

WRIGHT COUNTY BOARD  
AGENDA  
NOVEMBER 1, 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 10-25-16**

Documents:

[2016-10-25 WRIGHT COUNTY BOARD MINUTES \(INFO\).PDF](#)

**III. REVIEW & APPROVAL OF AGENDA**

**IV. CONSENT AGENDA**

**A. ADMINISTRATION**

1. Schedule Owners Committee Meeting For 11-10-16 @ 10:30 A.M., Highway Department, Rm C200, Project Update

**B. ADMINISTRATION**

1. Madden, Galanter, Hansen LLP, 09/2016 Claim, \$3,882.89

Documents:

[09.16 MADDEN, GALANTER AND HANSEN CLAIM.PDF](#)

**C. AUDITOR/TREASURER**

1. Approve Claims As Listed In The Abstract, Subject To Audit, For A Total Of \$230,830.37 With 135 Vendors And 209 Transactions

Documents:

[AGENDA 11-1 CONSENT CLAIMS.PDF](#)

**D. PLANNING & ZONING**

1. Accept The Findings And Recommendation For The Following Rezoning:

**A. BRENDA PILGER (Maple Lake Twp.) Planning Commission Unanimously Recommends Rezoning 19.47 Acres From AG General Agricultural To R-2a Suburban Residential**

Documents:

[1101 AGENDA REQUEST - PILGER.PDF](#)  
[PILGER REZONE MINUTES 10-20-16.PDF](#)

**V. TIMED AGENDA ITEMS**

**A. 9:03 A.M. BOB HIIVALA, AUDITOR/TREASURER**

1. Approve A Plat "Cedar Lake Woods" (Corinna Twp)

2. Approve Ditch Assessments To Be Levied Against The Benefited Landowners For Expenses Incurred From October 2015 Thru September 2016, County Ditches 03, 07, 31 And Joint Ditches 04, 11, And 14
3. Approve Interest Rate And The Number Of Years Payable For Assessments Over \$500 By Parcel

Documents:

[AGENDA 11-1 APPROVE CEDAR LAKE WOODS PLAT.PDF](#)  
[AGENDA 11-1 CEDAR LAKE WOODS PLAT.PDF](#)  
[AGENDA 11-1 DITCH ASSESSMENTS AND INTEREST RATE.PDF](#)

**B. 9:10 A.M. LEE KELLY, COUNTY COORDINATOR**

1. Committee Of The Whole Minutes, 10-13-16
2. Committee Of The Whole Minutes, 10-18-16
3. Discussion On Selecting Architectural Firm For Design Of Courts Facility

Documents:

[2016-10-13 COMMITTEE OF THE WHOLE MINUTES.PDF](#)  
[2016-10-18 COMMITTEE OF THE WHOLE MINUTES AND ATTACHMENTS.PDF](#)  
[RFBA COURTS FACILITY.PDF](#)

**C. 9:20 A.M. SUNNY HESSE, HR DIRECTOR**

1. Schedule Personnel Committee Of The Whole Meeting To Conduct Interviews For Veterans Services Officer Vacancy

Documents:

[110116AGENDAFORM\\_PERSONNELCOTW.VSOINTERVIEWS.PDF](#)

**D. 9:25 A.M. MARC MATTICE, PARKS & RECREATION DIRECTOR**

1. Request To Approve Change Order For Additional Masonry And ADA Access Work Needed As Part Of The Reconstruction Of The Four Season Rental Facility At Bertram Chain Of Lakes Park

Documents:

[11-1-16 AGENDA ITEM.PDF](#)

**E. 9:30 A.M. PUBLIC HEARING - SOLAR ORDINANCE**

1. Accept The Findings And Recommendation Of The Planning Commission And Adopt The Amendments To Section 155.08 Solar Energy Farms And Solar Energy Systems Of The Land Usage Of The Wright County Code Of Ordinances

Documents:

[11-01 CO. BD. AGENDA SOLAR ORD REQUEST PUBLIC HEARING.PDF](#)  
[SOLARCBPUBLIC FINAL.PDF](#)  
[LEGAL NOTICE OF INTENT TO ADOPT SOLAR FARM ORD AMENDMENTS.PDF](#)  
[SOLAR PC MINUTES 10-20-16.PDF](#)

**VI. ITEMS FOR CONSIDERATION**

**A. COMMITTEE MINUTES**

**1. Building, Personnel**

Documents:

[2016-10-25 BUILDING COMMITTEE MINUTES.PDF](#)  
[2016-10-25 PERSONNEL COMMITTEE MINUTES AND ATTACHMENTS.PDF](#)

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

**VIII. ADJOURNMENT**

**IX. NOTE:**

10:30 AM, Committee Of The Whole Meeting  
1:15 PM, Transportation Committee Of The Whole Meeting  
3:00 PM, Committee Of The Whole Meeting-Closed Session

**X. CLAIMS LISTING**

Documents:

[AUDIT LIST FOR BOARD 11-1-2016.PDF](#)

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

INFORMATIONAL

WRIGHT COUNTY BOARD  
MINUTES  
OCTOBER 25, 2016

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

**MINUTES**

Husom moved to approve the 10-18-16 County Board Minutes, seconded by Potter. The motion carried 5-0.

**AGENDA**

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

**CONSENT AGENDA**

Daleiden pulled Item A1, Administration, "Approve the 2017 Non-Union Benefit Contribution as recommended by the Negotiation Committee" for further discussion. Daleiden moved to approve the remainder of the Consent Agenda, seconded by Borrell. The motion carried 5-0.

B. ADMINISTRATION

1. Union Employee (AFSCME) Request For Vacation Donation. Request Approval To Receive Donations From Non-Union & Union Employees That Have Completed The Required Donation Forms.

C. AUDITOR/TREASURER

1. Approve Claims As Listed In The Abstract, Subject To Audit, For A Total Of \$400,180.45 With 195 Vendors And 348 Transactions.

D. HEALTH & HUMAN SERVICES

1. Position Replacement
  - A. Technology Coordinator

Consent Item A1, Administration, "Approve the 2017 Non-Union Benefit Contribution as recommended by the Negotiation Committee" was discussed. Lee Kelly, County Coordinator, made corrections to the document relating to Health Insurance Premiums for non-union employees. Family Plan 4 should read:

Total Monthly Premium	\$1,691.61
Total Monthly County Contribution	\$1,345.00
Monthly Employee Cost	\$346.61

Daleiden moved to approve the corrected Health Insurance Premiums for non-union employees. The motion was seconded by Borrell and unanimously.

**TIMED ITEMS**

**ADAM TAGARRO, INFORMATION TECHNOLOGY DIRECTOR**

Introduction of IT Office Technician, Jennifer Rasset

Tagarro introduced Rasset who was recently hired as the Office Technician in the Information Technology Department.

**BOB HIIVALA, AUDITOR/TREASURER**

Adopt Resolution Regarding Wright County's Sponsor Role In MPCA Clean Water Partnership

Daleiden moved to adopt Resolution #16-64, seconded by Potter. The motion carried 5-0 on a roll call vote.

Approve New Tobacco License For CMV's Ecig Lounge DBA Ecig In The City Of Monticello

On a motion by Husom, second by Daleiden, all voted to approve the Tobacco License for CMV's Ecig Lounge DBA Ecig in the City of Monticello.

**VIRGIL HAWKINS, HIGHWAY ENGINEER**

Schedule Transportation Committee Of The Whole Committee Meeting

Potter moved to schedule a TCOTW Meeting for 11-01-16 at 1:15 P.M., seconded by Husom. The motion carried 5-0. Agenda items include: 1) Utility Setback Ordinance, 2) Federal Funding Program Updates (HSIP, T.A., Fast Act), 3) Transportation Study Recommendation (Update NE Study), and 4) HCM Additional A/E Fees for New Highway Building.

**ITEMS FOR CONSIDERATION****SCHEDULE FEES FOR SERVICE PUBLIC HEARING**

Daleiden moved to schedule a Fees For Service Public Hearing on 11-15-16 at 9:30 A.M. The motion was seconded by Potter and carried 5-0.

**ADVISORY COMMITTEE / ADVISORY BOARD UPDATES**

Planning Commission. Borrell stated the Planning Commission passed the Solar Amendment at their 10-20-16 Meeting with very minor changes made to it. The Amendment will be presented to the County Board for approval. Sawatzke asked whether Buffalo Township has acted on items specific to their Township. Greg Kryzer, Assistant County Attorney, said Buffalo Township has passed a moratorium.

**TIMED ITEMS****GREG KRYZER, ASSISTANT COUNTY ATTORNEY**Update On Abatement At 3659 - 40th Street NE, Buffalo Township

At the last County Board Meeting, Kryzer was asked to follow up with LaPlant Demolition on a series of questions relating to the abatement at 3659 – 40<sup>th</sup> Street NE in Buffalo Township. Kryzer provided a memorandum outlining the information. Dan Gutknecht was present at the Board Meeting and was provided with a copy of the information. When additional information is received on the barn breakdown, it will be forwarded to the County Board. This was provided as an informational item.

**ITEMS FOR CONSIDERATION****ADVISORY COMMITTEE / ADVISORY BOARD UPDATES (cont.)**

Owners Committee Meeting. Sawatzke and Potter attended the Owners Meeting on 10-20-16. He expressed frustration in that not much progress had been made in the six week period since the last Owners Meeting. There are no thresholds in place and Kraus Anderson did not provide any additional information on the building leaks. The plan is to widen several of the existing grates on the troughs to see whether acceptable results can be attained. What was done with the roof appears to be working but the remainder will be completed in spring or early summer. A portion of the payment has been withheld. Potter said the shop will be moved soon from the Public Works Building to the new Highway Building. Sawatzke said direction was given for moisture levels to be checked in the walls where the water leaks occurred. Costs associated will be taken off the roofing bill. It is hoped that there will be more progress made prior to the 11-10-16 Owners Meeting.

River Rider. Sawatzke and Borrell will attend potentially the last River Rider meeting today at 3:00 P.M. Daleiden would like things finalized prior to the first of the year, as Sawatzke is not running for re-election as County Commissioner. Sawatzke said they have not received final resolution from MnDOT like they thought, but River Rider may proceed anyway.

GRRL Board. Potter said the GRRL Board met in special session last week to review next year's plan. The Library Services agreement may not be resolved until June of 2017 to work out issues expressed by the individual libraries. The newly hired CMLE (Central MN Library Exchange) representative will assist with legislative and funding issues in the future.

Drug Court Update. Husom attended a meeting on 10-19-16. A new system for treatment will be implemented on 11-03-16 that deals with intensive treatment and rehabilitation in lieu of prison.

CRWD. Husom attended a public hearing for the School Section Lake outlet control project. They are trying to determine whether to reapportion benefits.

Pheasants Forever. The group is looking at buying property located in Meeker County and part of the CRWD. The land will be donated to the DNR for hunting.

Dementia-Friendly Communities Meetings. Husom has been asked to attend the meetings. Dementia rates have climbed 71%, and one in nine people in Minnesota 65 years of age or older have the disease (91,000 people). An increase has also been seen in early onset Alzheimer's. In 2015, more than 15 million caregivers provided an estimated \$18.1 billion in unpaid care for dementia. Dementia-Friendly Communities work to provide a safe environment for those who have dementia and so they can acclimate to doing different things in the community.

The meeting adjourned at 9:37 A.M.

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 11/1/16

Vendor # 2468

Issue Check To:

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

Total Amount: 3,882.89

Account Code	Amount	Description	Invoice	P.O. #
01.100.6261	2,752.59	September - Labor Relation Services	Sep-16	
01.100.6261	1,130.30	September - Arbitration & Administrative Hearings	Sep-16	

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

*Lee Verigin*

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

October 01, 2016

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

Re: Services Rendered Through 9/30/2016  
(Labor Relations Services)

Dear Lee:

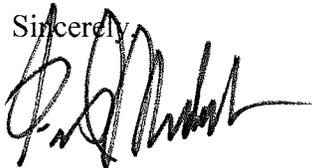
Enclosed is our statement for services rendered from 9/1/2016 through 9/30/2016, which is summarized as follows:

Billing Summary

Total for services rendered	\$2,650.80
Total expenses	\$101.79
<b>Balance Due</b>	<b>\$2,752.59</b>

If you have any questions regarding the above, please feel free to contact me.

Sincerely,



Frank J. Madden

FJM:ch  
Enclosure

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October 01, 2016

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

Re: Services Rendered Through 9/30/2016  
(Labor Relations Services)

		<u>Hrs/Rate</u>	<u>Amount</u>
09/01/16	Review email from County and preparation of response (Sheriff's Office).	0.50 \$141.00/hr	\$70.50
	Review of file and phone discussion with County (Administration).	1.10 \$141.00/hr	\$155.10
09/02/16	Phone discussion with County and review notes (Sheriff's Office).	0.40 \$141.00/hr	\$56.40
09/05/16	Phone discussion with County regarding negotiation issues (Administration).	0.30 \$141.00/hr	\$42.30
09/14/16	Phone discussion with County regarding labor relations issues (Administration).	0.40 \$141.00/hr	\$56.40
09/15/16	Phone discussion with County regarding Local 49 issues and review of file (Administration).	0.30 \$141.00/hr	\$42.30
09/20/16	Preparation and attendance at closed session and negotiation meetings with three bargaining units (Administration).	4.50 \$141.00/hr	\$634.50
09/21/16	Dictation of negotiation notes, review of proposals and phone discussions with County (Administration).	0.70 \$141.00/hr	\$98.70

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		<u>Hrs/Rate</u>	<u>Amount</u>
09/26/16	Preparation for meeting with County (Administration).	0.40 \$141.00/hr	\$56.40
09/27/16	Review of Union proposals and preparation and attendance at closed session (Administration).	7.20 \$141.00/hr	\$1,015.20
09/29/16	Review of negotiation files and phone discussion with County (Administration).	1.20 \$141.00/hr	\$169.20
09/30/16	Phone discussions with County, review and research of pay issues and review of proposals (Administration).	1.80 \$141.00/hr	\$253.80
	<b>Total</b>	<u>18.80</u>	<u>\$2,650.80</u>
		<u>Qty/Price</u>	
09/20/16	Mileage	83 \$0.54	\$44.82
09/27/16	Mileage	83 \$0.54	\$44.82
09/30/16	Photocopies	81 \$0.15	\$12.15
	<b>Total additional charges</b>		<u>\$101.79</u>
	<b>Total amount of this bill</b>		<u><u>\$2,752.59</u></u>

MADDEN • GALANTER • HANSEN, LLP  
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October 01, 2016

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

Re: Services Rendered Through 9/30/2016  
(Arbitration and Administrative Hearings)

Dear Lee:

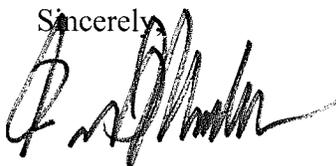
Enclosed is our statement for services rendered from 9/1/2016 through 9/30/2016, which is summarized as follows:

Billing Summary

Total for services rendered	\$961.00
Total expenses	\$169.30
<b>Balance Due</b>	<b>\$1,130.30</b>

If you have any questions regarding the above, please feel free to contact me.

Sincerely,



Frank J. Madden

FJM:ch  
Enclosure

October 01, 2016

Mr. Lee Kelly  
County Coordinator  
Wright County Government Center  
10 Northwest Second Street  
Buffalo, MN 55313Re: Services Rendered Through 9/30/2016  
(Arbitration and Administrative Hearings)

		<u>Hrs/Rate</u>	<u>Amount</u>
09/27/16	Preparation for grievance arbitration hearing, meetings with witnesses and review of materials and issues (Sheriff's Office).	5.50 \$155.00/hr	\$852.50
09/28/16	Preparation for grievance arbitration hearing and review of emails (Sheriff's Office).	0.30 \$155.00/hr	\$46.50
09/29/16	Preparation for grievance arbitration hearing, preparation of email and review of materials and issues (Sheriff's Office).	0.40 \$155.00/hr	\$62.00
	<b>Total</b>	<u>6.20</u>	<u>\$961.00</u>
		<u>Qty/Price</u>	
09/27/16	Mileage	83 \$0.54	\$44.82
09/28/16	Postage	1 \$2.83	\$2.83
09/30/16	Photocopies	811 \$0.15	\$121.65
	<b>Total additional charges</b>		<u>\$169.30</u>

Mr. Lee Kelly  
October 01, 2016  
Page 2

**Total amount of this bill**

Amount

\$1,130.30



WRIGHT COUNTY

REQUEST FOR BOARD ACTION

REQ. AGENDA TIME

BOARD MEETING DATE: November 1, 2016 CONSENT AGENDA X

AMT. OF TIME REQUIRED

ITEM FOR CONSIDERATION: Rezoning

**PLANNING & ZONING**

Originating Dept.

Sean Riley

Requester's Signature

\_\_\_\_\_  
Reviewed by/Date

**BOARD ACTION REQUESTED:**

Accept the findings and recommendations of the Planning Commission for the following rezoning:

**BACKGROUND/JUSTIFICATION:**

**BRENDA PILGER** – (Maple Lake Twp.) Planning Commission unanimously recommends approval of the request to rezone approximately 19.47 acres from AG General Agricultural to R-2a.

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

**DATE/TIME RECEIVED IN  
ADMINISTRATION OFFICE**

**COUNTY ATTORNEY  
REVIEW/DATE:**

**FINANCIAL  
IMPLICATIONS:**

**BUDGETED:** \_\_\_\_\_

**FUNDING:** \_\_\_\_\_

**COMMENTS:**

## **WRIGHT COUNTY PLANNING COMMISSION**

**Meeting of: October 20, 2016**

### **MINUTES – (Informational)**

The Wright County Planning Commission met October 20, 2016 in the County Commissioners Board Room at the Wright County Government Center, Buffalo, Minnesota. Chairman, Dan Mol, called the meeting to order at 7:30 p.m. with Board members: Mol, David Pederson, Jan Thompson, Charlie Borrell, Dave Thompson and Dan Bravinder. Absent was Ken Felger. Sean Riley, Planning & Zoning Administrator, represented the Planning & Zoning Office. Greg Kryzer, Assistant County Attorney, was legal counsel present

#### **BRENDA PILGER** – Cont. from 9/29/16

LOCATION: 5331 33<sup>RD</sup> St. NW – Part of the S ½ f SE ¼, Section 18, Township 120, Range 26, Wright County, Minnesota. (Maple Lake Twp.) Tax #210-000-184305  
Property owner: Szczesny

Petitions to rezone approximately 19.47 acres from AG General Agricultural to R-2a Suburban-Residential and a Conditional Use Permit to allow a two-lot residential unplatted subdivision to divide the property in half (approx.) and allow one new residential building site in addition to existing dwelling as regulated in Section 155.027, 155.028 & 155.051 of the Wright County Code of Ordinances.

Present: Brenda Pilger

- A. Riley reviewed the location of the property, zoned AG General Agricultural and in the Land Use Plan for A/R Agricultural Residential. The property is just under 20 acres and the A/R district requires a minimum of 10 acre lots. The request is to rezone to R-2a, with a minimum of five-acres. The proposed zoning would not increase density for the property if they had 20 and it was rezoned A/R; but is a lower zoning district and that is always a concern. He referred to the Staff Report where they reference the land use plan guide on rezoning. This zone might be appropriate if they determine there are existing circumstances on the property or immediate area that warrant it. Riley noted the R-1 zone across the road and the limited amount of R-2a in the area. The remainder of the neighborhood is zoned AG and in the Plan for A/R. They may find there is a unique circumstance because of the R-1 and the fact the road made the property less than 20 acres. We would not suggest someone could make this argument for the large surrounding parcels that are in the plan as A/R though.
- B. Mol noted the Commission made a site inspection and walked the property and looked at the surrounding area. They saw where the borings were taken.
- C. Riley noted the neighbor who was present at the last meeting is in the audience has animals, but it is not a large scale and Janikula, Wright County Feedlot Administrator, does not see a conflict at this time. If a feedlot were to be established the new home would have to be 500 feet from it.
- D. Marquette residence at 5496 – 28<sup>th</sup> Street – directly south of the property to be rezoned. He noted the building site and swamp on the applicant's property. They have five cows. Riley agreed that area could not be developed. He would not expect anything to change other than one more house. The pasture area is not a feedlot and the house does not

have to be as far away. The minimum setback is 500' from the feedlot to a house. Mol further explained the wetlands and a pasture would not be considered feedlot. The neighbor to the south should be able to expand and apply for a feedlot if they wanted to. The location of where a house is likely to be built should not impact what the neighbor can do.

- E. Borrell asked if the Commission should require the house be at least a 100' from the south line. Riley noted a condition is usually based on some existing issue. A feedlot does not exist.
- F. Emojean Marquette – owner directly south - added that her abstract shows a barb wire fence where the air photo is showing low ground. She noted this would indicate that area had once been used for pasture. Borrell explained the pasture can go right up to the property line. Marquette indicated she did not want the rezoning to impact what she might want to do in the future. Mol noted the homes to the north now. The proposal is for one more house and not a large housing development.
- G. Riley clarified the decision is whether to rezone. The subdivision is second and they could get a better scaled map to make sure there is no problem. Pilger indicated that is not a problem. If a condition were to be added on an increased setback for the house it would be at the subdivision phase.
- H. Bravinder stated after seeing the property he did not foresee a problem. There are many trees on the property.
- I. Thompson asked if there is another way to address this. Riley stated another option would be to make an AG division for the existing house on a smaller parcel and then ask to rezone the balance to A/R as the remainder would be over 10 acres. This would result in one 6-8 acre lot zoned AG and the remainder A/R for one new lot.
- J. Mol felt the way the home site, location of wetlands and hill, he feels this split is appropriate. Riley agreed-it is unfortunate the property is not 20 acres as the request would be similar but it would be the A/R district. He noted if zoned R-2a they would not be able to further subdivide because of the lack of road frontage.
- K. Town Board approval was received.
- L. Borrell moved to recommend approval of the rezoning to the County Board of Commissioners to rezone the property from AG Agricultural to R-2a Suburban Residential because the Board feels it meets the criteria laid out in the land use plan and the Town Board approves.  
D. Pederson seconded the motion.

VOTE: CARRIED UNANIMOUSLY

- M. Borrell moved to continue the hearing on the subdivision portion of the request to allow time for the applicant to finalize survey work and other required information for subdivision approval and for the County Board to act on the rezoning. D. Thompson seconded the motion.

VOTE: CARRIED UNANIMOUSLY

# WRIGHT COUNTY

## REQUEST FOR BOARD ACTION

<b>Req. Agenda Time:</b>	9:05 a.m.	<b>Board Meeting Date:</b>	11-1-2016	<b>Consent Agenda:</b>	
<b>Amt. of Time Required:</b>	2 min.	<b>Item For Consideration:</b>			
Auditor-Treasurer's Office		<b>Board Action Requested:</b>			
<b>Originating Department/Service</b>		Approve A Plat "Cedar Lake Woods" (Corinna Twp).			
<b>Requestor's Signature</b>					
<b>Reviewed By/Date</b>					
<b>Background/Justification:</b>					
<b>Previous Action On Request/Other Parties Advised:</b>					
<b>Date/Time Received In Administration Office:</b>	<b>County Attorney Review/Date:</b>	<b>Financial Implications: \$</b>			
<b>County Coordinator/Date</b>	<b>Administrative Recommendation:</b> Approval Denial No Recommendation	<b>Budgeted:</b> Yes                      No			
		<b>Funding:</b> Levy                      Other			
<b>Comments:</b>			<b>Comments:</b>		



**OFFICE OF  
WRIGHT COUNTY ATTORNEY  
Thomas N. Kelly**

*Wright County Government Center  
10 2nd Street NW, Room 400  
Buffalo, Minnesota 55313-1189*

*Phone: (763) 682-7340  
Toll Free: 1-800-362-3667 Fax: (763) 682-7700*

October 26, 2016

*Chief Deputy Attorney  
Brian J. Asleson  
Chief of Criminal Division  
Brian A. Lutes  
Victim/Witness  
Assistance Coordinator  
Jenny Paripovich  
Paralegal  
Michelle Sandquist  
Office Manager  
Cindy Hohl*

*Assistants  
Terry D. Frazier  
Scott M. Sandberg  
Mark A. Erickson  
Elizabeth M. Larson  
Aaron D. Duis  
Karen L. Wolff  
Shane E. Simonds  
Thomera R. Karvel  
Kari L. Willis  
Greg T. Kryzer  
John Bowen  
Christos Jensen*

Mr. Robert Hiivala  
Wright County Auditor/Treasurer  
Wright County Government Center  
Buffalo, MN 55313

Mr. Steve Jobe  
Wright County Surveyor  
Wright County Government Center  
Buffalo, MN 55313

**RE: Plat and Mylars of Cedar Lake Woods**

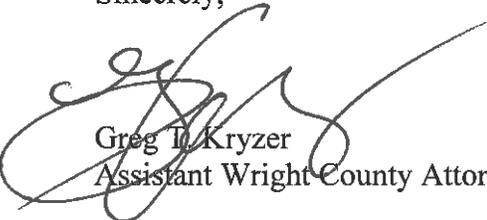
Gentlemen:

I have examined the mylars for Cedar Lake Woods, as well as the title opinion submitted from Mr. Jan C. Larson with an effective date September 21, 2016.

The Title Opinion reports that the property being platted is owned in fee by Children's Disability Service Association/Friendship Ventures, a Nonprofit Corporation under the Laws of Minnesota. The opinion further indicates that the property is good and marketable and is not encumbered by a mortgage. The Fee Owner of this property has amended their Articles of Incorporation to reflect a name change to "True Friends." The Plat references this new name and the old name thus creating a bridge in the abstract from the former name to the new. I have no objection to this change in the corporate name.

I am of the opinion that the Cedar Lake Woods Plat is ready for recording, and I recommend to the Wright County Board of Commissioners that it approve this plat.

Sincerely,

  
Greg T. Kryzer  
Assistant Wright County Attorney

Cc: Mr. Jan C. Larson, Esq.  
Ms. Tanya West, Wright County Recorder

# WRIGHT COUNTY REQUEST FOR BOARD ACTION

<i>Req. Agenda Time:</i>	5 minutes	<i>Board Meeting Date:</i>	Nov 1, 2016	<i>Consent Agenda:</i>					
<i>Amt. of Time Required:</i>	.	<i>Item For Consideration:</i>							
Auditor/Treasurer's Office		<b>Board Action Requested:</b>  1. Approve Ditch Assessments to be levied against the benefited landowners for expenses incurred from October 2015 thru September 2016. 2. Approve Interest Rate and the number of years payable for assessments over \$500 by parcel							
Originating Department/Service									
Requestor's Signature									
Reviewed By/Date									
<b>Background/Justification:</b>  Minnesota Statute 103E.611 states that the annualized interest rate that we can charge for ditch assessments may not exceed the rate established by the court administrator (which is currently 4%). Further this interest is to be calculated only to August 15 of each year, which means that we can only charge a prorated rate. I would like to set the interest rate for the ditch assessments at 2.33% (which is 7/12 of 4%).									
<b>Previous Action On Request/Other Parties Advised:</b>  									
<b>Date/Time Received In Administration Office:</b>	<b>County Attorney Review/Date:</b>	<b>Financial Implications: \$</b>  <b>Budgeted:</b> <table style="margin-left: 100px; border: none;"> <tr> <td style="padding: 0 20px;">Yes</td> <td>No</td> </tr> </table> <b>Funding:</b> <table style="margin-left: 100px; border: none;"> <tr> <td style="padding: 0 20px;">Levy</td> <td>Other</td> </tr> </table>				Yes	No	Levy	Other
Yes	No								
Levy	Other								
<b>County Coordinator/Date</b>	<b>Administrative Recommendation:</b> Approval Denial No Recommendation								
<b>Comments:</b>		<b>Comments:</b>							



***Robert J. Hiivala***  
***Wright County Auditor / Treasurer***

*Wright County Government Center  
10 2nd Street N.W. Room 230  
Buffalo, MN 55313-1195  
Phone: (763) 682-7579  
FAX: (763) 682-7873*

November 1, 2016

To: County Board of Commissioners

From: Bob Hiivala, Auditor/Treasurer

RE: Ditch Assessments

I recommend the following assessments be levied against the benefited landowners on the following ditch systems for expenses incurred in October 2015 thru September 2016:

County Ditch #03 (652) - \$8,015.05	Clean out Kotila Excavating
County Ditch #07 (655) - \$389.40	Elevations and Inspections by Ditch Inspector
County Ditch #31 (677) - \$1,538.54	Elevation inspections/Flow line survey
Joint Ditch #04 (687) - \$5,255.29	Clean out Ed Rettman Jr Excavating
Joint Ditch #11 (688) - \$5,395.15	McLeod Co.-Clean out Hjerpe Contractor Inc.
Joint Ditch #14 (689) - \$18,043.54	Clean out Dude Tiling LLC

COMMITTEE OF THE WHOLE  
MINUTES  
OCTOBER 13th, 2016

MEMBERS PRESENT: Borrell, Husom, Daleiden, Sawatzke, Potter, L. Kelly

OTHERS PRESENT: Judge McPherson, Judge Tenney, Tschumper, MacMillan, Wilczek, Hoffman,

I. Courts Facility Architectural Firm Interviews

The Committee received presentations and interviewed three firms regarding their proposals for architectural design services for a new Wright County Courts facility.

BKV Group presented from 12:00pm to 1:30 pm. BKV was represented by Bruce Schwartzman, Kelly Naylor, DuWayne Jones, Jared Ward, Cliff Buikema, and Mark Bradby.

Klein McCarthy Architects Presented from 1:30 to 3pm and was represented by Scott Fettig, Andrew Enright, Danielle Reid, and Todd Peterson.

Wold Architects presented from 3pm to 4:30pm. Representatives of Wold were Michael Cox, Lynae Schoen, Joel Dunning, Andrew Dahlquist, Peter Leahy, Michelle Klein and Jonathon Loose.

Following the completion of the presentations the Committee discussed the project vision and timeline and reviewed each firms qualifications and experience. The consensus was to recess the meeting to October 18th at 12:30 in C118, to allow time for further discussion.

**Recommendation: Recess meeting to October 18<sup>th</sup> at 12:30 in room C118 for additional discussion.**

COMMITTEE OF THE WHOLE  
MINUTES  
OCTOBER 18th, 2016

MEMBERS PRESENT: Borrell, Husom, Daleiden, Sawatzke, Potter, L. Kelly

OTHERS PRESENT: Judge McPherson, Judge Tenney, Tschumper, MacMillan, Wilczek, Hoffman

I. Courts Facility Architectural Firm Interviews

The October 13<sup>th</sup> Committee of the Whole was reconvened.

Discussion continued regarding the presentations given by the three architectural firms; BKV Group, Klein McCarthy and Wold. Each person at the meeting provided their input on each of the firms for the purposes of selecting a finalist. The consensus of the group was to focus discussions on the proposals from with Wold and BKV Group.

In reviewing the submitted documents from Wold and BKV, the committee noted a similar estimated overall project cost. However, it was noted that Wold proposed a fixed percentage of 6% for design services and BKV presented a range of 5.7% to 6.4% for design services. In addition these proposals were based on the assumption of a 90,000 square foot facility as recommended by the National Center For State Courts study conducted in 2015. It was noted that subsequent changes in operations may require additional square footage be included in the Courts Facility design. There was concern that this additional space would increase the cost beyond the current proposal.

The consensus was to direct staff to contact Wold and BKV Group to gather additional information and request a not-to exceed proposal for the design of a courts facility up to 100,000 square feet in size.

Sawatzke and Judge McPherson were nominated to take the lead on reviewing the proposals received with assistance from Administration staff. The committee discussed forming an owners committee for the Courts Facility project. Borrell and Potter were nominated to represent the County Board on the owners committee with Husom and Daleiden as alternates.

**Recommendation: Direct staff to contact Wold and BKV Group to request a proposal which would provide a not to exceed figure for the fees and expenses to design of a courts facility up to 100,000 square feet in size.**



October 5, 2016

Wright County Administration  
Attn: Alan Wilczek, Facilities Services Director  
10 2<sup>nd</sup> Street NW, Rm 235  
Buffalo, MN 55313

**Dear Alan:**

Wold Architects and Engineers is pleased to present this fee proposal for Architectural Services for the Wright County Court Facility. The outline below is our methodology for architectural services and resulting fee proposal process with the following detail:

- » No surprises — all inclusive
- » Simple calculations
- » Build on familiarity
- » Example fixed professional service fee calculation
- » Proactive project management and progress
- » Customary reimbursable expenses

**NO SURPRISES — ALL INCLUSIVE**

We know from working exclusively with public sector clients that once the project budget is determined, it is always fixed, and we diligently meet this obligation. Since our public sector clients must work with fixed budgets, we believe that we should too. Therefore, Wold always proposes establishing a fixed fee at the project onset. These fees are established at the beginning of the design process and are based on the approved construction budget for each project. We believe by establishing a fixed fee for each project, this eliminates the potentially negative dialog that often happens regarding extra services and allows you to not have to worry about the budget impact of requests for additional services. We believe this provides you with maximum service without surprises. If our fees are fixed early, there is no incentive for us to allow the project scope to grow. In contrary, a fixed fee gives Wold the incentive to maintain the approved budget.

Our “basic services” contract with you goes well beyond what some other architectural and engineering firms would provide. We provide a comprehensive package of professional design, engineering and management services for all of our clients. All engineering and consultant services are provided for in our fee. We believe that if we are taking fees on the cost of a scope of work, then we are responsible for the design of that scope. Our commitment to you is to agree on a fixed fee and not request additional fees unless the scope of the project changes very significantly.

Additionally, we believe in long-term client relationships and do not charge additional fees for following-up with any warranty or project completion items after you occupy the building and will not send you a bill for any additional work needed to get the project done right. We do not charge fees on change orders. We encourage you to ask our clients, and they will tell you that we are there for them when they need us, even years after the project is completed.

**SIMPLE CALCULATIONS**

We consistently propose fixed fees that are calculated by a percentage of the approved construction cost for a project. For remodeling projects, we utilize a 7.5% rate. For additions, we utilize a 7.0% rate. For new construction, we utilize a 6.0% rate. Although your Court Facility is technically going to be an addition to the Law Enforcement Center with some minor remodeling within the existing facility, we actually see it as stand-alone, new construction that abuts an existing building. Therefore, we are proposing a fixed fee based upon 6% of your approved cost of construction.



### **BUILD ON FAMILIARITY**

Based on our involvement to date in the previous Remodeling Feasibility Study, we have developed an in-depth knowledge of the NCSC space programming and planning efforts and the history of items discussed, priorities determined and decisions made to bring you to where you are today. We believe we should both benefit from these previous efforts and propose to credit half of the previous total fees paid to Wold for the Wright County Courts Remodeling Feasibility Study towards any final fee agreement. This results in a credit of \$15,000.

We value the previous work you have done and expect that the efforts of confirming the program will go quickly due to our knowledge of the previous efforts and will do this confirmation at no cost to you. We see this as an effective time to gain consensus on the size and scope of the project and confirm the appropriate project and construction budget with you. We are happy to wait until after this Needs/Programming confirmation process to enter into a fee agreement if you wish. Your project understandably has large numbers, differing approaches, and costs which could benefit from a collaborative dialog with you. That way, if we have misinterpreted your project budget or expectations, we are happy to enter into a discussion of the topic once our understanding is accurate.

### **EXAMPLE FIXED PROFESSIONAL SERVICE FEE CALCULATION:**

Based upon these assumptions, we would calculate our fixed professional service fees as follows:

Total Project Budget	\$28,000,000
Soft Costs (Fees, Furniture, Testing, Contingency)	\$5,500,000
Construction Cost Estimate (Typically 80% of the Project Budget)	
90,000 gsf (NCSC Study) x \$250/sf Estimated Cost	= \$22,500,000
Professional Service Fixed Fee Rate	x 6.0%
	<hr/>
	\$1,350,000
Credit for Previous Efforts	<hr/>
	(\$15,000)
<b>Proposed Fixed Fee</b>	<b>\$1,335,000</b>



**PROACTIVE PROJECT MANAGEMENT AND PROGRESS**

As demonstrated in our proposal response, at Wold we take proactive project management very seriously. As we work with Wright County at the onset of the project to develop a milestone schedule, Wold will enter that schedule into our project management software. Staff and consultant resources are automatically applied as the project progresses. At the conclusion of every month, we review our progress to ensure that we are tracking with our agreed upon schedule and send out an invoice in alignment with our overall project progress. At Wold, by default we utilize the industry standard project phases and relative efforts as such:

Needs/Programming	Included
Schematic Design	15%
Design Development	20%
Construction Documents	40%
Bidding/Procurement	5%
Construction Administration	20%

**CUSTOMARY REIMBURSABLE EXPENSES**

Customary reimbursable expenses would be in addition to our fixed fee proposal and typically run between \$2,500 and \$3,000 per million in construction for projects like this one. Typical reimbursable expenses are for mileage, miscellaneous printing, telephone, fax, etc. These are billed as they are accrued, at cost with no additional markup.

Customary reimbursable expenses include:

- » Mileage in connection with the work.
- » Printing and copying
- » Phone charges
- » Postage and mailing
- » CADD/Reprographics

While we are always mindful of your budget and always strive to minimize costs, we believe that the more our team is on-site with you while designing or observing the contractor during construction, the more direct benefit you receive. Based upon an assumed construction cost of \$22,500,000, we would estimate our reimbursable expenses would not exceed \$60,000, resulting in a total contract maximum of \$1,395,000.

A few items are typically excluded from this reimbursable expenses budget and an architect's professional services fees. Bid set printing and plan review fees are typically not included as a reimbursable expense, but would be paid directly by Wright County to allow you to save on sales tax. Land surveying, geotechnical testing, construction material testing, special structural inspections and mechanical systems commissioning are not included due to the benefit to Wright County of those services being provided by an independent, third party entity.

We are excited about the opportunity to continue working with Wright County to successfully and affordably resolve your Court Facility issues and look forward to presenting our approach to fees further at our interview next Thursday.

**Sincerely,**

Joel Dunning, Partner-In-Charge  
jdunning@woldae.com // AIA, LEED AP

**Wold Architects and Engineers**  
332 Minnesota Street, Suite W2000  
Saint Paul, MN 55101  
woldae.com | 612 227 7773

**PLANNERS  
ARCHITECTS  
ENGINEERS**



Architecture  
Interior Design  
Landscape Architecture  
Engineering

222 N Second St. Suite 101  
Minneapolis, MN 55401  
Telephone: 612.339.3752  
Facsimile: 612.339.6212  
www.bkvgroup.com  
EOE

October 4, 2016

Mr. Alan Wilczek  
Facility Services Director  
Wright County Administration  
10 2<sup>nd</sup> Street NW  
Buffalo, MN 55313

Re: Fee Proposal for Architectural/Engineering Services for Wright County  
Court Facility

Dear Mr. Wilczek:

On behalf of the BKV Group team, I am pleased to present our proposed fee structure for services and sample work plan indicative of the collaborative approach we will utilize to deliver a project that will meet the needs of the County.

The BKV Group team's compensation goals are to establish fees that fairly compensate us for the required services to achieve our client's project goals while assuring that both our client and firm feel they are treated fairly - value received for dollar spent. To meet this goal, we strive to establish a well-defined project understanding, scope of services and deliverables to be provided so that an appropriate fee structure can be determined. Our proposed fee will be based on the senior staff to be involved and the time involved developing a well-developed and executed project for Wright County.

Prior to kicking off the project we will meet with the County to confirm scope, schedule and budget. From that meeting we will develop a detailed breakdown of task, staff and time to complete the project. We then again review this information with the County to confirm assumptions, as well as hopefully align final fee negotiations with the County's budget goal. This process is the start of our collaborative and open book policy. Attached is a sample of the level of detail we will develop with you in the final fee.

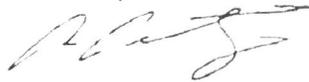
Based on the current NCSC building program area of approximately 90,000 square feet, estimated site development and understanding of courthouse cost we would initially estimate the construction cost to be around \$28 million. Architects have used historic averages to determine architectural and engineering fees based on the size, project type and complexity when proposing a fee structure. As stated above, we will work with the County to more accurately develop a fee that truly represents that work required.

However, in this early analysis we would anticipate the A/E fees for complete services as required will range between 5.7% to 6.4%. Based on an assumed construction cost of \$28 million that would come to between \$1,596,000 to \$1,792,000.

For reimbursable expenses for industry standards such as internal and county printing, travel and shipping have typically been around 5% for a project of this type and size. That percentage of the total fee equates to \$80,000. We set this amount with the County as a "not to exceed" amount and only invoice for actual expenses incurred and do not include any administrative mark up.

We look forward to presenting our approach and vision for a successful Wright County Court Facility project at our interview next week. In the meantime, please do not hesitate to contact me with any questions about our proposed compensation or attached sample.

Sincerely,  
BKV Group

A handwritten signature in black ink, appearing to read 'Bruce Schwartzman', with a stylized flourish at the end.

Bruce Schwartzman, AIA  
Partner-in-Charge



COST OF SERVICES

Sample

	BKV GROUP HOURS											CONSULTANTS			CIVIL ENGINEER CONSULT				TOTAL HOURS & COST
	PARTNER	PROJ MGR	SENIOR ARCHT	ARCH SUPPORT	STRUCT ENGR	MECH ENGR	ELECTRIC ENGR	INTERIOR	LAND-SCAPE	SPECS	CONST ADMIN	TOTAL	PLANNER	TOTAL	PARTNER	CIVIL ENGINEER	ENG TECH	TOTAL	
<b>PART 1 - SCHEMATIC DESIGN</b>																			
Existing Building Document Review		12	20		6	6	6	4	4			58	4	4	1			1	59
Meetings - Internal Coordination	8	24	12		10	14	12	6	6	4		102	8	8		4		4	114
Meetings - County workshop	8	20	8		4	4	4	8				52	10	10		4		4	56
Code Compliance Review	1	8	8									17		0				0	17
Concept Development	4	6	4	10	6	8	8	10				56	30	30	8	2	2	10	66
Document Development		2	6	30	2	2	2	4	2	40		90	20	20	4	8	8	12	102
Quality Control	4	8	10		6	6	6	4	4		40	88		0	1	2	2	5	93
Cost Estimation Efforts		6	4		4	4	4	2	2			26		0		2	2	4	30
Presentations & Presentation Development	4	4										8	10	10				0	8
TOTAL HOURS	29	90	72	40	34	44	42	38	18	46	44	497	82	82	2	24	14	40	545
HOURLY RATE	\$185.00	\$140.00	\$125.00	\$90.00	\$130.00	\$135.00	\$135.00	\$100.00	\$115.00	\$140.00	\$140.00	\$130.92	\$120.00	\$120.00	\$187.00	\$140.00	\$102.00	\$129.05	\$0.00
TOTAL	\$5,365	\$12,600	\$9,000	\$3,600	\$4,420	\$5,940	\$5,670	\$3,800	\$2,070	\$6,440	\$6,160	\$65,065	\$9,840	\$9,840	\$374	\$3,360	\$1,428	\$5,162	\$0
<b>TOTAL PART 1</b>																			

	BKV GROUP HOURS											CONSULTANTS			CIVIL ENGINEER CONSULT				TOTAL HOURS & COST
	PARTNER	PROJ MGR	SENIOR ARCHT	ARCH SUPPORT	STRUCT ENGR	MECH ENGR	ELECTRIC ENGR	INTERIOR	LAND-SCAPE	SPECS	CONST ADMIN	TOTAL	PLANNER	TOTAL	PARTNER	CIVIL ENGINEER	ENG TECH	TOTAL	
<b>PART 2 - DESIGN DEVELOPMENT</b>																			
Existing Building Document Review												0		0				0	0
Meetings - Internal Coordination	4	16	10	8	8	8	8	6	6	4		86		0		4		4	90
Meetings - County workshop	6	16	12		8	8	8	10	6			74		0		4		4	78
Code Compliance Review	1	8	12		6	8	8					43		0		10		10	53
Concept Development	6	12	20	16	30	40	30	16	8			178		0		10	2	12	190
Document Development		6	30	180	50	80	60	30	16	50		502	40	40	1	4	10	14	516
Quality Control	2	8	10		4	4	4	4	4	60		100		0		2	2	5	105
Cost Estimation Efforts		6	10	6	8	8	8	10	8			64		0		4	6	10	74
Presentations & Presentation Development	2	4	2					2				10		0				0	10
TOTAL HOURS	21	76	106	210	114	156	126	80	48	56	64	1057	40	40	1	38	20	59	1116
HOURLY RATE	\$185.00	\$140.00	\$125.00	\$90.00	\$130.00	\$135.00	\$135.00	\$100.00	\$115.00	\$140.00	\$140.00	\$122.88	\$120.00	\$120.00	\$187.00	\$140.00	\$102.00	\$127.92	\$0.00
TOTAL	\$3,885	\$10,640	\$13,250	\$18,900	\$14,820	\$21,060	\$17,010	\$8,000	\$5,520	\$7,840	\$8,960	\$129,885	\$4,800	\$4,800	\$187	\$5,320	\$2,040	\$7,547	\$0
<b>TOTAL PART 2</b>																			

	BKV GROUP HOURS											CONSULTANTS			CIVIL ENGINEER CONSULT				TOTAL HOURS & COST
	PARTNER	PROJ/MGR	SENIOR ARCHT	ARCH SUPPORT	STRUCT ENGR	MECH ENGR	ELECTRIC ENGR	INTERIOR	LAND-SCAPE	SPECS	CONST ADMIN	TOTAL	PLANNER	TOTAL	PARTNER	CIVIL ENGINEER	ENG TECH	TOTAL	
<b>PART 3 - CONSTRUCTION DOCUMENTS</b>																			
Document Review	2	30	60		8	10	10					120			3			3	123
Meetings - Internal Coordination	10	20	12	10	8	8	8	4		8		96			6	2		8	104
Meetings - County workshop	4	10	10	6	4	4	6	4				52			4			4	56
Code Compliance Review / Storm	6	15	4	2	8	8	8					52			10	2		12	64
Detail / Document Development	8	30	170	70	100	80	50	50				558			10	50		60	618
Spec Development	8	20	4	20	30	30	24	10	80			226			16			16	242
Quality Control	4	10	10	8	8	6	6	4		70		132			4	2		7	139
Cost Estimation Efforts	8	10			6	6	8	4				48			4			4	52
Presentations & Presentation Development	2	2										4						0	4
TOTAL HOURS	22	102	168	202	126	172	152	110	78	80	78	1290			4	54	56	114	1404
HOURLY RATE	\$185.00	\$140.00	\$125.00	\$90.00	\$130.00	\$135.00	\$135.00	\$100.00	\$115.00	\$140.00	\$140.00	\$123.83	\$120.00	\$120.00	\$187.00	\$140.00	\$102.00	\$122.98	\$0.00
TOTAL	\$4,070	\$14,280	\$21,000	\$18,180	\$16,380	\$23,220	\$20,520	\$11,000	\$8,970	\$11,200	\$10,920	\$159,740	\$1,920	\$1,920	\$748	\$7,560	\$5,712	\$14,020	

<b>PART 4 - BIDDING</b>																			
	PARTNER	PROJ/MGR	SENIOR ARCHT	ARCH SUPPORT	STRUCT ENGR	MECH ENGR	ELECTRIC ENGR	INTERIOR	LAND-SCAPE	SPECS	CONST ADMIN	TOTAL	PLANNER	TOTAL	PARTNER	CIVIL ENGINEER	ENG TECH	TOTAL	
PreBid Meetings & Award	2	6				4	4				12	28			2			2	30
Contract Management (Addendums & Permit)	2	20	20	40	20	16	16	6	8	16		164				20		20	184
Substitution and Questions	6	8								6	6	26			10	16		26	52
Bid Review	1	4	2							6	6	13						0	13
Award	1	2										3			4			4	7
TOTAL HOURS	6	38	30	40	20	20	20	6	8	22	24	234	0	0	6	30	16	52	286
HOURLY RATE	\$185.00	\$140.00	\$125.00	\$90.00	\$130.00	\$135.00	\$135.00	\$100.00	\$115.00	\$140.00	\$140.00	\$127.09	\$120.00	\$120.00	\$187.00	\$140.00	\$102.00	\$133.73	\$0.00
TOTAL	\$1,110	\$5,320	\$3,750	\$3,600	\$2,600	\$2,700	\$2,700	\$600	\$920	\$3,080	\$3,360	\$29,740	\$0	\$0	\$1,122	\$4,200	\$1,632	\$6,954	

<b>PART 5 - CONSTRUCTION ADMINISTRATION</b>																			
	PARTNER	PROJ/MGR	SENIOR ARCHT	ARCH SUPPORT	STRUCT ENGR	MECH ENGR	ELECTRIC ENGR	INTERIOR	LAND-SCAPE	SPECS	CONST ADMIN	TOTAL	PLANNER	TOTAL	PARTNER	CIVIL ENGINEER	ENG TECH	TOTAL	
Kickoff & Progress Meetings	8										8	16			1			1	17
Minutes / Field Reports	8										30	38			6	2		8	46
Site Visits	16				8	8		8		60	108	112			4			4	112
Shop Drawing Review	6	70	10	60	80	80	40	40	20	10	416	438			20	2		22	438
Contract Management (RFI, ASI, Pay Aps)	6	40	4	8	10	10	2	2		40	122	136			4	10		14	136
Project Closeout	8	40		2	2	2	2	2		20	38	48			10			10	48
Communication w Client / Team	8	40								20	68	71			2			3	71
TOTAL HOURS	8	92	110	14	78	100	100	44	52	20	188	806	0	0	2	46	14	62	868
HOURLY RATE	\$185.00	\$140.00	\$125.00	\$90.00	\$130.00	\$135.00	\$135.00	\$100.00	\$115.00	\$140.00	\$140.00	\$131.53	\$120.00	\$120.00	\$187.00	\$140.00	\$102.00	\$132.94	\$0.00
TOTAL	\$1,480	\$12,880	\$13,750	\$1,260	\$10,140	\$13,500	\$13,500	\$4,400	\$5,980	\$2,800	\$26,320	\$106,010	\$0	\$0	\$374	\$6,440	\$1,428	\$8,242	

TOTAL FEE \$0

MAIL / DELIVERY / TRAVEL

TOTAL PART 5 \$0



6465 Wayzata Boulevard, Suite 410, St. Louis Park, MN 55426 | 952.908.9990 office 952.908.9991 fax  
www.kleinmccarthy.com

October 5, 2016

Wright County Department of Administration  
Attention: Alan Wilczek – Facilities Service Director  
10 – 2<sup>nd</sup> Street Northwest  
Buffalo, MN 55313

Re: Request for Proposal for Court Facility  
Fee Proposal

Dear Mr. Wilczek:

Klein McCarthy & Co., Ltd., Architects (KMA) is pleased to submit our proposed pricing structure for the Wright County Court Facility project to provide architectural services.

Per our RFP response we are proposing the following fees:

- Basic Services to be 5.6% of construction cost or Guaranteed Maximum Price based on standard AIA Document definitions and depending on the construction delivery method chosen by the County.
- Additional services recommended at .5% of construction cost or Guaranteed Maximum Price based on standard AIA Document definitions and depending on the construction delivery method chosen by the County. These include:
  - Programming review and adjustments
  - Building Information Modeling
  - Civil engineering
  - Architectural interior design
  - Detailed cost estimating
  - Telecommunications/data design

We have found that we typically provide a higher level of client education and client service than others while remaining very competitive with our fees, but are not always the lowest based on many factors, including:

- Our key staff for the project all have more than 9 years of KMA experience and will account for 70% of our firm's time for this project. This is in contrast to others who utilize very inexperienced and less expensive staff.
- The use of our higher experienced staff results in better coordinated documents which results in lower bid amounts, less addenda to the documents, less change order costs and a great deal less stress for our clients.
- Designing to achieve client-specific solutions that are highly efficient and cost effective takes more design time and meetings than using "stock" designs for your project.

Mr. Alan Wilczek  
October 5, 2016  
Page 2

Our team's attention to details, development of efficient and cost effective solutions, and the level of experience and skill they bring to your project will result in lower bid day costs to the County. We feel that this will more than make up for any fees that we may incur beyond other teams. For these very reasons we believe our team will meet or exceed your goals for a very successful project , and why we are the right strategic partner for Wright County.

Sincerely,



Scott W. Fettig, AIA  
President

SWF:jaw

P:/16\_1005 Wright County Court Facility fee proposal letter.doc

# WRIGHT COUNTY REQUEST FOR BOARD ACTION

**REQ. AGENDA TIME:** \_\_\_\_\_ **BOARD MEETING DATE:** 11/1/2016 **CONSENT AGENDA:** \_\_\_\_\_

**AMT. OF TIME REQUIRED:** 10Mins **ITEM FOR CONSIDERATION:** \_\_\_\_\_

ADMINISTRATION  
ORIGINATING DEPARTMENT/SERVICE

**X** Lee Kelly

REQUESTOR'S SIGNATURE

REVIEWED BY/DATE

**BOARD ACTION REQUESTED:**

**Discussion on Selecting Architectural Firm for the Design of Courts Facility**

**BACKGROUND/JUSTIFICATION:**

Per the recommendation of the 10/18/16 Committee of the Whole, staff were directed request a proposal which would provide a not to exceed figure for the fees and expenses to design of a courts facility up to 100,000 square feet in size. The attached proposals were received from Wold and BKV Group.

**DATE/TIME RECEIVED IN  
ADMINISTRATION OFFICE:**

**COUNTY ATTORNEY  
REVIEW DATE:**

**FINANCIAL  
IMPLICATIONS: \$** \_\_\_\_\_

**BUDGETED:** \_\_\_\_\_  
YES NO

**COUNTY COORDINATOR/DATE:**

**ADMINISTRATIVE  
RECOMMENDATION:**  
 APPROVAL  
 DENIAL  
 NO RECOMMENDATION

**FUNDING:** \_\_\_\_\_  
LEVY OTHER

**COMMENTS:**

**COMMENTS:**



Architecture  
Interior Design  
Landscape Architecture  
Engineering

222 N Second St, Suite 101  
Minneapolis, MN 55401  
Telephone: 612.339.3752  
Facsimile: 612.339.6212  
www.bkvgroup.com  
EOE

October 20, 2016

Mr. Lee Kelly  
County Coordinator  
Wright County Administration  
10 2<sup>nd</sup> Street NW  
Buffalo, MN 55313

Re: Not to Exceed Fee Proposal for Architectural/Engineering Services for  
Wright County Court Facility

E-Mailed to: [Lee.Kelly@co.wright.mn.us](mailto:Lee.Kelly@co.wright.mn.us)

Dear Lee,

We appreciated the opportunity to interview with the committee last week. We are confident that the experience that our team will provide will be an asset to the County in creating an efficient and appropriate courts facility that will be on time and on budget and serve the County for many years to come.

As mentioned in our initial letter of October 4, 2016 our goal with every client when developing a fee is to work collaboratively with our client in setting a fee that is fair for the work required, while also working with our client's budget goals. As I mentioned in the interview we have never lost a project based on fair fee negotiations.

Our proposed fee is based on complete design services, as requested in the RFP and using professional services as follows:

- Architectural
- Structural Engineering
- Mechanical Engineering
- Electrical Engineering
- Civil Engineering
- Landscape Architecture
- Interior Design
- Courts Facility Technology
- Construction Administration
- Cost Estimating

The RFP did not specifically list these services and we want to make it clear the services we will provide since exclusion of any of these services would impact the proposed fee.

In the interview it was mentioned that one firm referenced a possible construction cost of \$22,500,000. In subsequent information shared with the County our very preliminary analysis is that the construction cost could range between \$24 million to \$26 million which includes utilizing tax exemptions and grants opportunities.

Your e-mail of October 19<sup>th</sup> referenced proposing a fee on a 100,000 square foot building. We assume this increase from the 90,000 SF listed in the RFP is in reference to the recent increased program areas we discussed in the interview. This additional area would not impact our time or proposed fee. Also as mentioned in the interview in our planning process we have been very successful in presenting cost savings options to our clients, that still achieve the required project objectives.

Based on the services listed above we have completed an analysis of all the tasks listed in the RFP and as required to complete the project as well as the hours and staff to complete those tasks. Based on this review we would propose a not to exceed fee of \$1,150,000. While we are comfortable this is a reasonable fee for the experience and services needed for this project we would be glad to meet with you to review this further.

For reimbursable expenses for industry standards such as internal and county printing, travel and shipping our fee would be \$50,000. We invoice on this amount with no administrative mark up and only for the actual expenses incurred.

Please don't hesitate to contact me if we can answer any additional questions or follow meeting with the County.

Thank you all again for the opportunity and our team is available and ready.

Sincerely,  
BKV Group

A handwritten signature in black ink, appearing to read 'Bruce Schwartzman', with a stylized flourish at the end.

Bruce Schwartzman, AIA  
Partner-in-Charge

Cc: Alan Wilczek, Facility Services Director  
[Alan.Wilczek@co.wright.mn.us](mailto:Alan.Wilczek@co.wright.mn.us)



October 19, 2016

Lee R. Kelly, County Coordinator  
Wright County Administration  
10 2nd Street NW, Rm 235  
Buffalo, MN 55313

Re: Wright County  
Wright County Court Facility  
Commission No. 9999

Dear Lee:

Wold Architects and Engineers is pleased to present this fee proposal for Architectural Services for the Wright County Court Facility in response to your request to provide a not to exceed figure for the fees and expenses to design of a courts facility up to 100,000 square feet in size. The outline below is our methodology for architectural services and resulting fee proposal process with the following detail:

- No surprises — all inclusive
- Simple calculations
- Build on familiarity
- Customary reimbursable expenses
- Fixed professional service fee calculation
- Proactive project management and progress

#### **No Surprises — All Inclusive**

We know from working exclusively with public sector clients that once the project budget is determined, it is always fixed, and we diligently meet this obligation. Since our public sector clients must work with fixed budgets, we believe that we should too. Therefore, Wold always proposes establishing a fixed fee at the project onset. These fees are established at the beginning of the design process and are based on the approved construction budget for each project. We believe by establishing a fixed fee for each project, this eliminates the potentially negative dialog that often happens regarding extra services and allows you to not have to worry about the budget impact of requests for additional services. We believe this provides you with maximum service without surprises. If our fees are fixed early, there is no incentive for us to allow the project scope to grow. In contrary, a fixed fee gives Wold the incentive to maintain the approved budget.

Our “basic services” contract with you goes well beyond what some other architectural and engineering firms would provide. We provide a comprehensive package of professional design, engineering and management services for all of our clients. All engineering and consultant services are provided for in our fee. We believe that if we are taking fees on the cost of a scope of work, then we are responsible for the design of that scope. Our commitment to you is to agree on a fixed fee and not request additional fees unless the scope of the project changes very significantly.

**Wold Architects and Engineers**  
332 Minnesota Street, Suite W2000  
Saint Paul, MN 55101  
woldae.com | 651 227 7773

**PLANNERS  
ARCHITECTS  
ENGINEERS**



Additionally, we believe in long-term client relationships and do not charge additional fees for following-up with any warranty or project completion items after you occupy the building and will not send you a bill for any additional work needed to get the project done right. We do not charge fees on change orders. We encourage you to ask our clients, and they will tell you that we are there for them when they need us, even years after the project is completed.

**Simple Calculations**

We consistently propose fixed fees that are calculated by a percentage of the approved construction cost for a project. For remodeling projects, we utilize a 7.5% rate. For additions, we utilize a 7.0% rate. For new construction, we utilize a 6.0% rate. Although your Court Facility is technically going to be an addition to the Law Enforcement Center with some minor remodeling within the existing facility, we actually see it as stand-alone, new construction that abuts an existing building. Therefore, we are proposing a fixed fee based upon 6% of your approved cost of construction.

**Build on Familiarity**

Based on our involvement to date in the previous Remodeling Feasibility Study, we have developed an in-depth knowledge of the NCSC space programming and planning efforts and the history of items discussed, priorities determined and decisions made to bring you to where you are today. We believe we should both benefit from these previous efforts and propose to credit half of the previous total fees paid to Wold for the Wright County Courts Remodeling Feasibility Study towards any final fee agreement. This results in a credit of \$15,000.

**FIXED PROFESSIONAL SERVICE FEES:**

Based upon this, we calculate our fixed professional service fees as follows:

Total Project Budget	\$31,000,000
Soft Costs (Fees, Furniture, Testing, Contingency)	\$ 6,000,000
Construction Cost Estimate (Typically 80% of the Project Budget)	
100,000 gsf (area requested) x \$250/sf Estimated Cost =	\$ 5,000,000
Professional Service Fixed Fee Rate	x 6.0%
	\$ 1,500,000
Credit for Previous Efforts	(\$ 15,000)
<b>PROPOSED FIXED SERVICES FEE</b>	<b>\$ 1,485,000</b>



### Customary Reimbursable Expenses

Customary reimbursable expenses would be in addition to our fixed fee proposal and typically run between \$2,500 and \$3,000 per million in construction for projects like this one. Typical reimbursable expenses are for mileage, miscellaneous printing, telephone, fax, etc. These are billed as they are accrued, at cost with no additional markup.

Customary reimbursable expenses include:

- Mileage in connection with the work.
- Printing and copying
- Phone charges
- Postage and mailing
- CADD/Reprographics

While we are always mindful of your budget and always strive to minimize costs, we believe that the more our team is on-site with you while designing or observing the contractor during construction, the more direct benefit you receive. Based upon an assumed construction cost of \$25,000,000, we would estimate our reimbursable expenses would not exceed \$62,000, **resulting in a total not to exceed maximum of \$1,547,000.**

A few items are typically excluded from this reimbursable expenses budget and an architect's professional services fees. Bid set printing and plan review fees are typically not included as a reimbursable expense, but would be paid directly by Wright County to allow you to save on sales tax. Land surveying, geotechnical testing, construction material testing, special structural inspections and mechanical systems commissioning are not included due to the benefit to Wright County of those services being provided by an independent, third party entity.

We are excited about the opportunity to continue working with Wright County to successfully and affordably resolve your Court Facility issues.

Sincerely,

A handwritten signature in black ink, appearing to read "Joel Dunning".

Joel Dunning | AIA, LEED AP  
Partner-in-Charge

[jdunning@woldae.com](mailto:jdunning@woldae.com)

JB/Promo/Cou\_Wright/crsp/oct16

# WRIGHT COUNTY REQUEST FOR BOARD ACTION

**REQ. AGENDA TIME:** \_\_\_\_\_ **BOARD MEETING DATE:** 11/1/2016 **CONSENT AGENDA:** \_\_\_\_\_

**AMT. OF TIME REQUIRED:** 5 mins **ITEM FOR CONSIDERATION:** \_\_\_\_\_

<p><u>ADMINISTRATION</u> ORIGINATING DEPARTMENT/SERVICE</p> <p><b>X</b> Sunny M. Hesse _____ REQUESTOR'S SIGNATURE</p> <p>_____ REVIEWED BY/DATE</p>	<p><b>BOARD ACTION REQUESTED:</b> Request to schedule Personnel COTW to conduct interviews for Veterans Services Officer vacancy.</p>
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**BACKGROUND/JUSTIFICATION:**

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

**COMMENTS:**

**COMMENTS:**

# WRIGHT COUNTY REQUEST FOR BOARD ACTION

**REQ. AGENDA TIME:** \_\_\_\_\_ **BOARD MEETING DATE:** 10-18-2016 **CONSENT AGENDA:** \_\_\_\_\_

**AMT. OF TIME REQUIRED:** 10 Minutes **ITEM FOR CONSIDERATION:** \_\_\_\_\_

<p><u>Parks</u> ORIGINATING DEPARTMENT/SERVICE</p> <p><u>Marc Mattice</u> REQUESTOR'S SIGNATURE</p> <p>_____ REVIEWED BY/DATE</p>	<p><b>BOARD ACTION REQUESTED:</b></p> <p>Request to approve change order for additional masonry and ADA Access work needed as part of the reconstruction of the Four Season Rental Facility at Bertram Chain of Lakes Park.</p>
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**BACKGROUND/JUSTIFICATION:**

Requested Change Item	County Responsibility	Contractor Responsibility
Additional infill of concrete in basement and infill of ductwork	\$338.00	\$0.00
Repair to Top course of block damaged due to demo	\$0.00	\$1,290.00
Tie walkout corner walls together	\$1,227.00	\$0.00
Infill vent intakes on South Wall	\$317.00	\$0.00
Repair second course of block on south wall	0.00	\$818.00
Additional materials and labor to extend ADA access ramp to meet proper code compliance	\$6,708.00	\$0.00
<b>TOTAL</b>	<b>\$8,590.00</b>	<b>\$2,108.00</b>

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

On August 30, 2016 the Wright County Board of Commissioners approved awarding of the construction contract to Larson Builders in the amount of \$402,550, funds were approved within the Capital Improvement Plan and Park Legacy Development Grant. To date we have executed contracts with the contractor totaling \$402,314.

<p><b>DATE/TIME RECEIVED IN ADMINISTRATION OFFICE:</b></p>	<p><b>COUNTY ATTORNEY REVIEW DATE:</b></p>	<p><b>FINANCIAL IMPLICATIONS:</b> \$__</p> <p><b>BUDGETED:</b> _____                                   <b>YES    NO</b></p> <p><b>FUNDING:</b> _____ <u>  CIP  </u>                                   <b>LEVY   OTHER</b></p>
<p><b>COUNTY COORDINATOR/DATE:</b></p>	<p><b>ADMINISTRATIVE RECOMMENDATION:</b></p> <p><input type="checkbox"/> APPROVAL <input type="checkbox"/> DENIAL <input type="checkbox"/> NO RECOMMENDATION</p>	

**COMMENTS:**

**COMMENTS:**

WRIGHT COUNTY

REQUEST FOR BOARD ACTION

REQ. AGENDA TIME 9:30 a.m. BOARD MEETING DATE: November 1, 2016

AMT. OF TIME REQUIRED ITEM FOR CONSIDERATION: Public hearing - Solar Ordinance

<p><b><u>PLANNING &amp; ZONING</u></b> Originating Dept.</p> <p><u>Sean Riley</u> Requester's Signature</p> <p>_____ Reviewed by/Date</p>	<p><b>BOARD ACTION REQUESTED:</b> Accept the Findings and recommendation of the Planning Commission and adopt the amendments to Section 155.08 Solar Energy Farms and Solar Energy Systems of the Land Usage of the Wright County Code of Ordinances.</p>
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BACKGROUND/JUSTIFICATION:

THE PROPOSED ORDINANCE AMENDMENT will regulate and define how solar energy farms will be permitted and operated. (See language in attachment)

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED:

<p>DATE/TIME RECEIVED IN ADMINISTRATION OFFICE</p>	<p>COUNTY ATTORNEY REVIEW/DATE:</p>	<p>FINANCIAL IMPLICATIONS: BUDGETED: _____ FUNDING: _____</p>
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COMMENTS:

**ORDINANCE AMENDMENT NUMBER 16-7**

**THE COUNTY BOARD OF WRIGHT COUNTY HEREBY ORDAINS:**

**AMENDMENTS TO THE WRIGHT COUNTY RESTATED AND REVISED CODE**

Article I – Zoning Ordinance

**§ 155.108 SOLAR ENERGY FARMS AND SOLAR ENERGY SYSTEMS.**

(A) *Purpose.* The purpose of this section is to set forth standards for solar energy farms and solar energy systems for the County. It is the intent of Wright County in adopting this ordinance that solar energy farms are a temporary use and interim in nature and the property be returned to its agricultural use at the conclusion of the conditional use permit for all solar energy farms.

*(B) Definitions.*

(1) Solar energy farms. Solar energy farms are composed of multiple solar panels on multiple mounting systems (poles or racks), and have an alternating current (AC) rated capacity greater than 100 kilowatts AC. Solar energy farms require a conditional use permit. Solar energy farms are allowed up to eight megawatts AC. Solar energy farms are a temporary use and interim in nature and cannot exceed 30 years.

(2) Solar energy systems. Solar energy systems are any combination of solar panels on a parcel of property with a combined energy rated capacity not to exceed 100 kilowatts AC. Solar energy systems ten kilowatts AC and under are permitted as accessory uses in all zoning districts. Solar energy systems over ten kilowatts AC and not exceeding 100 kilowatts AC in all zones except for General Agriculture (AG) require a conditional use permit.

(3) Utility interconnection. Point where the solar energy system or solar energy farm connects to the utility company system.

~~(C) (B)~~ *Solar energy farms requirements and standards.* Solar energy farms shall be subject to the following performance standards and restrictions:

~~(1) Solar energy farms, composition.~~ Solar energy farms are composed of multiple solar panels on multiple mounting systems (poles or racks), and generally have a direct current (DC) rated capacity greater than 100 kilowatts. Solar energy farms greater than 100 kilowatts in all zones and solar energy systems greater than ten kilowatts in all zones except for General Agriculture (AG) require a conditional use permit. Solar energy farms are not allowed in Residential Districts. The Planning Commission will require improvements for soil erosion control, storm water management and proper vegetative cover on those projects allowed in a Shoreland District. Solar energy farms are allowed up to ten megawatts (which is equal to 10,000 kilowatts).

(1) Residential Districts Prohibited. Solar Energy Farms are prohibited in Residential Districts.

(2) Height at maximum design tilt. Solar energy farms in Agricultural, Commercial and Industrial Zoning Districts may not exceed 20 feet in height at maximum design tilt.

(3) Location within lot. Solar energy farms must meet the primary structure setbacks for the zoning district in which it is located ~~it is located within and~~. A minimum setback distance of 100 feet is required to all adjacent primary residential structures. Setbacks will be measured from the closest point at maximum orientation of the project, which shall include any perimeter fencing. The Wright County Planning Commission may require greater setback distances.

(4) Land alterations. The County Planning Commission shall review the associated land alteration for a solar energy farm and issue a conditional use permit for that land alteration as part of the request for the solar energy farms conditional use permit. Excavation plans must include proposed vegetation removal such as trees or other prominent natural vegetation and alteration of soils. No more than 3 acres or 7% of the project area, whichever is greater, of trees may be removed from any site. Under no circumstances can tree removal be more than 50% of the project area. Limited excavation may be allowed only where a road, berm, or other solar infrastructure, excluding panel locations, are proposed as deemed necessary by the Planning Commission.

(5) Screening and vegetation. A screening barrier will be required and maintained between the solar project and adjacent residences. It may also be required along roadways if the Planning Commission deems it necessary. Screening is required to be planted on the outside of the solar farms perimeter fence where deemed necessary by the Planning Commission. The Wright County Planning Commission may require additional screening between solar energy farms and adjoining properties. Perennial vegetative cover shall be established within sixty days of the completion of the project. Once the conditional use permit has been issued the solar company and property owner are responsible for proper vegetative maintenance. Noxious weeds are prohibited from growing on the property. The Planning Commission may create a condition specifying the type of vegetative cover to be used for the project, this requirement may include the requirements stated in Minn. Stat. § 216B.1642.

~~(4)~~(6) *Storm water management; zoning code.* Storm water management shall meet the requirements of this chapter and the State of Minnesota.

~~(5)~~(7) *Erosion and sediment control; zoning code.* Erosion and sediment control shall meet the requirements of this chapter and the State of Minnesota.

~~(6)~~(8) *Foundations.* The manufacturer's engineer or another qualified engineer shall certify that the foundation and design of the solar panels are within accepted professional standards, given local soil and climate conditions.

~~(7)~~(9) *Other standards and codes.* All solar energy farms shall be in compliance with any applicable local, state and federal regulatory standards, including the State of Minnesota Uniform Building Code, as amended; the National Electric Code and National Electric Safety Code as amended.

~~(8)~~(10) *Onsite internal power Power and communication lines.* ~~Internal power~~ Power and communication lines running between among banks of solar panels, and to the point of utility interconnection of distribution utility or interconnections with buildings shall be buried underground as much as practical. Exemptions may be granted by the County Planning Commission in instances where shallow bedrock, water courses, or other elements of the natural landscape interfere with the ability to bury lines.

(11) Onsite external power and utility interconnection. All grounding transformers, the utility interconnection to the main electrical grid, electrical meters, main service meters, protective relays, reclosers, and any other similar electrical meter, regulator, control, or shut off device shall be ground-mounted unless specifically permitted to be aerially mounted by the Planning Commission. Utility poles associated with each Solar Energy Farm shall be limited to up to one general utility pole and one additional pole for each permitted megawatt AC of electricity. The Planning Commission may require fewer utility poles. Utility poles legally permitted in any road right-of-way or which are currently existing are not included in this calculation. The proposed placement of all utility poles and any proposed aerially mounted equipment shall be shown in any proposed plans submitted. The Planning Commission shall specifically approve the placement of all utility poles outside of the road right-of-way.

(12) Internal service roads: All constructed internal roads will be allowed under limited circumstances as deemed necessary by the Planning Commission for the project area. If allowed all aggregate internal service roads will be required to have a road grade geotextile fabric below the surface of the aggregate to allow for removal of the road to reclaim the property back to its original state. The Planning Commission may allow for exceptions to the reclamation standard in situations in which the property owner files an affidavit asserting the road will have an agricultural or commercial value at the conclusion of the solar energy farm permit.

(13) External roads and road access. Before a permit is issued a written agreement by the applicable road authority must be submitted to the Planning and Zoning Department for the approval of any road right-of-way construction. The road authority may require a separate bond or letter of credit for the maintenance of external roads adjacent to the project area. This bond or letter of credit may be held by the road authority or the County.

(14) Agreement for decommissioning and public infrastructure:

(a) As part of the conditions for all solar energy farms, the Planning Commission shall require all applicants and property owners to enter into an agreement with the County for protection from the developer and property owner of all public infrastructure and to require security for the ongoing maintenance of the site during the permit, and for the decommissioning and reclaiming of the property.

(b) Prior to receiving an application for a building permit or making any improvements to the property the applicant and property owner shall enter into a contract in writing with the County requiring the applicant to indemnify the County for damage to any public improvements or infrastructure at the applicant's sole cost and in accordance with the County's specifications and usual contract conditions.

(c) The agreement shall require the applicant to create an escrow deposit or furnish an irrevocable letter of credit or a certified check as is determined by the County Attorney, County Engineer, and County Administration. The amount of the deposit or security is to be based upon the estimate of the total cost to remove any infrastructure and reclaim the property to its original condition at the conclusion of the solar energy farm. The deposit or security shall equal one hundred fifty percent (150%) of the estimate of all costs to remove any infrastructure and reclaim the property, plus any amount deemed necessary by the County Engineer to protect any public infrastructure during the construction or decommissioning of this project. This amount may be reduced or increased upon approval of a County Board resolution based upon such consideration as the size of the project, past performance by the applicant and/or financial credibility of the applicant, but in no case shall the amount be less than fifty percent (50%) of the estimate. On request of the applicant, if evidence is presented that the described work and improvements have been paid for, the amount of the deposit may be reduced in a sum equal to the estimated cost of the reclamation work so completed.

~~(9)~~(15) Application requirements. The following information shall be provided to the County Planning and Zoning Department for application of a conditional use permit:

- (a) A site plan of existing applicable conditions showing the following:
1. Existing property lines and property lines extending 100 feet from the exterior boundaries.
  2. Existing public and private roads and any easements.
  3. Location and size of any abandoned wells and sewage treatment systems.
  4. Existing buildings and any impervious surface.

5. Topography at two-foot intervals and source of contour interval, unless determined otherwise by the County Planning and Zoning Department.

6. Existing vegetation.

7. Waterways, watercourses, lakes and wetlands.

8. The 100-year flood elevation and regulatory flood protection elevation, if available.

9. Floodway, flood fringe and/or Flood Plain (FP) District boundary, if applicable.

10. The Shoreland District boundary, if any portion of the project is located in a Shoreland District.

11. In the Shoreland District, the ordinary high water level.

12. In the Shoreland District, the toe and top of a bluff within the project boundaries.

13. Surface water drainage patterns.

14. Location of existing drain tiles. When a drain tile is located on the site it shall be avoided whenever possible. All drain tiles located on the property must be replaced if they are found to be broken or in need of repair.

(b) Site plan of proposed conditions:

1. Planned location and spacing of solar panels.

2. Planned location of access roads.

3. Planned location of all utility poles and underground or overhead electric lines connecting the solar energy farms or solar energy systems to the ~~building, substation or other electric load~~ point of interconnection. The location of any utility poles shall also be shown on the site plan.

4. Planned new electrical equipment other than at the existing building or substation that is the connection point for the solar energy farm.

5. Proposed excavation plans, including erosion and sediment control measures as required in §§ 155.084 and 155.101 of this chapter. ~~If required, the County Planning Commission may review the associated land alteration for a solar energy farms or solar energy systems and issue a conditional use permit for that land alteration as part of the request for the solar energy farms or solar energy systems conditional use permit.~~

6. Proposed screening plan and vegetation plan for the project area is required.

~~6-7.~~ Proposed storm water management measures controls, where applicable.

8. The identification and mapping of new drain tile on site.

~~7-9.~~ Sketch elevation of the premises accurately depicting the proposed solar energy farm or solar energy systems and its relationship to structures on adjacent lots (if any) unless determined otherwise by the County Planning and Zoning Department.

(c) Specifications and proposed installation methods for all planned major equipment, including solar panels, mounting systems and foundations for poles or racks.

(d) The planned number of panels to be installed.

(e) A description of the method of connecting the array to a ~~building or substation~~ the utility interconnection.

(f) A copy of the submitted interconnection application with the local electric utility or a written explanation outlining why an interconnection application is not necessary. The proposed utility interconnection design plan must also accompany the application for the conditional use permit.

(g) A decommissioning plan shall be required to ensure that the infrastructure improvements facilities are properly removed after their useful life. Decommissioning of solar panels must occur in the event they are not in use for 12 consecutive months. The plan shall include provisions for removal of all structures and foundations, restoration of soil and vegetation and a plan describing the financial resources that will be available to fully decommission the site. ~~The Commission may require the posting of a bond, letter of credit or the establishment of an escrow during a point in the life of the project to ensure proper decommissioning.~~ The decommissioning plan shall also include a statement that any unused or obsolete equipment shall be removed by the property owner and/or applicant. Said plan shall be signed by the applicant and the property owner and shall be attached to and become part of the permit. The applicant and property owner shall enter into an agreement and provide security for the decommissioning as outlined in § 155.108 (C) (14).

~~(10)(16)~~ Any conditional use permit issued under this section for solar energy farms is temporary and interim in nature. The conditional use permit for solar energy farms shall expire at the same time the solar energy farm lease expires, but in no case shall exceed 30 years. A new conditional use permit can be applied for and the County may issue a new conditional use permit for an existing solar energy farms under the terms of § 155.029 of this chapter. The County Planning Commission may waive the expiration requirement for solar energy farms located on property owned by public utilities and other unique owner operated facilities. ~~Conditional use permits for solar energy systems do not expire unless the solar energy system is removed.~~

(17) The final utility interconnection design and approval must be submitted to the Planning and Zoning Department before the building permit can be issued.

~~(11) The Wright County Planning Commission may require a buffer between solar energy farms and adjoining properties.~~

~~(12) The Wright County Planning Commission may require a greater setback between adjoining properties if conditions warrant.~~

(D) (C) Solar energy systems requirements and standards.

~~(1) Solar energy systems ten kilowatts and under are a permitted accessory use in all zoning districts. Solar energy systems over ten kilowatts and not exceeding 100 kilowatts require a conditional use permit.~~

~~(2) Solar energy systems 100 kilowatts and under are a permitted accessory use in the General Agricultural (AG) Zoning District.~~

(1)(a) Accessory building limit. Solar energy systems, either roof or ground-mounted, do not count as an accessory building for the purpose of limits on accessory buildings.

~~(2)(b)~~ *Height.* Solar energy systems are subject to the following height requirements:

~~(a) 1-~~ Building or roof-mounted solar energy systems shall not exceed the maximum allowed height in any zoning district.

~~(b) 2-~~ Ground or pole-mounted solar energy systems shall not exceed 15 feet in height when oriented at maximum tilt in Residential Zoning Districts and may be allowed up to 20 feet in other zoning districts.

~~(3) (e)~~ *Location within lot.* Solar energy systems must meet the accessory structure setback for the zoning district it is located within and will be measured from the closest point at maximum orientation. If attached to the primary structure, the solar energy systems must meet the setbacks for the primary structure.

~~(4) (d)~~ *Approved Solar Components.* Electric solar energy system components must have an Underwriters Laboratory (UL) listing.

~~(5) (e)~~ *Compliance with state electric code.* All Solar Energy Systems shall comply with the Minnesota State Electric Code.

~~(6) (f)~~ *Utility notification.* No solar energy system shall be installed until evidence has been given to the County Planning and Zoning Department that the owner has notified the utility company of the customer's intent to install an interconnected customer-owned generator. Off-grid systems are exempt from this requirement.

~~(7)~~ Conditional use permit.

(a) The County Planning Commission shall review the associated land alteration for a solar energy system and issue a conditional use permit for that land alteration as part of the request for the solar energy farms conditional use permit. Excavation plans must include proposed vegetation removal such as trees or other prominent natural vegetation. No more than 3 acres or 7% of the project area, whichever is greater, of trees may be removed from any site. Under no circumstances can tree removal be more than 50% of the project area. Limited excavation may be allowed only where a road, berm, or other solar infrastructure, excluding panel locations, are proposed as deemed necessary by the Planning Commission.

(b) Screening barrier may be required

(c) The Planning Commission may require standards similar to solar energy farms as deemed necessary.

(d) Conditional use permits for solar energy systems do not expire unless the solar energy system is removed or unless terms are violated.

**Enacting Clause:**

This ordinance amendment is effective the day following final adoption and publication. The enacting clause will not be incorporated into the final Wright County Code of Ordinances.

Adopted by the Wright County Commissioners this \_\_\_\_\_ day of November, 2016.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Pat Sawatzke  
Chairperson, County Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lee Kelly  
County Coordinator

**WRIGHT COUNTY BOARD OF COMMISSIONERS**

**NOTICE OF INTENT TO AMEND**

**THE WRIGHT COUNTY CODE OF ORDINANCES CHAPTER 155 - SOLAR  
ORDINANCE**

NOTICE IS HEREBY GIVEN, that the Wright County Board of Commissioners, during its regular meeting on Tuesday, November 1, 2016, at 9:30 A.M., will hold a public hearing to consider amendments to the Wright County Code of Ordinances Chapter 155 - Solar Ordinance. This consideration and discussion will take place in the Commissioners' Board Room at the Wright County Government Center, Buffalo, Minnesota.

The Wright County Board of Commissioners will be reviewing and discussing proposed amendments of the Solar Ordinance to modify **Section 155.108 Solar Energy Farms and Solar Energy Systems.**

**THE PROPOSED ORDINANCE AMENDMENT will regulate and define how solar energy farms will be permitted and operated.**

The proposed amendments can be reviewed in person in the Office of Planning & Zoning at the Wright County Government Center or online at:  
<http://www.co.wright.mn.us/156/Planning-Zoning>

Questions and comments about the proposed ordinance may be directed to the Wright County Planning & Zoning - 10 2<sup>nd</sup> Street N.W., Room 140, Buffalo, MN 55313

Lee R. Kelly  
County Coordinator

Interpretive Services for the hearing impaired will be provided upon request.

**WRIGHT COUNTY PLANNING COMMISSION**

**Meeting of: October 20, 2016**

**M I N U T E S – (Informational)**

The Wright County Planning Commission met October 20, 2016 in the County Commissioners Board Room at the Wright County Government Center, Buffalo, Minnesota. Chairman, Dan Mol, called the meeting to order at 7:30 p.m. with Board members: Mol, David Pederson, Jan Thompson, Charlie Borrell, Dave Thompson and Dan Bravinder. Absent was Ken Felger. Sean Riley, Planning & Zoning Administrator, represented the Planning & Zoning Office. Greg Kryzer, Assistant County Attorney, was legal counsel present

**SOLAR ENERGY FARMS & SOLAR ENERGY SYSTEMS ORDINANCE**

The Wright County Planning Commission will be reviewing and discussing amendments to modify Title IX, Land Usage of the Wright County Code of Ordinances, Section 155.108.

- A. Riley summarized the County Board action that put a moratorium for further study of the existing solar ordinance. A work group was formed and the outcome of those meetings was brought back for discussion at a workshop of the Planning Commission. The changes shown as strike outs and new language that is underlined in the Ordinance document. Changes included are to the application process and the type of information the applicant is required to provide. Land alteration is not allowed unless they have full plans in place. A developer's agreement will be entered into. The 100' setback was noted and the screening requirements were beefed up. The Ordinance allows solar farms in the majority of areas, except for residential zones.
- B. Dwight Hammer – Albion Township Supervisor –he questioned the requirement for plans prior to application. He felt it should be a full plan prior to application to avoid problems with the developer leaving the site and not putting the land back to the original condition. There is not money in the incentives to clean up the site when they come out. Borrell noted they address that with a bond or a letter of credit.
- C. Kryzer addressed the timeframe. The developer's agreement cannot be done prior to the application because Staff would not know what conditions that would be placed on the permit. The Ordinance states prior to application for the building permit or any changes to the property, they have to submit the Developer's Agreement. Hammer stated that is the concern. Noting for an example, the building permit for a house, they know the cost of construction and fees. Riley noted they would not know the amount needed for the bond prior to the Planning Commission establishing the requirements. Hammer – felt there could be a standard set amount and then any additional amount added later. Kryzer – the amount would be set by during the process. He would not know the cost of removal and would rely on the engineering.
- D. Colleen Hellinger – Prairie Restorations have business located in six different locations, Princeton being the closest – she addressed and suggested a change to the wording which she had submitted to the Planning Committee and is in regard to vegetation. Her mission is to re-establish prairie and the Commission has an opportunity to create pollinator friendly land for the next 20-30 years. She referred to recent legislation that was by-partisan and the corn growers association got behind. She noted as it exists, the developer could put in three-year clover. The language if added to Section 6, would take away future challenges, happier neighbors. She presented a photo showing an example that is not pollinator friendly and compared it to one they completed in Ramsey two years ago. This provides habitat for pheasants, song birds and pollinators for area agricultural uses. The County's gain will be these plants will put carbon and nutrients back into the soil, improve water absorption and filtration. Wright County would be the first County on the forefront; this would be no cost to

tax payers, but be pollinator friendly. She suggested they take the language the MN Legislators approved and incorporate that into this Ordinance.

- E. Don Schmidt a member of the Work Group and member of Buffalo Township supports the amendments. However, Buffalo Township plans to establish a moratorium to study areas where they would allow them to be developed. The reason is the major portion of Buffalo Township is prime farmland and those areas will be protected. Once completed, they will provide these documents to Planning & Zoning to help address the applications as they come in. He noted soils are not as good in the northern portion of the Township and there are some old gravel pits where they might be appropriate. Otherwise, Buffalo Township supports the changes to the Ordinance.
- F. DeWayne Bauman – Franklin Township – also served on the Committee – he would like to make sure as Commissioner Sawatzke supports, that the Township could take some control on the issue. He wants assurance the Township’s wishes will be respected. They do not feel the prime farmland is protected enough. Franklin Township will also be working to address the prime farmlands through a moratorium. They also request the applicants are directed first to the Town Boards before the public hearing. Another question is whether landowners out of the area are notified that the solar farms are requested. Borrell noted that is happening. Riley assured them all required property owners receive notice. Bauman felt residents did not seem to be aware and felt every attempt should be made to notify property owners.
- G. Evan Carlson of Innovative Power Systems – was pleased with the results and cooperation of the Work Group. The Ordinance is more restrictive than others he encounters, but felt they can work with it. He felt it is important that they be good neighbors and will work with residents and Town Boards. As a 25-year old Minnesota company; solar is a boom for their business. They want to be good neighbors and when the solar business drops off they will continue to do business in the State. He does not object to it, but the developer’s agreement does not have any bargaining power for them, but trust’s the County Attorney judgment.
- H. Borrell understands Buffalo and Franklin townships want to protect prime farmland, however, there may be farms that have prime soils and want a solar farm. He noted they are not eliminating the prime farmland and can be farmed after the solar farms are taken out.
- I. J. Thompson agreed with Bauman that there should be a handout given to developers with the steps and direct them to the Township first. Felt that would be reasonable and provides a smoother process. Riley explained they have that in place and Kryzer stated if someone meets the requirements of 15.99, Staff cannot refuse an application. J. Thompson further clarified that other Planning offices offer a checklist. Kryzer – Bauman has indicated they would like to meet with the developers before they apply or submit an application. The County does not have the authority statutory or otherwise, to reject an application made and must process it within 120 days. They have a Planning Commission policy that they have to meet with the Town Board. Mol – noted both the Board of Adjustment and Planning Commission have laid over a hearing until they meet with the Town Board. He further explained the administrative requirements at the office. The Commission can send the applicant back to the Townships if they do not meet with them. Riley noted the complications of different agencies, but assured her that as soon as he is contacted he informs the developer to go to the Township as they are a big part of the process and should address it early on. Bauman – should have a set factor prior to application to know what steps are needed. Mol – the Ordinance set up does lay out what the steps are to get a permit. J. Thompson – she was not suggesting it be in the Ordinance, but as a common courtesy to have a checklist with the steps. Riley noted the applicant would be assisted and directed to

the Township, but noted a couple townships have a formal notice and want the formal application and notice from the office so they know what the request is.

- J. Evan Carlson – the developer has a period of time so they contact the County to find out if a property is in an appropriate area and did not see a problem meeting with the Town Board. Any good developer would take that step.
- K. Mol – the other item raised was the vegetation and whether they want to include pollinator friendly. Borrell – some owners and developers might want to use that, others may not want them. As long as it is a vegetative cover, grasses will absorb water also and will be better than a corn or soy bean crop. If the panels are on a slope, they could be creating a gully. The Commission will look at the terrain and specific requirements for each site.
- L. Colleen Hallinger – stated the pollinator friendly mix she is suggesting is from the Board of Water and Resources, the mix and will never be all flowers. A good diverse mix would be used for what the pheasants and pollinators need. A developer/landowner who might want sheep in there is where they would adjust the percentages. If the County does not specify the pollinator friendly grasses, they will throw in a brome grass that is all over Minnesota and is nutrient devoid. Prairie grasses have roots that go 6” down and are a natural filter. Felt the County could accomplish this and include it in the Ordinance  
 Kryzer clarified the Statute 216.B.1642 she was referring to is voluntary: 1) provide native perennial vegetation and forging habitat beneficial to game and song birds and pollinators; 2) reduce storm water runoff and erosion at the solar energy site and when establish a solar site use the native plant species and seed mix and technical guidance for solar projects from the DNR. Borrell stated although he does not have an objection, but it might not be needed for sites. Noted these could also be a fire hazard over time.
- M. Bravinder – stated he has bees and they are very healthy, is familiar with pollinator friendly plants and described the white clover they have and extends into the fall. If a developer wants this that is fine; however, someone who wants cattle would want something different. There are different ideas and it should be up to the landowner and township to work through this and send recommendations to the Planning Commission. Cokato Town Board response indicated they would send their recommendation on what will work well in their community.
- N. Borrell noted he would agree with some of the comments made by Sor-Cor. If the project was completed in December, they would not be able to get the cover done in 60 days. He did not think it is necessary to change the language as the Commission will be reasonable. Page 5, Item 15 regarding tile, he did not think they understood that there may not be maps for tile locations, but they will be required to locate them. He noted this is to prevent damage to tiles, or they may have to re-tile the field. The Townships have the authority to make things more restrictive and felt Buffalo and Franklin are willing to take on the work.
- O. J. Thompson – stated although not a member, she attended the Workshop meetings and complimented the work done and the cooperation she saw. She would encourage Staff to provide a handout as it should not be a hardship and be beneficial. Riley indicated Staff would help the developers and direct them to the Townships, however, receives phone calls from representatives out-of-state and application is sometimes initiated by mail.
- P. Mol noted several Town Boards have submitted approval and summarized those on file.

- Q. Discussion followed on some minor changes to the wording. Sub pt. 5 and would like to propose the following to that paragraph and goes off the pollinators and is voluntary, not mandatory. Should read as follows:

The Planning Commission may create a condition specifying the type of vegetative cover to be used for the project, this requirement may include the requirements stated in Minn. Stat. § 216B.1642.

Commission members agreed this gives options for a particular or part of a project. Borrell noted this was discussed at the Workshops.

- R. J. Thompson suggested a condition be included that requires the top soil on the property at the time the work begins has to remain on the site and has to be put back in place when the project is over. Borrell this was discussed. Mol – noted in #4 addresses land alteration where they would review it and could make it part of the conditions. Borrell felt the wording gives them the latitude needed, there might be a situation where a large amount needs to be removed. Borrell if they make the Ordinance too specific it does not give them flexibility. J. Thompson questioned a situation where they would want it removed. They could remove prime soils and return with poor soils. She noted ten years down the road they will not be here and how will they know the intent. Riley the developer should not be allowed to strip the black soil in the first place as that would mess up the future farmland. Bravinder also noted if they strip it off they would not get the vegetative cover to grow. He explained the road construction would allow it to remain. Borrell noted the road fabric put down on the black dirt or if black dirt is removed it should stay on site for road reclamation. Bravinder noted there could be a site that has a large hill in the middle to develop the solar farm. J. Thompson expressed her concern is 30 years down who would monitor it. Board members discussed the current wording allows some latitude.
- S. Pederson questioned #14 dealing with tiles and feels it is important field tiles should be replaced to make sure they will last 30 years to avoid a problem with drainage upstream. Borrell agreed, when that scenario comes before them. They would be required to locate tiles and felt in most circumstances it is best to replace or may need to be relocated prior to the development of the solar farm. Pederson – the developer may not care about breaking the tile on his property but could impact someone else.
- T. Borrell moved to recommend approval of the Ordinance as amended to the County Board as presented with the suggested changes. Bravinder seconded the motion.

*DISCUSSION: J. Thompson – no change to the top soil? Mol – that was not in the motion. J. Thompson and is the suggestion for a checklist is an internal matter. Mol – affirmed that.*

VOTE: CARRIED UNANIMOUSLY

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

BUILDING COMMITTEE  
MINUTES  
October 25, 2016

MEMBERS PRESENT: Potter, Daleiden  
OTHERS PRESENT: Wilczek, Hoffman, Stephens

**I. Public Works Deferred Maintenance & Remodel**

Wilczek provided updates on the status of the Public Works Building Modifications. The interior modifications RFP was posted to the Wright County website and there is a prebid walkthrough on Oct. 26 with a bid deadline of Nov. 14. Wilczek noted the spec package for the window & sloped roof replacement has been delivered and he is working through the review of the documents. Upon completion, the roof and window replacement RFP's will be released.

Wilczek presented that he attended a meeting Oct. 24<sup>th</sup> with Mattice, Jobe, Chur, and a furniture company to review the items needed for the remodeled space. Product types and a budget will be developed.

Wilczek stated the LED lighting retrofit that was previously approved will be completed at the end of the remodeling project. The mezzanine lights were selected by Jobe on Oct. 24<sup>th</sup> and Wilczek will be placing the order to complete that portion of the LED retrofit as it is outside the work area of the remodel construction. The voltage and the plug type of the shop light fixtures was identified and the sample fixture to install for verification is in production. Wilczek will notify Daleiden and Potter when installed.

Daleiden asked about the delivery of the beam for the mezzanine, Wilczek confirmed it has an anticipated ship date of Oct. 28<sup>th</sup> and will notify Daleiden upon delivery. Daleiden will make contact with a welding group to complete the installation.

Wilczek stated that B&B roofing completed a site assessment & repair quote for the EPDM portion of the Public Works roof as recommended by Inspec (consultant). The emergency work needed to close gaps and prevent immediate issues was quoted at approximately \$6000. When completed, it is expected the services will extend the life of the roof approximately 3-5 years until replacement would be likely.

**Recommendation:**

It was recommended by Daleiden and Potter to keep moving forward with the remodel, window, and roof RFP. It was also recommended to complete the roof work to extend the life of the system.

**II. Compost Facility Storm Damage Repair**

Wilczek stated the RFP for the demolition of the tipping floor has been distributed to several interested contractors. Pricing is due back to the Administration office on Nov. 1, 2016 and will be opened with several staff members present.

**Recommendation:**

No recommendation, update only.

### **III. Paving Of Sheriff's Support Services Building Driveway & Patching Of Asphalt At the Recycling Center**

Hoffman presented information that enough time should have passed to settle the groundwork at the site and the paving could be completed on the entrance, south lot, and east area into the impound lot gate. The idea was presented by Daleiden and discussed with the group to install an asphalt curb on the south lot to control water and prevent further ground erosion. Wilczek and Hoffman presented the input that the asphalt should carry through the impound gate for a short distance to allow for snow and ice scraping in the winter as buildup has been an issue in the past. The group discussed the Recycling Center site and the area of asphalt near the compost pile that is used for Sheriff Dept. driver training sessions. Hoffman and Stephens stated the asphalt is in poor condition and should be repaired or replaced. Potter asked about funding for the project and Hoffman, Potter, and Daleiden discussed potentially using turnback funds from housing individuals at the jail as it is currently exceeding budget.

#### **Recommendation:**

Daleiden and Potter recommended Wilczek speak with Virgil Hawkins (HWY) and review the Recycling Center Site for a professional recommendation on a scope of repair or replacement. Both sites should be placed in the HWY Dept. 2017 bid package as alternates to be reviewed and potentially awarded.

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

PERSONNEL COMMITTEE MINUTES  
COUNTY BOARD  
October 25, 2016

MEMBERS PRESENT: Husom, Sawatzke, Kelly

OTHERS PRESENT: Hesse, Vergin, Hagerty, Hoffmann, Asleson, Holmquist, Mattice, Riley, Backes,  
Goodrum Schwartz, Hawkins, Feddema, Stephens

I. Proposed PTO Policy for Non-Union Employees

Brief review of PTO Policy draft and corresponding handouts.

**RECOMMENDATION:** refer to Personnel COTW on November 1, 2016 at 10:30 a.m.



**Wright County Administration**  
**Paid Time Off (PTO) Plan Proposal - *DRAFT***  
October 25, 2016 – Personnel Committee Meeting

**Proposal**

It is recommended that Wright County combine the current vacation, sick, exempt compensatory time, and bereavement leave into one Paid Time Off (PTO) Plan for all non-union employees.

In coordination with this change, an Extended Sick Leave Bank (ESLB) will be established to replace the current severance pay policy. The ESLB will also provide an opportunity for long-term employees to retain the benefit of the current severance pay policy regarding payout of banked hours at retirement.

**Effective**

January 1, 2017

**Advantages/Disadvantages**

Many employers, both public and private, have discontinued their separate vacation and sick leave programs in favor of a Paid Time Off (PTO) arrangement.

Under a PTO plan, employees do not earn separate accruals for vacation and sick leave. Instead, they receive only one type of leave – PTO – which they can use for personal absence.

**Advantages**

- Equitable – everyone gets the same amount of time off. Under the vacation/sick leave plan, those employees who use sick time receive more paid time off than those who do not use sick time. PTO would provide the same level of benefit to all employees.
- Consistent – a PTO plan is much easier to understand and administer in a consistent manner for all employees. It eliminates the need for subjective supervisory decisions regarding what is “too sick to work” and who qualifies as “immediate family” and misuse of sick time. Everyone is held to the same standard.
- Improved Work Scheduling – it is much easier for supervisors to plan work efforts because most time off will be planned in advance. It eliminates misuse of sick time resulting in fewer last minute call-ins to enable employees to use sick leave rather than vacation.
- Flexible – each employee can use their time off for whatever purpose they choose. This is friendlier to the non-traditional or extended family situation.
- Private – employees do not need to justify their leave use to the same extent they do for sick leave.
- Recruitment and Retention – due to the inherent flexibility, PTO is an attractive recruiting tool and will help retain good employees

**Disadvantages**

- Cost – unused PTO leave is generally paid at 100% at retirement or resignation. Sick leave is usually paid at a reduced percentage or not at all. To offset the increased cost of this type of benefit, PTO is generally accrued at a lower amount than vacation and sick leave combined.
- Employee Responsibility – employees will need to plan ahead and be responsible for managing their time off benefit. Employees will be expected to act responsibly and use PTO, as intended, to stay home when ill. Supervisor will send sick employees home when necessary and/or appropriate.

## **Proposed Paid Time Off (PTO) Plan and Extended Sick Leave Bank (ESLB)**

### **302 Paid Time Off (PTO) Plan – Non-union Employees**

It has been a continuing objective of Wright County to provide equity, consistency, and flexibility in the delivery of benefit alternatives to Wright County staff. While traditional paid vacation and sick leave have been in place for many years, those programs are highly structured, with extensive rules being applied to the actual use of the benefit. With sick leave in particular, these rules often subject the employer into the employees' personal lives and require supervisors to make highly subjective judgments. Utilization of sick leave also varies greatly within the employee population and it is, therefore, virtually impossible to achieve equity across the work force in the provision of this particular benefit.

The Paid Time Off (PTO) Plan is available to all non-union employees. This plan replaces Wright County's vacation, sick, and bereavement leave and combines these benefits into a single plan. The PTO plan also replaces compensatory time for exempt employees.

All eligible employees will accrue PTO based on tenure. Plan provisions discourage unnecessary utilization by providing cash and savings incentives. However, employee personal responsibility is important. Wright County expects staff will be responsible and use PTO, as intended, to stay home and recover from illness to avoid infecting co-workers. Supervisors will use their best judgment and send staff home if they present a threat of infecting coworkers.

With the adoption of this plan, Wright County implements the principles of equity, consistency, flexibility, personal responsibility, and the recognition of tenure in the delivery of PTO benefits.

#### **302.01 PTO Policy**

It is the policy of Wright County to provide paid time away from work to eligible employees. This policy is implemented by the means of the Paid Time Off (PTO) Plan contained herein, which covers all paid leave previously available under Wright County's vacation, sick, and bereavement leave policies prior to January 1, 2017 and combines these prior benefits into a single plan. PTO can be utilized for any purpose, subject only to necessary request and approval procedures consistent with Wright County policies so customer service and work requirements are not adversely impacted.

#### **302.02 PTO Eligibility and Availability**

PTO with pay shall be granted to all full- and part-time regular Wright County employees. PTO is earned, in advance, on a pay period by pay period basis and may be taken in full up through the last pay period worked and up through the last full day earned.

PTO is available for use by all eligible full- and part-time regular Wright County employees following the pay period in which it is accrued. There is no waiting period upon hire to begin using accrued PTO.

#### **302.03 Accrual Rates and Maximums**

PTO benefits shall be accrued at the following rate for full-time staff. Part-time staff are awarded PTO at the same rate of accrual as full-time staff, except that their accrual and maximum carry-over is prorated based on hours worked.

**Accrual Rates and Maximums for non-exempt, full-time staff.**

Non-exempt, part-time staff accrual and carry-over is prorated based on hours worked.

Years of Service	Annual Accrual Rate Prorated (hours / days)	Accrual Rate Formula (hours earned per hour compensated)	Max Carry-Over Prorated (hours / days)	*Max Payout Prorated upon separation in good standing (hours / days)
0-3	184 / 23	0.0885	840 / 105	368 / 46
4-6	208 / 26	0.1000	840 / 105	416 / 52
7-10	232 / 29	0.1115	840 / 105	464 / 58
11-15	248 / 31	0.1192	840 / 105	496 / 62
16-20	264 / 33	0.1269	840 / 105	528 / 66
21+	280 / 35	0.1346	840 / 105	560 / 70

Non-exempt employees shall not accrue more than 280 hours prorated of PTO annually. PTO will be forfeited when an employee reaches the maximum carry-over.

**Accrual Rates and Maximums for exempt, full-time staff**

Part-time, exempt staff accrual and carry-over is prorated based on hours worked.

Years of Service	Annual Accrual Rate Prorated (hours / days)	Accrual Rate Formula (hours earned per hour compensated)	Max Carry-Over Prorated (hours / days)	*Max Payout Prorated upon separation in good standing (hours / days)
0-3	208 / 26	0.1000	840 / 105	416 / 52
4-6	232 / 29	0.1115	840 / 105	464 / 58
7-10	256 / 32	0.1231	840 / 105	512 / 64
11-15	272 / 34	0.1308	840 / 105	544 / 68
16-20	288 / 36	0.1385	840 / 105	576 / 72
21+	304 / 38	0.1462	840 / 105	608 / 76

Exempt employees shall not accrue more than 304 hours prorated of PTO annually. PTO will be forfeited when an employee reaches the maximum carry-over.

*\*Maximum payout upon separation in good standing is equivalent to two (2) times the annual accrual rate based on years of service.*

PTO is accrued per hour compensated per pay period and may be used subsequent to being earned in increments of .25 hours at a time.

When the employee's length of service reaches the next higher rate of accrual, accrual at the new rate shall begin the first day of the pay period following the date of eligibility.

PTO shall not accrue during a period of unpaid leave of absence.

Employees hired before December 31, 2016 will have the following vacation and sick leave conversion options.

- VACATION: unused vacation balances shall be converted to PTO on an hour for hour basis but may not exceed the maximum carry-over amount.
- SICK LEAVE: unused sick leave balances shall be converted to PTO on an hour or hour basis, up to 120 hours, prorated for part-time staff, not to exceed the maximum bank amount. All other sick time balances will convert to the Extended Sick Leave Bank as defined in Policy 303 – Extended Sick Leave Bank (ESLB).

PTO balances are paid out at 100% upon separation in good standing from employment. PTO payout will be placed into a Post-Retirement Health Care Savings Plan account or paid out as taxable earnings

**Commented [SMH1]:** Must identify one or the other. Must be same for all non-union employees.  
•Vote by non-union members (recommended by FM)  
•Tax benefit for Wright County (no FICA, Social Security)

#### **302.04 PTO Credit for Applicable Experience within Field**

After successful completion of the probationary period, persons newly hired or promoted to non-union exempt positions who have been employed on a full-time basis in their respective fields, with less than one (1) year break in employment prior to entering Wright County service, and upon proper verification, may receive added PTO credit for this employment. This credit shall not exceed four (4) years.

Additional credit for applicable experience within the field will be applied to the employees PTO accrual after successful completion of the probationary period.

#### **302.05 Scheduling**

Non-emergency use must be requested in advance. PTO requests should be submitted to the supervisor as far in advance as practical. While ever effort will be made to give employees the time off of their preference, time off will be scheduled so as not to cause an interruption in the normal operation of the department and in service to the public. Should a conflict in schedule occur, it will be resolved on the basis of first request and/or historical information regarding department/unit approval of employee requests for paid time off (specifically around holidays).

Emergency and/or unplanned use of PTO requires immediate notification to the supervisor. Notification of absence should be made on the first day of absence or as soon as possible, but not later than one hour after the normal reporting time.

Inappropriate use of the PTO plan may subject the employee to disciplinary action.

#### **302.06 Medical Certification**

Family Medical Leave Act (FMLA) may apply to PTO requests for medical reasons. Absences for medical reasons of more than three working days may require a physician's statement stating the cause of abuse. This will be used to determine if a leave of absence should be initiated and if FMLA applies.

A statement attesting to the employee's ability to return to work and perform the essential functions of that employee's position may also be required before the employee returns to work.

**302.07 Annual Cash-Out**

After four (4) years of service, eligible employees may cash out up to ten (10) days prorated of their PTO balance each year provided they have used a minimum of 50% of their annual accrual during the current calendar year. Conversion to cash shall occur in January of the following calendar year. Hours eligible for cash-out will be determined through the last pay period in December. The cash-out shall be at the employee’s regular rate of pay as of December 31 of the previous year.

“Regular Rate” for the purpose of this policy is the employee’s straight time rate not including any overtime, shift differential, out of class adjustment, or any other additions to regular pay.

**303 Extended Sick Leave Bank (ESLB)**

Employees hired before December 31, 2016 may have hours converted to the Extended Sick Leave Bank (ESLB) according to the conversion policies of Wright County’s Paid Time Off (PTO) Plan approved by the Wright County Board on [DATE]. Hours converted to ESLB may be used for illness or disability for the employee OR to care for an immediate family member under the policies in effect on 12/31/16 for the use of sick leave. Absence due to illness, disability or injury may be taken from ESLB after all PTO has been exhausted down to ten (10) days prorated. Human Resources may require acceptable medical verification that the absence qualified under the sick leave requirements before approving use of ESLB time.

Employees eligible to participate in the ESLB will be allowed to access their ESLB, without depleting any PTO, for treatment of one (1) serious health condition, as defined by FMLA through 2017. Effective January 1, 2018, absences due to illness, disability or injury may be taken from ESLB after all PTO has been exhausted down to ten (10) days prorated.

Wright County will pay to all employees, at the time of separation in good standing, unused ESLB time at the employees’ then current level of compensation according to the following schedule:

ESLB Pay Out Schedule	
Years of Service	Percent of Accrued ESLB
Less than 2	None
2-5	10%
6-10	15%
11-15	25%
16+	35%

ESLB payout will be placed into a Post-Retirement Health Care Savings Plan account or paid out as taxable earnings |

**Commented [SMH2]:** Must identify one or the other. Must be same for all non-union employees.  
•Vote by non-union members (recommended by FM)  
•Tax benefit for Wright County (no FICA, Social Security)

## Implementation Plan

### 302.02 PTO Eligibility and Availability

Effective 1/1/2017, PTO will accrue based on the hourly accrual rate for each hour worked/compensated (PTO will accrue on PTO hours).

Eligible employees will be able to use PTO as it is accrued. No waiting period.

### 302.03 Accrual Rates and Maximums

Effective 1/1/2017, the new maximum carry-over rates outlined in policy will apply.

- Current Sick/Vacation combination is 24-36 days. Opportunity to reduce County liability while nearly maintaining the time off benefit to the employee.
- PTO accrual rates in a number of surrounding counties start at 21 days and go up to 33 days.
- The accrual rates proposed in the Wright County PTO Plan start at 23/26 days and go up to 35/38 days. The proposed accrual schedules take into consideration the following:
  - Recognition of rolling in bereavement leave for the loss of a family member. In 2015, on average, each employee used .32 days of bereavement leave.
  - Recognition of rolling in compensatory time for exempt employees. In 2015, on average, exempt employees used 3 days of compensatory time.
    - Intent is to treat exempt staff like true exempt.
    - This would require a culture shift, shift in the way hours are reported for use of PTO. Would require identifying a standard for use of PTO by exempt staff.

#### Vacation/Sick Leave Conversion

- Vacation Balance – Hour for Hour conversion up to PTO maximum carry-over.
- Sick Leave Balance – Hour for Hour conversion up to 120 Hours.
- All remaining hours will be rolled into an ESLB for future use or payout upon separation from employment in good standing based on the current severance pay schedule.

Catastrophic sick leave will continue as it currently exists. No additional time will be added to catastrophic sick leave after 12/31/2017.

Employees will only accrue PTO to the maximum carry-over. PTO will stop accruing when an employee's balance meets the maximum carry-over. PTO will begin accruing again when an employee's balance falls below the maximum carry-over allowed. At no time is an employee eligible to go over the maximum PTO carry-over.

### 302.04 PTO Credit for Applicable Experience Within Field

Accruals rates will be determined based upon an employee's PTO Accrual Date.

Upon hire, the PTO Accrual Date will be determined for new employees based on eligibility for PTO Credit for applicable experience within the field for which they are hired.

PTO Accrual Dates will be adjusted and PTO credit will be applied to all eligible employees hired within four (4) years of the effective date of January 1, 2017 of PTO Plan (hired January 1, 2013 – December 31, 2016).

## Implementation Scenarios

### Employee A – 20 years of service

- 245 hours vacation, 920 hours sick
- 245 vacation + 120 hours sick converted to PTO = 365 hours PTO balance (paid out at 100%)
- 800 hours converted to ESLB (paid out at 35%)
- Max Carry-over = 840 hours
- Max PTO Payout = 528 hours
- Max ESLB Payout = 280

### Employee B – 20 years of service

- 245 hours vacation, 920 hours sick
- 245 vacation + 40 sick converted to PTO = 285 hours PTO balance (paid out at 100%)
- 880 hours converted to ESLB (paid out at 35%)
- Max Carry-over = 840 hours
- Max PTO Payout = 528 hours
- Max ESLB Payout 308 hours

### Employee C – 4 years of service

- 78 hours vacation, 202 hours sick
- 78 vacation + 120 hours sick converted to PTO = 198 hours PTO balance (paid out at 100%)
- 82 hours converted to ESLB (paid out at 10%)
- Max Carry-over = 840 hours
- Max PTO Payout = 416 hours
- Max ESLB Payout = 8.2 hours

### Employee D – 2.5 years of service

- 60 hours vacation, 21 hours sick
- 60 vacation + 21 sick converted to PTO = 81 hours PTO balance (paid out at 100%)
- 0 hours converted to ESLB
- Max Carry-over = 840 hours
- Max PTO Payout = 368 hours
- Max ESLB Payout = 0 hours

### Employee E – 12 years of service

- 217 hours vacation, 277 hours sick
- 217 vacation + 120 hours sick converted to PTO = 337 hours PTO balance (paid at 100%)
- 157 hours converted to ESLB (paid at 25%)
- Max Carry-over = 840 hours
- Max PTO Payout = 496 hours
- Max ESLB Payout = 39.25

PTO vs Vac & Sick Non-Union Scenarios 10.24.16

NON UNION EMPLOYEE AS OF SEPTEMBER 2016

Years of Service	CURRENT VACATION, SICK LEAVE AND SEVERANCE POLICY						PROPOSED PTO POLICY							
	Max Annual Vac Accrual	Max Accrued Vacation Carry Over	Max Annual Sick Accrual	Max Accrued Sick Carry Over	Catastrophic Accrual (No Cash Out)	Total Hrs Available for EE to Utilize	Max Cash Out	Max Annual PTO Accrual	Max PTO Carry Over	Max PTO Payout	Sick Leave Conversion to PTO	Sick Leave Conversion to ESLB	Total Hrs Available for EE to Utilize	Max Cash Out
1	96	96	96	96	0	192	96	184	840	184	96	0	280	280
2	96	144	96	192	0	336	144	184	840	368	120	72	560	495
3	96	144	96	288	0	432	173	184	840	368	120	168	840	505
4	112	168	96	384	0	552	206	208	840	416	120	264	1104	562
5	112	168	96	480	0	648	216	208	840	416	120	360	1200	572
6	112	168	96	576	0	744	254	208	840	416	120	456	1296	604
7	136	204	96	672	0	876	305	232	840	464	120	552	1392	667
8	136	204	96	768	0	972	319	232	840	464	120	648	1488	681
9	136	204	96	863	0	1067	334	232	840	464	120	743	1583	696
10	136	204	57	920	19	1143	342	232	840	464	120	800	1640	704
11	160	240	0	920	68	1228	470	248	840	496	120	800	1640	816
12	160	240	0	920	116	1276	470	248	840	496	120	800	1640	816
13	160	240	0	920	164	1324	470	248	840	496	120	800	1640	816
14	160	240	0	920	212	1372	470	248	840	496	120	800	1640	816
15	160	240	0	920	260	1420	470	248	840	496	120	800	1640	816
16	176	264	0	920	308	1492	586	264	840	528	120	800	1640	928
17	176	264	0	920	356	1540	586	264	840	528	120	800	1640	928
18	176	264	0	920	404	1588	586	264	840	528	120	800	1640	928
19	176	264	0	920	452	1636	586	264	840	528	120	800	1640	928
20	176	264	0	920	500	1684	586	264	840	528	120	800	1640	928
21	192	288	0	920	549	1757	610	280	840	560	120	800	1640	960
21+	192	288	0	920	597	1805	610	280	840	560	120	800	1640	960

This analogy makes the assumption that all vacation and sick time is earned up to the maximum accruals allowed per the number of years employed at Wright County, based on existing policies as of September 2016.

This analogy makes the assumption that all PTO is earned up to the maximum accrual allowed per the number of years employed at Wright County. It also makes the assumption that 120 hours of Sick Leave is on the books and has been elected by the employee to be placed in PTO with remaining Sick Leave to go in to their ES LB.

The Max Cash Out = 100% of Maximum Accrued Vacation Carry Over + Sick Pay paid out as described in Personnel Policy 404.02 based on years of service. (See table below) **Please note that Sick time eligible for payout is rolled over into HCSP**

The Max Cash Out = 100% of PTO Carry Over + ES LB paid out at the percentage identified in the current sick time/severance pay out policy.

Years of Service	Percent of Accrued Sick Leave	Years of Service	Percent of Accrued Sick Leave
Less than 2	None	Less than 2	None
2 - 5	10%	2 - 5	10%
6 - 10	15%	6 - 10	15%
11 - 15	25%	11 - 15	25%
16 or more	35%	16 or more	35%

PTO Non-Union Accruals Conversion 10.26.16

NON UNION AND EXEMPT - as of 9/9/16															
Years of Service	Vac Taken	Vac Ending Balance	Sick Taken	Sick Ending Balance	Exempt (CE)	Non Exempt (CN)	Addtl Vac 12/16	Vac Converted to PTO	Sick Converted to PTO	Total Estimated PTO	New PTO Max Carry Over	Sick Converted to ES LB	Assumed ES LB PO %	Proposed ES LB PO Liability	Current Sick Leave Liability
23.0	158.00	194.27	23.00	919.69	X		59.04	253.31	120.00	373.31	840.00	799.69	35%	279.89	321.89
1.9	80.00	39.12	53.00	47.12	X		29.52	68.64	47.12	115.76	840.00	-	25%	-	11.78
40.3	60.00	192.84	19.00	888.15		X	59.04	251.88	120.00	371.88	840.00	768.15	35%	268.85	310.85
9.9	93.00	227.98	21.25	395.33	X		41.84	389.82	120.00	389.82	840.00	275.33	25%	68.83	98.83
36.1	267.50	173.30	98.75	12.59	X		59.04	232.34	12.59	244.93	840.00	-	35%	-	4.41
7.3	69.00	184.25	64.00	247.56		X	57.84	242.09	120.00	362.09	840.00	127.56	25%	31.89	61.89
1.3	8.00	115.61	12.00	102.61	X		29.52	145.13	102.61	247.74	840.00	-	25%	-	25.65
8.0	64.00	214.42	-	663.36	X		41.84	256.26	120.00	376.26	840.00	543.36	25%	135.84	165.84
4.0	105.00	43.53	42.50	201.91	X		34.48	78.01	120.00	198.01	840.00	81.91	25%	20.48	50.48
21.4	101.00	104.35	29.00	701.98		X	59.04	163.39	120.00	283.39	840.00	581.98	35%	203.69	245.69
0.5	-	46.12	5.25	40.87	X		29.52	75.64	40.87	116.51	840.00	-	25%	-	10.22
6.9	95.00	208.75	46.00	281.85		X	34.48	243.23	120.00	363.23	840.00	161.85	25%	40.46	70.46
2.3	-	35.05	-	116.23		X	29.52	64.57	116.23	180.80	840.00	-	25%	-	29.06
15.6	152.00	218.63	61.00	349.64		X	49.2	267.83	120.00	387.83	840.00	229.64	25%	57.41	87.41
1.4	64.25	25.82	60.00	52.82	X		29.52	55.34	52.82	108.16	840.00	-	25%	-	13.21
5.7	117.00	151.83	4.00	458.81		X	34.48	186.31	120.00	306.31	840.00	338.81	25%	84.70	114.70
34.2	108.50	157.39	76.50	209.97		X	59.04	216.43	120.00	336.43	840.00	89.97	35%	31.49	73.49
16.4	24.00	245.64	35.50	197.32		X	54.16	299.80	120.00	419.80	840.00	77.32	35%	27.06	69.06
11.5	98.50	165.70	43.00	190.24		X	49.2	214.90	120.00	334.90	840.00	70.24	25%	17.56	47.56
13.2	103.00	122.68	45.00	243.82	X		49.2	171.88	120.00	291.88	840.00	123.82	25%	30.96	60.96
19.5	88.00	275.13	22.00	878.52	X		34.48	329.29	120.00	449.29	840.00	758.52	35%	265.48	307.48
4.7	76.00	145.27	86.00	137.87	X		34.48	179.75	120.00	299.75	840.00	17.87	25%	4.47	34.47
32.5	77.75	376.16	3.00	920.00	X		59.04	435.20	120.00	555.20	840.00	800.00	35%	280.00	322.00
11.0	110.50	263.05	-	788.15	X		49.2	312.25	120.00	432.25	840.00	668.15	25%	167.04	197.04
40.1	104.00	276.64	64.00	902.90		X	59.04	335.68	120.00	455.68	840.00	782.90	35%	274.02	316.02
9.1	124.00	149.50	37.00	174.34	X		41.84	191.34	120.00	311.34	840.00	54.34	25%	13.59	43.59
15.2	115.00	224.38	20.00	629.05	X		49.2	273.58	120.00	393.58	840.00	509.05	25%	127.26	157.26
7.7	71.00	214.39	33.00	315.31	X		41.84	256.23	120.00	376.23	840.00	195.31	25%	48.83	78.83
3.8	88.20	25.17	78.90	75.67		X	34.48	59.65	75.67	135.32	840.00	-	25%	-	18.92
1.5	36.50	101.87	16.50	100.37	X		29.52	131.39	100.37	231.76	840.00	-	25%	-	25.09
15.3	123.00	238.73	31.50	569.52	X		49.2	287.93	120.00	407.93	840.00	449.52	25%	112.38	142.38
11.0	116.50	28.55	66.50	327.03	X		49.2	77.75	120.00	197.75	840.00	207.03	25%	51.76	81.76
14.1	132.75	11.93	54.00	18.07	X		49.2	61.13	18.07	79.20	840.00	-	25%	-	4.52
16.5	128.00	283.09	-	920.00	X		54.16	337.25	120.00	457.25	840.00	800.00	35%	280.00	322.00
23.5	146.00	116.77	75.00	864.96	X		59.04	175.81	120.00	295.81	840.00	744.96	35%	260.74	302.74
8.2	95.75	158.76	60.50	33.78	X		41.84	200.60	33.78	234.38	840.00	-	25%	-	8.45
11.2	101.00	121.62	82.00	41.29	X		49.2	170.82	41.29	212.11	840.00	-	25%	-	10.32
9.7	27.00	88.62	90.00	95.88	X		41.84	130.46	95.88	226.34	840.00	-	25%	-	23.97
18.2	96.43	323.09	9.00	920.00	X		54.16	377.25	120.00	497.25	840.00	800.00	35%	280.00	322.00
9.3	120.77	24.44	210.44	13.70		X	41.84	66.28	13.70	79.98	840.00	-	25%	-	3.43
2.0	73.00	83.03	67.00	42.53		X	29.52	112.55	42.53	155.08	840.00	-	25%	-	10.63
0.2	-	19.19	-	19.19	X		29.52	48.71	19.19	67.90	840.00	-	25%	-	4.80
20.6	115.00	285.06	20.00	920.00	X		59.04	344.10	120.00	464.10	840.00	800.00	35%	280.00	322.00
29.8	59.00	352.34	16.00	920.00	X		59.04	411.38	120.00	531.38	840.00	800.00	35%	280.00	322.00
3.4	101.00	52.23	41.00	159.41		X	29.52	81.75	120.00	201.75	840.00	39.41	25%	9.85	39.85
31.3	68.75	180.88	50.50	103.84	X		59.04	239.92	103.84	343.76	840.00	-	35%	-	-

PTO Non-Union Accruals Conversion 10.26.16

Years of Service	NON UNION AND EXEMPT - as of 9/9/16										Sick Ending Balance	Sick Taken	Sick Ending Balance	Exempt (CE)	Non Exempt (CN)	Addtl Vac 12/16	Vac Converted to PTO	Sick Converted to PTO	Total Estimated PTO	New PTO Max Carry Over	Sick Converted to ES LB	Assumed ES LB PO %	Proposed ES LB PO Liability	Current Sick Leave Liability
	Vac Taken	Vac Ending Balance	Sick Taken	Sick Ending Balance	Exempt (CE)	Non Exempt (CN)	Addtl Vac 12/16	Vac Converted to PTO	Sick Converted to PTO	Total Estimated PTO														
19.9	145.00	190.86	3.00	920.00	X		54.16	245.02	120.00	365.02	840.00	800.00	35%	280.00	322.00									
1.2	42.00	70.54	27.00	85.54	X		29.52	100.06	85.54	185.60	840.00	-	25%	-	21.39									
2.0	61.00	32.38	20.00	80.38	X		29.52	61.90	80.38	142.28	840.00	-	25%	-	20.10									
28.5	200.00	68.64	47.00	920.00	X		59.04	127.68	120.00	247.68	840.00	800.00	35%	280.00	322.00									
20.7	143.00	808.55	54.00	920.00	X		59.04	302.20	120.00	422.20	840.00	688.55	35%	240.99	282.99									
24.7	151.34	312.29	66.50	287.39	X		59.04	371.33	120.00	491.33	840.00	167.39	35%	58.59	100.59									
10.0	106.00	128.76	-	920.00	X		41.84	170.60	120.00	290.60	840.00	800.00	25%	200.00	230.00									
9.4	65.00	227.91	42.41	217.29	X		41.84	269.75	120.00	389.75	840.00	97.29	25%	24.32	54.32									
27.0	122.50	328.02	24.00	920.00	X		59.04	387.06	120.00	507.06	840.00	800.00	35%	280.00	322.00									
15.2	79.25	78.03	64.00	24.36	X		54.16	132.19	24.36	156.55	840.00	-	25%	-	6.09									
21.2	156.00	195.20	61.00	142.32	X		59.04	254.24	120.00	374.24	840.00	22.32	35%	7.81	49.81									
27.5	137.50	275.42	32.75	920.00	X		59.04	334.46	120.00	454.46	840.00	800.00	35%	280.00	322.00									
12.0	151.00	26.87	76.00	636.97	X		49.2	76.07	120.00	196.07	840.00	516.97	25%	129.24	159.24									
0.3	-	23.98	12.00	11.98	X		29.52	53.50	11.98	65.48	840.00	-	25%	-	3.00									
29.3	124.50	118.80	44.50	724.10	X		54.16	366.39	120.00	486.39	840.00	604.10	35%	211.44	253.44									
17.8	93.75	312.23	46.00	814.85	X		49.2	177.84	120.00	297.84	840.00	694.85	35%	243.20	285.20									
13.1	138.50	26.15	105.50	42.69	X		49.2	75.35	35.29	110.64	840.00	-	25%	-	8.82									
7.7	112.27	44.74	27.73	42.69	X		41.84	86.58	42.69	129.27	840.00	-	25%	-	10.67									
2.7	69.75	95.73	66.25	7.55	X		29.52	125.25	7.55	132.80	840.00	-	25%	-	1.89									
14.7	95.00	158.06	81.25	544.42	X		49.2	207.26	120.00	327.26	840.00	424.42	25%	106.11	136.11									
32.4	159.25	256.12	34.00	893.63	X		59.04	315.16	120.00	435.16	840.00	773.63	35%	270.77	312.77									
15.0	109.00	140.65	62.00	411.79	X		49.2	189.85	120.00	309.85	840.00	291.79	25%	71.95	102.95									
41.1	77.50	148.72	49.00	255.96	X		59.04	207.76	120.00	327.76	840.00	135.96	35%	47.59	89.59									
37.7	184.50	164.57	44.50	169.47	X		49.2	223.61	120.00	343.61	840.00	49.47	35%	17.31	59.31									
13.9	109.00	69.95	28.00	523.97	X		49.2	119.15	120.00	239.15	840.00	403.97	25%	100.99	130.99									
0.4	-	33.21	8.00	25.21	X		29.52	62.73	25.21	87.94	840.00	-	25%	-	6.30									
5.0	73.25	105.40	40.00	133.54	X		34.48	139.88	120.00	259.88	840.00	13.54	25%	3.39	33.39									
24.0	140.00	256.51	130.00	251.22	X		59.04	315.55	120.00	435.55	840.00	131.22	35%	45.93	87.93									
5.3	89.50	86.36	18.75	182.78	X		34.48	120.84	120.00	240.84	840.00	62.78	25%	15.70	45.70									
19.4	184.00	72.87	24.00	920.00	X		54.16	127.03	120.00	247.03	840.00	800.00	35%	280.00	322.00									
4.4	-	41.25	-	236.15	X		34.48	75.73	120.00	195.73	840.00	116.15	25%	29.04	59.04									
2.8	46.00	30.94	46.75	20.94	X		29.52	60.46	20.94	81.40	840.00	-	25%	-	5.24									
20.2	186.00	80.88	18.00	915.69	X		59.04	139.92	120.00	259.92	840.00	795.69	35%	278.49	320.49									
24.0	89.00	345.66	6.50	859.00	X		59.04	404.70	120.00	524.70	840.00	739.00	35%	258.65	300.65									
9.3	94.00	63.05	45.50	63.29	X		41.84	104.89	63.29	166.18	840.00	-	25%	-	15.82									
23.9	173.00	249.34	56.00	529.09	X		59.04	308.38	120.00	428.38	840.00	409.09	35%	143.18	185.18									
2.1	11.20	107.98	42.00	132.85	X		29.52	137.50	120.00	257.50	840.00	12.85	25%	3.21	33.21									
1.3	-	127.30	4.75	122.55	X		29.52	156.82	120.00	276.82	840.00	2.55	25%	0.64	30.64									
13.2	124.00	109.60	42.50	197.86	X		49.2	169.80	120.00	278.80	840.00	77.86	25%	19.47	49.47									
3.2	37.00	140.18	37.75	219.21	X		29.52	169.70	120.00	289.70	840.00	99.21	25%	24.80	54.80									
8.4	62.50	166.24	74.25	173.82	X		41.84	208.08	120.00	328.08	840.00	53.82	25%	13.46	43.46									
16.7	147.00	157.76	20.00	408.96	X		54.16	211.92	120.00	331.92	840.00	288.96	35%	101.14	143.14									
16.2	87.50	219.54	21.75	605.12	X		54.16	273.70	120.00	393.70	840.00	485.12	35%	169.79	211.79									
25.0	141.00	105.00	138.00	334.38	X		59.04	164.04	120.00	284.04	840.00	214.38	35%	75.03	117.03									
35.6	128.25	312.66	8.00	920.00	X		59.04	371.70	120.00	491.70	840.00	800.00	35%	280.00	322.00									
9.3	89.00	97.41	52.75	127.92	X		41.84	139.25	120.00	259.25	840.00	7.92	25%	1.98	31.98									



NEW HIRES AS OF 1.1.2017 WITH PROPOSED PTO POLICY						
Years of Service	Max Annual PTO Accrual	Max PTO Carry Over	Sick Leave Conversion to PTO	Sick Leave Conversion to ESLB	Max Cash Out	
1	184	184	NA	NA	184	
2	184	368	NA	NA	368	
3	184	368	NA	NA	368	
4	208	576	NA	NA	416	
5	208	784	NA	NA	416	
6	208	840	NA	NA	416	
7	232	840	NA	NA	464	
8	232	840	NA	NA	464	
9	232	840	NA	NA	464	
10	232	840	NA	NA	464	
11	248	840	NA	NA	496	
12	248	840	NA	NA	496	
13	248	840	NA	NA	496	
14	248	840	NA	NA	496	
15	248	840	NA	NA	496	
16	264	840	NA	NA	528	
17	264	840	NA	NA	528	
18	264	840	NA	NA	528	
19	264	840	NA	NA	528	
20	264	840	NA	NA	528	
21	560	840	NA	NA	560	
21+	560	840	NA	NA	560	

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



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

Print List in Order By: 2 1 - Fund (Page Break by Fund) Page Break By: 1 1 - Page Break by Fund  
2 - Department (Totals by Dept) 2 - Page Break 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

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



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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
5	DEPT 2490 UNITED PARCEL SERVICE 01-005-000-0000-6205		1.39	COUNTY BOARD SHIPPING		POSTAGE
	<b>2490 UNITED PARCEL SERVICE</b>		<b>1.39</b>		1 Transactions	
5	<b>DEPT Total:</b>		<b>1.39</b>	<b>COUNTY BOARD</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
13	DEPT 1203 GABRIEL/CATHLEEN 01-013-000-0000-6270		100.00	COURT ADMINISTRATOR PR 16 4522 APPEARANCE 10/12/16		COURT APPOINTED COUNSEL
	<b>1203 GABRIEL/CATHLEEN</b>		<b>100.00</b>		1 Transactions	
	4560 RIVERSIDE PSYCHOLOGICAL SERVICES LI 01-013-000-0000-6261		900.00	CR 15 5028 PSYCHOSEX ASSMT		PROFESSIONAL SERVICES
	<b>4560 RIVERSIDE PSYCHOLOGICAL SERVICES LI</b>		<b>900.00</b>		1 Transactions	
	2490 UNITED PARCEL SERVICE 01-013-000-0000-6205		16.02	SHIPPING		POSTAGE
	<b>2490 UNITED PARCEL SERVICE</b>		<b>16.02</b>		1 Transactions	
13	<b>DEPT Total:</b>		<b>1,016.02</b>	<b>COURT ADMINISTRATOR</b>	<b>3 Vendors</b>	<b>3 Transactions</b>
25	DEPT 4097 JAHNKE/CHRIS 01-025-000-0000-6331 01-025-000-0000-6331		47.50 33.40	COURT SERVICES 95 MILES REIMBURSE PARKING		TRAVEL TRAVEL
	<b>4097 JAHNKE/CHRIS</b>		<b>80.90</b>		2 Transactions	
	2490 UNITED PARCEL SERVICE 01-025-000-0000-6205		1.39	SHIPPING		POSTAGE
	<b>2490 UNITED PARCEL SERVICE</b>		<b>1.39</b>		1 Transactions	
	2375 UNIVERSITY OF MINNESOTA/CCE REGISTRF 01-025-000-0000-6338		95.00	REGISTRATION CONFERENCE FEDDEM		CONFERENCES & MEETINGS
	<b>2375 UNIVERSITY OF MINNESOTA/CCE REGISTRF</b>		<b>95.00</b>		1 Transactions	
25	<b>DEPT Total:</b>		<b>177.29</b>	<b>COURT SERVICES</b>	<b>3 Vendors</b>	<b>4 Transactions</b>

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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
31	DEPT			COUNTY COORDINATOR		
5486	MARCO					
	01-031-000-0000-6411		108.11	10/10/15-10/10/16 BW OVERAGE	315595447	OPERATING SUPPLIES
	01-031-000-0000-6411		1,427.68	10/10/15-10/10/16 COLOROVERAGE	315595447	OPERATING SUPPLIES
	01-031-000-0000-6411		563.80	10/10-11/10/2016	315595447	OPERATING SUPPLIES
<b>5486</b>	<b>MARCO</b>		<b>2,099.59</b>	<b>3 Transactions</b>		
46443	MCIT					
	01-031-000-0000-6338		300.00	MANAGING HR TRAINING X3	SEM472	CONFERENCES & MEETINGS
<b>46443</b>	<b>MCIT</b>		<b>300.00</b>	<b>1 Transactions</b>		
2490	UNITED PARCEL SERVICE					
	01-031-000-0000-6205		1.39	SHIPPING		POSTAGE
<b>2490</b>	<b>UNITED PARCEL SERVICE</b>		<b>1.39</b>	<b>1 Transactions</b>		
31	<b>DEPT Total:</b>		<b>2,400.98</b>	<b>COUNTY COORDINATOR</b>	<b>3 Vendors</b>	<b>5 Transactions</b>
41	DEPT			COUNTY AUDITOR-TREASURER		
1264	DELL MARKETING LP					
	01-041-000-0000-6620		101.94	ADAPTERS X6	XK1X28WN7	COMPUTER OR SOFTWARE PURCHASES
	01-041-000-0000-6620		5,103.42	COMPUTERS X6	XK1X625T9	COMPUTER OR SOFTWARE PURCHASES
<b>1264</b>	<b>DELL MARKETING LP</b>		<b>5,205.36</b>	<b>2 Transactions</b>		
5486	MARCO					
	01-041-000-0000-6343		744.72	10/15-11/15/2016	316001544	MACHINERY OR EQUIPMENT LEASES
<b>5486</b>	<b>MARCO</b>		<b>744.72</b>	<b>1 Transactions</b>		
46443	MCIT					
	01-041-000-0000-6338		100.00	MANAGING HR TRAINING HIIVALA	SEM472	CONFERENCES & MEETINGS
<b>46443</b>	<b>MCIT</b>		<b>100.00</b>	<b>1 Transactions</b>		
3986	SPRINT					
	01-041-000-0000-6203		135.63	763 238 3825 GILLMAN HS	880683316179	TELEPHONE
<b>3986</b>	<b>SPRINT</b>		<b>135.63</b>	<b>1 Transactions</b>		
2490	UNITED PARCEL SERVICE					
	01-041-000-0000-6205		1.39	SHIPPING		POSTAGE
<b>2490</b>	<b>UNITED PARCEL SERVICE</b>		<b>1.39</b>	<b>1 Transactions</b>		

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

	Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
	No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
41	<b>DEPT Total:</b>		<b>COUNTY AUDITOR-TREASURER</b>	<b>5 Vendors</b>	<b>6 Transactions</b>
		<b>6,187.10</b>			
63	DEPT		IT (INFORMATIONAL TECHNOLOGY)		
	5486 MARCO				
	01-063-000-0000-6343	217.00	10/10-11/10/2016	315448266	MACHINERY OR EQUIPMENT LEASES
	<b>5486 MARCO</b>	<b>217.00</b>		<b>1 Transactions</b>	
	60525 SCREENCONNECT SOFTWARE LLC				
	01-063-000-0000-6260	275.00	CONCURRENT SESSION LIC X5	16121998486	SOFTWARE OR SYSTEMS SUPPORT
	<b>60525 SCREENCONNECT SOFTWARE LLC</b>	<b>275.00</b>		<b>1 Transactions</b>	
	3986 SPRINT				
	01-063-000-0000-6203	232.03	880683316 179		TELEPHONE
	<b>3986 SPRINT</b>	<b>232.03</b>		<b>1 Transactions</b>	
	2490 UNITED PARCEL SERVICE				
	01-063-000-0000-6261	1.39	SHIPPING		PROFESSIONAL SERVICES
	<b>2490 UNITED PARCEL SERVICE</b>	<b>1.39</b>		<b>1 Transactions</b>	
63	<b>DEPT Total:</b>	<b>725.42</b>	<b>IT (INFORMATIONAL TECHNOLOGY)</b>	<b>4 Vendors</b>	<b>4 Transactions</b>
71	DEPT		ELECTIONS		
	2490 UNITED PARCEL SERVICE				
	01-071-000-0000-6205	1.39	SHIPPING		POSTAGE
	<b>2490 UNITED PARCEL SERVICE</b>	<b>1.39</b>		<b>1 Transactions</b>	
71	<b>DEPT Total:</b>	<b>1.39</b>	<b>ELECTIONS</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
91	DEPT		COUNTY ATTORNEY		
	2763 LIBERATO/ELIZABETH				
	01-091-000-0000-6331	22.00	44 MILES		TRAVEL
	<b>2763 LIBERATO/ELIZABETH</b>	<b>22.00</b>		<b>1 Transactions</b>	
	3921 OFFICE DEPOT				
	01-091-000-0000-6411	197.88	SUPPLIES 872836890001		OPERATING SUPPLIES
	01-091-000-0000-6411	92.76	SUPPLIES 872166683001		OPERATING SUPPLIES
	01-091-000-0000-6411	298.07	SUPPLIES 872166795001		OPERATING SUPPLIES
	01-091-000-0000-6411	147.38	SUPPLIES 872836803001		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
3921	OFFICE DEPOT 01-091-000-0000-6621			2,440.00 3,176.09	SUPPLIES 872170878001 CHAIRS 5 Transactions		FURNITURE & EQUIPMENT
3986	SPRINT 01-091-000-0000-6203			98.52 98.52	880683316 179 1 Transactions		TELEPHONE
2490	UNITED PARCEL SERVICE 01-091-000-0000-6205			1.39 1.39	SHIPPING 1 Transactions		POSTAGE
2293	WILLIS/KARI 01-091-000-0000-6331			63.50 63.50	127 MILES 1 Transactions		TRAVEL
91	DEPT Total:			3,361.50	COUNTY ATTORNEY 5 Vendors		9 Transactions
100	DEPT				OTHER GENERAL GOVERNMENT		
3301	ALLINA HEALTH 01-100-000-0000-6261			190.00 190.00	HEALTH HISTORIES/PHYSICALS X2 1 Transactions	305445696	PROFESSIONAL SERVICES
1709	ALLINA HOSPITALS & CLINICS 01-100-000-0000-6261			225.00 225.00	PREPLACEMENT SCREENS X3 1 Transactions	1410000961	PROFESSIONAL SERVICES
3685	AMERICAN DATABANK LLC 01-100-000-0000-6261			232.75 232.75	BACKGROUND CHECK SERVICES 1 Transactions	910337	PROFESSIONAL SERVICES
46443	MCIT 01-100-000-0000-6353			1,729.03	DEDUCTIBLE CLAIM 13PE0100	13PE0100	LIABILITY INSURANCE
	01-100-000-0000-6353			223.02	DEDUCTIBLE CLAIM 13PE0130	13PE0130	LIABILITY INSURANCE
	01-100-000-0000-6353			184.33	DEDUCTIBLE CLAIM 13PE0194	13PE0194	LIABILITY INSURANCE
	01-100-000-0000-6353			211.50	DEDUCTIBLE CLAIM 13PE0195	13PE0195	LIABILITY INSURANCE
	01-100-000-0000-6353			950.72	DEDUCTIBLE CLAIM 16GLO138	16GLO138	LIABILITY INSURANCE
46443	MCIT			3,298.60	5 Transactions		
4121	RTS DRUG TESTING						

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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
	01-100-000-0000-6261		300.00	RANDOM DRUG TESTING JUNE-JULY	8224	PROFESSIONAL SERVICES
	01-100-000-0000-6261		10.00	SERVICE CHARGES	8224	PROFESSIONAL SERVICES
	01-100-000-0000-6261		300.00	RANDOM DRUG TESTING JULY-AUG	8381	PROFESSIONAL SERVICES
	01-100-000-0000-6261		10.00	SERVICE CHARGES	8381	PROFESSIONAL SERVICES
	01-100-000-0000-6261		10.00	SERVICE CHARGES	8527	PROFESSIONAL SERVICES
	01-100-000-0000-6261		370.00	RANDOM DRUG TESTING AUG-SEPT	8527	PROFESSIONAL SERVICES
<b>4121</b>	<b>RTS DRUG TESTING</b>		<b>1,000.00</b>	<b>6 Transactions</b>		
1538	WRIGHT COUNTY HIGHWAY DEPT					
	01-100-000-0000-6332		410.17	MAINT/REPAIRS MOTOR POOL SEPT	616	FLEET VEHICLE USAGE
	01-100-000-0000-6332		402.56	FUEL MOTOR POOL SEPT 2016	616	FLEET VEHICLE USAGE
<b>1538</b>	<b>WRIGHT COUNTY HIGHWAY DEPT</b>		<b>812.73</b>	<b>2 Transactions</b>		
<b>100</b>	<b>DEPT Total:</b>		<b>5,759.08</b>	<b>OTHER GENERAL GOVERNMENT</b>	<b>6 Vendors</b>	<b>16 Transactions</b>
<b>101</b>	DEPT			COUNTY RECORDER		
6961	DAY/COLLEEN					
	01-101-000-0000-6331		83.50	167 MILES		TRAVEL
	01-101-000-0000-6331		5.00	REIMBURSE PARKING	21386	TRAVEL
<b>6961</b>	<b>DAY/COLLEEN</b>		<b>88.50</b>	<b>2 Transactions</b>		
5486	MARCO					
	01-101-000-0000-6343		185.85	10/10-11/10/2016	315433888	MACHINERY OR EQUIPMENT LEASES
<b>5486</b>	<b>MARCO</b>		<b>185.85</b>	<b>1 Transactions</b>		
46443	MCIT					
	01-101-000-0000-6804		200.00	MANAGING HR TRAINING X2	SEM472	STAFF TRAINING
<b>46443</b>	<b>MCIT</b>		<b>200.00</b>	<b>1 Transactions</b>		
3921	OFFICE DEPOT					
	01-101-000-0000-6411		5.70	SUPPLIES 869452432002		OPERATING SUPPLIES
<b>3921</b>	<b>OFFICE DEPOT</b>		<b>5.70</b>	<b>1 Transactions</b>		
3986	SPRINT					
	01-101-000-0000-6203		49.26	880683316 179		TELEPHONE
<b>3986</b>	<b>SPRINT</b>		<b>49.26</b>	<b>1 Transactions</b>		
2490	UNITED PARCEL SERVICE					
	01-101-000-0000-6205		1.39	SHIPPING		POSTAGE

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2490	UNITED PARCEL SERVICE		1.39		1 Transactions	
101	<b>DEPT Total:</b>		<b>530.70</b>	<b>COUNTY RECORDER</b>	<b>6 Vendors</b>	<b>7 Transactions</b>
103	DEPT			SURVEYOR		
2490	UNITED PARCEL SERVICE					
	01-103-000-0000-6205		1.39	SHIPPING		POSTAGE
2490	UNITED PARCEL SERVICE		1.39		1 Transactions	
103	<b>DEPT Total:</b>		<b>1.39</b>	<b>SURVEYOR</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
105	DEPT			ASSESSOR		
6712	HENNEPIN COUNTY ACCOUNTS RECEIVAE					
	01-105-000-0000-6260		1,800.00	ACE/CI SALES VERIFICATION		SOFTWARE OR SYSTEMS SUPPORT
6712	HENNEPIN COUNTY ACCOUNTS RECEIVAE		1,800.00		1 Transactions	
54030	PRECISION PRINTS OF WRIGHT CO					
	01-105-000-0000-6411		158.00	DOOR HANGERS		OPERATING SUPPLIES
54030	PRECISION PRINTS OF WRIGHT CO		158.00		1 Transactions	
3986	SPRINT					
	01-105-000-0000-6203		79.98	880683316 179		TELEPHONE
3986	SPRINT		79.98		1 Transactions	
2490	UNITED PARCEL SERVICE					
	01-105-000-0000-6205		1.39	SHIPPING		POSTAGE
2490	UNITED PARCEL SERVICE		1.39		1 Transactions	
1538	WRIGHT COUNTY HIGHWAY DEPT					
	01-105-000-0000-6451		307.30	FUEL		FUEL - LUBE ETC
1538	WRIGHT COUNTY HIGHWAY DEPT		307.30		1 Transactions	
105	<b>DEPT Total:</b>		<b>2,346.67</b>	<b>ASSESSOR</b>	<b>5 Vendors</b>	<b>5 Transactions</b>
107	DEPT			PLANNING AND ZONING		
3986	SPRINT					
	01-107-000-0000-6203		39.71	880683316 179		TELEPHONE

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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
3986	SPRINT			39.71		1 Transactions	
2372	STEPHENS/BILL 01-107-000-0000-6331			41.50	83 MILES		TRAVEL
2372	STEPHENS/BILL			41.50		1 Transactions	
2490	UNITED PARCEL SERVICE 01-107-000-0000-6205			1.39	SHIPPING		POSTAGE
2490	UNITED PARCEL SERVICE			1.39		1 Transactions	
1538	WRIGHT COUNTY HIGHWAY DEPT 01-107-000-0000-6451			1,260.55	FUEL	620	FUEL - LUBE ETC
1538	WRIGHT COUNTY HIGHWAY DEPT			1,260.55		1 Transactions	
107	<b>DEPT Total:</b>			<b>1,343.15</b>	<b>PLANNING AND ZONING</b>	<b>4 Vendors</b>	<b>4 Transactions</b>
111	DEPT				BUILDING CARE		
3986	SPRINT 01-111-000-0000-6204			518.09	880683316 179		JAIL/LEC TELEPHONE
3986	SPRINT			518.09		1 Transactions	
1538	WRIGHT COUNTY HIGHWAY DEPT 01-111-000-0000-6412			205.41	FUEL LEC SEPT 2016	612	JAIL/LEC OPERATING SUPPLIES
1538	WRIGHT COUNTY HIGHWAY DEPT			205.41		1 Transactions	
111	<b>DEPT Total:</b>			<b>723.50</b>	<b>BUILDING CARE</b>	<b>2 Vendors</b>	<b>2 Transactions</b>
121	DEPT				VETERANS SERVICE		
3986	SPRINT 01-121-000-0000-6203			37.99	880683316 179		TELEPHONE
3986	SPRINT			37.99		1 Transactions	
2490	UNITED PARCEL SERVICE 01-121-000-0000-6205			1.39	SHIPPING		POSTAGE
2490	UNITED PARCEL SERVICE			1.39		1 Transactions	
121	<b>DEPT Total:</b>			<b>39.38</b>	<b>VETERANS SERVICE</b>	<b>2 Vendors</b>	<b>2 Transactions</b>

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201	DEPT				SHERIFF		
5721	CDW GOVERNMENT INC						
	01-201-000-0000-6620			397.54	POWERTECH PT60	FND4663	COMPUTER OR SOFTWARE PURCHASES
	01-201-000-0000-6620			1,361.56	CRADLEPOINT RUGGED ENT	FNS2978	COMPUTER OR SOFTWARE PURCHASES
	01-201-000-0000-6620			370.14	CRADLEPOINT 3 YR ENT CLOUD MGR	FQK0787	COMPUTER OR SOFTWARE PURCHASES
5721	CDW GOVERNMENT INC			2,129.24	3 Transactions		
814	HAGERTY/JOSEPH						
	01-201-000-0000-6804			150.00	MSA 2016 WINTER CONF	124890	STAFF TRAINING
814	HAGERTY/JOSEPH			150.00	1 Transactions		
2365	HARDINGS TOWING INC						
	01-201-000-0000-6261			175.00	16029651	13431	PROFESSIONAL SERVICES
2365	HARDINGS TOWING INC			175.00	1 Transactions		
1124	INTERSTATE AUTOMOTIVE						
	01-201-000-0000-6261			125.00	16029969	2381	PROFESSIONAL SERVICES
1124	INTERSTATE AUTOMOTIVE			125.00	1 Transactions		
6398	IPMA-HR						
	01-201-000-0000-6261			1,100.00	DEPUTY TESTS 8/8/2016	18526M7H8L3	PROFESSIONAL SERVICES
	01-201-000-0000-6261			444.00	DEPUTY TESTS 8/19/2016	18949S9Y5Q9	PROFESSIONAL SERVICES
6398	IPMA-HR			1,544.00	2 Transactions		
5486	MARCO						
	01-201-000-0000-6343			1,032.00	10/15-11/15/2016	315745380	MACHINERY OR EQUIPMENT LEASES
5486	MARCO			1,032.00	1 Transactions		
2658	MONTICELLO TOWING LLC						
	01-201-000-0000-6261			150.00	16030151	21281	PROFESSIONAL SERVICES
2658	MONTICELLO TOWING LLC			150.00	1 Transactions		
3588	NEOPOST USA INC						
	01-201-000-0000-6205			66.32	RENT/MAINT METER	54304139	POSTAGE
					11/15/2016 12/14/2016		
3588	NEOPOST USA INC			66.32	1 Transactions		
3986	SPRINT						
	01-201-000-0000-6203			9.22	763 458 6001		TELEPHONE

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	01-201-000-0000-6203		49.26	612 807 6563		TELEPHONE
	01-201-000-0000-6203		3,034.69	880683316 179		TELEPHONE
	01-201-000-0000-6301		2,997.09	271188815 DATA CARDS	271188815107	REPAIRS & MAINTENANCE
				09/15/2016 10/14/2016		
<b>3986</b>	<b>SPRINT</b>		<b>6,090.26</b>		<b>4</b> Transactions	
1192	<b>TOTAL PRINTING</b>					
	01-201-000-0000-6235		345.00	BUSINESS CARDS	11202	PUBLICATIONS & BROCHURES
<b>1192</b>	<b>TOTAL PRINTING</b>		<b>345.00</b>		<b>1</b> Transactions	
2490	<b>UNITED PARCEL SERVICE</b>					
	01-201-000-0000-6205		25.90	SHIPPING CHARGES	140177426	POSTAGE
<b>2490</b>	<b>UNITED PARCEL SERVICE</b>		<b>25.90</b>		<b>1</b> Transactions	
3336	<b>WARNING LITES OF MN INC</b>					
	01-201-000-0000-6621		8,948.00	RADAR/SPEED TRAILER	161737	FURNITURE & EQUIPMENT
<b>3336</b>	<b>WARNING LITES OF MN INC</b>		<b>8,948.00</b>		<b>1</b> Transactions	
1538	<b>WRIGHT COUNTY HIGHWAY DEPT</b>					
	01-201-000-0000-6451		10,111.55	FUEL SEPT 2016	609	FUEL - LUBE ETC
	01-201-000-0000-6452		20,019.72	PARTS,LABOR,TIRES SEPT 2016	609	VEHICLE MAINTENANCE
	01-201-000-0000-6802		60.47	FUEL SEPT 2016	609	EM GRANT EXPENSE
<b>1538</b>	<b>WRIGHT COUNTY HIGHWAY DEPT</b>		<b>30,191.74</b>		<b>3</b> Transactions	
<b>201</b>	<b>DEPT Total:</b>		<b>50,972.46</b>	<b>SHERIFF</b>	<b>13 Vendors</b>	<b>21 Transactions</b>
<b>250</b>	<b>DEPT</b>			<b>SHERIFF-CORRECTIONS</b>		
4268	<b>ABBOTT NORTHWESTERN HOSPITAL</b>					
	01-250-000-0000-6458		48.11	CHEM/HEMATOLOGY LABS-CAB	XRQ396872Z01	JAIL MEDICAL
				05/24/2016 05/24/2016		
<b>4268</b>	<b>ABBOTT NORTHWESTERN HOSPITAL</b>		<b>48.11</b>		<b>1</b> Transactions	
1669	<b>ALADDIN TEMP RITE LLC</b>					
	01-250-000-0000-6459		74.60	MUG 8 OZ BURGUNDY ALLURE	1026686	LAW ENFORCE-JAIL FOOD-LAUNDRY
<b>1669</b>	<b>ALADDIN TEMP RITE LLC</b>		<b>74.60</b>		<b>1</b> Transactions	
6158	<b>ARAMARK SERVICES INC</b>					
	01-250-000-0000-6459		7,950.27	INMATE MEALS 10/6-10/12/2016	2007233000154	LAW ENFORCE-JAIL FOOD-LAUNDRY

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
<b>6158</b>	<b>ARAMARK SERVICES INC</b>		<b>7,950.27</b>		<b>1</b> Transactions	
2327	<b>CONSULTING RADIOLOGISTS LTD MN</b>					
	01-250-000-0000-6458		6.56	RADIOLOGY X RAY-OP DOC 07/26/2016 07/26/2016	CR488954	JAIL MEDICAL
	01-250-000-0000-6458		38.85	RADIOLOGY MANTOUX CT-FAP 08/02/2016 08/02/2016	CR490602	JAIL MEDICAL
	01-250-000-0000-6458		7.57	RADIOLOGY MANTOUX X RAY-FAP 07/28/2016 07/28/2016	CR490602	JAIL MEDICAL
	01-250-000-0000-6458		5.80	RADIOLOGY ELBOW X RAY-MLS DOC 08/06/2016 08/06/2016	CR497799	JAIL MEDICAL
	01-250-000-0000-6458		6.56	RADIOLOGY X RAY-MLS DOC 08/06/2016 08/06/2016	CR497799	JAIL MEDICAL
<b>2327</b>	<b>CONSULTING RADIOLOGISTS LTD MN</b>		<b>65.34</b>		<b>5</b> Transactions	
6851	<b>TASER INTERNATIONAL</b>					
	01-250-000-0000-6621		4,014.51	TASERS X2 4YR WARRANTY/HOLSTER	SI455233	FURNITURE & EQUIPMENT
<b>6851</b>	<b>TASER INTERNATIONAL</b>		<b>4,014.51</b>		<b>1</b> Transactions	
74329	<b>WRIGHT COUNTY JAIL ADMIN</b>					
	01-250-000-0000-6261		6.00	DOC INMATE TRAIN RIDE 248523	10/18/2016	PROFESSIONAL SERVICES
<b>74329</b>	<b>WRIGHT COUNTY JAIL ADMIN</b>		<b>6.00</b>		<b>1</b> Transactions	
<b>250</b>	<b>DEPT Total:</b>		<b>12,158.83</b>	<b>SHERIFF-CORRECTIONS</b>	<b>6 Vendors</b>	<b>10 Transactions</b>
<b>521</b>	<b>DEPT</b>			<b>PARKS</b>		
4575	<b>ARCTIC GLACIER USA INC</b>					
	01-521-000-0000-6807		124.20	ICE FOR RESALE		MATERIALS FOR RE-SALE - POP ETC.
<b>4575</b>	<b>ARCTIC GLACIER USA INC</b>		<b>124.20</b>		<b>1</b> Transactions	
1925	<b>CHAMBERLAIN OIL CO</b>					
	01-521-000-0000-6411		3,779.53	MISC OILS FOR SHOP	167386	OPERATING SUPPLIES
<b>1925</b>	<b>CHAMBERLAIN OIL CO</b>		<b>3,779.53</b>		<b>1</b> Transactions	
194	<b>ELK RIVER MUNICIPAL UTILITIES</b>					
	01-521-000-0000-6251		99.98	ELECTRIC SERVICE	3179	UTILITY SERVICES - ELECTRICITY
<b>194</b>	<b>ELK RIVER MUNICIPAL UTILITIES</b>		<b>99.98</b>		<b>1</b> Transactions	
5849	<b>FEDERATED CO-OPS INC</b>					

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
5849	FEDERATED CO-OPS INC 01-521-000-0000-6251		59.98 59.98	PROPANE FEES 1 Transactions	00006755	UTILITY SERVICES - ELECTRICITY
3270	FIRST CHOICE- ST CLOUD 01-521-000-0000-6807		67.56 67.56	RESALE MATERIALS 1 Transactions	10113116	MATERIALS FOR RE-SALE - POP ETC.
4559	HARRINGTON/BRAD 01-521-000-0000-6385		1,099.98 1,099.98	REIMBURSE CAMERA PURCHASE 1 Transactions		DATA PROCESSING
6832	MINI BIFF INC 01-521-000-0000-6301		141.02	PORTA TOILET RENTAL	A82368	REPAIRS & MAINTENANCE
	01-521-000-0000-6301		141.02	PORTA TOILET RENTAL	A82451	REPAIRS & MAINTENANCE
6832	MINI BIFF INC		282.04	2 Transactions		
3986	SPRINT 01-521-000-0000-6203		62.17	880683316 179		TELEPHONE
3986	SPRINT		62.17	1 Transactions		
2490	UNITED PARCEL SERVICE 01-521-000-0000-6205		1.39	SHIPPING		POSTAGE
2490	UNITED PARCEL SERVICE		1.39	1 Transactions		
4558	WES OLSON ELECTRIC LLC 01-521-000-0000-6605		4,750.00	RELOCATION ELECTRICAL SERVICE	8029	SITE IMPROVEMENTS
4558	WES OLSON ELECTRIC LLC		4,750.00	1 Transactions		
1538	WRIGHT COUNTY HIGHWAY DEPT 01-521-000-0000-6451		3,396.50	FUEL SEPT 2016	607	FUEL - LUBE ETC
	01-521-000-0000-6452		510.09	PARTS SEPT 2016	607	VEHICLE MAINTENANCE
1538	WRIGHT COUNTY HIGHWAY DEPT		3,906.59	2 Transactions		
521	DEPT Total:		14,233.42	PARKS	11 Vendors	13 Transactions
603	DEPT 2490 UNITED PARCEL SERVICE			EXTENSION		
	01-603-000-0000-6205		1.39	SHIPPING		POSTAGE

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 1 GENERAL REVENUE FUND

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



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

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
2490	UNITED PARCEL SERVICE				
			1 Transactions		
603	DEPT Total:		EXTENSION	1 Vendors	1 Transactions
		1.39			
1	Fund Total:		GENERAL REVENUE FUND		115 Transactions
		101,981.06			

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
282	DEPT			NUCLEAR POWER PLANT		
	3986 SPRINT					
	02-282-000-0000-6859		171.85	880683316 179		MISCELLANEOUS EXPENSES
	3986 SPRINT		171.85		1 Transactions	
	2490 UNITED PARCEL SERVICE					
	02-282-000-0000-6205		1.39	SHIPPING		POSTAGE
	2490 UNITED PARCEL SERVICE		1.39		1 Transactions	
282	DEPT Total:		173.24	NUCLEAR POWER PLANT	2 Vendors	2 Transactions
2	Fund Total:		173.24	RESERVES FUND		2 Transactions

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
310	DEPT			HIGHWAY ADMINISTRATION		
525	CENTURYLINK 03-310-000-0000-6203		147.01	INTERNET SHOPS 110116	430864594	TELEPHONE
525	CENTURYLINK		147.01	1 Transactions		
19621	ECM PUBLISHERS INC 03-310-000-0000-6235		38.00	CROW RIVER PAPER 110116	CRN1629	PUBLICATIONS & BROCHURES
19621	ECM PUBLISHERS INC		38.00	1 Transactions		
3921	OFFICE DEPOT 03-310-000-0000-6409		58.98	OFFICE SUPPLIES 110116	871510644	OFFICE SUPPLIES
3921	OFFICE DEPOT		58.98	1 Transactions		
3986	SPRINT 03-310-000-0000-6203		84.22	880683316 179		TELEPHONE
3986	SPRINT		84.22	1 Transactions		
2490	UNITED PARCEL SERVICE 03-310-000-0000-6205		1.39	SHIPPING		POSTAGE
2490	UNITED PARCEL SERVICE		1.39	1 Transactions		
2487	WINDSTREAM 03-310-000-0000-6203		184.38	3 LINES 7636581870 110116	OCT-NOV	TELEPHONE
2487	WINDSTREAM		184.38	1 Transactions		
310	DEPT Total:		513.98	HIGHWAY ADMINISTRATION	6 Vendors	6 Transactions
320	DEPT			HIGHWAY ENGINEERING		
1663	COMMISSIONER OF TRANSPORTATION 03-320-000-0000-6504		635.43	MNDOT CHARGES 110116	P-6629	MN/DOT TESTING
	03-320-000-0000-6504		528.40	MNDOT CHARGES 110116	P-6629	MN/DOT TESTING
	03-320-000-0000-6504		889.60	MNDOT CHARGES 110116	P-6629	MN/DOT TESTING
	03-320-000-0000-6504		635.43	MNDOT CHARGES 110116	P-6629	MN/DOT TESTING
	03-320-000-0000-6504		668.51	MNDOT CHARGES 110116	P-6629	MN/DOT TESTING
	03-320-000-0000-6504		211.81	MNDOT CHARGES 110116	P-6629	MN/DOT TESTING
	03-320-000-0000-6504		381.26	MNDOT CHARGES 110116	P-6629	MN/DOT TESTING
	03-320-000-0000-6504		549.28	MNDOT CHARGES 110116	P-6629	MN/DOT TESTING
	03-320-000-0000-6504		1,515.79	MNDOT CHARGES 110116	P-6629	MN/DOT TESTING
	03-320-000-0000-6504		423.62	MNDOT CHARGES 110116	P-6629	MN/DOT TESTING

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
1663	COMMISSIONER OF TRANSPORTATION		6,439.13		10 Transactions	
4404	KADLEC/ERNEST & LAVONNE 03-320-000-0000-6606		5,800.00	086-603-018 PERM ROW 110116		PERMANENT ROW LAND ACQUISITION
4404	KADLEC/ERNEST & LAVONNE		5,800.00		1 Transactions	
320	<b>DEPT Total:</b>		<b>12,239.13</b>	<b>HIGHWAY ENGINEERING</b>	<b>2 Vendors</b>	<b>11 Transactions</b>
325	DEPT			HIGHWAY CONSTRUCTION		
2736	GRASSLAND SOLUTIONS 03-325-000-0000-6508		3,001.89	086-612-021 DAMAGES FEN 110116	1521	TEMPORARY ROW EASEMENT/DAMAGES
2736	GRASSLAND SOLUTIONS		3,001.89		1 Transactions	
4404	KADLEC/ERNEST & LAVONNE 03-325-000-0000-6508		1,200.00	086-603-018 DAMAGES TRE 110116		TEMPORARY ROW EASEMENT/DAMAGES
	03-325-000-0000-6508		500.00	086-603-018 TEMP RENTAL 110116		TEMPORARY ROW EASEMENT/DAMAGES
4404	KADLEC/ERNEST & LAVONNE		1,700.00		2 Transactions	
325	<b>DEPT Total:</b>		<b>4,701.89</b>	<b>HIGHWAY CONSTRUCTION</b>	<b>2 Vendors</b>	<b>3 Transactions</b>
330	DEPT			HIGHWAY MAINTENANCE		
408	BROCK WHITE CO LLC 03-330-000-0000-6859		111.28	SOLVENT 110116	12712919	MISCELLANEOUS EXPENSES
	03-330-000-0000-6859		164.12	SOLVENT 110116	12712919	MISCELLANEOUS EXPENSES
408	BROCK WHITE CO LLC		275.40		2 Transactions	
525	CENTURYLINK 03-330-000-0000-6543		29.10	SIG LITE-314117353 110116	314117353	TRAFFIC SIGNALS
525	CENTURYLINK		29.10		1 Transactions	
194	ELK RIVER MUNICIPAL UTILITIES 03-330-000-0000-6543		16.46	LIGHT ON CR 36 110116	C#22826	TRAFFIC SIGNALS
	03-330-000-0000-6543		16.45	LIGHT ON CR 42 110116	C#22826	TRAFFIC SIGNALS
	03-330-000-0000-6543		20.17	LIGHT ON CR 37 110116	C#22827	TRAFFIC SIGNALS
	03-330-000-0000-6543		20.17	LIGHT ON CR 42 110116	C#22827	TRAFFIC SIGNALS
194	ELK RIVER MUNICIPAL UTILITIES		73.25		4 Transactions	
1706	MARTIN MARIETTA MATERIALS					

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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
1706	MARTIN MARIETTA MATERIALS 03-330-000-0000-6535		1,147.55 <b>1,147.55</b>	1/4 CHIP AND RIP RAP 110116 1 Transactions	18911635	ROCK & RIPRAP
3515	RCM SPECIALTIES INC 03-330-000-0000-6536		623.20	CRS2 OIL 110116 1 Transactions	5717	CUTBACK OILS
3515	RCM SPECIALTIES INC		<b>623.20</b>			
3264	SAFETY SIGNS 03-330-000-0000-6543		4,025.00	SIGNAGE ON ROUNDABOUT 110116 1 Transactions	163467	TRAFFIC SIGNALS
3264	SAFETY SIGNS		<b>4,025.00</b>			
3707	SPECIALTY TURF & AG 03-330-000-0000-6859		75.42	DITCH MIX 110116	145883	MISCELLANEOUS EXPENSES
	03-330-000-0000-6859		75.42	DITCH MIX 110116	145883	MISCELLANEOUS EXPENSES
	03-330-000-0000-6859		75.41	DITCH MIX 110116	145883	MISCELLANEOUS EXPENSES
3707	SPECIALTY TURF & AG		<b>226.25</b>	3 Transactions		
1383	WRIGHT HENNEPIN COOP ELEC ASSN 03-330-000-0000-6543		1,902.38	VARIOUS LIGHTS 110116 1 Transactions	SEE SLIP	TRAFFIC SIGNALS
1383	WRIGHT HENNEPIN COOP ELEC ASSN		<b>1,902.38</b>			
4433	XCEL ENERGY 03-330-000-0000-6543		344.00	VARIOUS LIGHTS 110116 1 Transactions	5149988710	TRAFFIC SIGNALS
4433	XCEL ENERGY		<b>344.00</b>			
330	<b>DEPT Total:</b>		<b>8,646.13</b>	<b>HIGHWAY MAINTENANCE</b>	<b>9 Vendors</b>	<b>15 Transactions</b>
340	DEPT			HIGHWAY SHOP MAINTENANCE		
1646	BOYER TRUCK PARTS 03-340-000-0000-6574		47.28	REPAIR PARTS 110116	174613R	REPAIR PARTS
	03-340-000-0000-6574		47.28	REPAIR PARTS 110116	174699R	REPAIR PARTS
	03-340-000-0000-6574		88.49-	REMAINING CREDIT ON BOO 110116	CREDIT	REPAIR PARTS
1646	BOYER TRUCK PARTS		<b>6.07</b>	3 Transactions		
4858	BUFFALO AUTO VALUE 03-340-000-0000-6571		379.80	BATTERIES 110116	82116388	BATTERIES
4858	BUFFALO AUTO VALUE		<b>379.80</b>	1 Transactions		
5974	CENTER POINT ENERGY					

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
5974	CENTER POINT ENERGY 03-340-000-0000-6596		30.99 30.99	COKATO SHOP ELECTRIC 110116 1 Transactions	17219-9	UTILITIES-OUTLYING SHOPS
7544	CENTRA SOTA COOPERATIVE - BUFFALO 03-340-000-0000-6564		15,090.98	UNLEADED FUEL TANKER 110116 1 Transactions	8103841	UNLEADED GASOLINE
7544	CENTRA SOTA COOPERATIVE - BUFFALO		15,090.98			
438	COTTENS INC 03-340-000-0000-6574		831.22-	CR LEFT FROM DBL PAYMEN 110116		REPAIR PARTS
	03-340-000-0000-6574		1,497.19	REPAIR PARTS 110116	OCT VAR	REPAIR PARTS
438	COTTENS INC		665.97	2 Transactions		
1118	CULLIGAN OF BUFFALO 03-340-000-0000-6596		70.80	OTSEGO SOLAR SALT 110116	102715674	UTILITIES-OUTLYING SHOPS
1118	CULLIGAN OF BUFFALO		70.80	1 Transactions		
786	FLEETPRIDE 03-340-000-0000-6574		190.74	REPAIR PARTS 110116	80650425	REPAIR PARTS
786	FLEETPRIDE		190.74	1 Transactions		
38200	LAKE REGION COOP OIL-MAPLE LAKE 03-340-000-0000-6567		28.61	PROPANE EQ USE 97500 110116	59472	PROPANE
	03-340-000-0000-6567		28.61	PROPANE EQ USE 97500 110116	59472	PROPANE
	03-340-000-0000-6567		28.61	PROPANE EQ USE 97500 110116	59472	PROPANE
38200	LAKE REGION COOP OIL-MAPLE LAKE		85.83	3 Transactions		
1066	MANEY INTERNATIONAL INC 03-340-000-0000-6574		1,681.41	REPAIR PARTS 110116	158545	REPAIR PARTS
	03-340-000-0000-6575		802.40	REPAIR LABOR 110116	158545	OUTSIDE LABOR
	03-340-000-0000-6574		189.20	REPAIR PARTS 110116	738116	REPAIR PARTS
1066	MANEY INTERNATIONAL INC		2,673.01	3 Transactions		
600	MORRIES PARTS & SERVICE GROUP 03-340-000-0000-6574		118.26	REPAIR PARTS 110116	502498FOW	REPAIR PARTS
	03-340-000-0000-6574		111.97	REPAIR PARTS 110116	502537FOW	REPAIR PARTS
	03-340-000-0000-6574		51.97	REPAIR PARTS 110116	502654FOW	REPAIR PARTS
	03-340-000-0000-6574		138.89	REPAIR PARTS 110116	502655FOW	REPAIR PARTS
	03-340-000-0000-6574		86.92	REPAIR PARTS 110116	502656FOW	REPAIR PARTS
	03-340-000-0000-6574		103.94	REPAIR PARTS 110116	502716FOW	REPAIR PARTS

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	03-340-000-0000-6574		51.97	REPAIR PARTS 110116	52715FOW	REPAIR PARTS
	03-340-000-0000-6574		164.39	MORRIES - PARTS 110116	CS40090	REPAIR PARTS
	03-340-000-0000-6575		1,650.00	MORRIES - LABOR 110116	CS40090	OUTSIDE LABOR
	03-340-000-0000-6574		209.33	MORRIES - PARTS 110116	CS576818	REPAIR PARTS
	03-340-000-0000-6575		568.95	MORRIES - LABOR 110116	CS576818	OUTSIDE LABOR
<b>600</b>	<b>MORRIES PARTS &amp; SERVICE GROUP</b>		<b>3,256.59</b>			<b>11 Transactions</b>
3921	<b>OFFICE DEPOT</b>					
	03-340-000-0000-6411		4.11	SHOP SUPPLIES 110116	871510644	OPERATING SUPPLIES
<b>3921</b>	<b>OFFICE DEPOT</b>		<b>4.11</b>			<b>1 Transactions</b>
3096	<b>W D LARSON COMPANIES LTD</b>					
	03-340-000-0000-6574		55.16	F-262980186 PARTS 110116		REPAIR PARTS
	03-340-000-0000-6574		244.48	F-262980117 PARTS 110116		REPAIR PARTS
<b>3096</b>	<b>W D LARSON COMPANIES LTD</b>		<b>299.64</b>			<b>2 Transactions</b>
1785	<b>WAVERLY/CITY OF</b>					
	03-340-000-0000-6596		133.65	WAV SHOP WAT/SEWER 110116	02260004	UTILITIES-OUTLYING SHOPS
<b>1785</b>	<b>WAVERLY/CITY OF</b>		<b>133.65</b>			<b>1 Transactions</b>
1383	<b>WRIGHT HENNEPIN COOP ELEC ASSN</b>					
	03-340-000-0000-6596		199.07	MAPLE LK SHOP ELECT 110116	108103109	UTILITIES-OUTLYING SHOPS
	03-340-000-0000-6596		78.57	FR LAKE SHOP ELECT. 110116	11110659	UTILITIES-OUTLYING SHOPS
	03-340-000-0000-6596		219.10	OTSEGO SHOP ELECT. 110116	15016805	UTILITIES-OUTLYING SHOPS
<b>1383</b>	<b>WRIGHT HENNEPIN COOP ELEC ASSN</b>		<b>496.74</b>			<b>3 Transactions</b>
4433	<b>XCEL ENERGY</b>					
	03-340-000-0000-6596		38.16	WAV MISC LIGHTS 110116	5149988710	UTILITIES-OUTLYING SHOPS
	03-340-000-0000-6596		25.00	WAV SHOP GAS UTIL 110116	5149988710	UTILITIES-OUTLYING SHOPS
	03-340-000-0000-6596		371.27	COKATO SHOP ELECT. 110116	5149988710	UTILITIES-OUTLYING SHOPS
	03-340-000-0000-6596		122.40	WAV SHOP ELECT. 110116	5149988710	UTILITIES-OUTLYING SHOPS
<b>4433</b>	<b>XCEL ENERGY</b>		<b>556.83</b>			<b>4 Transactions</b>
<b>340</b>	<b>DEPT Total:</b>		<b>23,941.75</b>	<b>HIGHWAY SHOP MAINTENANCE</b>	<b>15 Vendors</b>	<b>38 Transactions</b>
<b>380</b>	<b>DEPT</b>			<b>UNALLOCATED NON-HIGHWAY OPERAT</b>		
	1294 <b>ANDERSON/LARRY</b>					
	03-380-000-0000-6520		125.00	BOOT REIMB - LARRY 110116		SAFETY PROGRAM & SUPPLIES

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**3** ROAD AND BRIDGE FUND

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

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
1294	ANDERSON/LARRY			1 Transactions	
1862	STOCKHOLM TOWNSHIP				
	03-380-000-0000-6862		2016 TOWN RD DISTRIBUTI 110116		TOWN ROAD ACCOUNT
1862	STOCKHOLM TOWNSHIP			1 Transactions	
380	<b>DEPT Total:</b>		<b>21,470.21 UNALLOCATED NON-HIGHWAY OPERAT</b>	<b>2 Vendors</b>	<b>2 Transactions</b>
3	<b>Fund Total:</b>		<b>71,513.09 ROAD AND BRIDGE FUND</b>		<b>75 Transactions</b>

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
420	DEPT			FINANCIAL SERVICES		
2490	UNITED PARCEL SERVICE 11-420-600-0020-6205		0.42	SHIPPING		POSTAGE
2490	UNITED PARCEL SERVICE		0.42		1 Transactions	
420	<b>DEPT Total:</b>		<b>0.42</b>	<b>FINANCIAL SERVICES</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
430	DEPT			SOCIAL SERVICES		
2490	UNITED PARCEL SERVICE 11-430-700-0020-6205		0.71	SHIPPING		POSTAGE
2490	UNITED PARCEL SERVICE		0.71		1 Transactions	
430	<b>DEPT Total:</b>		<b>0.71</b>	<b>SOCIAL SERVICES</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
450	DEPT			PUBLIC HEALTH SERVICES		
2490	UNITED PARCEL SERVICE 11-450-430-0020-6205		0.26	SHIPPING		POSTAGE
2490	UNITED PARCEL SERVICE		0.26		1 Transactions	
450	<b>DEPT Total:</b>		<b>0.26</b>	<b>PUBLIC HEALTH SERVICES</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
11	<b>Fund Total:</b>		<b>1.39</b>	<b>HUMAN SERVICES FUND</b>		<b>3 Transactions</b>

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



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

<u>Vendor No.</u>	<u>Name</u> <u>Account/Formula</u>	<u>Rpt</u> <u>Accr</u>	<u>Amount</u>	<u>Warrant Description</u> <u>Service Dates</u>	<u>Invoice #</u> <u>Paid On Bhf #</u>	<u>Account/Formula Description</u> <u>On Behalf of Name</u>
<b>393</b>	DEPT			S.C.O.R.E.		
5067	<b>BEAUDRY PROPANE INC</b> 20-393-000-0000-6801		76.00	PROPANE DELIVERY FORKLIFT	417915	MISCELLANEOUS EXPENSE
<b>5067</b>	<b>BEAUDRY PROPANE INC</b>		<b>76.00</b>	1 Transactions		
7325	<b>CLEARWATER TOWNSHIP</b> 20-393-000-0000-6801		1,040.50	2016 3RD QTR RECYCLING		MISCELLANEOUS EXPENSE
<b>7325</b>	<b>CLEARWATER TOWNSHIP</b>		<b>1,040.50</b>	1 Transactions		
1851	<b>CLEARWATER/CITY OF</b> 20-393-000-0000-6801		789.80	2016 3RD QTR RECYCLING		MISCELLANEOUS EXPENSE
<b>1851</b>	<b>CLEARWATER/CITY OF</b>		<b>789.80</b>	1 Transactions		
1852	<b>COKATO/CITY OF</b> 20-393-000-0000-6801		1,062.40	2016 3RD QTR RECYCLING		MISCELLANEOUS EXPENSE
<b>1852</b>	<b>COKATO/CITY OF</b>		<b>1,062.40</b>	1 Transactions		
1847	<b>FRANKLIN TOWNSHIP</b> 20-393-000-0000-6801		1,958.20	2016 3RD QTR RECYCLING		MISCELLANEOUS EXPENSE
<b>1847</b>	<b>FRANKLIN TOWNSHIP</b>		<b>1,958.20</b>	1 Transactions		
3141	<b>LAPLANT DEMO INC</b> 20-393-000-0000-6801		332.50	SCRAP METAL TRANSPORT	44066	MISCELLANEOUS EXPENSE
<b>3141</b>	<b>LAPLANT DEMO INC</b>		<b>332.50</b>	1 Transactions		
1856	<b>ROCKFORD/CITY OF</b> 20-393-000-0000-6801		1,281.00	2016 3RD QTR RECYCLING		MISCELLANEOUS EXPENSE
<b>1856</b>	<b>ROCKFORD/CITY OF</b>		<b>1,281.00</b>	1 Transactions		
1857	<b>ST MICHAEL/CITY OF</b> 20-393-000-0000-6801		6,149.80	2016 3RD QTR RECYCLING		MISCELLANEOUS EXPENSE
<b>1857</b>	<b>ST MICHAEL/CITY OF</b>		<b>6,149.80</b>	1 Transactions		
4480	<b>SURPLUS WAREHOUSE OF WILLMAR INC</b> 20-393-000-0000-6801		100.00	APPLIANCE RECYCLING	1303	MISCELLANEOUS EXPENSE
<b>4480</b>	<b>SURPLUS WAREHOUSE OF WILLMAR INC</b>		<b>100.00</b>	1 Transactions		
6	<b>VEOLIA ES TECHNICAL SOLUTIONS LLC</b> 20-393-000-0000-6801		16,738.88	HHW DISPOSAL	625107427	MISCELLANEOUS EXPENSE

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



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

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
6	VEOLIA ES TECHNICAL SOLUTIONS LLC		16,738.88		1 Transactions	
393	<b>DEPT Total:</b>		29,529.08	S.C.O.R.E.	10 Vendors	10 Transactions
20	<b>Fund Total:</b>		29,529.08	WASTE MANAGEMENT FUND		10 Transactions

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



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

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
165	DEPT				COMPLIANCE FUNDS		
5721	CDW GOVERNMENT INC						
	34-165-000-0000-6622			21,853.44	SURFACES W/DOCKING STATIONX14	FMT5706	EQUIPMENT PURCHASED
	34-165-000-0000-6622			4,267.62	SURFACE EXT WARRANTIES X14	FNN1911	EQUIPMENT PURCHASED
5721	CDW GOVERNMENT INC			<b>26,121.06</b>	2 Transactions		
165	<b>DEPT Total:</b>			<b>26,121.06</b>	<b>COMPLIANCE FUNDS</b>	<b>1 Vendors</b>	<b>2 Transactions</b>
170	DEPT				CAPITAL TECHNOLOGY		
5721	CDW GOVERNMENT INC						
	34-170-000-0000-6621			118.09	DISPLAY WALL MOUNT	FMT5589	EDMS INFRASTRUCTURE
	34-170-000-0000-6621			1,393.36	LED SIGN DISPLAY TV HHS LOBBY	FNF0567	EDMS INFRASTRUCTURE
5721	CDW GOVERNMENT INC			<b>1,511.45</b>	2 Transactions		
170	<b>DEPT Total:</b>			<b>1,511.45</b>	<b>CAPITAL TECHNOLOGY</b>	<b>1 Vendors</b>	<b>2 Transactions</b>
34	<b>Fund Total:</b>			<b>27,632.51</b>	<b>CAPITAL IMPROVEMENTS FUND</b>		<b>4 Transactions</b>
	<b>Final Total:</b>			<b>230,830.37</b>	<b>135 Vendors</b>	<b>209 Transactions</b>	

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



**Recap by Fund**

<u>Fund</u>	<u>Amount</u>	<u>Name</u>	
1	101,981.06	GENERAL REVENUE FUND	
2	173.24	RESERVES FUND	
3	71,513.09	ROAD AND BRIDGE FUND	
11	1.39	HUMAN SERVICES FUND	
20	29,529.08	WASTE MANAGEMENT FUND	
34	27,632.51	CAPITAL IMPROVEMENTS FUND	
<b>All Funds</b>	<b>230,830.37</b>	<b>Total</b>	Approved by, .....
			.....
			.....