, MN

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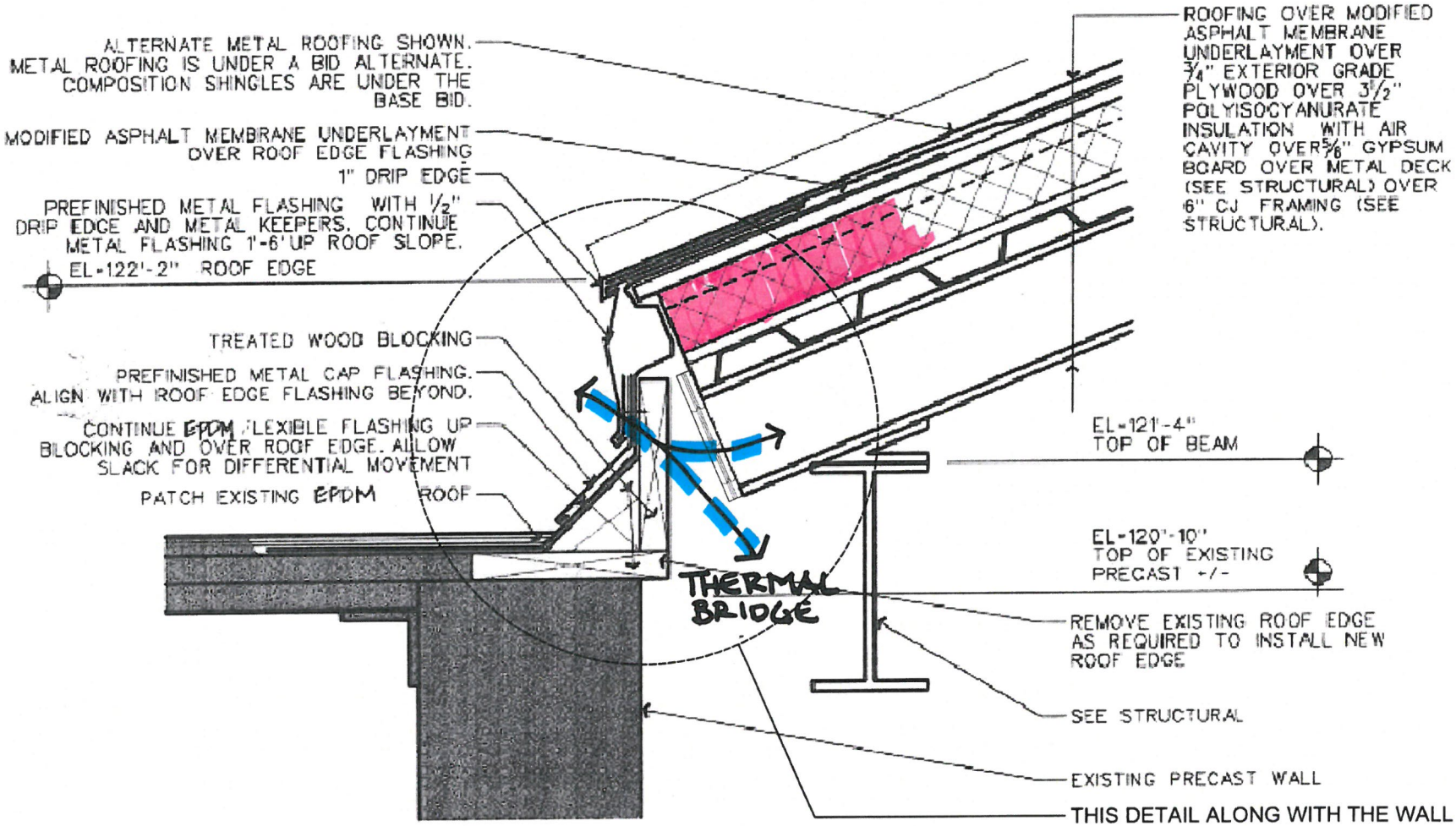

THIS DETAIL ALONG WITH THE WALL BETWEEN THE ORIGINAL BUILDING AND ADDITION IS AN EXPANSION CONDITION AND SHOULD BE DESIGNED ACCORDING WHEN THE ROOF IS REPLACED.

5 / A8 ROOF EDGE DETAL AT EXISTING WALL

Client: WRIGHT COUNTY

Project title: SCHEMATIC DESIGN REPORT
1901 HWY 25 NORTH
BUFFALO, MN

DATE: 08/15/2018
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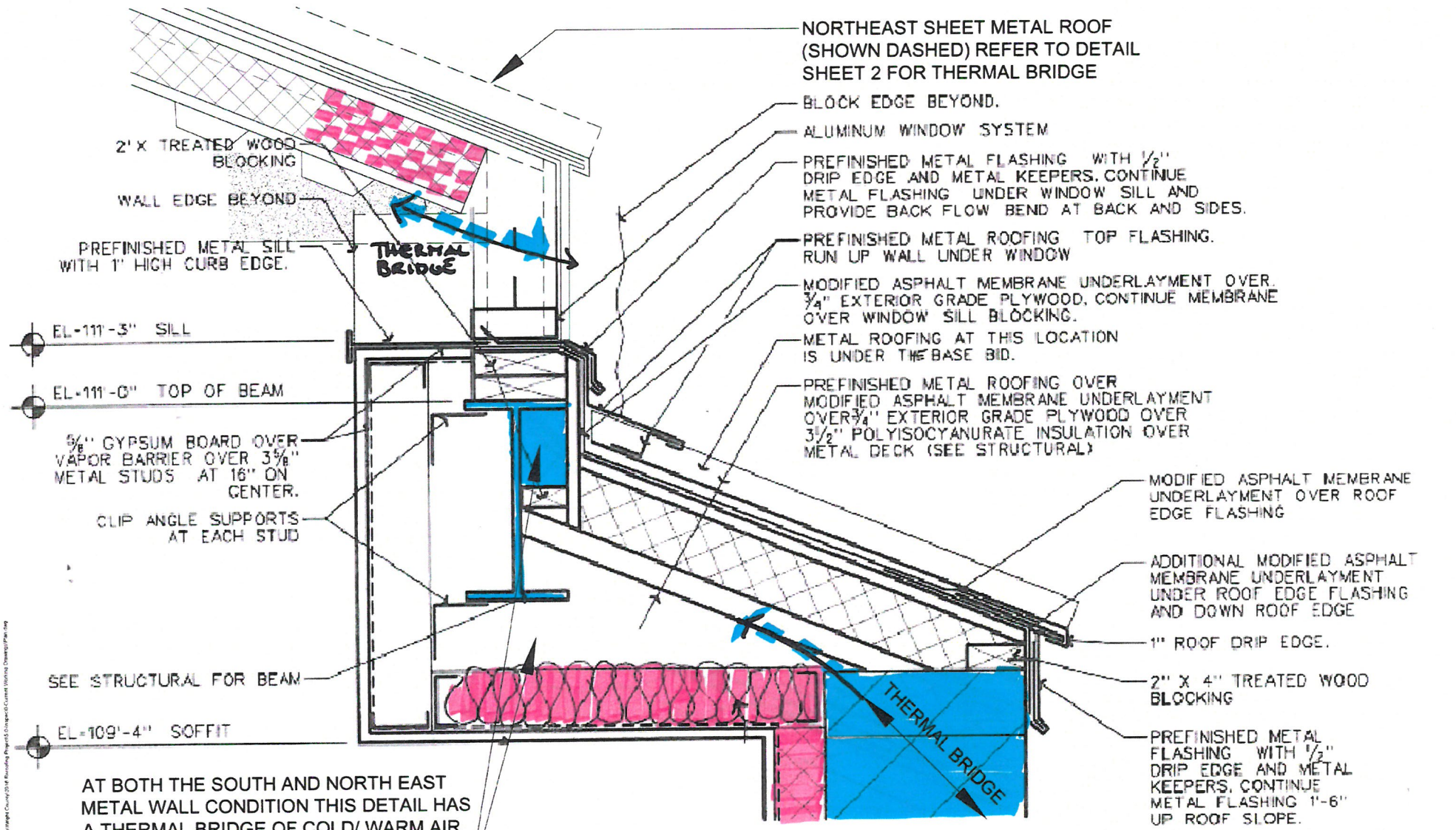

AT BOTH THE SOUTH AND NORTH EAST METAL WALL CONDITION THIS DETAIL HAS A THERMAL BRIDGE OF COLD/ WARM AIR OCCURRING AND SHOULD BE CORRECTED AS PART OF THE DESIGN WHEN THE ROOF IS REPLACED.

Client
WRIGHT COUNTY

Project title
SCHEMATIC DESIGN REPORT
1901 HWY 25 NORTH
BUFFALO, MN

DATE:	08/18/2016
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INSPEC PROJECT No.:	2013986.1
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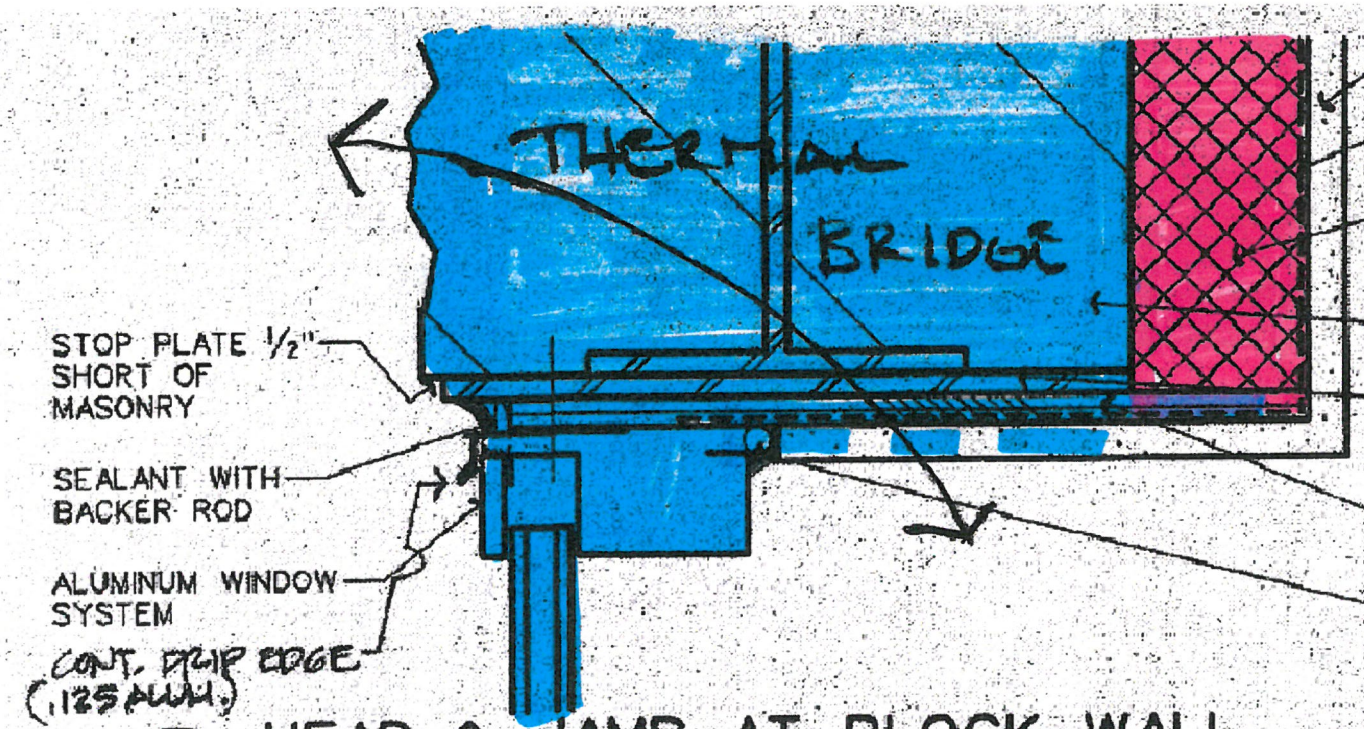

10
A13

HEAD & JAMB AT BLOCK WALL

Client:
WRIGHT COUNTY

Project title:
SCHEMATIC DESIGN REPORT
1901 HWY 25 NORTH
BUFFALO, MN

DATE:	08/15/2016
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INSPEC PROJECT No.:	2013086.1
PROJECT MGR:	CL
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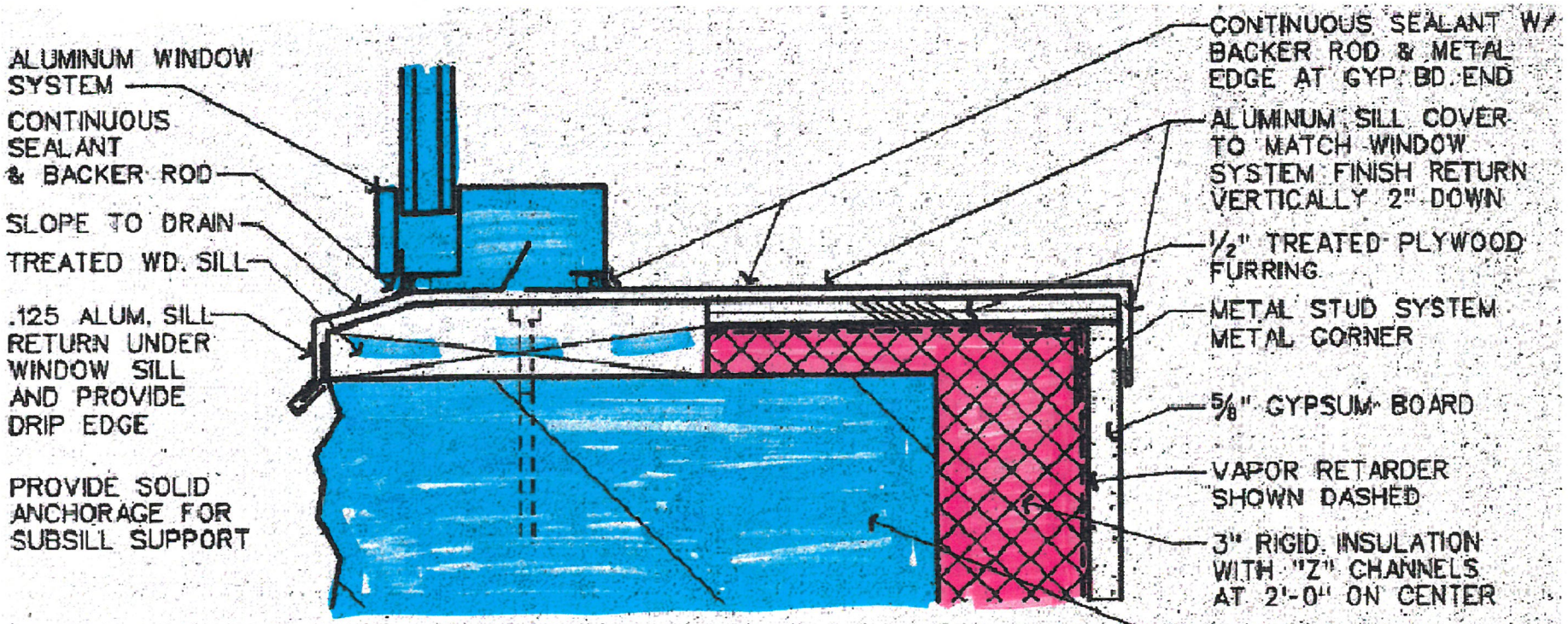

11
A13

SILL AT BLOCK WALL

Client
WRIGHT COUNTY

Project title
SCHEMATIC DESIGN REPORT
1901 HWY 25 NORTH
BUFFALO, MN

DATE:	08/15/2016
CLIENT PROJECT No.:	
INSPEC PROJECT No.:	2013085.1
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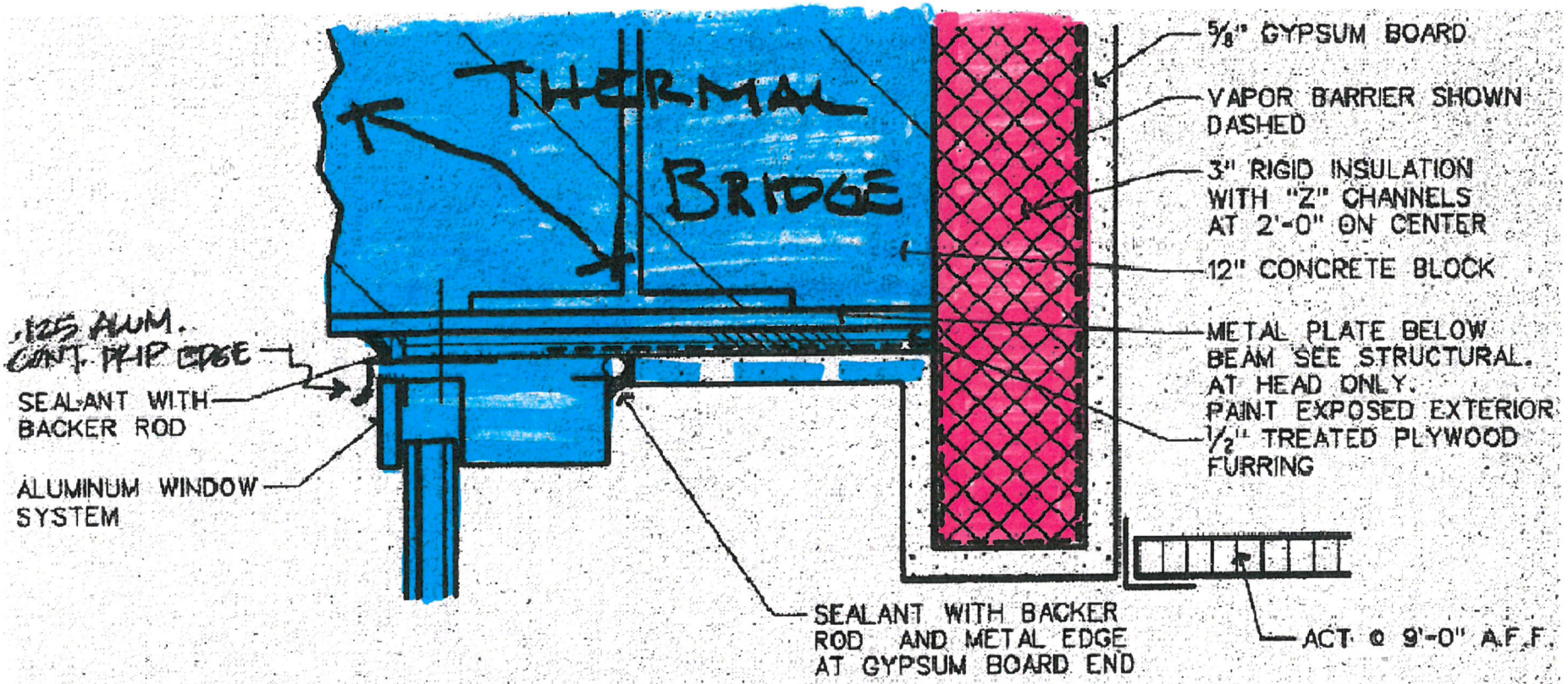

12
A13

HEAD AT SOUTH WINDOWS

Client
WRIGHT COUNTY

Project title
SCHEMATIC DESIGN REPORT
1901 HWY 25 NORTH
BUFFALO, MN

DATE:	08/15/2018
CLIENT PROJECT No.:	
INSPEC PROJECT No.:	2018886.1
PROJECT MGR:	CL
DRAWN BY:	RJM
CHECKED BY:	CL

Sheet No.
7

INSPEC
5801 Duluth Street
Minneapolis, MN
55422
Ph. 763-546-1434

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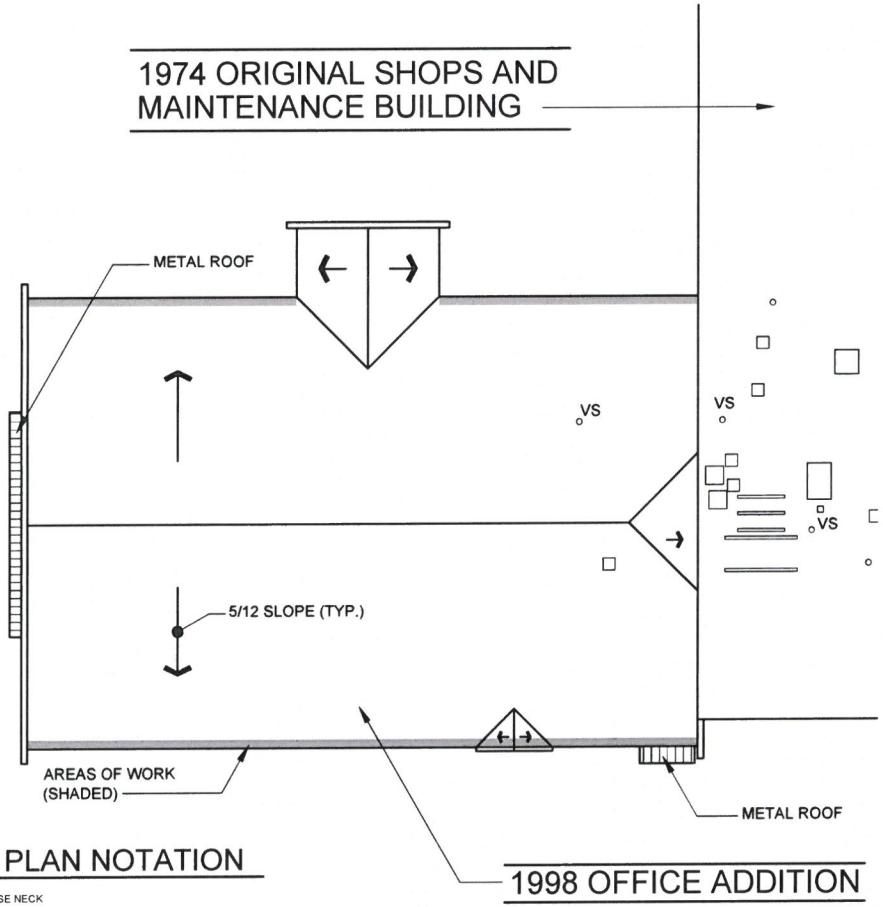

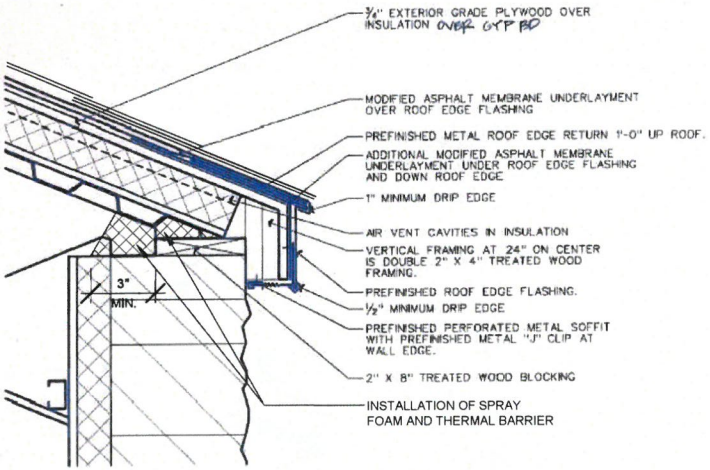

2 / A8 TYPICAL ROOF EDGE

PROJECT NOTES:

1. REMOVE EXISTING ACOUSTICAL CEILING TILES AND GRID IF NECESSARY, FOIL-FACE BATT AND BATT INSULATION LOCATED ABOVE CEILING TILE AND IN AREA OF WORK. MARK AND PROTECT ALL ADJACENT SURFACES.
2. ENSURE ALL MATERIALS TO RECEIVE THE SPRAY FOAM ARE CLEAN AND FREE OF ANY FOREIGN MATERIALS THAT WILL IMPEDE THE APPLICATION. IF RUST IS OBSERVED ON THE UNDERSIDE OF THE EXISTING STEEL DECK AND BAR JOIST, REMOVE RUST AND APPLY RUST INHIBITIVE DECK COATING. (THIS COATING MUST BE COMPATIBLE WITH THE SPRAY FOAM).
3. APPLY A MINIMUM 3" POLYURETHANE INSULATION SPRAY FOAM AND SPRAY-APPLIED CEMENTIOUS THERMAL BARRIER COATING IN ACCORDANCE WITH MANUFACTURES WRITTEN APPLICATION INSTRUCTIONS. APPLY TO A UNIFORM MONOLITHIC DENSITY WITHOUT VOIDS.
4. SPRAY FOAM INSULATION: TWO-COMPONENT CLOSED-CELL SPRAY POLYURETHANE FOAM INSULATION SYSTEM COMPATIBLE WITH RUST-INHIBITIVE COATING APPLIED TO THE STEEL DECK PRIOR TO INSTALLATION OF THESE MATERIALS. BASF SPRAYTITE 178 BUILDING ENVELOPE INSULATION
5. GRACE FIREPROFING MONOKOTE 2-3306 FIRE-PROTECTIVE SPRAY COATING

ROOF PLAN NOTATION

GN	GOOSE NECK
RD	ROOF DRAIN
RH	ROOF HATCH
VS	VENT STACK
	MECHANICAL CURB
	SLEEPER CURBS

ROOF PLAN

1" = 20'-0"

NORTH

0 2' 5' 10' 20' 40'

Client: WRIGHT COUNTY

Project title: SCHEMATIC DESIGN REPORT
1901 HWY 25 NORTH
BUFFALO, MN

DATE:	08/15/2016
CLIENT PROJECT No.:	
INSPEC PROJECT No.:	213986.1
PROJECT MGR:	CL
DRAWN BY:	RJM
CHECKED BY:	CL

Sheet No.: 1

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Print List in Order By: 2

1 - Fund (Page Break by Fund)
2 - Department (Totals by Dept)
3 - Vendor Number
4 - Vendor Name

Page Break By: 1

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

Explode Dist. Formulas?: N

Paid on Behalf Of Name on Audit List?: N

Type of Audit List: D

D - Detailed Audit List
S - Condensed Audit List

Save Report Options?: N

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
5	DEPT			COUNTY BOARD		
6630	**BORRELL/CHARLIE**					
	01-005-000-0000-6331		395.00	790 MILES		TRAVEL
6630	**BORRELL/CHARLIE**		**395.00**	**1** Transactions		
3172	**POTTER/MICHAEL J**					
	01-005-000-0000-6331		188.50	377 MILES		TRAVEL
3172	**POTTER/MICHAEL J**		**188.50**	**1** Transactions		
5	**DEPT Total:**		**583.50**	**COUNTY BOARD**	**2 Vendors**	**2 Transactions**
13	DEPT			COURT ADMINISTRATOR		
999999997	**BAUMAN/PAIGE**					
	01-013-000-0000-6809		22.80	CV 16 3820 WITNESS REIMBURSE		WITNESS FEES
999999997	**BAUMAN/PAIGE**		**22.80**	**1** Transactions		
3458	**RIDLEY/GLENDA**					
	01-013-000-0000-6270		122.50	PR 14 4619 HRLY 7/5-7/28/16		COURT APPOINTED COUNSEL
	01-013-000-0000-6270		103.75	PR 13 3796 HRLY 8/9-8/23/16		COURT APPOINTED COUNSEL
	01-013-000-0000-6270		156.00	PR 14 4619 HRLY 8/1-8/15/16		COURT APPOINTED COUNSEL
3458	**RIDLEY/GLENDA**		**382.25**	**3** Transactions		
3142	**SETTER/RANDI**					
	01-013-000-0000-6270		100.00	F2 01 50637 APPEARANCE 9/1/16		COURT APPOINTED COUNSEL
3142	**SETTER/RANDI**		**100.00**	**1** Transactions		
999999997	**WYMAN/CHERIE**					
	01-013-000-0000-6809		23.92	CV 16 3820 WITNESS FEES		WITNESS FEES
999999997	**WYMAN/CHERIE**		**23.92**	**1** Transactions		
13	**DEPT Total:**		**528.97**	**COURT ADMINISTRATOR**	**4 Vendors**	**6 Transactions**
25	DEPT			COURT SERVICES		
1262	**FIRST DISTRICT DOMESTIC VIOLENCE COI**					
	01-025-000-0000-6804		75.00	TRAINING BACKES 10/7/16		STAFF TRAINING
1262	**FIRST DISTRICT DOMESTIC VIOLENCE COI**		**75.00**	**1** Transactions		
1076	**GBR 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
	01-025-000-0000-6261		140.00	86 CR 16 1645 INTERPRETER FEE	9/6/16	PROFESSIONAL SERVICES
1076	**GBR INC**		**140.00**	**1** Transactions		
2857	**JAHNKE/ROSS**					
	01-025-000-0000-6331		71.00	142 MILES		TRAVEL
2857	**JAHNKE/ROSS**		**71.00**	**1** Transactions		
4275	**MINNESOTA MONITORING INC**					
	01-025-000-0000-6265		623.00	AUG 2016 JUV EHM FEES DTN/CORR	3035	DETENTION
	01-025-000-0000-6265		133.00	AUG 2016 JUV EHM FEES CORR	3036	DETENTION
4275	**MINNESOTA MONITORING INC**		**756.00**	**2** Transactions		
645	**MN CORRECTIONS ASSOCIATION**					
	01-025-000-0000-6245		35.00	MCA MEMBERSHIP WEBB		MEMBERSHIPS, DUES & FEES
	01-025-000-0000-6804		225.00	MCA TRAINING WEBB	04460	STAFF TRAINING
	01-025-000-0000-6245		35.00	MCA MEMBERSHIP MILLER	04463	MEMBERSHIPS, DUES & FEES
645	**MN CORRECTIONS ASSOCIATION**		**295.00**	**3** Transactions		
4993	**STOLL/BRIAN**					
	01-025-000-0000-6331		56.00	112 MILES		TRAVEL
4993	**STOLL/BRIAN**		**56.00**	**1** Transactions		
4628	**VERIZON WIRELESS**					
	01-025-000-0000-6203		576.10	887189319		TELEPHONE
4628	**VERIZON WIRELESS**		**576.10**	**1** Transactions		
25	**DEPT Total:**		**1,969.10**	**COURT SERVICES**	**7 Vendors**	**10 Transactions**
31	DEPT			COUNTY COORDINATOR		
4628	**VERIZON WIRELESS**					
	01-031-000-0000-6203		50.76	887189319		TELEPHONE
4628	**VERIZON WIRELESS**		**50.76**	**1** Transactions		
31	**DEPT Total:**		**50.76**	**COUNTY COORDINATOR**	**1 Vendors**	**1 Transactions**
41	DEPT			COUNTY AUDITOR-TREASURER		
58254	**ST CLOUD STAMP & SIGN INC**					
	01-041-000-0000-6411		74.88	INK PADS X10	187807	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
58254	**ST CLOUD STAMP & SIGN INC**		**74.88**	**1** Transactions		
4628	**VERIZON WIRELESS**					
	01-041-000-0000-6203		60.76	887189319		TELEPHONE
4628	**VERIZON WIRELESS**		**60.76**	**1** Transactions		
41	**DEPT Total:**		**135.64**	**COUNTY AUDITOR-TREASURER**	**2 Vendors**	**2 Transactions**
63	DEPT			IT (INFORMATIONAL TECHNOLOGY)		
3842	**BROWN/JASON**					
	01-063-000-0000-6331		10.50	21 MILES 7/12-7/29/2016		TRAVEL
3842	**BROWN/JASON**		**10.50**	**1** Transactions		
3417	**DATABANK IMX LLC**					
	01-063-000-0000-6804		6,000.00	ONBASE TRAINING IT STAFF	45003100	STAFF TRAINING
3417	**DATABANK IMX LLC**		**6,000.00**	**1** Transactions		
6915	**OFFICE OF MN IT SERVICES**					
	01-063-000-0000-6261		2,100.00	NETWORK CHARGES AUG 2016	1608049	PROFESSIONAL SERVICES
6915	**OFFICE OF MN IT SERVICES**		**2,100.00**	**1** Transactions		
4806	**SETON IDENTIFICATION PRODUCTS**					
	01-063-000-0000-6411		533.10	DURAGUARD PROPERTY ID STICKERS	9331923404	OPERATING SUPPLIES
4806	**SETON IDENTIFICATION PRODUCTS**		**533.10**	**1** Transactions		
58254	**ST CLOUD STAMP & SIGN INC**					
	01-063-000-0000-6411		43.70	NAME PLATES X3	18777	OPERATING SUPPLIES
58254	**ST CLOUD STAMP & SIGN INC**		**43.70**	**1** Transactions		
63	**DEPT Total:**		**8,687.30**	**IT (INFORMATIONAL TECHNOLOGY)**	**5 Vendors**	**5 Transactions**
91	DEPT			COUNTY ATTORNEY		
19621	**ECM PUBLISHERS INC**					
	01-091-000-0000-6235		38.00	SUBSCRIPTION	8375	PUBLICATIONS & BROCHURES
19621	**ECM PUBLISHERS INC**		**38.00**	**1** Transactions		
4817	**HERALD JOURNAL PUBLISHING INC**					
	01-091-000-0000-6261		5.55	NOTICES PUBLISHED		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
4817	**HERALD JOURNAL PUBLISHING INC**		**5.55**	**1** Transactions		
6641	**THOMSON REUTERS WEST PUBLISHING C**					
	01-091-000-0000-6385		1,074.54	AUGUST BILLING	834629858	DATA PROCESSING
6641	**THOMSON REUTERS WEST PUBLISHING C**		**1,074.54**	**1** Transactions		
91	**DEPT Total:**		**1,118.09**	**COUNTY ATTORNEY**	**3 Vendors**	**3 Transactions**
100	DEPT			OTHER GENERAL GOVERNMENT		
2022	**AMERICAN TOWER CORPORATION**					
	01-100-000-0000-6305		441.58	ARMER INFLATION ADJ 3RD QTR	2251053	800MHZ MAINTENANCE EXPENSE
2022	**AMERICAN TOWER CORPORATION**		**441.58**	**1** Transactions		
321	**BRAUN INTERTEC CORPORATION**					
	01-100-000-0000-6605		1,453.75	REPAIRS LEAKS LEC GEOTHERM	470	SITE IMPROVEMENTS-COURTHOUSE
321	**BRAUN INTERTEC CORPORATION**		**1,453.75**	**1** Transactions		
5507	**CUB FOODS**					
	01-100-000-0000-6808		12.00	POKER WALK SUPPLIES		EMPLOYEE ENHANCEMENT PROGRAM
5507	**CUB FOODS**		**12.00**	**1** Transactions		
1594	**ERNST GENERAL CONSTRUCTION INC**					
	01-100-000-0000-6605		19,685.99	FINAL BILL IT EXPANSION	81916	SITE IMPROVEMENTS-COURTHOUSE
1594	**ERNST GENERAL CONSTRUCTION INC**		**19,685.99**	**1** Transactions		
20311	**EXCEL SYSTEMS**					
	01-100-000-0000-6605		3,800.00	REPAIRS CABLES IT EXPANSION	133603	SITE IMPROVEMENTS-COURTHOUSE
20311	**EXCEL SYSTEMS**		**3,800.00**	**1** Transactions		
2693	**LOBERG ELECTRIC**					
	01-100-000-0000-6605		852.43	REPAIRS CONFERENCE ROOM GC	24059	SITE IMPROVEMENTS-COURTHOUSE
2693	**LOBERG ELECTRIC**		**852.43**	**1** Transactions		
337	**WOODS EDGE APPLES**					
	01-100-000-0000-6808		156.00	POKER WALK SUPPLIES		EMPLOYEE ENHANCEMENT PROGRAM
337	**WOODS EDGE APPLES**		**156.00**	**1** Transactions		

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
100	**DEPT Total:**		**26,401.75**	**OTHER GENERAL GOVERNMENT**	**7 Vendors**	**7 Transactions**
103	DEPT			SURVEYOR		
607	**BUFF N GLO INC**					
	01-103-000-0000-6452		9.23	CAR WASHES	6055	VEHICLE MAINTENANCE
607	**BUFF N GLO INC**		**9.23**	**1** Transactions		
749	**MN ASSN OF COUNTY SURVEYORS**					
	01-103-000-0000-6804		50.00	MACS REGISTRATION EDELBORCK		STAFF TRAINING
	01-103-000-0000-6804		50.00	MACS REGISTRATION KLEIN		STAFF TRAINING
	01-103-000-0000-6804		100.00	MACS REGISTRATION JOBE		STAFF TRAINING
	01-103-000-0000-6804		50.00	MACS REGISTRATION BAYERL		STAFF TRAINING
	01-103-000-0000-6804		50.00	MACS REGISTRATION STENNES		STAFF TRAINING
749	**MN ASSN OF COUNTY SURVEYORS**		**300.00**	**5** Transactions		
4628	**VERIZON WIRELESS**					
	01-103-000-0000-6203		293.80	887189319		TELEPHONE
	01-103-000-0000-6203		25.02	887189319		TELEPHONE
4628	**VERIZON WIRELESS**		**318.82**	**2** Transactions		
103	**DEPT Total:**		**628.05**	**SURVEYOR**	**3 Vendors**	**8 Transactions**
105	DEPT			ASSESSOR		
198	**ENGEL/DALE L**					
	01-105-000-0000-6261		200.00	PROFESSIONAL SERVICES		PROFESSIONAL SERVICES
198	**ENGEL/DALE L**		**200.00**	**1** Transactions		
3921	**OFFICE DEPOT**					
	01-105-000-0000-6411		124.73	SUPPLIES 861440831001		OPERATING SUPPLIES
3921	**OFFICE DEPOT**		**124.73**	**1** Transactions		
105	**DEPT Total:**		**324.73**	**ASSESSOR**	**2 Vendors**	**2 Transactions**
107	DEPT			PLANNING AND ZONING		
1487	**MN DEPARTMENT OF LABOR & INDUSTRY**					
	01-107-000-0000-5830		3,039.08	AUGUST SURCHARGE	25456171000	MISCELLANEOUS REVENUE
1487	**MN DEPARTMENT OF LABOR & INDUSTRY**		**3,039.08**	**1** Transactions		

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
3209	**THOMPSON/JANET A**					
	01-107-000-0000-6114		300.00	PLANNING COMMISSION PER DIEM		PER DIEM-P & Z BOARD
	01-107-000-0000-6114		100.00	200 MILES		PER DIEM-P & Z BOARD
3209	**THOMPSON/JANET A**		**400.00**	**2** Transactions		
1192	**TOTAL PRINTING**					
	01-107-000-0000-6411		58.00	INSPECTION NOTICES EHO	11140	OPERATING SUPPLIES
1192	**TOTAL PRINTING**		**58.00**	**1** Transactions		
107	**DEPT Total:**		**3,497.08**	**PLANNING AND ZONING**	**3 Vendors**	**4 Transactions**
111	DEPT			BUILDING CARE		
6156	**AMERIPRIDE SERVICES**					
	01-111-000-0000-6301		105.42	UNIFORMS GC 8/2/2016	810939	REPAIRS & MAINTENANCE
	01-111-000-0000-6302		55.84	UNIFORMS LEC 8/02/2016	810956	JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6301		97.35	UNIFORMS GC 8/9/2016	813481	REPAIRS & MAINTENANCE
	01-111-000-0000-6302		55.84	UNIFORMS LEC 8/09/2016	813499	JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6301		97.35	UNIFORMS GC 8/16/2016	816025	REPAIRS & MAINTENANCE
	01-111-000-0000-6302		55.84	UNIFORMS LEC 8/16/2016	816041	JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6301		97.35	UNIFORMS GC 8/23/2016	818518	REPAIRS & MAINTENANCE
	01-111-000-0000-6302		55.84	UNIFORMS LEC 8/23/2016	818535	JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6301		97.35	UNIFORMS GC 8/30/2016	821064	REPAIRS & MAINTENANCE
	01-111-000-0000-6302		55.84	UNIFORMS LEC 8/30/2016	821081	JAIL/LEC REPAIRS AND MAINTENANCE
6156	**AMERIPRIDE SERVICES**		**774.02**	**10** Transactions		
1075	**BUFFALO/CITY OF**					
	01-111-000-0000-6251		20.08	11 059855 00		UTILITY SERVICES
	01-111-000-0000-6251		127.16	01 147020 03		UTILITY SERVICES
	01-111-000-0000-6251		1,600.00	02 068010 00		UTILITY SERVICES
	01-111-000-0000-6251		5,085.73	08 052100 03		UTILITY SERVICES
	01-111-000-0000-6251		9,452.19	02 069000 00		UTILITY SERVICES
	01-111-000-0000-6251		42.30	01 001100 00		UTILITY SERVICES
	01-111-000-0000-6251		26,393.11	02 068000 00		UTILITY SERVICES
	01-111-000-0000-6251		416.60	11 059850 00		UTILITY SERVICES
	01-111-000-0000-6251		334.17	02 069010 00		UTILITY SERVICES
	01-111-000-0000-6251		7,055.64	27 009020 00		UTILITY SERVICES
	01-111-000-0000-6252		55,822.62	27 009010 00		JAIL/LEC UTILITY SERVICES
1075	**BUFFALO/CITY OF**		**106,349.60**	**11** 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
1594	**ERNST GENERAL CONSTRUCTION INC**					
	01-111-000-0000-6301		1,500.00	REPAIRS SIDING HIST SOCIETY	9022016	REPAIRS & MAINTENANCE
1594	**ERNST GENERAL CONSTRUCTION INC**		**1,500.00**	**1** Transactions		
3531	**GRANITE PEST CONTROL SERVICES**					
	01-111-000-0000-6301		117.00	AUG-OCT SERVICE GC	74378	REPAIRS & MAINTENANCE
3531	**GRANITE PEST CONTROL SERVICES**		**117.00**	**1** Transactions		
2884	**GREEN INTERIORS**					
	01-111-000-0000-6301		450.00	SEPT PLANT SERVICE GC	200790	REPAIRS & MAINTENANCE
2884	**GREEN INTERIORS**		**450.00**	**1** Transactions		
2001	**HILLYARD INC - MINNEAPOLIS**					
	01-111-000-0000-6411		100.39	SUPPLIES GC	700251065	OPERATING SUPPLIES
2001	**HILLYARD INC - MINNEAPOLIS**		**100.39**	**1** Transactions		
2285	**METRO GROUP INC/THE**					
	01-111-000-0000-6411		10,689.68	HVAC CHEMICALS GC	466543	OPERATING SUPPLIES
2285	**METRO GROUP INC/THE**		**10,689.68**	**1** Transactions		
3687	**VOSS LIGHTING**					
	01-111-000-0000-6412		824.00	LIGHTS LEC	1528996300	JAIL/LEC OPERATING SUPPLIES
3687	**VOSS LIGHTING**		**824.00**	**1** Transactions		
3741	**WASTE MANAGEMENT OF WI-MN**					
	01-111-000-0000-6251		1,270.87	WASTE DISPOSAL HHSC		UTILITY SERVICES
	01-111-000-0000-6251		838.21	WASTE DISPOSAL GC		UTILITY SERVICES
	01-111-000-0000-6251		220.75	WASTE DISPOSAL HWYBLD	694733115935	UTILITY SERVICES
3741	**WASTE MANAGEMENT OF WI-MN**		**2,329.83**	**3** Transactions		
1535	**WRIGHT HENNEPIN ELECTRIC**					
	01-111-000-0000-6251		19.95	150 1688 8215		UTILITY SERVICES
	01-111-000-0000-6251		27.95	150 1683 1028		UTILITY SERVICES
	01-111-000-0000-6251		68.85	050 1429 5800		UTILITY SERVICES
	01-111-000-0000-6251		139.35	050 1427 3200		UTILITY SERVICES
	01-111-000-0000-6251		59.06	150 1691 4086		UTILITY SERVICES
	01-111-000-0000-6251		22.95	050 1463 1400		UTILITY SERVICES
	01-111-000-0000-6251		27.95	150 1691 4084		UTILITY SERVICES
	01-111-000-0000-6252		36.45	150 1690 5805		JAIL/LEC UTILITY 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
	01-111-000-0000-6252		47.95	150 1683 4363		JAIL/LEC UTILITY SERVICES
	01-111-000-0000-6252		42.95	150 1690 5904		JAIL/LEC UTILITY SERVICES
1535	**WRIGHT HENNEPIN ELECTRIC**		**493.41**	**10** Transactions		
111	**DEPT Total:**		**123,627.93**	**BUILDING CARE**	**10 Vendors**	**40 Transactions**
201	DEPT			SHERIFF		
4514	**BANK OF ELK RIVER/THE**					
	01-201-000-0000-6261		9.38	SUBPOENA ICR 16010698	8/8/16	PROFESSIONAL SERVICES
4514	**BANK OF ELK RIVER/THE**		**9.38**	**1** Transactions		
6361	**BERG/STEPHEN L**					
	01-201-000-0000-6802		80.00	AMEM CONF MEALS		EM GRANT EXPENSE
6361	**BERG/STEPHEN L**		**80.00**	**1** Transactions		
631	**CENTRAL FIRE PROTECTION**					
	01-201-000-0000-6301		111.50	FIRE EXTINGUISHER MAINT	35812	REPAIRS & MAINTENANCE
631	**CENTRAL FIRE PROTECTION**		**111.50**	**1** Transactions		
2609	**CENTURYLINK**					
	01-201-000-0000-6301		70.54	612 B60 0057 390		REPAIRS & MAINTENANCE
2609	**CENTURYLINK**		**70.54**	**1** Transactions		
3013	**CORNERSTONE CHEVROLET**					
	01-201-000-0000-6452		21.78	SQUAD MAINTENANCE	5040911	VEHICLE MAINTENANCE
3013	**CORNERSTONE CHEVROLET**		**21.78**	**1** Transactions		
3852	**JACK'S OF COKATO INC**					
	01-201-000-0000-6452		22.40	CAR WASHES AUG 2016	8/31/2016	VEHICLE MAINTENANCE
3852	**JACK'S OF COKATO INC**		**22.40**	**1** Transactions		
1506	**LYNN PEAVEY COMPANY**					
	01-201-000-0000-6411		200.00	EVIDENCE SUPPLIES	322209	OPERATING SUPPLIES
1506	**LYNN PEAVEY COMPANY**		**200.00**	**1** Transactions		
1048	**MARTIN-MCALLISTERS CONSULTING**					
	01-201-000-0000-6261		500.00	EVALUATION	10649	PROFESSIONAL SERVICES
1048	**MARTIN-MCALLISTERS CONSULTING**		**500.00**	**1** Transactions		

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2658	**MONTICELLO TOWING LLC**					
	01-201-000-0000-6261		150.00	16026098	20198	PROFESSIONAL SERVICES
2658	**MONTICELLO TOWING LLC**		**150.00**	**1** Transactions		
4510	**NIGHT VISION DEPOT**					
	01-201-000-0000-6621		3,620.00	NIGHT VISION MONOCULAR	29056IN	FURNITURE & EQUIPMENT
4510	**NIGHT VISION DEPOT**		**3,620.00**	**1** Transactions		
6161	**PERFORMANCE KENNELS INC**					
	01-201-000-0000-6411		180.00	K 9 TRIAL SLEEVES	2849	OPERATING SUPPLIES
	01-201-000-0000-6261		103.20	K 9 MAINTENANCE	2851	PROFESSIONAL SERVICES
6161	**PERFORMANCE KENNELS INC**		**283.20**	**2** Transactions		
6641	**THOMSON REUTERS WEST PUBLISHING C**					
	01-201-000-0000-6261		183.75	CLEAR SUBSCRIPTION AUG 2016	834656525	PROFESSIONAL SERVICES
6641	**THOMSON REUTERS WEST PUBLISHING C**		**183.75**	**1** Transactions		
5041	**TRANS UNION LLC**					
	01-201-000-0000-6261		5.30	CREDIT REPORT	08610533	PROFESSIONAL SERVICES
5041	**TRANS UNION LLC**		**5.30**	**1** Transactions		
5186	**TRANSUNION RISK AND ALTERNATIVE**					
	01-201-000-0000-6261		70.00	TLOXP SUBSCRIPTION AUG 2016	9/1/16	PROFESSIONAL SERVICES
5186	**TRANSUNION RISK AND ALTERNATIVE**		**70.00**	**1** Transactions		
2490	**UNITED PARCEL SERVICE**					
	01-201-000-0000-6205		15.49	SHIPPING	140177366	POSTAGE
2490	**UNITED PARCEL SERVICE**		**15.49**	**1** Transactions		
4628	**VERIZON WIRELESS**					
	01-201-000-0000-6203		486.95	887189319		TELEPHONE
4628	**VERIZON WIRELESS**		**486.95**	**1** Transactions		
4516	**VERIZON WIRELESS VSAT NORTH**					
	01-201-000-0000-6261		50.00	SUBPOENA ICR 16024866	160189396	PROFESSIONAL SERVICES
4516	**VERIZON WIRELESS VSAT NORTH**		**50.00**	**1** Transactions		
201	**DEPT Total:**		**5,880.29**	**SHERIFF**	**17 Vendors**	**18 Transactions**

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250	DEPT			SHERIFF-CORRECTIONS		
6158	**ARAMARK SERVICES INC**					
	01-250-000-0000-6459		8,374.44	INMATE MEALS 8/25-8/31/2016	200723300140	LAW ENFORCE-JAIL FOOD-LAUNDRY
6158	**ARAMARK SERVICES INC**		**8,374.44**	**1** Transactions		
3413	**MEND CORRECTIONAL CARE LLC**					
	01-250-000-0000-6458		27,529.33	SEPT 2016 HEALTHCARE SERVICES	1496	JAIL MEDICAL
3413	**MEND CORRECTIONAL CARE LLC**		**27,529.33**	**1** Transactions		
464	**MN DEPARTMENT OF CORRECTIONS**					
	01-250-000-0000-6460		30,132.75	STS PAYMENT CONTRACT 89170 07/01/2016 12/31/2016	363582	HOME DET/STS
464	**MN DEPARTMENT OF CORRECTIONS**		**30,132.75**	**1** Transactions		
5041	**TRANS UNION LLC**					
	01-250-000-0000-6261		5.30	CREDIT REPORT JAIL	08610533	PROFESSIONAL SERVICES
5041	**TRANS UNION LLC**		**5.30**	**1** Transactions		
250	**DEPT Total:**		**66,041.82**	**SHERIFF-CORRECTIONS**	**4 Vendors**	**4 Transactions**
521	DEPT			PARKS		
4575	**ARCTIC GLACIER USA INC**					
	01-521-000-0000-6807		162.36	ICE FOR RESALE	171139	MATERIALS FOR RE-SALE - POP ETC.
	01-521-000-0000-6807		350.52	ICE FOR RESALE	1750106	MATERIALS FOR RE-SALE - POP ETC.
4575	**ARCTIC GLACIER USA INC**		**512.88**	**2** Transactions		
5721	**CDW GOVERNMENT INC**					
	01-521-000-0000-6260		552.89	ADOBE ANNUAL FEE	7094	SOFTWARE OR SYSTEMS SUPPORT
5721	**CDW GOVERNMENT INC**		**552.89**	**1** Transactions		
4315	**ELITE LIFT TRUCK INC**					
	01-521-000-0000-6452		60.08	MOWER PARTS 673	50078	VEHICLE MAINTENANCE
4315	**ELITE LIFT TRUCK INC**		**60.08**	**1** Transactions		
1665	**FARM-RITE EQUIPMENT INC**					
	01-521-000-0000-6452		75.98	HYD FLUID UNIT 653	22645	VEHICLE MAINTENANCE
	01-521-000-0000-6452		60.00	DISPOSAL SKID STEER TRACKS	22725	VEHICLE MAINTENANCE
	01-521-000-0000-6452		23.04	BOLTS UNIT 659	22728	VEHICLE MAINTENANCE
	01-521-000-0000-6452		754.42	OIL,HOSES,LABOR UNIT 659	WO6868	VEHICLE MAINTENANCE

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	01-521-000-0000-6698		2,758.00	SKID STEER TRACK UNIT 659	WO6868	SHOP EQUIPMENT-MINOR
1665	**FARM-RITE EQUIPMENT INC**		**3,671.44**	**5** Transactions		
3804	**GUSTAFSON TRAILERS**					
	01-521-000-0000-6698		5,271.75	50% DOWN PAYMENT TRAILER	9275	SHOP EQUIPMENT-MINOR
3804	**GUSTAFSON TRAILERS**		**5,271.75**	**1** Transactions		
1615	**HASTY SILVER CREEK SPORTMENS CLUB**					
	01-521-000-0000-6245		3,748.00	ARCHERY RANGE ANNUAL LEASE	2016	MEMBERSHIPS, DUES & FEES
1615	**HASTY SILVER CREEK SPORTMENS CLUB**		**3,748.00**	**1** Transactions		
6832	**MINI BIFF INC**					
	01-521-000-0000-6301		147.12	PORTA TOILET RENTAL	80894	REPAIRS & MAINTENANCE
6832	**MINI BIFF INC**		**147.12**	**1** Transactions		
3704	**MN FALL EXPO**					
	01-521-000-0000-6338		100.00	REGISTRATION PARK MAINT STAFF		CONFERENCES & MEETINGS
3704	**MN FALL EXPO**		**100.00**	**1** Transactions		
3063	**MOON MOTORSPORTS**					
	01-521-000-0000-6452		131.88	OIL RANGERS	4749215	VEHICLE MAINTENANCE
3063	**MOON MOTORSPORTS**		**131.88**	**1** Transactions		
2875	**NUT MAN/THE**					
	01-521-000-0000-6807		41.04	RESALE ITEMS	46178	MATERIALS FOR RE-SALE - POP ETC.
2875	**NUT MAN/THE**		**41.04**	**1** Transactions		
4628	**VERIZON WIRELESS**					
	01-521-000-0000-6203		67.61	887189319		TELEPHONE
4628	**VERIZON WIRELESS**		**67.61**	**1** Transactions		
2487	**WINDSTREAM**					
	01-521-000-0000-6203		76.84	320 963 3881		TELEPHONE
	01-521-000-0000-6203		121.00	320 274 8870		TELEPHONE
2487	**WINDSTREAM**		**197.84**	**2** Transactions		
1523	**WRIGHT COUNTY SURVEYOR**					
	01-521-000-0000-6301		34.98	PRINTING FEES KIOSK MAP	20160913	REPAIRS & MAINTENANCE

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1523	**WRIGHT COUNTY SURVEYOR**		**34.98**	**1** Transactions		
1535	**WRIGHT HENNEPIN ELECTRIC**					
	01-521-000-0000-6251		1,612.32	108 1031 1200		UTILITY SERVICES - ELECTRICITY
1535	**WRIGHT HENNEPIN ELECTRIC**		**1,612.32**	**1** Transactions		
4433	**XCEL ENERGY**					
	01-521-000-0000-6251		44.76	ELECTRIC SERVICE	515415626	UTILITY SERVICES - ELECTRICITY
4433	**XCEL ENERGY**		**44.76**	**1** Transactions		
521	**DEPT Total:**		**16,194.59**	**PARKS**	**15 Vendors**	**21 Transactions**
603	DEPT			EXTENSION		
3868	**COBUS/GARY**					
	01-603-000-0000-6114		17.00	34 MILES		PER DIEM-EXTENSION BOARD
	01-603-000-0000-6114		50.00	PER DIEM CEC 9/13/16		PER DIEM-EXTENSION BOARD
3868	**COBUS/GARY**		**67.00**	**2** Transactions		
15135	**DAHLMAN/TAMMI**					
	01-603-000-0000-6114		50.00	PER DIEM CEC 9/13/16		PER DIEM-EXTENSION BOARD
	01-603-000-0000-6114		26.00	52 MILES		PER DIEM-EXTENSION BOARD
15135	**DAHLMAN/TAMMI**		**76.00**	**2** Transactions		
3921	**OFFICE DEPOT**					
	01-603-000-0000-6244		144.99	SUPPLIES 859282325001		PROGRAM EXPENSES
	01-603-000-0000-6244		60.95	SUPPLIES 861504342001		PROGRAM EXPENSES
	01-603-000-0000-6244		24.84	SUPPLIES 859590422001		PROGRAM EXPENSES
	01-603-000-0000-6244		17.99	SUPPLIES 859282270001		PROGRAM EXPENSES
	01-603-000-0000-6411		10.94	SUPPLIES859688070001		OPERATING SUPPLIES
	01-603-000-0000-6411		46.77	SUPPLIES 859688103001		OPERATING SUPPLIES
3921	**OFFICE DEPOT**		**306.48**	**6** Transactions		
3869	**SPADGENSKE/KIM**					
	01-603-000-0000-6114		50.00	PER DIEM CEC 9/13/16		PER DIEM-EXTENSION BOARD
3869	**SPADGENSKE/KIM**		**50.00**	**1** Transactions		
4628	**VERIZON WIRELESS**					
	01-603-000-0000-6203		80.02	887189319		TELEPHONE

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4628	**VERIZON WIRELESS**		**80.02**	**1** Transactions		
603	**DEPT Total:**		**579.50**	**EXTENSION**	**5 Vendors**	**12 Transactions**
1	**Fund Total:**		**256,249.10**	**GENERAL REVENUE FUND**		**145 Transactions**

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310	DEPT			HIGHWAY ADMINISTRATION		
4817	**HERALD JOURNAL PUBLISHING INC**					
	03-310-000-0000-6235		40.00	PAPER RENEWAL 092016	WRIG901	PUBLICATIONS & BROCHURES
4817	**HERALD JOURNAL PUBLISHING INC**		**40.00**	**1** Transactions		
3921	**OFFICE DEPOT**					
	03-310-000-0000-6409		37.20	SUPPLIES 092016	86157218	OFFICE SUPPLIES
3921	**OFFICE DEPOT**		**37.20**	**1** Transactions		
4628	**VERIZON WIRELESS**					
	03-310-000-0000-6203		25.02	887189319		TELEPHONE
	03-310-000-0000-6203		673.53	887189319		TELEPHONE
4628	**VERIZON WIRELESS**		**698.55**	**2** Transactions		
310	**DEPT Total:**		**775.75**	**HIGHWAY ADMINISTRATION**	**3 Vendors**	**4 Transactions**
320	DEPT			HIGHWAY ENGINEERING		
6167	**FARRELL/JOYCE B**					
	03-320-000-0000-6506		2,011.20	PARCEL 55 CONDEMNATION 092016		APPRAISAL & AQUISITION FEES
6167	**FARRELL/JOYCE B**		**2,011.20**	**1** Transactions		
6635	**HOEKSTRA/ALAN R**					
	03-320-000-0000-6506		2,005.60	PARCEL 55 CONDEMNATION 092016		APPRAISAL & AQUISITION FEES
6635	**HOEKSTRA/ALAN R**		**2,005.60**	**1** Transactions		
4378	**HOSCH/STEPHEN T.**					
	03-320-000-0000-6506		2,191.52	PARCEL 55 CONDEMNATION 092016		APPRAISAL & AQUISITION FEES
4378	**HOSCH/STEPHEN T.**		**2,191.52**	**1** Transactions		
858	**JOHNSON/MARK A**					
	03-320-000-0000-6506		367.50	PARCEL 55 CONDEMNATION 092016		APPRAISAL & AQUISITION FEES
858	**JOHNSON/MARK A**		**367.50**	**1** Transactions		
320	**DEPT Total:**		**6,575.82**	**HIGHWAY ENGINEERING**	**4 Vendors**	**4 Transactions**
330	DEPT			HIGHWAY MAINTENANCE		
594	**3 D SPECIALTIES INC**					
	03-330-000-0000-6539		58,455.60	TELESPAR POSTS ETC 092016	453187	TRAFFIC CONTROL

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594	**3 D SPECIALTIES INC**		**58,455.60**	**1** Transactions		
1317	**ANNANDALE ROCK PRODUCTS**					
	03-330-000-0000-6540		616.88	ROCK FOR CULV PROJ 092016	38421	COUNTY WIDE CULVERT PROJECTS
	03-330-000-0000-6540		1,028.13	REPLACE CULVERT 092016	38444	COUNTY WIDE CULVERT PROJECTS
	03-330-000-0000-6540		247.80	CULVERT WORK 092016	38444	COUNTY WIDE CULVERT PROJECTS
1317	**ANNANDALE ROCK PRODUCTS**		**1,892.81**	**3** Transactions		
1531	**CONTECH CONSTRUCTION PRODUCT**					
	03-330-000-0000-6538		11,205.12	CULVERT PIECES 092016	00273551	CULVERTS, BANDS & APRONS
1531	**CONTECH CONSTRUCTION PRODUCT**		**11,205.12**	**1** Transactions		
4222	**GARLOCK NORTH**					
	03-330-000-0000-6536		498.20	CRS2 OIL 092016	270746	CUTBACK OILS
4222	**GARLOCK NORTH**		**498.20**	**1** Transactions		
925	**HANCOCK CONCRETE PRODUCTS LLC**					
	03-330-000-0000-6540		3,772.54	REPLACE CULVERT 092016	1232352	COUNTY WIDE CULVERT PROJECTS
	03-330-000-0000-6540		1,838.85	REPLACE CULVERT 092016	1232353	COUNTY WIDE CULVERT PROJECTS
	03-330-000-0000-6540		2,908.56	REPLACE CULVERT 092016	1234063	COUNTY WIDE CULVERT PROJECTS
	03-330-000-0000-6540		1,326.84	REPLACE CULVERT 092016	1234070	COUNTY WIDE CULVERT PROJECTS
	03-330-000-0000-6540		4,062.88	REPLACE CULVERT 092016	1234071	COUNTY WIDE CULVERT PROJECTS
925	**HANCOCK CONCRETE PRODUCTS LLC**		**13,909.67**	**5** Transactions		
7510	**MENARDS - BUFFALO**					
	03-330-000-0000-6540		95.77	CULV - 32030263 092016	22698	COUNTY WIDE CULVERT PROJECTS
7510	**MENARDS - BUFFALO**		**95.77**	**1** Transactions		
7406	**OMANN BROTHERS INC**					
	03-330-000-0000-6531		1,031.50	RR REPLACEMENT 092016	12390	BITUMINOUS MIX
7406	**OMANN BROTHERS INC**		**1,031.50**	**1** Transactions		
6966	**TRAFFIC MARKING SERVICE INC**					
	03-330-000-0000-6532		67,795.21	TRAFFIC MARKINGS 092016	8732	PAVEMENT MARKING
6966	**TRAFFIC MARKING SERVICE INC**		**67,795.21**	**1** Transactions		
4433	**XCEL ENERGY**					
	03-330-000-0000-6543		20.69	LIGHT IN ST MICHAEL 092016	10822655	TRAFFIC SIGNALS
	03-330-000-0000-6543		20.79	LIGHT IN ST MICHAEL 092016	10822666	TRAFFIC SIGNALS

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	03-330-000-0000-6543		21.03	LIGHT IN ST MICH 092016	10822677	TRAFFIC SIGNALS
	03-330-000-0000-6543		20.69	LIGHT IN ST MICHAEL 092016	11685923	TRAFFIC SIGNALS
4433	**XCEL ENERGY**		**83.20**	**4** Transactions		
330	**DEPT Total:**		**154,967.08**	**HIGHWAY MAINTENANCE**	**9 Vendors**	**18 Transactions**
340	DEPT			HIGHWAY SHOP MAINTENANCE		
6156	**AMERIPRIDE SERVICES**					
	03-340-000-0000-6411		49.41	SHOP SUPPLIES SEPT 6 092016	00823638	OPERATING SUPPLIES
	03-340-000-0000-6599		15.34	RUGS WEEK SEPT 6 092016	00823638	BUILDING MAINTENANCE-P.W.BLDG.
	03-340-000-0000-6411		49.41	SHOP SUPPLIES SEPT 13 092016	00826275	OPERATING SUPPLIES
	03-340-000-0000-6599		9.59	RUGS WEEK SEPT 13 092016	00826275	BUILDING MAINTENANCE-P.W.BLDG.
6156	**AMERIPRIDE SERVICES**		**123.75**	**4** Transactions		
1646	**BOYER TRUCK PARTS**					
	03-340-000-0000-6574		155.47	REPAIR PARTS 092016	172807R	REPAIR PARTS
	03-340-000-0000-6574		75.13	REPAIR PARTS 092016	172808R	REPAIR PARTS
1646	**BOYER TRUCK PARTS**		**230.60**	**2** Transactions		
1925	**CHAMBERLAIN OIL CO**					
	03-340-000-0000-6568		1,432.75	MOTOR OIL 092016	165499	OIL, LUBES
	03-340-000-0000-6568		60.00	DRUM DEPOSIT 092016	165499	OIL, LUBES
	03-340-000-0000-6568		150.00-	DRUM CREDITS 092016	165499	OIL, LUBES
1925	**CHAMBERLAIN OIL CO**		**1,342.75**	**3** Transactions		
1852	**COKATO/CITY OF**					
	03-340-000-0000-6596		81.14	0100000717013 AUG UTIL 092016	WAT/SEW	UTILITIES-OUTLYING SHOPS
1852	**COKATO/CITY OF**		**81.14**	**1** Transactions		
1118	**CULLIGAN OF BUFFALO**					
	03-340-000-0000-6596		53.10	COKATO SHOP DEL 9-09 092016	106733418	UTILITIES-OUTLYING SHOPS
	03-340-000-0000-6596		50.00	FR LAKE SHOP DEL 9-07 092016	173095103896	UTILITIES-OUTLYING SHOPS
1118	**CULLIGAN OF BUFFALO**		**103.10**	**2** Transactions		
38200	**LAKE REGION COOP OIL-MAPLE LAKE**					
	03-340-000-0000-6567		25.25	EQ PROP ACCT 975000 092016	57653	PROPANE
	03-340-000-0000-6567		25.25	EQ PROP ACCT 975000 092016	57653	PROPANE
38200	**LAKE REGION COOP OIL-MAPLE LAKE**		**50.50**	**2** Transactions		

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7510	**MENARDS - BUFFALO**					
	03-340-000-0000-6411		25.37	SUPPLIES 32030263 092016	22783	OPERATING SUPPLIES
	03-340-000-0000-6599		22.50	BLDG SUPP 32030263 092016	22783	BUILDING MAINTENANCE-P.W.BLDG.
7510	**MENARDS - BUFFALO**		**47.87**	**2** Transactions		
600	**MORRIES PARTS & SERVICE GROUP**					
	03-340-000-0000-6574		168.25	REPAIR PARTS 092016	502196FOW	REPAIR PARTS
600	**MORRIES PARTS & SERVICE GROUP**		**168.25**	**1** Transactions		
595	**O'REILLY AUTO PARTS**					
	03-340-000-0000-6574		251.58	REPAIR PART 092016	185202	REPAIR PARTS
595	**O'REILLY AUTO PARTS**		**251.58**	**1** Transactions		
926	**ROYAL TIRE INC**					
	03-340-000-0000-6570		166.62-	CREDIT BAL ON BOOKS 092016		TIRES
	03-340-000-0000-6570		918.06	TIRES 092016	609503	TIRES
	03-340-000-0000-6575		80.00	LABOR 092016	609503	OUTSIDE LABOR
926	**ROYAL TIRE INC**		**831.44**	**3** Transactions		
2068	**SAFELITE FULFILLMENT INC**					
	03-340-000-0000-6574		160.00	SAFELITE - PARTS 092016	184933	REPAIR PARTS
	03-340-000-0000-6575		67.00	SAFELITE - LABOR 092016	184933	OUTSIDE LABOR
2068	**SAFELITE FULFILLMENT INC**		**227.00**	**2** Transactions		
6221	**SUBURBAN TIRE WHOLESALE INC**					
	03-340-000-0000-6570		1,074.86	TIRES 092016	10141432	TIRES
6221	**SUBURBAN TIRE WHOLESALE INC**		**1,074.86**	**1** Transactions		
3096	**W D LARSON COMPANIES LTD**					
	03-340-000-0000-6574		405.94	F262560099 - PARTS 092016		REPAIR PARTS
	03-340-000-0000-6574		191.57	F262570006 - PARTS 092016		REPAIR PARTS
3096	**W D LARSON COMPANIES LTD**		**597.51**	**2** Transactions		
340	**DEPT Total:**		**5,130.35**	**HIGHWAY SHOP MAINTENANCE**	**13 Vendors**	**26 Transactions**
380	DEPT			UNALLOCATED NON-HIGHWAY OPERAT		
6159	**MARTINSON/JIM**					
	03-380-000-0000-6520		125.00	SAFETY BOOT REIMB-JIM M 092016		SAFETY PROGRAM & SUPPLIES

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
6159	**MARTINSON/JIM**		**125.00**	**1** Transactions		
380	**DEPT Total:**		**125.00**	**UNALLOCATED NON-HIGHWAY OPERAT**	**1 Vendors**	**1 Transactions**
3	**Fund Total:**		**167,574.00**	**ROAD AND BRIDGE FUND**		**53 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
480	DEPT			HUMAN SERVICES UNALLOCATED		
4628	**VERIZON WIRELESS**					
	11-480-000-0000-6899		22.49	EQUIPMENT		HUMAN SERVICES EXP. DUMP FUND
	11-480-000-0000-6899		122.48	EQUIP 612 209 9361		HUMAN SERVICES EXP. DUMP FUND
	11-480-000-0000-6899		115.76	612 716 6867		HUMAN SERVICES EXP. DUMP FUND
	11-480-000-0000-6899		194.58	887189319		HUMAN SERVICES EXP. DUMP FUND
	11-480-000-0000-6899		121.52	887189319		HUMAN SERVICES EXP. DUMP FUND
	11-480-000-0000-6899		75.42	612 209 9361		HUMAN SERVICES EXP. DUMP FUND
	11-480-000-0000-6899		122.48	EQUIP 612 716 6867		HUMAN SERVICES EXP. DUMP FUND
	11-480-000-0000-6899		73.04	887189319		HUMAN SERVICES EXP. DUMP FUND
	11-480-000-0000-6899		1,442.38	887189319		HUMAN SERVICES EXP. DUMP FUND
	11-480-000-0000-6899		153.23	887189319		HUMAN SERVICES EXP. DUMP FUND
	11-480-000-0000-6899		32.23	EQUIPMENT		HUMAN SERVICES EXP. DUMP FUND
	11-480-000-0000-6899		6,106.17	887189319		HUMAN SERVICES EXP. DUMP FUND
	11-480-000-0000-6899		60.76	887189319		HUMAN SERVICES EXP. DUMP FUND
	11-480-000-0000-6899		100.77	887189319		HUMAN SERVICES EXP. DUMP FUND
	11-480-000-0000-6899		126.48	887189319		HUMAN SERVICES EXP. DUMP FUND
	11-480-000-0000-6899		341.65	EQUIPMENT		HUMAN SERVICES EXP. DUMP FUND
4628	**VERIZON WIRELESS**		**9,211.44**	**16** Transactions		
480	**DEPT Total:**		**9,211.44**	**HUMAN SERVICES UNALLOCATED**	**1 Vendors**	**16 Transactions**
11	**Fund Total:**		**9,211.44**	**HUMAN SERVICES FUND**		**16 Transactions**

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
393	DEPT			S.C.O.R.E.		
	2487 **WINDSTREAM**					
	20-393-000-0000-6801		116.28	320 963 3784	091134395	MISCELLANEOUS EXPENSE
	20-393-000-0000-6801		104.72	320 963 5797	091135146	MISCELLANEOUS EXPENSE
	2487 WINDSTREAM		**221.00**	**2** Transactions		
393	**DEPT Total:**		**221.00**	**S.C.O.R.E.**	**1 Vendors**	**2 Transactions**
20	**Fund Total:**		**221.00**	**WASTE MANAGEMENT FUND**		**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
150	DEPT			LEVY STABILIZATION FUND		
1153	**LARSON ASSOCIATES INC**					
	34-150-000-0000-6605		6,100.00	ARCHITECT FEES 4 SEASON BUILD		SITE IMPROVEMENTS
1153	**LARSON ASSOCIATES INC**		**6,100.00**	**1** Transactions		
150	**DEPT Total:**		**6,100.00**	**LEVY STABILIZATION FUND**	**1 Vendors**	**1 Transactions**
161	DEPT			HIGHWAY BUILDING BOND PROCEEDS		
1535	**WRIGHT HENNEPIN ELECTRIC**					
	34-161-000-0000-6605		1,205.00	150 1691 4086		HIGHWAY BUILDING
1535	**WRIGHT HENNEPIN ELECTRIC**		**1,205.00**	**1** Transactions		
161	**DEPT Total:**		**1,205.00**	**HIGHWAY BUILDING BOND PROCEEDS**	**1 Vendors**	**1 Transactions**
165	DEPT			COMPLIANCE FUNDS		
3417	**DATABANK IMX LLC**					
	34-165-000-0000-6622		700.00	SS REMOTE EDMS AUG 2016	45003236	EQUIPMENT PURCHASED
	34-165-000-0000-6622		875.00	SS REMOTE EDMS PHASE III	45003237	EQUIPMENT PURCHASED
3417	**DATABANK IMX LLC**		**1,575.00**	**2** Transactions		
165	**DEPT Total:**		**1,575.00**	**COMPLIANCE FUNDS**	**1 Vendors**	**2 Transactions**
170	DEPT			CAPITAL TECHNOLOGY		
3498	**MERITIDE INC**					
	34-170-000-0000-6266		1,099.03	NINTEX TRAINING IT DEPT	8734	WEB SITE DEVELOPMENT
3498	**MERITIDE INC**		**1,099.03**	**1** Transactions		
170	**DEPT Total:**		**1,099.03**	**CAPITAL TECHNOLOGY**	**1 Vendors**	**1 Transactions**
34	**Fund Total:**		**9,979.03**	**CAPITAL IMPROVEMENTS FUND**		**5 Transactions**

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
610	DEPT			GENERAL DITCH		
	1004 **RINKE-NOONAN**					
	41-610-000-0000-6261		200.00	MONTHLY RETAINER FEE AUG 2016	259369	PROFESSIONAL SERVICES
	1004 RINKE-NOONAN		**200.00**	**1** Transactions		
610	**DEPT Total:**		**200.00**	**GENERAL DITCH**	**1 Vendors**	**1 Transactions**
41	**Fund Total:**		**200.00**	**DITCH FUND**		**1 Transactions**
	Final Total:		**443,434.57**	**127 Vendors**	**222 Transactions**	

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Recap by Fund

Fund	Amount	Name
1	256,249.10	GENERAL REVENUE FUND
3	167,574.00	ROAD AND BRIDGE FUND
11	9,211.44	HUMAN SERVICES FUND
20	221.00	WASTE MANAGEMENT FUND
34	9,979.03	CAPITAL IMPROVEMENTS FUND
41	200.00	DITCH FUND
All Funds	443,434.57	Total

Approved by, ...

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Print List in Order By:	1	1 - Fund (Page Break by Fund) 2 - Department (Totals by Dept) 3 - Vendor Number 4 - Vendor Name
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	Accr	Rpt	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
4341	**US BANK-PROCUREMENT CARDS**						
	01-025-000-0000-6263			190.00	SUPPLIES FOR TESTING		RANDOM DRUG TESTING
	01-025-000-0000-6331			253.73	FLIGHT KAREN EVANS/TRAINING		TRAVEL
	01-025-000-0000-6331			10.00	FLIGHT KAREN EVANS/TRAINING		TRAVEL
	01-025-000-0000-6331			242.79	FLIGHT KAREN EVANS/TRAINING		TRAVEL
	01-025-000-0000-6411			14.24	SUPPLIES JUVENILE WRK CREW		OPERATING SUPPLIES
	01-025-000-0000-6411			38.24	OFFICE SUPPLIES		OPERATING SUPPLIES
	01-025-000-0000-6411			43.56	SUPPLIES SAFE SCHOOLS MEETING		OPERATING SUPPLIES
	01-025-000-0000-6411			55.61	HAND SANITIZER		OPERATING SUPPLIES
	01-025-000-0000-6411			10.23	PHONE REST		OPERATING SUPPLIES
	01-025-000-0000-6411			102.62	OFFICE SUPPLIES		OPERATING SUPPLIES
	01-025-000-0000-6411			12.08	JUMPDRIVE		OPERATING SUPPLIES
	01-025-000-0000-6411			48.84	OFFICE SUPPLIES		OPERATING SUPPLIES
	01-025-000-0000-6411			84.24	DESK CALENDARS, PLANNERS		OPERATING SUPPLIES
	01-025-000-0000-6411			16.23	WRIST REST		OPERATING SUPPLIES
	01-025-000-0000-6411			65.59	OFFICE SUPPLIES		OPERATING SUPPLIES
	01-025-000-0000-6411			19.99	PLANNERS		OPERATING SUPPLIES
	01-025-000-0000-6411			46.37	SUPPLIES FOR JUVENILE WRK CREW		OPERATING SUPPLIES
	01-025-000-0000-6411			24.27-	RETURNED DESK CALENDARS		OPERATING SUPPLIES
	01-031-000-0000-6245			250.00	HR CERTIFICATION INSTITUTE REC		MEMBERSHIPS, DUES & FEES
	01-031-000-0000-6301			359.00	SHEETROCK MOISTURE METER		REPAIRS & MAINTENANCE
	01-031-000-0000-6338			64.45	SUNNY HESSE CONFERENCE. REMAI		CONFERENCES & MEETINGS
	01-031-000-0000-6804			299.00	TRAINING WEBINAR - TIM DAHL		STAFF TRAINING
	01-041-000-0000-6411			73.70	TRANS. SALES TAX - CREDITED		OPERATING SUPPLIES
	01-041-000-0000-6411			73.70-	TRANS. SALES TAX - CREDITED		OPERATING SUPPLIES
	01-041-000-0000-6411			68.96	OFFICE SUPPLIES		OPERATING SUPPLIES
	01-041-000-0000-6411			53.58	SUPPLIES		OPERATING SUPPLIES
	01-063-000-0000-6338			25.00	IIBA MEMBERSHIP FOR CONNIEMAE		CONFERENCES & MEETINGS
	01-063-000-0000-6338			110.00	IIBA ANNUAL MEMBERSHIP CONNIEM		CONFERENCES & MEETINGS
	01-063-000-0000-6411			30.73	SUPPLIES		OPERATING SUPPLIES
	01-063-000-0000-6411			27.96	OFFICE SUPPLIES		OPERATING SUPPLIES
	01-063-000-0000-6411			309.98	OFFICE SUPPLIES		OPERATING SUPPLIES
	01-071-000-0000-6411			22.95	MAILING ABSTRACT TO OSS		OPERATING SUPPLIES
	01-071-000-0000-6411			77.90	ELECTION NIGHT FOOD (STAFF)		OPERATING SUPPLIES
	01-101-000-0000-6411			27.82	SIGN HOLDERS RECORDER'S OFFICE		OPERATING SUPPLIES
	01-103-000-0000-6411			43.29	OPERATING SUPPLIES		OPERATING SUPPLIES
	01-103-000-0000-6411			184.99	OPERATING SUPPLIES		OPERATING SUPPLIES
	01-103-000-0000-6621			10.00-	CREDIT FOR RETURN		FURNITURE & EQUIPMENT
	01-103-000-0000-6621			658.81	EQUIPMENT (XBR43X830C)		FURNITURE & EQUIPMENT

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
	01-103-000-0000-6621		35.95	EQUIPMENT (MOUNT, CABLE)		FURNITURE & EQUIPMENT
	01-103-000-0000-6621		658.81-	CREDIT FOR RETURN OF ITEM XBR4		FURNITURE & EQUIPMENT
	01-103-000-0000-6621		1,198.00	XBR55X850D		FURNITURE & EQUIPMENT
	01-103-000-0000-6621		59.43-	CREDIT FOR SALES TAX CHARGED.		FURNITURE & EQUIPMENT
	01-103-000-0000-6621		923.93	FURNITURE (FIRE CABINET).		FURNITURE & EQUIPMENT
	01-105-000-0000-6245		194.00	APPRAISAL LICENSE - TONY		MEMBERSHIPS, DUES & FEES
	01-105-000-0000-6411		74.85	MOUSE AND FLASHDRIVE		OPERATING SUPPLIES
	01-105-000-0000-6452		38.44	AC RECHARGE FOR ASSESSOR FLEET		VEHICLE MAINTENANCE
	01-105-000-0000-6620		65.98	TABLET CHAGERS		COMPUTER OR SOFTWARE PURCHASES
	01-105-000-0000-6620		26.66	MOUSE AND FLASHDRIVE		COMPUTER OR SOFTWARE PURCHASES
	01-105-000-0000-6804		104.45	APPRAISAL CONTINUING EDUCATION		STAFF TRAINING
	01-111-000-0000-6301		15.97	CAULKING GUN AND BLACK JACK FO		REPAIRS & MAINTENANCE
	01-111-000-0000-6301		53.95	POTHOLE REPAIRS		REPAIRS & MAINTENANCE
	01-111-000-0000-6301		32.76	LIGHTING REPAIRS AT THE HISTOR		REPAIRS & MAINTENANCE
	01-111-000-0000-6301		2.99	TUBE BLACK JACK ROOF REPAIR.		REPAIRS & MAINTENANCE
	01-111-000-0000-6301		18.40	SHINGLES HISTORICAL BUILDING		REPAIRS & MAINTENANCE
	01-111-000-0000-6301		21.05	PUBLIC WORKS BUILDING MAINTENA		REPAIRS & MAINTENANCE
	01-111-000-0000-6301		13.17	6" VALVE BOX & TEE CAP		REPAIRS & MAINTENANCE
	01-111-000-0000-6302		68.32	MAINTENANCE SUPPLIES LEC		JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6302		4.88	POCKET PLANE		JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6302		6.62	SMALL BRACKET JAIL LOBBY AT LE		JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6302		6.97	LEC MAINTENANCE CLEANING BRUSH		JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6302		55.89	SANDPAPER AND SANDING BLOCKS		JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6302		12.46	CAULKING AND ENTRANCE MAT FOR		JAIL/LEC REPAIRS AND MAINTENANCE
	01-111-000-0000-6411		59.95	BATTERY FOR UPS UP IN RECORDER		OPERATING SUPPLIES
	01-111-000-0000-6411		38.42	HWY BUILDING & LEC SUPPLIES		OPERATING SUPPLIES
	01-111-000-0000-6411		110.76	PUBLIC WORKS AND LEC CLEANING		OPERATING SUPPLIES
	01-111-000-0000-6411		102.23	MISC. SUPPLIES		OPERATING SUPPLIES
	01-111-000-0000-6412		28.97	HWY BUILDING & LEC SUPPLIES		JAIL/LEC OPERATING SUPPLIES
	01-111-000-0000-6412		17.67	PUBLIC WORKS AND LEC CLEANING		JAIL/LEC OPERATING SUPPLIES
	01-121-000-0000-6338		100.00	DEPOSIT-FALL CONFERENCE ---MN		CONFERENCES & MEETINGS
	01-121-000-0000-6411		28.25	EQUIPMENT COUNTY FAIR BOOTH		OPERATING SUPPLIES
	01-201-000-0000-6411		61.97	SUPPLIES FOR CID (TAG BOARD)		OPERATING SUPPLIES
	01-201-000-0000-6621		1,201.99	EQUIPMENT -NEW REC TRUCK		FURNITURE & EQUIPMENT
	01-201-000-0000-6804		250.00	GLOCK TRAINING FOR FLEMMING		STAFF TRAINING
	01-201-000-0000-6804		175.00	MOSSMAN TO ATTEND MNIAI CONFER		STAFF TRAINING
	01-250-000-0000-6411		1,587.00	INMATE ID WRISTBANDS		OPERATING SUPPLIES
	01-250-000-0000-6411		38.57	BUSINESS CARD HOLDERS		OPERATING SUPPLIES
	01-250-000-0000-6411		9.98-	RETURNED INK CARTRIDGES		OPERATING SUPPLIES

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Vendor No.	Name / Account/Formula	Accr	Rpt	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
	01-250-000-0000-6411			9.98	BOOKING CHAIRS AND INK CARTRID		OPERATING SUPPLIES
	01-250-000-0000-6459			699.45	LAUNDRY CHEMICALS		LAW ENFORCE-JAIL FOOD-LAUNDRY
	01-250-000-0000-6621			528.60	BOOKING CHAIRS AND INK CARTRID		FURNITURE & EQUIPMENT
	01-250-000-0000-6804			495.00	SGT/SUPERVISOR TRAINING		STAFF TRAINING
	01-521-000-0000-6205			6.45	POSTAGE		POSTAGE
	01-521-000-0000-6301			52.47	SILT FENCE FOR BRIDGE CONSTRUC		REPAIRS & MAINTENANCE
	01-521-000-0000-6301			88.86	ROOFING SUPPLIES COLLINWOOD		REPAIRS & MAINTENANCE
	01-521-000-0000-6301			23.28	MATERIALS TO REPAIR HORSESHOE		REPAIRS & MAINTENANCE
	01-521-000-0000-6301			32.38	PLUMBING PARTS		REPAIRS & MAINTENANCE
	01-521-000-0000-6301			185.58	USED UPRIGHTS FOR PALLET RACKS		REPAIRS & MAINTENANCE
	01-521-000-0000-6301			363.58-	CREDIT FOR SIGNS CHG IN ERROR		REPAIRS & MAINTENANCE
	01-521-000-0000-6301			5.98	SWITCH COVERS		REPAIRS & MAINTENANCE
	01-521-000-0000-6301			150.00	MOUNTAIN BIKE TRAIL HEAD SIGN		REPAIRS & MAINTENANCE
	01-521-000-0000-6301			324.95	KIOSK TRAIL SIGNS		REPAIRS & MAINTENANCE
	01-521-000-0000-6301			29.64	MARKING PAINT		REPAIRS & MAINTENANCE
	01-521-000-0000-6301			21.90	SHOCK IT WELL TREATMENT - SUPP		REPAIRS & MAINTENANCE
	01-521-000-0000-6301			3.74	BLOCK ADHESIVE RETAINING WALL		REPAIRS & MAINTENANCE
	01-521-000-0000-6301			13.32	MATERIALS TO REPAIR PIERS		REPAIRS & MAINTENANCE
	01-521-000-0000-6301			4.67	PLUMBING PARTS		REPAIRS & MAINTENANCE
	01-521-000-0000-6301			363.58	CREDIT FOR SIGNS CHG IN ERROR		REPAIRS & MAINTENANCE
	01-521-000-0000-6301			142.30	VACUUM CLEANER SCHROEDER OFF.		REPAIRS & MAINTENANCE
	01-521-000-0000-6385			109.99	GARMIN TO MAP PARKS AND FACILI		DATA PROCESSING
	01-521-000-0000-6411			179.96	OSB BOARD FOR PALLET RACKS IN		OPERATING SUPPLIES
	01-521-000-0000-6411			26.09	SHOP SUPPLIES		OPERATING SUPPLIES
	01-521-000-0000-6411			4.94	MARKING PAINT FOR ROAD PROJECT		OPERATING SUPPLIES
	01-521-000-0000-6411			73.70	PAINT ROLLERS AND POLE LIGHTS		OPERATING SUPPLIES
	01-521-000-0000-6411			379.98	OFFICE SUPPLIES		OPERATING SUPPLIES
	01-521-000-0000-6411			25.62	FASTENERS AND BITS FOR BERTRAM		OPERATING SUPPLIES
	01-521-000-0000-6411			288.07	PAINT FOR PICNIC TABLES		OPERATING SUPPLIES
	01-521-000-0000-6411			22.69	SHOCK IT WELL TREATMENT - SUPP		OPERATING SUPPLIES
	01-521-000-0000-6411			84.00	PLYWOOD FOR RACKS IN SHOP		OPERATING SUPPLIES
	01-521-000-0000-6411			21.36	POLE LIGHT AND PAINT ROLLERS		OPERATING SUPPLIES
	01-521-000-0000-6411			28.99	TWINE FOR PARTS ROOM		OPERATING SUPPLIES
	01-521-000-0000-6450			13.76	RECREATION PROGRAM SUPPLIES		RECREATION PROGRAMS
	01-521-000-0000-6450			13.42	RECREATION PROGRAM SUPPLIES		RECREATION PROGRAMS
	01-521-000-0000-6451			91.71	GAS FOR SMALL ENGINES		FUEL - LUBE ETC
	01-521-000-0000-6451			66.75	GAS FOR SMALL ENGINES		FUEL - LUBE ETC
	01-521-000-0000-6451			77.88	GAS FOR SMALL ENGINES		FUEL - LUBE ETC
	01-521-000-0000-6451			72.59	GAS FOR SMALL ENGINES		FUEL - LUBE ETC

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Vendor No.	Name / Account/Formula	Accr	Rpt	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
	01-521-000-0000-6451			37.81	GAS FOR SMALL ENGINES		FUEL - LUBE ETC
	01-521-000-0000-6451			99.87	GAS FOR SMALL ENGINES		FUEL - LUBE ETC
	01-521-000-0000-6452			143.86	TIRES FOR UNIT #677		VEHICLE MAINTENANCE
	01-521-000-0000-6452			25.46	3 POINT HITCH BALL		VEHICLE MAINTENANCE
	01-521-000-0000-6452			10.71	FUNNELS FOR SHOP		VEHICLE MAINTENANCE
	01-521-000-0000-6452			139.98	2 AXLES FOR RANGER #677		VEHICLE MAINTENANCE
	01-521-000-0000-6452			200.83	SKID STEER BUCKET EDGE		VEHICLE MAINTENANCE
	01-521-000-0000-6452			10.68	BREAKER BAR FOR TOOL CHEST		VEHICLE MAINTENANCE
	01-521-000-0000-6807			64.53	RESALE ITEMS AT SCHROEDER PARK		MATERIALS FOR RE-SALE - POP ETC.
	01-521-000-0000-6807			84.13	RESALE ITEMS COLLINWOOD CAMPGR		MATERIALS FOR RE-SALE - POP ETC.
	01-521-000-0000-6807			128.39	RESALE ITEMS AT SCHROEDER PARK		MATERIALS FOR RE-SALE - POP ETC.
	01-521-000-0000-6807			21.58	RESALE ITEMS COLLINWOOD CAMPGR		MATERIALS FOR RE-SALE - POP ETC.
	01-521-000-0000-6807			7.62	RESALE ITEMS AT SCHROEDER PARK		MATERIALS FOR RE-SALE - POP ETC.
	01-521-000-0000-6807			4.19	RESALE ITEMS FOR CAMPGROUNDS		MATERIALS FOR RE-SALE - POP ETC.
	01-521-000-0000-6807			84.72	RESALE ITEMS AT SCHROEDER PARK		MATERIALS FOR RE-SALE - POP ETC.
	01-521-000-0000-6807			35.92	RESALE ITEMS AT SCHROEDER PARK		MATERIALS FOR RE-SALE - POP ETC.
	01-521-000-0000-6807			40.15	RESALE ITEMS FOR CAMPGROUNDS		MATERIALS FOR RE-SALE - POP ETC.
	01-603-000-0000-6244			16.65	STATE FAIR PAPERWORK MAILING		PROGRAM EXPENSES
	01-603-000-0000-6244			133.14	PRINTER INK FOR COUNTY FAIR PR		PROGRAM EXPENSES
	01-603-000-0000-6244			51.85	NATIONAL YOUTH SCIENCE DAY KIT		PROGRAM EXPENSES
	01-603-000-0000-6244			15.69	GAS FOR COUNTY VAN FOR 4-H PRO		PROGRAM EXPENSES
	01-603-000-0000-6244			47.21	FACEBOOK AD CAMPAIGN		PROGRAM EXPENSES
	01-603-000-0000-6244			585.17	FARM ACCOUNT BOOKS FOR RESALE		PROGRAM EXPENSES
	01-603-000-0000-6244			30.00	BATTERIES FOR ECO BOTS 4-H KIT		PROGRAM EXPENSES
	01-603-000-0000-6244			41.02	MOBILE HOTSPOT DATA CARD		PROGRAM EXPENSES
	01-603-000-0000-6244			19.75	PAGER MOTORS FOR ECO BOTS 4-H		PROGRAM EXPENSES
	01-603-000-0000-6244			50.00	FACEBOOK AD CAMPAIGN		PROGRAM EXPENSES
4341	**US BANK-PROCUREMENT CARDS**			**16,413.72**	**143** Transactions		
1 Fund Total:				**16,413.72**	**GENERAL REVENUE FUND**	**1 Vendors**	**143 Transactions**

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Vendor No.	Name / Account/Formula	Accr	Rpt	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
4341	**US BANK-PROCUREMENT CARDS**						
	02-230-000-0000-6801			13.98	BOOK FOR INMATE LIBRARY		JAIL CANTEEN EXPENDITURES
	02-230-000-0000-6801			49.50	BOOKS FOR INMATE LIBRARY		JAIL CANTEEN EXPENDITURES
	02-230-000-0000-6801			192.01	INMATE SUPPLIES		JAIL CANTEEN EXPENDITURES
	02-230-000-0000-6801			287.40	X BOX GAMES AND CONTROLERS		JAIL CANTEEN EXPENDITURES
	02-230-000-0000-6801			13.98	BOOK FOR INMATE LIBRARY		JAIL CANTEEN EXPENDITURES
	02-230-000-0000-6801			12.57	BOOK FOR INMATE LIBRARY		JAIL CANTEEN EXPENDITURES
	02-230-000-0000-6801			13.11	BOOK FOR INMATE LIBRARY		JAIL CANTEEN EXPENDITURES
	02-230-000-0000-6801			43.99	NETFLIX MONTHLY CHARGES		JAIL CANTEEN EXPENDITURES
	02-230-000-0000-6801			13.94	BOOK FOR INMATE LIBRARY		JAIL CANTEEN EXPENDITURES
	02-230-000-0000-6801			51.15	BOOK FOR INMATE LIBRARY		JAIL CANTEEN EXPENDITURES
	02-230-000-0000-6801			73.15	BOOK FOR INMATE LIBRARY		JAIL CANTEEN EXPENDITURES
4341	**US BANK-PROCUREMENT CARDS**			**764.78**	**11** Transactions		
2 Fund Total:				**764.78**	**RESERVES FUND**	**1 Vendors**	**11 Transactions**

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Vendor No.	Name / Account/Formula	Accr	Rpt	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
4341	**US BANK-PROCUREMENT CARDS**						
	03-310-000-0000-6331			6.00	PARKING RAMP FEE SAINT PAUL		TRAVEL
4341	**US BANK-PROCUREMENT CARDS**			**6.00**	**1** Transactions		
3 Fund Total:				**6.00**	**ROAD AND BRIDGE FUND**	**1 Vendors**	**1 Transactions**

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Vendor No.	Name / Account/Formula	Accr	Rpt	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name
4341	**US BANK-PROCUREMENT CARDS**						
	11-420-600-0020-6303			6.40	FUEL CTY CAR-LR		VEHICLE EXPENSE
	11-420-600-0020-6303			3.02	FUEL CTY CAR-LR		VEHICLE EXPENSE
	11-420-600-0020-6303			13.30	FUEL CTY CAR-LR		VEHICLE EXPENSE
	11-420-600-0020-6303			7.74	FUEL CTY CAR-LR		VEHICLE EXPENSE
	11-420-600-0020-6303			4.51	FUEL CTY CAR-LR		VEHICLE EXPENSE
	11-420-600-0020-6303			4.61	FUEL CTY CAR-LR		VEHICLE EXPENSE
	11-420-600-0020-6303			3.00	FUEL CTY CAR-LR		VEHICLE EXPENSE
	11-420-600-0020-6801			26.56	CREDIT CARD GATEWAY FEE		MISCELLANEOUS CHARGES
	11-430-700-0010-6335			21.46	TRNG-CS UNIT RETREAT-MOVIE "TR		TRAINING
	11-430-700-0010-6801			1,760.71	PENCIL PROJECT-CHLD SCHOOL SUP		MISCELLANEOUS CHARGES
	11-430-700-0020-6303			13.92	FUEL CTY CAR-LR		VEHICLE EXPENSE
	11-430-700-0020-6303			5.40	FUEL CTY CAR-LR		VEHICLE EXPENSE
	11-430-700-0020-6303			11.51	FUEL CTY CAR-LR		VEHICLE EXPENSE
	11-430-700-0020-6303			8.12	FUEL CTY CAR-LR		VEHICLE EXPENSE
	11-430-700-0020-6303			23.93	FUEL CTY CAR-LR		VEHICLE EXPENSE
	11-430-700-0020-6303			5.44	FUEL CTY CAR-LR		VEHICLE EXPENSE
	11-430-700-0020-6303			8.29	FUEL CTY CAR-LR		VEHICLE EXPENSE
	11-430-700-0020-6801			47.80	CREDIT CARD GATEWAY FEE		MISCELLANEOUS CHARGES
	11-430-710-1190-6030			96.66	LODGING-LR 07/25/16		COURT RELATED SERVICES-OTHER
	11-430-710-1640-6030			50.00	DISPUTED-TRIP FEE FOR CLIENT		FAMILY RESPONSE GRANT
	11-430-710-1670-6030			205.75	PSOP-DA GROCERIES		PARENT SUPPORT OUTREACH SERVICES
	11-430-710-1960-6030			75.58	LODGING-LR 07/31/16		ADOPTIONS AND KINSHIP
	11-430-710-1980-6030			33.10	FOSTER CARE SUPPORT GRP SUPPLI		RESOURCE DEVELOPMENT
	11-430-760-6980-6030			197.69	FOSTER CARE PICNIC SUPPLIES		RESOURCE DEVELOPMENT
	11-450-430-0010-6335			200.00	TRNG-PHEP-MW KR IMM CONF		TRAINING
	11-450-430-0010-6411			116.07	PH SUPPLIES		OPERATING SUPPLIES
	11-450-430-0020-6303			2.46	FUEL CTY CAR-LR		VEHICLE EXPENSE
	11-450-430-0020-6303			1.60	FUEL CTY CAR-LR		VEHICLE EXPENSE
	11-450-430-0020-6303			1.61	FUEL CTY CAR-LR		VEHICLE EXPENSE
	11-450-430-0020-6303			3.41	FUEL CTY CAR-LR		VEHICLE EXPENSE
	11-450-430-0020-6303			7.09	FUEL CTY CAR-LR		VEHICLE EXPENSE
	11-450-430-0020-6303			2.41	FUEL CTY CAR-LR		VEHICLE EXPENSE
	11-450-430-0020-6303			4.12	FUEL CTY CAR-LR		VEHICLE EXPENSE
	11-450-430-0020-6801			14.16	CREDIT CARD GATEWAY FEE		MISCELLANEOUS CHARGES
	11-450-451-0010-6335			144.27	TRNG-PHEP-CS EOC OPER & PLANNI		TRAINING EMERG. PREP. GRT
	11-450-451-0010-6335			200.00	TRNG-PHEP-CM BG IMM CONF		TRAINING EMERG. PREP. GRT
	11-450-451-0010-6335			60.00	TRNG-AD EV-MED COMPLX CHLDRN		TRAINING EMERG. PREP. GRT
	11-450-470-0010-6411			203.04	CAR SEAT FUND-2XL BOOSTERS		OPERATING SUPPLIES

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4341	**US BANK-PROCUREMENT CARDS**		**3,594.74**	**38** Transactions		
11 Fund Total:			**3,594.74**	**HUMAN SERVICES FUND**	**1 Vendors**	**38 Transactions**
Final Total:			**20,779.24**	**4 Vendors**	**193 Transactions**	

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Recap by Fund

Fund	Amount	Name
1	16,413.72	GENERAL REVENUE FUND
2	764.78	RESERVES FUND
3	6.00	ROAD AND BRIDGE FUND
11	3,594.74	HUMAN SERVICES FUND
All Funds	20,779.24	Total

Approved by, ...

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